



**WORKFORCE
SERVICES**
CHILD CARE

Welcome to the Office of Child Care How to Change Your Rates slideshow.

There is no narration for this slideshow.

Purpose of this slideshow

This slideshow will explain how to change your rates:

- Full time, monthly rates for all children
- Custom, lower rates for individual children



Provider rates

All providers set their own rates for full time and for lower, custom rates.

DWS will use the lowest reported rate to calculate subsidies:
your full time rate or the custom rate per child.

For your reference, you can view current payment tables, broken down by provider type, online at:

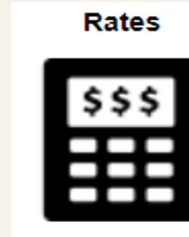
<https://jobs.utah.gov/occ/provider/subsidy.html>

See: Maximum Monthly Subsidy Payments

Full time monthly charges

All providers must report their *full time out of school monthly rates* on Care About Childcare:
<https://jobs.utah.gov/occ/cac.html>.

To make changes, select the Rates icon.



Click the Pencil icon on the far right for the age group you want to change:



Enter your full time monthly charge, and save. Repeat for each age group that you need to change.



Lower “custom” rates for an individual child

Providers are required to report any lower rate for an individual child directly to DWS through the DWS Provider Portal or by email.

Discounted “custom” rates for

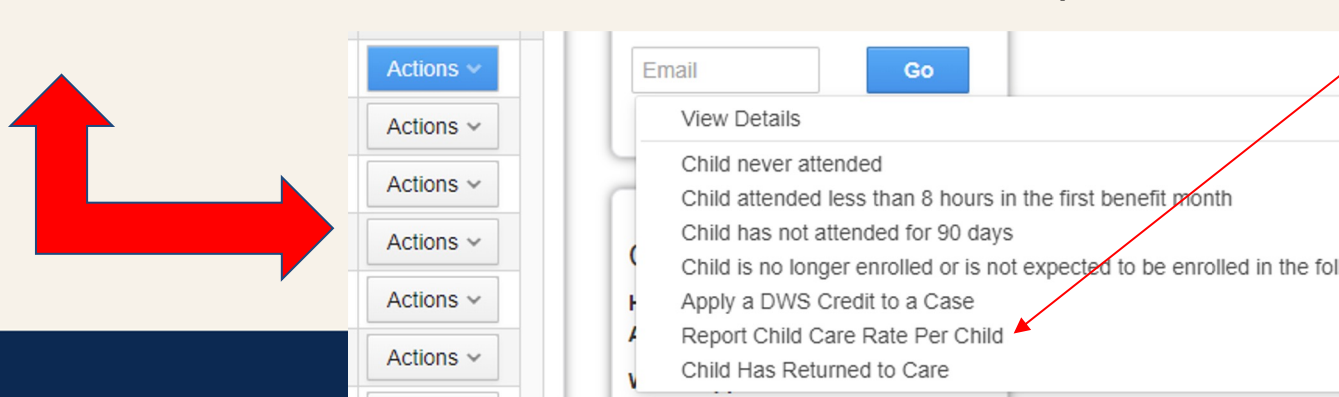
- part time attendance
- before and after school care
- shared parental responsibility
- employee’s children
- *Any other discount offered to a family*



Lower “custom” rates for an individual child

Report any **lower rate for an individual child** through the DWS Provider Portal, or by email to occ@utah.gov for new cases.

- To change a rate on the DWS Provider Portal, use the “Actions” button on the Children in Care tab. Select “Report Child Care rate per child”.



Lower “custom” rates, continued...

Next, select the blue “Change Rate” button next to the correct child.

Change Rate

Then, click the circle next to the needed action:

Select “Custom Rate” for a lower rate. Enter the correct amount.

Select Full time rate to return the child’s charges to full time.

Click “Report Change” to save.

Choose between full-time Care About Childcare rate or enter your own custom rate per child.

Full-time Rate

Custom Rate

Close

Report Change

Rate Changes

Reminders:

Report full time rates on Care About Childcare.

Report reduced custom rates in the DWS Provider Portal or by email.

Only one custom rate can be reported per month on the DWS Provider Portal.

Email occ@utah.gov for additional changes.



Whether you are reporting an increased rate or decreased rate on CAC or the Portal, always report changes by the **25th of the month**, so that the correct rate can be applied timely to the following month.

It's a good idea to set a reminder for yourself for the month before the beginning and end of summer/school, and other common times for rate changes.

Rate changes reported in one month will be effective for the next month.

Additional reminders

Remember, child care payments are to subsidize the cost of child care and may not cover the full cost of child care. Please make sure that all customers understand their charges.

There is never a guarantee of payment by Workforce Services.
If child care assistance is denied, providers will need to collect the full amount owed from the customer.

You are responsible for collecting directly from the parent for any charges not covered by subsidy.

Your contract is between yourself and your customer.
Parents or guardians are responsible for your payment.



Thank you!

Questions?

Email OCC@Utah.gov