

Dear Early Care and Education Provider,

It is time to update your program's private pay rates in The Office of Child Development and Early Learning's (OCDEL) Provider Self Service (PSS) system! Every two years, OCDEL surveys all regulated child care providers to collect private pay child care rates. It is important that each provider updates their private pay rates so that OCDEL has the necessary data to consider future Child Care Works base rate increases. Providers should confirm or report updates to private pay rates using PSS or, if not enrolled in PSS, can confirm or report private pay rates by contacting Early Learning Resource Center (ELRC) Region 5.

To be included in the survey, programs must adjust or confirm private pay rates between October 7, 2019 and December 31, 2019. To determine when your program's private pay rates were last updated, please visit the "Provider Profile" title in PSS and click on the "Rates" page and view the "Current Effective Date."

Included with this letter are instructions for how to participate in PSS and instructions to update private pay rates in PSS. If you have questions about PSS registration, contact the PELICAN Provider Help Desk at 877-491-3818 or ra-eln@pa.gov. The Help Desk's hours of operation are 8:30 a.m. to 5:00 p.m., Monday through Friday.

It is important that providers examine and set their private pay rates on an annual basis. When considering your program's rates, please be sure to think about costs like teacher salaries, materials, equipment, and quality improvement activities. For help determining your program's private pay rate please visit the Administration for Children and Families "Cost of Quality Calculator" at: <https://childcareta.acf.hhs.gov/pcqc>.

In addition to updating private pay rates, please encourage staff to update profile information in the Pennsylvania PD Registry at www.pakeys.org.

If you have additional questions, please contact ELRC Region 5 at 412.350.3577 or 1.888.340.3572.

Thank you for all you do for Pennsylvania's children and families!

Sincerely,

ELRC Region 5



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Instructions for Responding to the 2019 Market Rate Survey using Provider Self Service

Providers should complete the following steps to update rates for full-time and part-time care for all age groups served and to indicate whether the location accepts blended rates. In the example below, updates to the location's weekly rates are effective 10/01/2019, and the location accepts blended rates for the school year with an effective date of 09/01/2019.

The Edit Private Pay Rates window appears.

1. Click **UPDATE** on the Location Rates Summary page.

Edit Private Pay Rates

Select the date when the payment rates will become effective. Then, select a payment frequency from the Payment Frequency dropdown list based on how your organization charges its rates. If your location offers both daily and weekly rates, please select Weekly from the Payment Frequency dropdown list. Next, enter your rates and click "Convert." Review your converted rates and then click "Save."

Note: If a payment frequency other than daily is selected, the rates will display in a daily format upon clicking "Convert." Rates are displayed in this format so that they replicate the way they are displayed to the public through the COMPASS Child Care and Early Learning Program Search.

Current Effective Date: Accept Blended Rate for the School Year? Yes No

Private Pay Rate Effective Date: Blended Rate Effective Date:

Payment Frequency (Must select prior to entering rates): **CONVERT** **RESET**

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre-School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Part Time	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

Click the Convert button to enable "Save."

CLOSE **SAVE**



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2. Click the **Yes** radio button for *Accept Blended Rate for the School Year?*
3. Enter the Private Pay Rate Effective Date of **10/01/2019**. Please note: You will need to update the effective date **if there are no changes to the current rates** or it will not count as a response to the survey.
4. To accept or refuse the blended rate, enter the Blended Rate Effective Date of **09/01/2020**, as the changes to blended rates always begin on September 01 of a given school year in the future.
5. Select **Weekly** in the Frequency drop-down list.
6. Enter the rates for each Full Time and Part Time age group served.
7. Click **CONVERT**.

The weekly rates entered are converted to daily rates.

Edit Private Pay Rates

Select the date when the payment rates will become effective. Then, select a payment frequency from the Payment Frequency dropdown list based on how your organization charges its rates. If your location offers both daily and weekly rates, please select Weekly from the Payment Frequency dropdown list. Next, enter your rates and click "Convert." Review your converted rates and then click "Save."

Note: If a payment frequency other than daily is selected, the rates will display in a daily format upon clicking "Convert." Rates are displayed in this format so that they replicate the way they are displayed to the public through the COMPASS Child Care and Early Learning Program Search.

Current Effective Date: 08/01/2019

Accept Blended Rate for the School Year? Yes No

Private Pay Rate Effective Date: 10/01/2019

Blended Rate Effective Date: 09/01/2019

Payment Frequency (Must select prior to entering rates): Weekly

CONVERT **RESET**

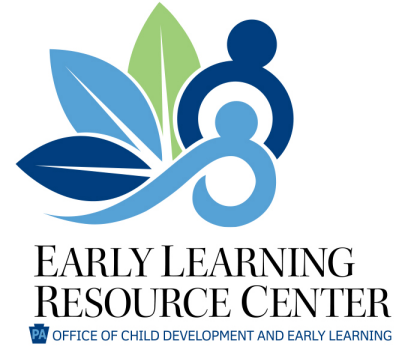
Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	PreSchool (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210
Daily Conversion	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00
Part Time	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160
Daily Conversion	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

Click the Convert button to enable "Save."

CLOSE **SAVE**



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8. Review the daily rates to ensure the weekly rates entered are correct. If incorrect, reenter the weekly rates.
9. Click **SAVE**.

The following window appears.

Save Rates

You are about to save your private pay rates. You must select the "Save and Submit Rates" option in order for the rates to display to the public through the COMPASS Child Care and Early Learning Program Search and be sent to the ELRC office.

If you choose the "Save and Return Later" option, you must click "Update" and select the "Save and Submit Rates" for the changes to take effect.

Rates may only be submitted once daily.

Save and Submit Rates

Save and Return Later

CANCEL **CONTINUE**

10. Click the radio button next to the preferred option.



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EARLY LEARNING RESOURCE CENTER

PA OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

11. Click **CONTINUE**.

- a. If the radio button for Save and Submit Rates was clicked, the confirmation message appears, and the Private Pay Rate Status is updated to **SUBMITTED**. You must Save and Submit Rates for the rates to display to the public through the COMPASS Child Care and Early Learning Program Search (www.findchildcare.pa.gov) and be submitted to the ELRC office as a response to the 2019 Market Rate Survey.

Location Rates Summary

Private Pay Rates have been submitted successfully. These rates will display to the public through the COMPASS Child Care and Early Learning Program Search and will be sent to the ELRC office.

Select Provider Location: **GO**

Rates Screen as of:
 DISPLAY RATES

Provider Type	Accepts Blended Rate?	Blended Rate Effective Date	Private Pay Rate Status
Center	Yes	07/01/2005	Submitted

Private Pay Rates (Daily Rates)

Unit Of Care	Infant (Birth-12 Mos.)	Young Toddler (13-24 Mos.)	Older Toddler (25-36 Mos.)	Pre-School (37 Mos.-Entering K)	Young School Age (K-3rd Gr.)	Old School Age (4th Gr.-15 Yrs.)
Full Time	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00
Part Time	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

RETURN TO PROFILE SUMMARY **VIEW HISTORY** **UPDATE**

- b. If the radio button for Save and Return Later was clicked, the confirmation message appears, and the Private Pay Rate Status is updated to **NOT SUBMITTED**.



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The Office of Child Development and Early Learning (OCDEL) requests your participation in the Market Rate Survey, to help gather information to drive local, state and federal funding determinations. OCDEL kindly asks you to share your experience and the information will be combined to most accurately determine private pay rates moving forward.

When is the survey taking place?

The survey will open on Monday, October 7, 2019 and close December 30th, 2019.

How do I participate?

- Providers will complete the survey within PELICAN Provider Self-Service. To receive more in-depth instructions please contact, Karen Grimm-Thomas at c-kgrimmth@pa.gov
- Providers not enrolled in PSS can contact the ELRC and the ELRC can update their rates

Why should I participate?

- To determine child care costs in different settings and regions of Pennsylvania
- To inform OCDEL where rates need adjusted
- To fulfill federal CCDF and CCDBG reporting requirements and ensure Pennsylvania receives funding
- To determine accessibility and capacity to subsidy and private pay slots

Things to consider:

- When did you last change your private pay rates?
- Have you considered adjusting your rates?

Do I have to participate if I am not changing my rates?

Yes, please. If a provider is not changing their private pay rate, please update the effective date within Provider Self-Service