Dear Parent:

You are required to pay to Child Action, Inc., a portion of your child care costs. This payment is referred to as the parent fee. Parent fee amounts are established by the State of California and determined by the family’s gross monthly income, the family size, and whether the child is enrolled for full time (130 hours or more per month) or part time (less than 130 hours per month) care as defined by the California Department of Education.

- Parent fees are billed according to the child who is scheduled to use the most hours in the billing month, regardless of how many children in the family are on Child Action, Inc.’s program. Please refer to your most recent Notice of Action for your current monthly parent fee amount and the effective date of that fee.

- Parent fees are billed and due in advance of service. Bills are mailed monthly during the week of the 15th for the following month’s services.

- If you have a set schedule, your parent fees are billed based on scheduled care.

- If you have a variable schedule, your parent fees are billed based on an average. The average is determined either by using an average of hours and days approved or an average of what has been paid over a four month period.

- The entire balance stated on the bill is due on the 1st of the month and is considered delinquent if not received in full by our Fiscal office by the 7th of the month. A termination notice will be issued for all delinquent fees. For your convenience, a copy of the parent fee policies and rules are on the back of every parent fee bill.

If you have any questions regarding your parent fee bill, contact Parent Fee Accounting Specialist, Kao Yang, at (916) 369-3235.

Questions regarding your income calculation and days of enrollment should be directed to your case manager.