

SLIDING FEE SCALE INFORMATION

HDFS CHILDREN'S PROGRAMS

(The Bennett Family Center and The Child Development Laboratory)

Dear Parent/Guardian(s):

The Child Development Laboratory and the Bennett Family Center offer a sliding fee scale to eligible families. Eligibility for the sliding fee scale is based on total household income. Please see attached sheet for a detailed listing of fees. **You do not need to be a student or employee at the University to qualify for the Sliding Fee Scale.**

The sliding fee scale is based on annual household income. **Eligibility must be verified prior to enrollment and once yearly thereafter (typically in June for July contracts).** Once verified by the Center's OHR Program Specialist, rates will be effective upon enrollment or, for those already enrolled, on the 1st day of the month following income verification. In the event a family experiences a substantial drop in income, they have the option of going through the verification process again at any time. **If verification is not completed when monthly invoices are prepared (15th of the month for the next month's service) you will be charged the highest rate.**

ONCE YOU HAVE ACCEPTED A SPACE IN ONE OF OUR PROGRAMS, provide the following to the program for verification.

The documents you need for income verification are:

- Filed Federal income tax return (Form 1040 or Form 1020).
- If no Form 1040 or Form 1020 is available, or if income has gone down substantially since filling, or since verification for sliding fee scale was last done, provide last six months of pay stubs for all parent/guardian(s) living with child.
- Current PSU financial aid report, if applicable (assistantship letters, stipends, loans, grants).

In certain cases, other documentation may be needed to verify income. At the time of verification you will receive notice of which bracket you qualify for on the sliding fee scale. The program in which your child(ren) is/are enrolling will draw up a contract for services, including your monthly fee, for you to sign.



HDFS Children's Programs

Department of Human Development
and Family Studies
College of Health and Human Development

CDL: (814) 863-0267

BFC: (814) 865-4057

The Pennsylvania State University
110 Henderson Building South
University Park, PA 16802-6504

SLIDING FEE SCALE APPLICATION

Please return this form to the address below along with all necessary paperwork to complete your application. **All paperwork must be completed and verified before new rates take effect.** Upon verification, you will sign an updated parent agreement. Please see the sliding fee scale rates for exact cost of child care.

Child's Name _____

Child's Birth Date _____ Room _____

Center Name _____

Contact Phone Number _____

E-mail Address _____

Parent/Guardian(s) _____

Address _____

Please send copies of all paperwork to:

**Joyce Reed, Staff Assistant
Bennett Family Center
The Pennsylvania State University
University Park, PA 16802
(814) 865-4057
jar5@psu.edu**