Sliding Fee Scale Information
HDFS Children’s Programs
(The Bennett Family Center and The Child Care Center at Hort Woods)

Dear Parent/Guardian(s):

The Child Care Center at Hort Woods 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 the 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).** There are 5 different income levels and rates (except for Kindergarten and the Summer Program which have only 1 each), that will be effective upon enrollment or, for those already enrolled, on the 1<sup>st</sup> day of the month following income verification by the Administrative Services Manager. 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 (15<sup>th</sup> 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 Joyce Reed at Bennett Family Center 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 filing, 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 (I-20(s) if non-US citizen, 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 be notified as well and they will draw up a contract for services, including your monthly fee, for you to sign.
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, Administrative Support Coordinator 
Bennett Family Center 
The Pennsylvania State University 
University Park, PA 16802 
(814) 865-4057 
jar5@psu.edu