



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817, BOX 1

FPO AE 09622-1000

NAVSUPPACT NAPLES INST 1700.12B

N08

**18 MAY 2005**

NAVSUPPACT NAPLES INSTRUCTION 1700.12B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, CHILD DEVELOPMENT HOME (CDH) PROGRAM

Ref: (a) OPNAVINST 1700.9D

Encl: (1) CDH Provider Liability Insurance Statement of Understanding  
(2) Standard Operating Procedures (SOP) for Developmental Program Requirements in CDH, NAVSUPPACT Naples, Italy  
(3) Standard Operating Procedures (SOP) Subsidy  
(4) Sample Letters for Suspension/Unauthorized Care in Housing

1. Purpose. To establish policy concerning the CDH care program at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and to encourage, monitor, and assist CDH providers in caring for young children. Also, to set forth rules and regulations governing the organization, administration, and operation of the program, as set forth in reference (a), applied to the NAVSUPPACT Naples CDH program.

2. Cancellation. NAVSUPPACT NAPLES INST 1700.12A.

3. Definition. CDH is defined as care provided by private individuals in their government-leased Navy family housing unit. Care is for the children of military and Department of Defense (DoD) civilian employees on a full- or part-time regular basis for more than 10 hours a week, paid or unpaid. The maximum number of children limited are six (including the provider's own child/children if under eight years old) or eight, if all children, including the provider's, are over age five. Not included are occasional babysitting co-ops, etc. The CDH program is not intended to provide 24-hour foster care on a regular basis and may be operated only after meeting the minimum requirements set forth in this instruction.

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4. Authority. The operation of CDHs in government-leased quarters is authorized by reference (a). Providing childcare in government quarters is a privilege extended to family members at the discretion of the Commanding Officer, NAVSUPPACT Naples.

5. Administrative Procedures

a. The CDH program is within administrative and operational oversight of the NAVSUPPACT Naples Morale, Welfare and Recreation (MWR) Department and the Child Development Program Administrator (CDPA). In view of the scope of responsibility involved, a person trained in child development, social work, or a related field is designated as the director. Monitoring visits are intended to give programmatic support for CDH providers and are not to be policing in nature or solely for inspection.

b. CDH Director will:

- (1) Market the CDH program and recruit applicants.
- (2) Conduct background screenings of CDH applicants per reference (a).
- (3) Conduct family home interviews as part of the certification process.
- (4) Coordinate initial and ongoing training to assist providers in delivering services.
- (5) Apply professional knowledge of child development principles to develop, implement, and monitor CDH activities.
- (6) Conduct at least one unannounced monthly visit to each CDH home to provide programmatic support and ensure that appropriate experiences are provided for the children.
- (7) Ensure the preparation and serving of meals meet the criteria in reference (a).
- (8) Implement procedures to ensure each CDH provider complies with health, fire, safety, and program regulations as directed by reference (a).

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(9) Suspend operation of CDH homes that do not comply with the certification requirements in reference (a).

(10) Maintain accurate records on certified CDH providers, training, home visits, children enrolled, and parental contact.

(11) Recommend denial or revocation of certification to the Quality Review Board.

(12) Establish and maintain effective working relationships between community and installation resources.

(13) Work with the Housing Office to ensure all those caring for children in Navy-owned or -leased housing are certified.

(14) Provide guidance to CDH providers in establishing daily routines and a process to ensure parental involvement, maintaining open communication with parents, setting fees and charges, and maintaining all records.

(15) Investigate complaints and document all findings. Report findings to proper authorities for follow-up.

(16) Establish a program of parental involvement and maintain open communication with all parents.

(17) Prepare and submit an annual operational budget to the MWR Director, via the CDPA. This budget reflects expenses for training, subsidies, printing, conferences, mileage reimbursement, office supplies, and other administrative costs.

(18) Perform other duties as assigned.

c. The Fire Department will:

(1) Conduct initial inspection of all applicant homes, noting any discrepancies and issuing directives for corrective action.

(2) Provide fire and safety training for CDH providers, including, but not limited to, evacuation training, fire prevention, and use of fire extinguishers.

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(3) Conduct inspections at least annually.

(4) Recommend approval/disapproval of applicants based upon inspection.

d. The Security Department will:

(1) Conduct initial local security check of all CDH provider applicants for evidence of any condition(s) which would negatively reflect on the suitability of the applicant or a household member.

(2) Recommend approval/disapproval of applicants based upon local security check.

(3) Support the CDH Director with consultations, resources, and technical assistance relating to security checks.

e. The Housing Office representative will:

(1) Verify the assignment of the quarters.

(2) Screen housing records of provider applicants for incidents which may negatively reflect on the suitability of the applicant or a household member.

(3) Recommend approval/disapproval based upon screening.

(4) Inform occupants that CDH will be allowed only in compliance with reference (a) and the command's local instruction.

(5) Include CDH program information in the installation's "Welcome Aboard" package.

(6) Support the CDH Director with consultation, resources, and technical assistance relating to housing in military quarters.

(7) Recommend eviction to the Commanding Officer, NAVSUPPACT Naples, for those occupants of government housing who conduct unauthorized childcare services in their homes.

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f. Preventive Medicine Services will:

(1) Conduct initial inspection of all applicants' homes using guidance provided in reference (a) noting any discrepancies and issuing recommendations for corrective action.

(2) Recommend approval/disapproval of applicants based on inspection.

(3) Conduct inspections at least annually.

(4) Conduct CDH health training or grant approval for CDH Director to conduct health training to include:

(a) Personal hygiene

(b) Food handling, preparation, and sanitation

(c) Administering medication

(d) Identifying communicable diseases

(5) Serve as point of contact for providers' health and immunization checks.

(6) Serve as point of contact regarding the length of time CDH homes must be closed as result of inspections or disease control.

(7) Support the CDH Director with consultations, resources, and technical assistance.

g. The Family Advocacy Representative (FAR) will:

(1) Review available medical, mental health, and child advocacy records of CDH applicants and household members for previous history of domestic violence and/or neglect or any other conditions which would negatively reflect upon the suitability of the applicant or a household member.

(2) Serve as point of contact for the CDH Director reporting allegations of child abuse or neglect and follow proper reporting procedures.

(3) Recommend approval/disapproval of applicants based on screening.

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h. The Fleet and Family Support Center staff will:

(1) Support the CDH Director with consultations, resources, and technical assistance relating to family services.

(2) Serve as point of contact for training resources and referral.

i. The Substance Abuse Rehabilitation Program (SARP) Coordinator will:

(1) Review records for any reports of drug or alcohol abuse by CDH provider applicants or household members or incidents which may negatively reflect on the suitability of the applicant or household member.

(2) Support the CDH Director with consultations, resources, and technical assistance relating to substance abuse.

(3) Recommend approval/disapproval of applicant based on screening.

6. Quality Review Board (QRB). The QRB will provide recommendations for denial of CDH applicants and revocation or re-certification of CDH providers. The QRB is not required to meet when an applicant successfully meets all certification requirements. The QRB will meet monthly or as needed. The Commanding Officer, NAVSUPPACT Naples, will appoint a chairperson. The QRB members will include the MWR CDPA; CDH Director; Staff Judge Advocate; the representatives from Family Advocacy, Preventive Medicine, Security, Housing, SARP, Safety, Hospital, and the Fire Department. The Family Advocacy Representative should be available for consultation when necessary. The QRB will also hear appeals made by providers.

a. Denial. When an applicant is denied, it must be a unanimous QRB decision. Reasons for denial include, but are not limited to:

(1) A background check that shows substantiated child or spouse abuse of any member of the family.

(2) Failure to meet minimum health, fire, and safety standards.

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(3) Failure to successfully complete the required initial 20 hours of training.

(4) Certification requirements not successfully completed within the established time frame (within 60 days).

(5) When the CDH Director/monitor has any reservation regarding the applicant's behavior, attitude, or ability to make sound judgments while working with children in an in-home setting.

b. Suspension. Providers who fail to meet the requirements of reference (a) and this instruction will have their certification suspended until discrepancies are rectified. The CDH Director will close the home and issue a letter of suspension (enclosure 4) within 24 hours. If necessary, the Director will return to the home with a witness (e.g., CDPA, Housing) to deliver the suspension letter, remove the CDH certificate and the door emblem and assist the parents in finding alternate child care. The QRB will then decide to reinstate or revoke the certification. Reasons for suspension include, but are not limited to:

(1) Leaving children unattended.

(2) Suspected child abuse/neglect of the provider or a family member.

(3) Suspected or reported domestic violence.

(4) Any violations of regulations which may endanger the life, health, or safety of the children in care.

(5) Not meeting the requirements for re-certification.

(6) Failure of a health, fire, or safety inspection. The provider may be decertified temporarily until requirements are met.

(7) All CDH applicants will review and sign the CDH Self-Assessment Agreement (enclosure 2) with the CDH Director prior to caring for children.

c. Revocation. Certification may be revoked based on, but not limited to, any of the following discrepancies:

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(1) Findings of QRB review of a suspension.

(2) Substantiated child abuse/neglect of the provider or a family member.

(3) Substantiated domestic violence of the provider or a family member.

(4) Provider continually fails to provide a healthy and safe environment and/or fails to correct violations in a specified time frame.

(5) Provider does not provide an environment which meets each child's social, physical, intellectual, and emotional development.

d. Appeal Procedures. The QRB also serves as the mechanism for hearing appeals by providers. Every applicant or provider will be considered impartially.

(1) The provider will receive written notice of suspension within 24 hours of verbal notification (enclosure 4). Written notification will include information on the appeal process.

(2) The provider has five working days to submit a written appeal to the QRB after receipt of a written notice of suspension. Grievances or appeals must be mailed or delivered to:

Program Administrator  
Child Development Programs  
Moral, Welfare, and Recreation  
PSC 817 Box 9  
FPO AE 09622

(3) The QRB will review the written appeal or hear the appeal in person, if requested. Recommendations will be forwarded to the Commanding Officer, NAVSUPPACT Naples.

(4) The provider will receive written notice of the QRB review findings within five working days.

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(5) The provider may appeal the QRB decision in writing to the Commanding Officer within 10 working days.

(6) The Commanding Officer is the final decision authority.

## 7. Provider Qualifications

a. All CDH providers will meet the following minimum certification requirements and responsibilities:

(1) Be at least 18 years old.

(2) Have the ability to speak, read, and write English.

(3) Be physically and mentally capable of caring for children.

(4) Be a responsible, emotionally stable person capable of exercising good judgment in caring for children.

(5) Be a military dependent.

(6) Be an authorized resident in government housing.

(7) Be able and willing to undergo prescribed training.

b. Prior to receiving approval to care for children, the CDH provider's health records will be reviewed and the provider will have a health screening to confirm that they are in good health and free from communicable diseases.

(1) All members of the CDH provider's family, and any other person residing at that residence, will have required immunizations and provide results of a Tuberculosis test.

(2) Records of CDH provider's health requirements and family's immunization shall be on file in the provider's home and made available to the CDH Director and health inspector.

(3) CDH providers will ensure the rights of all occupants of surrounding quarters for the use and quiet enjoyment of family housing without compromise by the presence of a CDH.

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8. Provider Insurance

a. Commercial liability insurance is required because CDH providers are independent private contractors and may be held personally liable for claims in the absence of any insurance. Liability coverage only extends to care provided in leased government housing to dependents of service members and DoD civilian employees.

b. Providers are advised that they may be personally liable for negligent damage claims and/or awards for damages that exceed insurance policy limits and from their acts and omissions that are specifically excluded by their liability insurance coverage (enclosure 1).

c. Providers shall acknowledge in writing their responsibility for property damage to family quarters determined to be beyond normal "wear and tear".

d. CDH providers must purchase insurance coverage upon certification by the CDH program Director and prior to caring for children.

e. Actual claims related to the CDH program, as well as accidents and incidents that may potentially give rise to future claims, will be reported immediately to Naval Personnel Command (Pers-653 or 659) and to the insurance agent that has brokered the individual CDH provider's policy, using the appropriate loss reporting procedures. Copies of this information will also be provided to the NAVSUPPACT Naples Staff Judge Advocate for processing.

9. Provider Requirements

a. The provider will arrange for a backup provider (18 years or older, military dependent, living in government housing) to be available to provide support during emergencies or to provide substitute care during vacation or illness. Certified providers will be responsible for informing their backup providers of their policies, procedures, and daily routines. Backup support may be another certified home or may be in the provider's home, as long as the substitute meets the minimum requirements. All backup providers are to attend orientation training. Minimum requirements are defined as CPR

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and First Aid training, Child Abuse/Neglect Reporting/Prevention training, and local background checks. The CDH Director will be notified of the provider's absence and of the substitute's presence.

b. The provider will enter into a written contract with each parent. The written contract will include, at a minimum, the following information:

(1) The services provided are a private, independent enterprise. The Navy will not be a party to any liability claims incurred by the CDH provider.

(2) Fees to be charged are a private matter between providers and parents. Fees should be agreed upon prior to children being left the first time.

(3) Hours and days of the week care will be provided.

(4) Children's sleeping and eating patterns or any other information pertinent to the parents.

(5) Parents are required to sign their children in and out on a daily basis.

c. The provider will have sponsor's written approval before transporting child(ren) by automobile or bus. Child safety seats will be used for children under 5 years when being transported in privately owned vehicles.

d. The provider will have documentation that personal auto insurance covers transportation of child care children.

e. The provider will offer experiences that enhance physical, social, emotional, and intellectual well-being on a daily basis in a safe, healthy learning environment, as outlined in enclosure (1).

f. The provider will maintain neat and accurate records on each child in care, including registration card, limited Power of Attorney, payment contract, etc.

10. Child Abuse

a. Child abuse/neglect cases are occasionally identified in CDH homes. The suspicion or identification of child maltreatment carries with it significant responsibilities for CDH providers.

b. Any provider in the Naples CDH program who suspects a case of abuse or neglect, is required to make a referral to the FAR, Fleet and Family Support Center (FFSC), Naples, Italy, for further investigation. The following procedures will be followed:

(1) Document all reasons of suspicion of abuse or neglect.

(2) Contact the CDH Director or the CDPA and discuss the situation. If after hours, call the NAVSUPPACT Naples Officer of the Deck.

c. The CDH Director is responsible for ensuring that there is complete follow through on any suspected cases reported by the providers and coordinating with the FAR and the appropriate military agencies. The following procedures will be followed:

(1) Document all information concerned regarding suspicions and reporting of child abuse and neglect using designated logbook.

(2) Contact the FAR.

(3) Report all suspicious cases to the MWR CDPA.

(4) Child sexual abuse in a CDH home requires an immediate report. Per reference (a), the Navy Personnel Command (Pers N23/N21) must be notified by message within 24 hours of the actual or alleged occurrence of child sexual abuse in home-based programs.

d. If a provider or member of their family is referred for possible child abuse or neglect, the provider will immediately be suspended until referral is made to the local Family Advocacy Case Review Committee. The CDH Director will be responsible for notifying the parents of children in the care of the suspected provider and helping them find other care until the case has been resolved.

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11. Parent Involvement. In a quality program, parents are recognized as the most important influence on their children's growth and development. Positive and productive relationships with families are established so that the program reflects their interests and values and acknowledges their concerns. Parents are kept informed about the program through newsletters and printed announcements. The provider and the CDH Director should always be willing to address any concerns with the parents.

12. Unauthorized Child Care. The following actions will be taken when unauthorized child care has been reported:

a. When a report of an unauthorized home is received, the CDH Director will make the first contact.

b. All complaints will be investigated within two working days.

c. The first contact should be a "user friendly" informational visit to determine if the individual is providing unauthorized child care or "babysitting" less than ten hours a week.

d. If the occupant is found to be providing child care, the CDH Director will provide information regarding the CDH program and the certification requirements.

e. If the individual or home does not meet the basic health and safety standards and the occupant does not agree to complete certification requirements within 30 days, a letter of unauthorized child care (enclosure (4)) will be forwarded to the sponsor to inform him/her of the occurrence of inappropriate care.

(1) If children are presently under care, the Housing Office and the CDH Director will request the following information:

- Occupant's sponsor's name and command
- Name of children in care
- Parents' names, commands, and phone numbers

(2) Parents will be notified by written communication (enclosure (4)) of the occupant's noncompliance with reference (a). Phone contacts with the parents will confirm receipt of the information.

f. If the individual or home does not meet the basic health and safety standards, the Housing Office will assist to ensure that all childcare is discontinued.

(1) Parents will be notified by written communication (enclosure (4)) of occupant's noncompliance with reference (a).

(2) The CDH Office will assist parents in finding a certified provider to resume care of the children.

g. Documentation of continued unauthorized child care will be provided to the Housing Office, requesting occupant's removal from government quarters.



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NAVSUPPACT NAPLES INST 5216.4W

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U.S. Naval Hospital, Naples, Italy

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CHILD DEVELOPMENT HOME (CDH) PROVIDER LIABILITY INSURANCE  
STATEMENT OF UNDERSTANDING

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1. I understand that Child Development Home (CDH) providers are required to maintain personal liability insurance to protect themselves and the Navy against potential liability claims for negligence that might arise from their operations.

2. I understand that liability insurance is required because CDH providers are independent private contractors and not employees of Morale, Welfare, and Recreation Department or the U.S. Government. As independent private contractors, CDH providers may be held personally liable for claims in the absence of any insurance.

3. I understand that providers shall be held personally liable for negligent damage claims and/or awards for damages that exceed insurance policy limits and from their acts and omissions that are specifically excluded by their liability insurance coverage.

4. I understand that under the guidance of Commander, Navy Personnel Command (COMNAVPERSCOM) (Pers-659), the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Child Development Coordinator, as the CDH program Director, will monitor CDH programs to ensure that both CDH providers and the Navy are insured against potential liability claims that may arise out of the operation of the CDH program.

5. I understand that the minimum limit of general liability insurance required (which includes products and completed operations, personal, and professional liability loss exposures) is currently \$500,000 for each claim and policy aggregate. Other minimum limits include:

a. Sexual abuse and molestation liability coverage must be for a minimum of \$100,000 for each claim and policy aggregate.

b. Fire liability for the damage to non-owned property which is in the provider's care, custody, and control must be insured for a minimum of \$50,000 per claim and policy aggregate.

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6. I understand that Pers-653 sanctions minimum limits and coverages that individual commercial insurance companies must provide for the purpose of ascertaining that the providers have available to them appropriate and comprehensive insurance coverage. Minimum limits and coverage may change upon expiration of each policy year, depending on insurance market considerations.

7. I understand that CDH providers must purchase insurance coverage upon certification by the CDH program coordinator.

8. I understand that insurance coverage limits individual provider premiums, and the types of coverage may change from one insurance policy period to the next. Accordingly, COMNAVPERSCOM will provide each Navy activity authorized to operate a CDH program with details regarding the CDH provider insurance program and claims filing procedures as changes dictate.

9. I understand that actual claims related to the CDH program, as well as accidents and incidents that may potentially give rise to future claims, shall be reported immediately to COMNAVPERSCOM (Pers-653 or 659) and to the insurance agent that has brokered the individual CDH provider's policy, using the appropriate loss reporting procedures. Copies of this information should also be provided to the servicing Navy Legal Service Office and activity legal officer.

10. I understand that liability coverage only extends to child care provided in owned or leased government housing to dependents of service members and Department of Defense civilian employees.

11. I understand that CDH providers shall acknowledge their responsibility for property damage to family quarters determined to be beyond normal "wear and tear".

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CDH Applicant

Date

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CDH Director

Date

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STANDARD OPERATING PROCEDURES (SOP) FOR DEVELOPMENTAL PROGRAM  
REQUIREMENTS IN CHILD DEVELOPMENT HOMES (CDH), U.S. NAVAL  
SUPPORT ACTIVITY, NAPLES, ITALY

Developmental Programming. Programs in CDH homes will reflect each CDH provider's knowledge and understanding of the growth and development of children. The program will provide experiences that enhance and support children's physical, social, emotional, and cognitive development, regardless of the type of home or length of time the child is in care each day. Developmental programming is characterized by the following: child/family orientation, supportive management policies and procedures, appropriate resource allocation and use (i.e., space, unique age group requirements).

1. Child and Family Orientation

a. The CDH program meets parental needs for safe, affordable, accessible, quality childcare.

b. CDH providers are responsive to children's needs for emotional support. Program activities will be appropriate to their individual developmental levels and abilities.

c. The CDH office, CDH providers, and parents will have a partnership in the care of the children, shown through verbal and written communications, training workshops, and opportunities to share in the children's programming and activities, such as field trips.

2. Policies and Procedures

a. Implementation and maintenance of group ratios and composition.

b. CDH management personnel and CDH providers will be sensitive to parent and child needs.

c. Use of qualified CDH providers through selective recruitment, comprehensive training programs, and role modeling by professional staff.

d. CDH staff will enforce a positive guidance approach, such as stress and conflict prevention and channeling of energy through a planned environment.

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e. CDH providers will show consistent and prompt attention to the health and physical needs of children (e.g., personal routines, hygiene, and nutrition).

### 3. Developmental Activity Schedule

a. The daily schedule, though informal, will provide consistency to encourage feelings of stability and security. When planning daily program activities and routines, CDH providers will consider:

- (1) The age and development level of the children.
- (2) The needs of individual children.
- (3) The experiences offered children in their own homes.
- (4) The goals of the children's families.

b. As part of the training program, each CDH provider will plan a sample daily activity schedule. This plan will be posted for the parents and a copy will be kept on file in the CDH office. This plan will include provisions for routine care (e.g., meals, diapering/toileting, nap times), as well as developmental activities, such as music, stories, art, outdoor activities, etc. The daily activity plan will make provisions for children to learn through participating in normal household chores and routines as well.

### 4. Space

a. Indoor activity spaces will be arranged to allow children to independently choose activities and locate and replace toys and equipment with minimal adult aid.

(1) Play areas and furnishings will be arranged to allow for developmentally appropriate learning experiences for young children. These areas include open floor space for crawling, exploration and active play, and protected areas for rest, study, and quiet activities.

(2) Breakable objects in areas accessible to children will be kept to a minimum to avoid accidents or potential discipline problems. Breakable objects must be kept out of the reach of children under three years of age.

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(3) There shall be adequate indoor space for the number of children receiving care. If, in the opinion of the CDH Director or any inspecting officer, the quarters are too small for the maximum number of children allowed, the number of children allowed in that home will be reduced.

b. All children will be offered the opportunity for outdoor play at least twice a day, weather permitting. All outdoor play space will be free from safety hazards. Where such play spaces are not available on the premises, parks and playgrounds may be used under the constant supervision of the CDH provider.

5. Time. Scheduled daily indoor and outdoor activity periods will be planned for all children to include:

a. Group experiences. Opportunities for two or more children to interact personally and share materials (e.g., meals and snack times, stories, musical activities, dramatic play).

b. Individual experiences. Personal interactions with CDH provider, including rocking, cuddling, conversations, space to be alone, and use of special possessions, such as a security blanket, when needed.

c. Child-initiated experiences. Opportunities for child control of process or outcome (e.g., free expression art versus coloring book activity, decision-making opportunities, and activity choices).

d. Adult-initiated experiences. Opportunities for CDH provider to teach and demonstrate the process of acquiring a new skill (e.g., tying shoes) and for children to function within the framework of a directed activity, such as cooking.

e. Environmental experiences. Opportunities for children to have firsthand experiences, such as sensory activities (e.g., sand and water play, nature walks, and field trips).

6. Equipment and Materials

a. Common household materials can provide learning experiences (e.g., sorting and classifying socks by color and size) for a child if they are properly presented and supervised. CDH providers should use items found naturally in the home whenever possible to facilitate child learning and promote growth and development while minimizing costs.

b. CDH providers will provide indoor and outdoor equipment and materials that are safe, durable, in working order, and appropriate to age levels (e.g., paper, paint), and those that have a prescribed use or are self-correcting, (e.g., puzzles).

c. The following types of equipment will be provided:

- (1) A type 2A-10:B&C fire extinguisher.
- (2) Security gate to make the kitchen inaccessible to the children.
- (3) Individual cots, cribs, and high chairs.
- (4) Developmentally age-appropriate toys and equipment.

7. Age Group Program Requirements. Program and activities will reflect the developmental needs unique to the ages of the specific children under care.

a. Infants. Information will be obtained from parents to allow CDH providers to individualize routines and program activities for each child.

(1) Infants will be allowed to form and follow their own normal sleep and feeding patterns.

(2) Infants will not remain in cribs and/or port-a-cribs when awake, except for short periods of play not to exceed 30 minutes.

(3) Infants will be held, rocked, and allowed play opportunities on the floor daily.

(4) CDH providers will frequently talk and sing to infants on an individual basis to encourage speech and language development.

(5) Opportunities will be provided for activities that develop large and small muscles, (e.g., sitting up, rolling over, self-feeding, and standing).

(6) Infants will be taken outside daily, weather permitting.

b. Pre-toddlers and Toddlers

(1) Cribs and high chairs will not be used for children over 12 months, except under highly exceptional circumstances where the physical safety of the child is involved.

(2) Toilet training will occur in a manner and time frame consistent with the child's developmental readiness and parental wishes. Parents are responsible for the initial training.

(3) Well-defined limits and behavioral guidelines will be established within the home.

(4) Opportunities will be provided for:

(a) Walking, crawling, and climbing.

(b) Manipulative experiences to develop large and small muscles and perceptual/motor coordination.

(c) Increasing attention span through group and individual activities.

(d) Developing speech and language skills.

(e) Independent functioning and attainment of self-help skills, such as feeding, dressing, and toileting.

(f) Repetitive play to practice recently acquired developmental skills.

c. Preschool Age Children

(1) Activities and scheduling will be planned to promote cooperative play, positive peer relationships, understanding of others' needs, and the ability to handle and express feelings in an acceptable manner.

(2) Equipment, activities, and space will be provided for perceptual/motor coordination and the development of large and small muscles.

(3) Activities and materials will be provided to stimulate interest in readiness concepts such as size, shape,

color, letters, and numbers. Formal instruction in reading and writing is not appropriate for most children under five years.

(4) Opportunities will be provided for noting relationships, problem solving, and language development.

d. School Age Children

(1) A range of activity choices will be offered that allow a change of pace between elementary school and the CDH program.

(2) Protected spaces for studying and homework will be provided.

(3) Children will be encouraged and supported in their efforts to participate in after-school and community activities.

(4) A transportation agreement will be established between the parent and the CDH provider concerning any transportation issues. This agreement will state that the child is only to be transported in the CDH provider's vehicle for approved functions (field trips, etc.). Providers' automobile insurance must allow for transportation of CDH children.

8. Night Care. When the CDH home is in operation between 1800 and 0600:

a. Children in a CDH home for the evening hours, but who do not spend that whole night, will be allowed to sleep, if needed.

b. A cot or crib with individual sheets will be provided for each child in night care. Parents may be required to provide plastic sheets for children who bed wet.

c. Each child present when the evening meal occurs will be served unless the child has eaten before coming to the CDH home or will leave before 1900 hours. A nighttime snack will be available to all children at a regularly scheduled time. Breakfast will be served to all children who remain in the CDH home more than 60 minutes after waking for the day, unless the parent specifies otherwise.

d. Children who remain overnight will have a shower, tub or sponge bath as needed for bodily cleanliness. When a bathtub or

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sponge bath is needed, fresh water must be drawn for every use. The CDH provider must be in the room while children under five years of age are bathing.

e. Each child will have individual sleeping garments, washcloths, towel, and one change of clothing.

f. An evening and morning schedule of program activities will be planned for the hours that children are awake. An area separate from that used for sleeping must be provided for non-sleeping children to engage in these activities.

g. CDH providers will be trained in the emergency evacuation of sleeping children.

9. Nap and Rest Period

a. Rest periods will be provided appropriate to age and needs, with at least one hour scheduled for children under five who attend during nap times.

b. Children who cannot read or sleep may participate in activities that do not disturb others who are sleeping. Children who have rested for the minimum period will not be required to remain in the napping area.

c. Provisions will be made for each child to rest or nap on an individual crib (crib slats will be less than two and three-quarters inches apart to prevent strangulation) or cot at least 4" off the floor and at least two feet away from another child.

d. Mattresses will have waterproof covers. Cots or cribs will be sanitized with a bleach and water solution before being used by another child. If used by one child continuously, they will be sanitized weekly.

e. Each child using a cot or crib will be given a bed covering. Bed coverings must be laundered before being used by another child. If used continuously by one child, they will be laundered weekly.

f. Pillows will not be used for children under three years.

10. Television

a. Television will be used sparingly with discretion and selectivity. At no time will children be required to watch television. Operation of television in CDH homes will not exceed 30 minutes a day while children are in care. For special circumstances (i.e., shift care), television may be used not to exceed one hour for every four hours the CDH children are in care.

b. Television viewing will be limited to programs specifically designed for the interest and benefit of children.

c. Television will not be operated as background accompaniment while other child activities are being offered.

d. The television room will be well-lit and children will sit at a safe distance from the television set for viewing.

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SUBSIDY STANDARD OPERATING PROCEDURES (SOP)

Subj: CHILD DEVELOPMENT HOME DIRECT SUBSIDY PROGRAM (CDHDSP)

Ref: (a) OPNAVINST 1700.9D  
(b) BUPERS ltr 1700 of 16 Jan 98  
(c) NAVEUR ltr 00-01, CDC Fee and Policy Guidelines

1. Purpose. To establish procedures for the Child Development Home Direct Subsidy program (CDHDSP). The CDHDSP is a function of the Child Development Home (CDH) Program and is subject to all requirements of references (a) and (b).

2. Definitions. CDHPSP is provided for children in full-time care, on a regular basis for 24-55 hours per week. CDHPSP is defined as financial assistance for military parents (excluding provider's own children) with children ages six weeks to 35 months of age or with special needs and shift care children six weeks to 12 years in the CDH program. Payments are made directly to the CDH provider, making fees comparable to those charged in the military child development centers per reference (c).

3. Authority. The operation of CDH homes and CDHDSP are authorized by reference (a).

4. Administrative procedures

a. The CDHDSP shall be under the administrative control of the U.S. Naval Support Activity, Naples, Italy, Morale, Welfare, and Recreation (MWR) Department, Child Development Program and specifically, the CDH program.

b. The Child Development Program Administrator (CDPA) responsibilities include:

(1) General oversight of the CDHDSP.

(2) Ensuring certified CDH providers are paid according to direct subsidy payment administrative procedures.

(3) Maintaining program documentation in order to evaluate its effectiveness.

c. The CDH Director responsibilities include:

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(1) Publicizing the CDH direct subsidy program and providing all necessary documentation to parents and providers.

(2) Registering CDH providers and parents participating in CDHDSP.

(3) Ensuring providers receiving direct subsidy payments comply with all policies and regulations governing the CDH program.

(4) Verifying parent income to determine fees.

(5) Maintaining validated documents and invoices, which verify payments for direct subsidy.

d. Provider Eligibility:

(1) The CDH provider shall be certified by the Commanding Officer.

(2) Certified CDH providers must have demonstrated the ability to care for children six weeks to 12 years of age. The CDH provider home must meet all requirements in references (a) and (b).

(3) CDH providers must apply for payment assistance by completing attachment (1) of this enclosure.

e. Fees. A fee scale, which includes fee bands based upon total family income, will be established annually using the sliding fee ranges established by the Office of the Secretary of Defense (OSD).

(1) Parents must sign the application to enroll in the Child Development Home Direct Subsidy Program (attachment (2)). Parents not providing the required income documentation within a period of thirty (30) days will be charged the highest fee.

(2) Total family income is defined as income including wages, salaries, and tips per reference (c), and as directed by attachment (3).

(3) Fees will be determined by using DD form 2652 attachment (4).

(4) Enrolled CDH providers will charge parents a set parental fee based on their total family income.

(5) Fees are revised annually. At the time of the fee review, each parent is required to sign an agreement stating the date these fees will be in effect.

f. Direct Subsidy Payment for full-time care, special needs and shift care:

(1) Parent Fee Full-Time Subsidy. CDHDSP will subsidize each eligible full-time child as follows:

Children 6 weeks to 36 months: The CDHDSP will pay the difference between the established parent fee, based on total family income, and \$113.50. The provider income (parental fee plus full-time subsidy payment) will not exceed \$113.50.

(2) Special Needs Subsidy. Special needs children will be determined as defined by ref (a) or on a case-by-case basis. Medical documentation must be presented to identify condition. Special needs children will be subsidized up to \$15 per week in addition to the regular subsidy. For example, the provider may not claim \$15.00 for a child with special needs, and then claim an additional \$15.00 when providing evening or weekend care for the same child.

(3) Shift Care Subsidy. For children 6 weeks to 12 years the CDHDSP will pay the difference between the established parent fee, based on total family income, and \$128.50.

g. Designated Back-Up Care: The CDH Program will subsidize two back-up care providers \$10.00 per space per day for a total of 2 spaces per provider. The back-up provider will receive payment from the parent or provider requesting care. If a provider is requesting care for their child(ren), that provider will be responsible to pay the backup provider.

The substitute provider is required to be available Monday-Friday 0600-1800 to receive the \$10.00 per slot payment. The provider must call in to the CDH office by 0800 each morning to confirm availability. If a call is not received by the designated time, it will be assumed that the provider is not available for appointments and subsequently will not be paid for that day. In the future, if two backup provider slots are not

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necessary, the program will discontinue one of the designated backup providers.

h. Reimbursement for Night Training and New Provider Orientation: Providers attending New Provider Orientation/Night Training will not incur fees if they use a CDH backup provider to attend classes. The CDH office will pay fees to a provider through an expenditure request facilitated by Resource and Referral. Providers will be paid the equivalent to a GS-3 wage scale per hour. No fees will be incurred if the child is in care at the CDC.

i. Intercultural Relations/Area Orientation (ICR/AO): The hours allotted for ICR/AO are from 0600-1700; the parents must have a medical power of attorney and a registration card completely filled out with telephone numbers and emergency contacts. Parents must sign a separate attendance roster and give the provider a voucher signed by the ICR/AO facilitator at the completion of the class. Providers must turn in the attendance roster and voucher to be reimbursed at a rate of \$3.00 per hour per child through an expenditure request facilitated by Resource and Referral.

j. Parent/Provider Policy

(1) If a provider or parent discontinues care, direct subsidy payment discontinues.

(2) Direct subsidy payment will continue in the absence of a sick child.

(3) Childcare will begin on a Monday of any given week.

(4) When the provider is on vacation, no subsidy will be given to the provider.

(5) If a parent is on vacation and paying to retain their space at a CDH home, then the provider will continue to receive subsidy. Parents must sign the child's attendance sheet verifying that they paid their provider their weekly fee while absent from the provider's program.

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(6) No extra subsidy will be given to the provider if child goes into overtime. The parent will incur all extra charges as determined between the provider and the parent as specified in their contract.

(7) Parents receiving other agency subsidy (i.e., Fleet and Family Support Center, Red Cross) may not be eligible for CDH subsidy. Each situation will be reviewed on a case-by-case basis.

(8) Providers may not claim another provider's child/ren in the CDHDSP. Any exceptions to this rule will be determined on a case-by-case basis by the CDPA and the CDH Director.

(9) Subsidies will be denied when the provider is found in violation of OPNAVINST 1700.9D or any local instruction (e.g., failure to complete training, over capacity, lack of supervision, unsanitary conditions).

(10) If a provider is paid and subsidized for a full-time slot and the child is not present, the provider may fill the slot, but will not receive subsidy for that second child filling the full-time slot.

(11) Falsification of the total family income on behalf of the provider or parent may result in complete loss of privileges to participate in the Child Development Programs (CDH and CDC).

k. Professional Development Incentive Subsidy: To receive subsidy incentives, all providers must care for at least one full time military child.

l. Module Completion:

(1) Providers who have completed the required two, child abuse and six Navy modules, and have been certified for at least six months, will receive an incentive of \$30.00 per month while maintaining a valid certification. Providers must demonstrate competence in all module areas completed on a monthly basis. Failure to do so may result in a temporary suspension of the Module Incentive, in addition to re-submission of the module.

demonstrate competence in all module areas completed on a monthly basis. All Night Training must be attended to receive this incentive, and will be reviewed on a case-by-case basis.

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(2) Providers who have completed all 15 modules, and have been certified for at least 18 months, will receive a monthly incentive of \$100.00 per month with a valid certificate until Permanent Change of Station date. Providers must Failure to do so will result in a temporary suspension of the Module Incentive, in addition to re-submission of the module. Provider's who have completed all modules will be identified on the referral list.

(3) Accreditation. New providers arriving from the states with a valid certification (who have completed all modules) will receive \$200.00, a certificate, lapel pin and window emblem. Providers who are accredited will be identified as such on the paper and referral list.

(4) Annual certification incentive: Providers will receive \$100.00 for each year of certification during their annual certification month. This amount will be paid during the next billing cycle after re-certification has been completed. Providers may only miss one monthly training per year to retain eligibility. Providers in an inactive status (one - three months off) at any time during that year are not eligible for this incentive.

(5) Child Development Associate (CDA). CDHDSP will provide five scholarships for the attainment of a CDA. Providers must have completed all 15 modules, been a certified provider for at least two years (including stateside) and have at least six months of eligibility remaining. Providers who are accredited will be identified on the referral list.

(6) Recruitment Bonus. A \$100.00 cash incentive is offered to certified CDH providers who recruit new applicants. This bonus will be issued after the new provider attends orientation and is certified for at least six months.

(7) Tuition Reimbursement Program. Morale, Welfare and Recreation (MWR) Department offers a tuition reimbursement program in order to attract and retain well-qualified providers.

5. Submission for Payment of Direct Subsidy Assistance.

a. CDH providers will submit child attendance sheet (attachment (5)), a signed monthly reimbursement form (attachment (6)), and a CDHDSP Invoice for direct subsidy

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payment (attachment (7)) to the CDH Director within two calendar days after close of the claim period.

b. Within five working days of receipt, the CDH Director will validate submitted child attendance sheets and monthly reimbursement claim forms, attachments (5) and (6). The CDH Director will compile program information in letter format and forward to MWR for direct subsidy payment through Personnel Support Detachment. Payment will be issued through direct deposit to the provider's account within 30 days of the invoice date.

c. All Child Development Home Providers will receive attachment (8) annually from the Naval Personnel Command (NPC).

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PROVIDER APPLICATION  
CHILD DEVELOPMENT HOME DIRECT SUBSIDY PROGRAM (CDHDSP)

1. Pursuant to the Military Child Care Act (Public Law 101-189) as a certified Child Development Home (CDH) provider, I understand that I may be eligible to receive direct subsidies for children enrolled for care in my home. I hereby request to participate in the CDHDSP beginning \_\_\_\_\_.
2. I understand that to be eligible for direct subsidies, I must be in compliance with OPNAVINST 1700.9D, the CDH Standard Operating Procedures (SOP), and local base instructions.
3. I have read the CDHDSP SOP and understand my requirements as a participant in this program.
4. I understand that the CDH Director, in conjunction with the CDH Quality Review Board, may limit the number of children I may care for as well as the extent of my participation in the CDHDSP.
5. I understand that my own children will not be eligible for direct subsidies, but will be counted in the ratios required in OPNAVINST 1700.9D.
6. I understand I will charge parents a set fee based on their total family income. The parental fees will be the same as Child Development Centers parents' fee.
7. I understand I will be reimbursed as noted in this enclosure.
8. I understand that when a child begins care, a completed parent enrollment form must be submitted with the first month's claim. Child attendance sheets with parent signatures must be provided with each claim for reimbursement.
9. I understand I will submit an authorized monthly invoice for payment to the CDH Director no later than two days after the last day of the billing cycle. Direct subsidies will be available to me within 30 days after verification by the CDH Director. Claims that the CDH Director receives later than two days after the last claim day will be paid the next month. Claims received after more than 30 days will not be paid.
10. I understand that signing this application does not make me an employee of the United States Government, nor does it constitute a contract with the United States Government or the local CDH office.
11. I understand that falsifying or misrepresenting any information will result in termination from the CDHDSP, may result in suspension

Attachment (1)  
to Enclosure (3)

or termination from the CDH Program, and may further result in state or federal prosecution.

\_\_\_\_\_  
PROVIDER'S NAME (PRINT)

\_\_\_\_\_  
CDH PROVIDER SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CDH DIRECTOR'S SIGNATURE/DATE

PRIVACY ACT STATEMENT

AUTHORITY: Public Law No. 101-109, 10 U.S.C. 5106, and E.O. 9397

PRINCIPAL PURPOSE(S): To determine eligibility to receive direct subsidies for children for care in your home as a certified Child Development Home provider, pursuant to the Military Childcare Act.

ROUTINE USES: The information will be used in the administration of the Child Development Home program and may be furnished to officials and employees of Navy and Marine Corps Child Development Home programs and to federal, state or local officials involved with childcare services, if in the performance of their official duties.

DISCLOSURE: Voluntary; however, failure to provide the information may affect your eligibility to receive direct subsidies from the Child Development Home Subsidy Program.

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PARENT ENROLLMENT FORM FOR FULL-TIME CARE  
CHILD DEVELOPMENT HOME DIRECT SUBSIDY PROGRAM (CDHDSP)

1. I understand that as an active duty parent with at least one child enrolled in a certified Child Development Home (CDH) home, I may participate in this program designed to subsidize my childcare fees.
2. I understand that I will pay a direct cash payment to my CDH provider for full-time (24-55 hours/week) care. I understand that my weekly fee will be based on my total family income.
3. I understand that payment for childcare services is due on the date indicated in the parent/provider contract.
4. I understand that I must sign the child attendance roster (attachment 5) to verify the hours my child was in the provider's care to be eligible for the CDHDSP. I understand that deliberate misrepresentation of information will result in termination from the CDH program and may further result in state or federal prosecution.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

-----  
Parent/Provider Policy

1. If provider or parent discontinues care, direct subsidy payment discontinues.
2. Direct subsidy payment will continue during the absence of a sick child.
3. No extra subsidy will be given to provider if the childcare goes into overtime. All extra charges will be incurred by the parent and are between the provider and the parent as specified in their contract.
4. Parents receiving financial assistance from other sources may or may not be eligible to receive subsidies. Each situation will be reviewed on a case-by-case basis.

Attachment (2)  
to Enclosure (3)

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5. Once the sponsor is separated or retired from military service, his/her children are no longer eligible for participation in the direct subsidy program.

\_\_\_\_\_  
Spouse's Signature                      Date

\_\_\_\_\_  
Sponsor's Signature                      Date

\_\_\_\_\_  
Provider's Signature                      Date

-----  
Date report received in CDH office \_\_\_\_\_

I certify that the information on the number, ages, and hours of care for children claimed is correct and that the amount of direct subsidy payment due the provider is correct according to information submitted by the CDH provider. I certify that this is correct and proper for payment.

\_\_\_\_\_  
Signature of CDH Director

8 MAY 2005

Date

From: Child Development Home (CDH), Director  
To: CDH, Provider

Subj: CDH DIRECT SUBSIDY PAYMENT

1. U.S. Naval Support Activity Naples, Italy, has chosen to participate in a direct cash subsidy payment program. The purpose of the program is to offer affordable rates to active duty military parents while providing quality care to their children.

2. On the direct subsidy payment program, all active duty military parents of full-time (24-55 hours a week) children from six weeks to 12 years of age enrolled in CDH will pay a fee based on their total family income. Basic Allowance for Housing (BAH) will be included in total family income for residents living in military housing. The CDH office will review parent income and determine the parent fee. Fees will be effective 30 September 200X - 28 September 200X. Enrolled CDH providers will charge parents a set fee.

3. Parent Fee Full-Time Subsidy: Child Development Home Direct Subsidy Program (CDHDSP) will subsidize each eligible full-time child from six weeks to 35 months of age up to \$113.50 per week. The CDHDSP will pay the provider the difference between the established parents fee based on total family income. Total provider income (parental fee plus full-time subsidy payment will not exceed \$113.50 per week per full-time child.

4. Parent Fee Shift Care: CDHDSP will subsidize each eligible shift care child from six weeks to 12 years of age for parents working a rotating shift.

5. Providers caring for children with special needs will receive an additional \$15.00 per week per child. Providers must have medical documentation to identify the disability.

6. Direct subsidy payments will cease if a provider or parent discontinues care. Direct subsidy payments will continue in the absence of a sick child when the parent has paid for the slot.

7. To receive the direct subsidy payment, CDH providers will submit the signed individual child attendance rosters (attachment 5) for enrolled children and a signed CDHDSP claim for reimbursement form (attachment 6) to the CDH office on the dates specified yearly by Commander, Navy Installations (CNI). Reimbursement checks will be directly deposited in the provider's Navy Federal account.

Attachment (3)  
to Enclosure (3)

NAVSUPPACT NAPLES INST 1700.12B

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8. Falsification of the total family income or any other information on behalf of the provider or parent will result in complete loss of privileges to participate in the CDH program.

9. For further information, please call the CDH office at 629-4988.

## APPLICATION FOR DEPARTMENT OF DEFENSE CHILD CARE FEES

### PRIVACY ACT STATEMENT

**AUTHORITY:** Public Law 101-189, Section 1504; E.O. 9397.

**PRINCIPAL PURPOSE(S):** To collect total family income data to determine child care fees.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to furnish information will result in placement in the highest fee range.

### SECTION I - DEPENDENT CHILDREN

To determine child care fees for your child(ren), or any child(ren) you legally claim as your dependent(s), you must complete, sign, and return this form to the director of the program you are applying for. Fees will be determined based on your total family income as defined below. If you do not wish to disclose your total family income, your rate will be set automatically at the highest fee level.

1. NAME OF EACH CHILD <i>(LAST, First, Middle Initial)</i>	2. DATE OF BIRTH <i>(YYYYMMDD)</i>	3. AGE	4. CARE REQUESTED
a.			
b.			
c.			
d.			
e.			

### SECTION II - ANNUAL FAMILY INCOME *(To be completed by sponsor. Include all military and civilian earned income for sponsor and spouse.)*

Enter your annual income data as requested; e.g., multiply the most recent monthly income by 12 or if paid on a biweekly income, enter the most recent biweekly income and multiply by 26. For purpose of determining child care fees in DoD Child Care program, total family income is defined as all earned income including wages, salaries, tips, long-term disability benefits, combat pay and voluntary salary deferrals. Include all earned income such as wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, retirement or other pension income, etc., before deductions for taxes, social security, etc. Include quarters subsistence and other allowances appropriate for the rank and status of military or civilian personnel whether received in cash or in kind. For dual military living in government quarters include BAH-II of senior member only. Include anything else of value, even if not taxable, that was received for providing services. **DO NOT INCLUDE** cost of living allowance (COLA) received in high cost areas, alimony and child support, temporary duty allowances or reimbursements for educational expenses.

#### 5. SPONSOR

a. NAME <i>(LAST, First, Middle Initial)</i>	b. SSN	c. YEARS OF MILITARY/CIVIL SERVICE	
d. INCOME			
(1) BASE PAY <i>(Most recent leave and earnings statement)</i>	(2) BASIC ALLOWANCE FOR HOUSING <i>(Or in-kind equivalent) (Annual chart of minimum BAH-II)</i>	(3) BASIC SUBSISTENCE ALLOWANCE <i>(Or in-kind equivalent)</i>	(4) OTHER EARNED INCOME AS DESCRIBED ABOVE

#### 6. SPOUSE

a. NAME <i>(LAST, First, Middle Initial)</i>	b. SSN	c. YEARS OF MILITARY/CIVIL SERVICE	
d. INCOME			

7. OTHER EARNED INCOME AS DESCRIBED ABOVE	8. TOTAL INCOME FOR SPONSOR, SPOUSE, AND OTHER
---	--

### SECTION III - CERTIFICATION OF SPONSOR *(Required for Category I - IV. Please read the following statement carefully before signing.)*

I certify that all of the above information is true and correct and that all family income of the spouse and sponsor is reported. I understand that this information is being given in order to determine child care fees to be paid and that Federal funds are used to subsidize the cost of child care. I also understand that the installation commander may verify the information on the application; and that deliberate misrepresentation of this information may subject me to prosecution under applicable State and Federal laws. See 18 U.S.C. Section 1001.

9. SIGNATURE OF SPONSOR*	10. SIGNATURE OF SPOUSE	11. DATE SIGNED <i>(YYYYMMDD)</i>
--------------------------	-------------------------	-----------------------------------

*\*If signature is missing, the fees will automatically be placed at the highest level.*

12. TELEPHONE NUMBERS <i>(Include Area Code)</i>	13. HOME ADDRESS <i>(List apartment number and 9-digit ZIP Code)</i>
a. HOME	
b. WORK	
(1) SPONSOR	
(2) SPOUSE	

### SECTION IV - FOR CHILD DEVELOPMENT CENTER USE ONLY

14. CATEGORY OF APPROVAL	15. AUTHORIZED FEES
16. DATE OF APPROVAL <i>(YYYYMMDD)</i>	17. NAME OF CHILD DEVELOPMENT PROGRAM OFFICIAL

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PARENT ENROLLMENT FORM  
CHILD DEVELOPMENT HOME DIRECT SUBSIDY PROGRAM  
(CDHDSP)

1. I understand that as an active duty parent with a child (ren) enrolled in a certified Child Development Home (CDH), I may participate in a program designed to subsidize my child care fees.

Children are no longer eligible for participation in the direct subsidy program upon the sponsor's separation from military service.

I will \_\_\_\_ will not \_\_\_\_ enroll my child (ren) in this program.

---

Parent Signature/Date

2. I understand that I will pay a direct cash payment to my CDH provider for full-time (24-55 hours a week) care. I understand that my weekly fee will be based on my total family income.

I understand that each subsidized child may only be enrolled in full-time care. I understand that payment for childcare services is indicated in the parent/provider contract signed with my CDH provider.

No extra subsidy will be given to the parent or provider if the childcare goes beyond the agreed upon hours in the parent/provider contract. All extra charges will be incurred by the parent and are between the provider and the parent as specified in their contract.

---

Parent Signature/Date

3. I understand that my signature on my child's attendance form will be used to verify the hours my child is in care. I understand that deliberate misrepresentation of information will result in termination from the subsidy program and may further result in state or federal prosecution.

If a provider or parent discontinues care, direct subsidy payment will discontinue. The parent fee and provider subsidy will be pro-rated for childcare services that start in the middle of the week. Subsidy will continue in absence of a sick child or provider.

---

Parent Signature/Date

---

CDH Directors Signature/Date

Attachment (4)  
to Enclosure (3)



**18 MAY 2005**

(TO BE ATTACHED TO THE INDIVIDUAL ATTENDANCE ROSTER)

Child's Name	Weekly Fee Charged to Parents
Billing Cycle	

SUBSIDY CALCULATION:

\$113.50 - (minus)		=		x		=	
Charge Per Child	Parent Fees		Weekly Subsidy		Number of weeks in billing cycle		Subsidy Due

SHIFT CARE:

\$128.50 - (minus)		=		x		=	
Charge Per Child	Parent Fees		Weekly Subsidy		Number of weeks in billing cycle		Subsidy Due

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CHILD DEVELOPMENT HOME DIRECT SUBSIDY PROGRAM  
MONTHLY REIMBURSEMENT CLAIM FORM

Payment Period:	Provider Name: _____ Social Security: _____ Address: _____ Phone: _____				
CHILDREN'S NAMES	DOB M/D/Y	PARENT FEE	SUBSIDY FEE	NUMBER OF HOURS/WEEKS	TOTAL
0-11 MONTHS					
12-23 MONTHS					
24-35 MONTHS					
3-5 YEARS					
SCHOOL-AGE					
SPECIAL NEEDS					
TOTAL					

I have cared for the above listed children during this payment period and request the direct subsidy payment as totaled. I submitted the parent enrollment and attendance forms for verification. I understand that falsifying or misrepresenting information on this report will result in termination from the Child Development Home (CDH) Program and may lead to state or federal prosecution.

\_\_\_\_\_  
PROVIDER SIGNATURE

\_\_\_\_\_  
DATE

Attachment (6)  
to Enclosure (3)

CHILD DEVELOPMENT HOME DIRECT SUBSIDY PROGRAM  
 INVOICE FOR DIRECT SUBSIDY PAYMENT

Payment Period:	Provider Name: _____		Social Security: _____		
	Address: _____		Phone: _____		
CHILDREN'S NAMES	DOB M/D/Y	PARENT FEE	SUBSIDY FEE	NUMBER OF HOURS/WEEKS	SUBSIDY AMOUNT
0-11 MONTHS					
12-23 MONTHS					
24-35 MONTHS					
3-5 YEARS					
SCHOOL-AGE					
SPECIAL NEEDS					
TOTAL					

I certify that the number, ages, and hours of care for children claimed, and the amount of direct subsidy payment due is correct according to information documented by the Child Development Home provider. I certify that this is correct and proper for payment.

\_\_\_\_\_  
 CDH Director

\_\_\_\_\_  
 Date

SAMPLE

Date

MEMORANDUM

From: Navy Child Development Home Program Coordinator

Subj: CHILD DEVELOPMENT HOME (CDH) SUBSIDY BILLING CYCLES

1. This letter provides the FY02 billing cycles for CDH subsidies. The FY01 subsidy data was collected on the CDH Annual Report (due 10 October 2001). The report can be downloaded from the website at [www.mwr.navy.mil](http://www.mwr.navy.mil). Click on Community Support, then click on CDH. (Note: A revised Child Development Center (CDC) Annual Report is also available on the CDC website). Subsidies are still receiving attention from Department of Defense so we may also have to conduct special data calls from time to time to answer their questions.

2. Please ensure your financial chain of command and others involved in the subsidy process are apprised. The following are the FY02 Billing Cycles for CDH subsidies:

Billing Cycle	Begins	Ends	#Weeks	Invoice Due By
1	30 Sep 01	27 Oct 01	4	02 Nov 01
2	28 Oct 01	01 Dec 01	5	07 Dec 01
3	02 Dec 00	29 Dec 01	4	04 Jan 02
4	30 Dec 01	26 Jan 02	4	01 Feb 02
5	27 Jan 02	23 Feb 02	4	01 Mar 02
6	24 Feb 02	30 Mar 02	5	05 Apr 02
7	31 Mar 02	27 Apr 02	4	03 May 02
8	28 Apr 02	01 Jun 02	5	07 Jun 02
9	02 Jun 02	29 Jun 02	4	05 Jul 02
10	30 Jun 02	03 Aug 02	5	09 Aug 02
11	04 Aug 02	31 Aug 02	4	06 Sep 02
12	01 Sep 01	28 Sep 02	4	04 Oct 02

3. Send the CDH and CDC annual reports to Ms. Dottie Wellbrock e-mail [Dottie.Wellbrock@persnet.navy.mil](mailto:Dottie.Wellbrock@persnet.navy.mil) or fax (C) 901-874-6823 or DSN 882-6823.

KATHLEEN JENNINGS  
//FAXPRESSED//

Distribution:  
Echelon II and III  
Child Development Program Administration  
CDH Directors

Attachment (8)  
to Enclosure (3)

**18 MAY 2005**

SAMPLES LETTERS FOR SUSPENSION/UNAUTHORIZED CARE IN HOUSING

Date

From: (Director's Name), Director, Child Development Homes  
To: (Providers' Name), Child Development Home (CDH) Provider  
Via: (CDPA's Name), Child Development Programs Administrator

Subj: LETTER OF SUSPENSION

Ref: (a) OPNAVINST 1700.9D

1. For reasons stated in reference (a), your certificate has been suspended. This letter serves as your written notice for this suspension. The suspension is for: [Go on to explain justification of the suspension letter]. Example follows.

a. On Wednesday, 16 January 2004, (Inspector's name), Headquarters Commander, Navy Personnel Command, and I went to your house to do a Commander, Navy Personnel Command inspection. We heard children's voices and rang the doorbell twice; no one answered the door. Still hearing children's voices, we rang the doorbell again and no one answered.

b. Upon return to my office I received a recent message you left on my answering machine stating that you were closed and the child in your care was being taken care of by the mother's friend. You also stated your husband was caring for your children. We have verification that there was a child in your care other than your own children.

2. Pending an investigation, your case will be reviewed by the Quality Review Board. You have the option to appeal to the Quality Review Board in writing or in person within 10 working days of this notice.

3. For further information, contact the CDH Director at 629-4988.

-----  
I acknowledge receipt of this notice.

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A witness must be with you. Provider is not required to sign.  
Witness and the Director will sign the letter in that case.

Enclosure (4)

NAVSUPPACT NAPLES INST 1700.12B

18 MAY 2005

1712  
Ser N08/

From: Commanding Officer, U.S. Naval Support Activity, Naples,  
Italy  
To: (Sponsor)  
Via: (Sponsor's command)

Subj: UNAUTHORIZED CHILDCARE IN GOVERNMENT HOUSING

Ref: (a) OPNAVINST 1700.9D  
(b) NAVSUPPACT INST 1700.12B

1. This letter is to inform you that your spouse \_\_\_\_\_ was providing unauthorized childcare in your government housing unit. To ensure quality child care, all persons providing child care full-time on a regularly scheduled basis for more than ten hours a week, paid or unpaid, in a military family housing unit must be certified CDH providers. Certified CDH providers must follow all regulations and requirements established by references (a) and (b).

2. If you have further questions, contact the CDH Director at 629-4988.

D. J. FREDERICK

Copy to:  
CDH Office

NAVSUPPACT NAPLES INST 1700.12B  
**18 MAY 2005**

11101  
N05

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy  
To: (Sponsor)  
Via: (Sponsor's command)

Subj: UNAUTHORIZED CHILDCARE IN GOVERNMENT HOUSING

1. Your spouse has been found to be providing unauthorized care in government housing. OPNAVINST 1700.9D, "Child Development Programs", defines Child Development Homes (CDH) as care provided in Navy quarters, whether government owned or leased, on a regular basis for more than ten hours a week, paid or unpaid. A CDH provider is defined as an individual who provides care in his or her Navy quarters on a regular basis with command approval and certification.
2. Your spouse must discontinue providing care and apply for the CDH certification through the CDH Office, located at the Child Development Center at the Support Site. If you provide child care services in your family housing unit after the above date, you will be recommended for loss of housing privileges.
3. For further information, please contact the CDH Office at 629-4984. Thank you for your cooperation.

D. J. FREDERICK

Copy to:  
Housing Director  
CDH Office

NAVSUPPACT NAPLES INST 1700.12B  
18 MAY 2005

1754  
Ser N08/

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy  
To:

Subj: UNAUTHORIZED CHILD DEVELOPMENT HOME (CDH) CHILDCARE

Ref: (a) OPNAVINST 1700.9D  
(b) NAVSUPPACT NAPLES INST 1700.12A

1. This is to inform you that you have placed your children in the care of an individual not certified to provide child care in Navy housing.

2. \_\_\_\_\_ has been told to terminate her/his unauthorized childcare operations. To ensure quality child care, all persons providing childcare full-time on a regularly scheduled basis for more than ten hours a week, paid or unpaid, in a military family housing unit must be certified CDH provider. Certified CDH providers must follow all regulations and requirements established references (a) and (b). Please call or visit the CDH office for assistance in locating alternative child care.

D. J. FREDERICK

Copy to:  
CDH Office