



**DEPARTMENT OF THE NAVY**  
**NAVY PERSONNEL COMMAND**  
**5720 INTEGRITY DRIVE**  
**MILLINGTON TN 38055-0000**

1700  
PERS-659  
3 Sept 04

From: Commander, Navy Personnel Command

Subj: CHILD/YOUTH PROGRAM FEES FOR SCHOOL YEAR (SY) 2004-2005

Ref: (a) Department of Defense Instruction (DoDI) 6060.2 "Child Development Program"  
(b) DoDI 6060.3 "School-Age Care Programs"  
(c) PUSD (P&R) ltr of 4 Feb 04  
(d) BUPERSINST 1710.11C

Encl: (1) Navy Child/Youth Programs Fee Policy for SY2004-2005

1. Section 1793(a) of Title 10, United States Code requires the Department of Defense (DoD) to prescribe uniform fee regulations for Military Child Development Centers (CDC) and School-Age Care (SAC) Programs. Fees are to be based on total family income (TFI) and shall apply to all children/youth who attend on a regular basis.

2. In accordance with references (a) through (d), enclosure (1) shall be implemented at all Navy installations operating child development and youth programs for ages birth through 18. Fees shall be implemented by 31 October 2004 and are valid through 30 September 2005. Fees for the entire school-year must be published, new parent fee agreements completed, and total family income re-verified even if program fees do not change from the previous schedule. Installations must give parents 30 days notice prior to the change in fees and can not be changed for a period of one year.

3. For SY2004-2005 commands are authorized to increase fees by inflation and/or for documented program expansion and/or to meet the minimum of the DoD fee ranges of enclosure (1). Fee policy compliance will be monitored and reported in the annual program inspection and DoD fee report.

4. Enclosure (1) incorporates guidance for Youth Recreation program fees. All Youth fees are now reported on the DoD annual fee report.

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5. Navy fees are reported to DoD annually. The annual fee report format is provided in enclosure (1) and shall be completed by all Child/Youth Programs and returned to Commander, Navy Installations, Child and Youth Services (Millington Detachment), 5720 Integrity Drive, Millington, TN 38055-6500 by 29 October 2004.

6. The point of contact is Mr. Greg Young, PERS-659D, at (C) 901-874-6695, (D) 882-6695, or [greg.young@navy.mil](mailto:greg.young@navy.mil).

///SIGNED///  
T. R. MCFADDEN  
By direction

Distribution:

CNI  
ASN (M&RA)  
Commander Navy Regions  
MWR Directors  
Child Development Program Administrators  
Child Development Homes Administrators  
Youth Directors  
School-Age Care Coordinators

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# Navy Child and Youth Services

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## School-Year (SY) 2004/2005 Fee Policy

- Attachments:
- (a) Child/Youth Programs (CYP) Parent Fee Agreement for Child Development Centers (CDC), Child Development Homes (CDH), and School-Age Care (SAC)
  - (b) Application for Department of Defense Child Care Fees (DD Form 2652)
  - (c) 2004 Basic Allowance for Housing (BAH II) Chart
  - (d) SY2004-2005 CYP Annual Fee Report

- Contents:
- 1. Total Family Income Categories
    - 1.1 CDC Full-Day Fee Ranges
    - 1.2 CDC Part-Day Fee Ranges
    - 1.3 CDC and SAC Hourly/Drop-in Care Rate
    - 1.4 SAC Before/After-School/Day Camp Fee Ranges
    - 1.5 CDH Market Rates/Subsidy Caps
    - 1.6 Youth Recreation Fees
    - 1.7 Optional High Cost Fee Ranges
    - 1.8 Vacation Discounts
    - 1.9 Annualizing Fees
    - 1.10 Late Payment Fees
    - 1.11 Field Trips/Transportation Fees
    - 1.12 Meals and Snacks
    - 1.13 Late Pick-up Fees
    - 1.14 Program Registration Fees
    - 1.15 Additional Child Discounts
    - 1.16 Payment Cycles
    - 1.17 Hardship Waivers
  - 2. Publishing Program Fees
  - 3. Child/Youth Programs Annual Fee Report
  - 4. Patron Eligibility
    - 4.1 CDC, CDH, and SAC Eligibility
    - 4.2 Youth Recreation Programs Eligibility
    - 4.3 National Defense Authorization Act "otherwise ineligible [patrons]"
  - 5. Total Family Income (TFI)
    - 5.1 TFI Definition
    - 5.2 TFI Exemptions
    - 5.3 DD Form 2652
    - 5.4 BAH/BAS
    - 5.5 Divorced or Legally Separated Parents
    - 5.6 Parent Income Records
  - 6. Parent Fee Agreements

## 1. SETTING CHILD/YOUTH PROGRAM FEES FOR SY2004-2005

The commanding officer of the program, or their designated representative, shall approve the fees and charges to be assessed to all Child and Youth programs participants. Fees must be set within provided fee ranges for Child Development Centers (CDC): full day, part day, and drop-in and; School-Age Care (SAC) Programs: before, after, and before and after-school programs, and day camps. For SY2004-2005, programs may only raise fees above CY-2004 published rates by the amount of inflation set by the servicing Comptroller and/or to expand to offer additional spaces and/or to meet the minimum fee charged of the applicable fee range. Authorized fee increases shall not exceed more than a total of a 6% increase of the published CY-2004 fees without a waiver from Commander, Navy Installations. No additional fees shall be assessed to patrons of CDC or SAC unless stated within this fee policy. Fees are divided within six categories and patrons will be charged the applicable category fee based on their Total Family Income:

Category	Total Family Income (per year)
I	\$0-\$28,000
II	\$28,001-\$34,000
III	\$34,001-\$44,000
IV	\$44,001-\$55,000
V	\$55,001-\$70,000
VI	\$70,000+

1.1. CDC Full-Day Fees will be set within below ranges and shall be assessed to parents whose children attend the program on a regular basis:

Category	Basic Fee Range (per child/week)	Optional High Cost Range (per child/week)
I	\$43-\$59	\$48-\$62
II	\$53-\$70	\$58-\$76
III	\$64-\$84	\$70-\$89
IV	\$77-\$95	\$83-\$102
V	\$92-\$111	\$95-\$116
VI	\$107-\$126	\$108-\$129

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1.2. CDC Part-Day Fees will be set within below ranges. Ranges are computed by using the hourly rate of the program's established full-day care fees. The computed annual rate is then multiplied by the daily number of hours of service (length of class and staff preparation time) and then multiplied by the number of days per week attending. All fees should be rounded to the nearest dollar. The minimum and maximum hourly rates within SY2004-2005 fee ranges are as follows:

Category	Basic Fee Range	Optional High Cost Range
I	\$0.86-\$1.18	\$0.96-\$1.24
II	\$1.06-\$1.40	\$1.16-\$1.52
III	\$1.28-\$1.68	\$1.40-\$1.78
IV	\$1.54-\$1.90	\$1.66-\$2.04
V	\$1.84-\$2.22	\$1.90-\$2.32
VI	\$2.14-\$2.52	\$2.16-\$2.58

1.3. All CDC and SAC hourly and drop-in care programs within CDC and SAC will be charged the same hourly rate regardless of Total Family Income category:

Category	Hourly Rate
ALL	\$3.00/hr

1.4. SAC Before/After School/Day Camp Fees will be set within below ranges and shall be established based on the number of hours of service for each program offered:

Basic Fee Ranges (per child/week)									
	Program Hours of Service								
Category	5	10	15	20	25	30	35	40	50+
I	\$4-\$6	\$7-\$11	\$12-\$17	\$18-\$23	\$22-\$29	\$26-\$35	\$30-\$41	\$34-\$47	\$43-\$59
II	\$5-\$7	\$10-\$14	\$16-\$21	\$21-\$28	\$26-\$35	\$32-\$42	\$37-\$49	\$42-\$56	\$53-\$70
III	\$6-\$8	\$13-\$17	\$19-\$25	\$26-\$34	\$32-\$42	\$38-\$50	\$45-\$59	\$51-\$67	\$64-\$84
IV	\$7-\$9	\$15-\$19	\$23-\$28	\$30-\$38	\$38-\$48	\$46-\$57	\$54-\$67	\$62-\$76	\$77-\$95
V	\$9-\$11	\$18-\$22	\$28-\$33	\$37-\$44	\$46-\$56	\$55-\$67	\$64-\$78	\$74-\$89	\$92-\$111
VI	\$11-\$13	\$21-\$25	\$32-\$38	\$43-\$50	\$54-\$63	\$64-\$76	\$75-\$88	\$86-\$101	\$107-\$126

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1.4. SAC Before/After School/Summer Day Camp Fee Ranges (cont.)

Optional High Cost Fee Ranges (per child/week)									
	Program Hours of Service								
Category	5	10	15	20	25	30	35	40	50+
I	\$5-\$6	\$9-\$12	\$14-\$18	\$19-\$24	\$24-\$31	\$28-\$37	\$33-\$43	\$38-\$49	\$48-\$62
II	\$6-\$8	\$11-\$15	\$17-\$22	\$23-\$30	\$29-\$38	\$34-\$45	\$40-\$53	\$46-\$60	\$58-\$76
III	\$7-\$9	\$14-\$18	\$21-\$27	\$28-\$36	\$35-\$44	\$42-\$53	\$49-\$62	\$56-\$71	\$70-\$89
IV	\$8-\$10	\$17-\$20	\$25-\$31	\$33-\$41	\$41-\$51	\$50-\$61	\$58-\$71	\$66-\$82	\$83-\$102
V	\$10-\$12	\$19-\$23	\$28-\$35	\$38-\$46	\$48-\$58	\$57-\$70	\$66-\$81	\$76-\$93	\$95-\$116
VI	\$11-\$13	\$22-\$26	\$32-\$39	\$43-\$52	\$54-\$65	\$65-\$77	\$76-\$90	\$86-\$103	\$108-\$129

1.5. Programs offering CDH subsidies shall set parent fees for the CDH program the same as the published fees for CDC and SAC. CDH personnel must update local market rates annually and establish, in writing, a subsidy cap based on the market rate. The Navy will pay the provider the difference between the parents' fee and the subsidy cap.

The subsidy cap should provide enough incentive to retain current providers and enough income potential to recruit off-base licensed providers. Licensed providers often see the Navy certification as limiting their income compared to what they could earn as a state licensed provider charging the market rate. The market rate shall

reported on the annual fee report (attachment d).

- 1.6. Youth recreation programs and activities shall be offered free or at a reasonable cost. Provisions may be made for reduced fees for those who are not able to participate because of financial hardship (see section 1.17). All Youth Recreation fees must be reported on attachment (d).
- 1.7. Programs may only use the optional high cost fee ranges if located in areas where the installation must increase caregiver wages in order to compete in the local labor market. Also, increases to the weekly ranges are authorized at those installations in non-foreign overseas areas where the Cost of Living Allowance (COLA) impacts caregiver wages. These increases may not exceed the percentage amount of the COLA and may only be applied to the basic weekly fee range, not to the high cost fee range.
- 1.8. Effective SY2004-2005, CDC and SAC vacation discounts are only authorized for OCONUS installations. OCONUS installations may authorize no more than two weeks of free vacation periods. Programs operating under approved Most Efficient Organizations (MEO) may not deviate from previously approved vacation discount.
- 1.9. Programs may annualize fees to allow for "paid vacation leave" [e.g., if the weekly fee is \$50 and two weeks vacation will be allowed, multiply \$50 x 52 weeks to obtain the annual fee of \$2600. \$2600 is then divided by 50 (52 weeks minus 2 weeks leave) resulting in an adjusted fee of \$52 per week].

### 3

- 1.10. Late payment fees are not authorized. Commands should implement other local policies for handling delinquency including denying care, chain of command notification, and payroll deductions.
- 1.11. Additional fees for field trips/transportation for CDC and SAC programs are not authorized. Field trips and transportation costs to and from these programs are a critical part of curriculum/participation and should be maximized. The costs associated with offering these services are included within parent fees and appropriated fund support.
- 1.12. CDC, CDH, and SAC fees include all meals and snacks, which meet USDA requirements. Before and After School and Day Camp programs are required to provide morning and afternoon snacks meeting nutritional requirements. Discounts in lieu of providing snack are not authorized. Additionally, Youth programs with customer vending machines located within facilities that are used for recreational programs must contain nutritional snack choices that meet USDA requirements.
- 1.13. Late pick-up fees of \$1.00/minute up to \$15.00 maybe assessed to parents picking children up after published operating hours. Commands should issue local policies outlining local security pick-up procedures, number of offenses permitted before care is denied, and allowable exceptions such as unforeseen mission operations.
- 1.14. Program registration fees for CDC, CDH and SAC may only be charged if credited to the first week of service and may not exceed more than one week of the published fee of the applicable income category. This fee may be non-refundable.

- 1.15. Programs may authorize up to a 20 percent reduction of fees charged to each additional child from the same family. If the discount is offered, it will be consistent and applicable to children enrolled in CDC, CDH, and SAC (e.g., first child in CDC, second child in SAC). If offered, additional child discount is always applied to the oldest child's fees.
- 1.16. Payment cycle due dates must be included in the published fee policy. Programs are encouraged to implement payment due dates in conjunction with military pay dates (e.g. the 1<sup>st</sup> and 15<sup>th</sup> of each month).
- 1.17. During times of mass deployment, Commander, Navy Installations is authorized to grant exceptions to the fee policy to programs when such deployment severely impacts a family's need for child and school-age care and their ability to pay.

On a case-by-case basis, commanding officers of the program may, in their sole discretion, adjust an individual's fee or fee range based on hardship or other special circumstances (e.g., divorce, illness or loss of employment) which affects total family income. Command hardship waivers should be documented and maintained in each child's file.

## 2. PUBLISHING PROGRAM FEES

Programs shall release a single child/youth fee policy for SY2004/2005. All charges for all programs for ages birth to 18 for the entire school-year shall be issued in a singular package. Parents shall be notified at least 30 days in advance of changes in fees. Publication of fees will be given the widest dissemination possible.

## 4

## 3. CHILD/YOUTH PROGRAMS ANNUAL FEE REPORT

Attachment (d) shall be completed by all commands operating Child and Youth Programs ages birth to 18.

## 4. PATRON ELIGIBILITY

- 4.1. CDC, CDH, and SAC Eligibility (supercedes OPNAVINST 1700.9D): The status of the sponsor determines eligibility of child(ren) to enroll into the program. Eligible patrons include military personnel, DoD civilian personnel paid from appropriated or non-appropriated fund, reservists on active duty or inactive duty for training, DoD contractors, and active duty Coast Guard. In the case of geographically separated parents meeting the above criteria who are also divorced, the child is only eligible for services if residing with the military sponsor.
- 4.2. Youth Recreation Eligibility: Military family members six to 18 years of age (or still enrolled in high school) are authorized to participate in the Navy Youth Recreation Program (Note: Youths who have graduated from high school are eligible to participate until the commencement of the quarter or semester immediately following their graduation). Authorized military family members are defined in BUPERSINST 1710.11C, Chapter 6. The Youth Recreation Program is primarily intended for youth ages six to 18. However, recreation activities for preschool aged children, e.g. organized classes, sports leagues, etc., may be included as part of the program.
- 4.3. CDC, CDH, SAC, and Youth Recreation: The National Defense Authorization Act (NDAA) of

2000, Sec 1799. "Child care services and youth program services for dependents: participation by children and youth otherwise ineligible" authorizes participation in child care or youth programs of DoD, to the extent of the availability of space and services, by children and youth who are not dependents of members of the armed forces or of employees of DoD and are not otherwise eligible for participation in those programs. Authorization of participation in a program under this authority shall be limited to situations in which that participation promotes the attainment of the following objectives: (1) To support the integration of children and youth of military families into civilian communities. (2) To make more efficient use of DoD facilities and resources. (3) To establish or support a partnership or consortium arrangement with schools and other youth services organizations serving children of members of the armed forces. Navy programs granting eligibility under this statute to non-DoD users must charge the patron the entire cost of participating in the program. Unless, there is an agreement with a community organization where the Navy is provided facility space at no charge in exchange for providing the supported community an allotted number of spaces within the military fee structure and the DoD appropriated fund subsidy associated with the agreement does not exceed fair-market lease rates for the facility square footage, utilities, etc. provided.

Approval to accept otherwise ineligible users under this authority must first be granted in writing from Commander, Navy Installations, Personnel Support Branch, Child and Youth Services Program Director.

## 5

### 5. TOTAL FAMILY INCOME

- 5.1. Parent fees for military Child Development Centers and School-Age Care Programs are based on total family income (TFI). TFI is defined as "all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances, and subsistence received by any adults, married or not, sharing expenses toward the benefit of the children in residence. TFI includes pay for service in a combat zone or anything else of value, even if not taxable, that was received for providing services. Quarters allowances and subsistence allowances mean Minimum Basic Allowance for Housing (BAH) and the Basic Allowance for Subsistence (BAS) received by military personnel (for grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military bases."
- 5.2. The Department of Compensation, Military Personnel Policy (MPP) and the Secretary of Defense, Office of Children and Youth has clarified military compensation that does not fall under the TFI definition and therefore shall not be included when determining TFI:
  - a. COLA received in high cost areas
  - b. Alimony and Child Support
  - c. Temporary Duty Allowances
  - d. Reimbursement for Educational expenses
  - e. Veteran's benefits
  - f. Workers compensation benefits
  - g. Unemployment compensation (insurance)
  - h. Family Separation Allowance

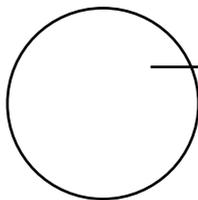
- i. Hardship Duty Pay
- j. Imminent Danger Pay

- 5.3. Attachment (b) [DD Form 2652 (stock number 0102-LF-018-1800)] shall be used in determining TFI. All earned income and exclusions defined above, as well as BAH and BAS for military members will be added to determine TFI. (download version of DD Form is available at: [www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm](http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm))
- 5.4. TFI will be computed using the 2004 BAH-II chart (Attachment C) or the local BAH rate in locations where military members receive less than the BAH-II allowance. For all new enrollees after January 1, 2005, use the 2005 BAH-II chart which will be available on the DoD Defense Link website at: <http://www.dtic.mil/perdiem/bahfaq.html> and <http://militarypay.dtic.mil>. For single military members, use the BAH-II Married with Dependents rate. For all dual military members, regardless of where they reside, use the BAH-II Married with Dependents Rate of the senior member only, disregarding the instructions on the DD Form 2652.
- 5.5. In the case of divorced or legally separated parents, only the sponsor who has physical custody of the child must provide income information.
- 5.6. Records of parents' income will NOT be kept on file and information will be kept confidential by CYP staff.

## 6

### 6. PARENT FEE AGREEMENT

Programs shall use a singular parent fee agreement for all Child and Youth Programs. A sample agreement is provided (attachment (a)). The parent agreement form is confidential and shall be kept on file for each child in a locked file. Families who refuse to show proof of income will be charged the Category VI fee.



Insert Command Letterhead

**Navy Child and Youth Services  
Parent Fee Agreement  
For  
Child Development Centers (CDC),  
Child Development Homes (CDH),  
and School-Age Care (SAC)**

I understand and agree that from \_\_\_\_\_ to \_\_\_\_\_ while my child \_\_\_\_\_ is enrolled in the CDC/CDH/SAC Program (please circle) I will:

1. Pay a total weekly fee of \$\_\_\_\_\_ which is based on my total family income.
2. Provide yearly updated information to verify current income. I understand I will be charged the highest fee on the fee scale if income verification is not provided.
3. Not withhold any information from the CYP staff, which would affect my weekly fee in any way.



APPLICATION FOR DEPARTMENT OF DEFENSE CHILD CARE FEES			
PRIVACY ACT STATEMENT			
<p><b>AUTHORITY:</b> Public Law 101-189, Section 1504; E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To collect total family income data to determine child care fees.</p> <p><b>ROUTINE USE(S):</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to furnish information will result in placement in the highest fee range.</p>			
SECTION I - DEPENDENT CHILDREN			
<p>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.</p>			
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 <i>(To be completed by sponsor. Include all military and civilian earned income for sponsor and spouse.)</i>			
<p>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. <b>DO NOT INCLUDE</b> cost of living allowance (COLA) received in high cost areas, alimony and child support, temporary duty allowances or reimbursements for educational expenses.</p>			
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 <i>(Required for Category I - IV. Please read the following statement carefully before signing.)</i>			
<p>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.</p>			
9. SIGNATURE OF SPONSOR*		10. SIGNATURE OF SPOUSE	
		11. DATE SIGNED <i>(YYYYMMDD)</i>	
<i>*If signature is missing, the fees will automatically be placed at the highest level.</i>			
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	

**2004 BASIC ALLOWANCE FOR HOUSING (BAH II) CHART**

<b>Pay Grade</b>	<b>BAH Rate</b>
E-1	460.50
E-2	460.50
E-3	483.30
E-4	519.30
E-5	597.60
E-6	664.50
E-7	719.10
E-8	774.60
E-9	840.00
W-1	637.80
W-2	737.40
W-3	802.20
W-4	875.10
W-5	954.90
O-1E	733.20
O-2E	793.50
O-3E	879.30
O-1	624.90
O-2	698.40
O-3	818.10
O-4	988.80
O-5	1121.70
O-6	1163.70
<b>O-7 &amp; ABOVE</b>	<b>1292.70</b>

**NOTE:** USE THE BAH ALLOWANCE ABOVE UNLESS THE LOCAL BAH RATE IS LOWER

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# Navy Child and Youth Services

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## School-Year 2004/2005 Annual Fee Report

### Instructions

1. An annual fee report is required by the Office of the Secretary of Defense. All commands operating child and youth programs shall complete this report for fees that will be charged in school-year 2004/2005. Reports shall be completed electronically in the MS Excel format provided. Completed reports must be forwarded to NAVPERSCOM (PERS-659) by **October 29, 2004**:

Navy Personnel Command (PERS-659)  
Community Support Branch  
Attn: Juana Ray  
5720 Integrity Drive  
Millington, TN 38055-6500  
Phone: (c) 901-874-6699 (DSN) 882-6699  
FAX: (c) 901-874-6823 (DSN) 882-6823  
[Juana.ray@persnet.navy.mil](mailto:Juana.ray@persnet.navy.mil)

2. Regional programs that offer consistent fees throughout all installations within the area of responsibility may complete one consolidated report and indicate in the space provide the installations the report encompasses.

3. Navy Regions that have differing fees among installations because of geographic foot-print must complete a separate report for each installation.

4. Enrollment information provided shall be for the number of children enrolled in the program on the **date of record of October 15, 2004**.

5. Fee report questions may be addressed to Mr. Greg Young, PERS-659D at (c) 901-874-6695 or (DSN) 882-6695 or [greg.young@navy.mil](mailto:greg.young@navy.mil).



"2004-2005 CYS Fee  
Report.xls"

Attachment (d)