

**Market Rate Survey**  
**Worksheet**

Use this form to collect the information needed to complete these areas in your program profile on NHCIS. There are several areas to be updated to provide the information needed. You can review the [NHCIS Guide](#) for steps on completing these areas and you can call Child Care Aware Outreach Specialist for assistance.

**Areas to update:**

- Operating Hours and Rates – This is in your Child Care Profile and rates can be redacted from public view if you choose.
- Ages Served and Capacity – Please indicate how many you can enroll and how many are enrolled. This information will help us answer the questions about the #'s of children in care.
- Other Information – This area helps inform parents of all the services you offer and informs the department of what resources are available to families.
- Market Rate - Use this worksheet to record the information needed for the Market Rate Survey section of the child care profile. All information provided here is confidential and will be combined and reported by area, type of program, age, capacity, etc. to inform child care scholarship rates and the needs of the child care community to assist in the allocation of funding and needs of the child care community.

**Do you charge a registration fee?**      yes      no

Frequency:              Once Annually              For School Year Only              For Summer Only  
                                    Twice Annually              Other (choose this if you do not have a registration fee)

Annual Registration fee total

**Number of Classrooms by age:**

Infants (6 weeks to 18 months)              Toddlers (18 months – 35 months)

Preschool (36 months to 4 years 7 months)              School Age (4 years 8 months or older)

**Did you open or close a classroom in the last year?**      yes      no

Capacity (if you are licensed your capacity will populate here, if you are a licensed exempt facility, please enter the maximum number of children your program can accommodate at one time)

**Current Enrollment Status:**    Accepting Children    Accepting Children on Wait List    Not Accepting Children

### Enrolled Provider Cost Share Questions

It's important that the Department collect information on the cost of care to families receiving child care scholarship. Please update the following information as changes are made to your programs billing practices.

On the Market Rate Survey section of the Child Care Profile please complete the last question related to receiving CCDF Scholarship. Once you indicate yes various options will appear if relevant. Here is a screen shot of the full section if you respond "yes" to both questions. Please review the instructions to calculate the average billed to families and apply each amount to the specified age group.

Do you currently receive CCDF scholarship reimbursement?

Yes  No

\*Do you charge families the difference between scholarship reimbursement and tuition rates?

Yes  No

Calculate the average cost share by adding up your weekly billed balance for each age group and divide it by the # of children on CCDF scholarship in that age group. If you do not have any children on CCDF scholarship for the age group enter N/A.

How much do you charge:

\*0 - 17 months

N/A

\*18 - 35 months

N/A

\*36 - 78 months

N/A

\*79 - 155 months

N/A

\*How frequently do you bill for the balance:

Weekly  Bi-Weekly  Monthly