Child Care Block Hours and Proration Schedule

Block Hours for a Full Month

**If KEES Calculates the
Child Care Plan Hours as:**

108 hours per month or below
override to **129** hours.
This is a PART-TIME month.

109-215 hours per month
override to **215** hours.
This is a FULL-TIME month.

If hours are more than 215 hours per month
NO override is needed.

Reminders:
  **Maximum Monthly Hours for a Relative
   Provider is 215 hours.
  **Monthly Child Care Plan Hours over 240
   require supervisor approval.

Hours for a Prorated Month

**Count the number of days left in the
prorated month. Use the Begin Date of
the Child Care Plan as the first day.**
*Example: Begin Date of the Child Care Plan is
January 10th. There are 22 days left in the month.*

**Determine if the month would have been
considered a part-time or full-time month
if it was not prorated.**
*Example: January is considered a school month.
Look at another school month such as February
and see if that month is a part-time month or
full-time month.*

Number of Days Left in the Prorated Month	Use the Monthly Hours Below if Considered a Part-Time Month (6 Hours Per Day, Max of 129 Hours)	Use the Monthly Hours Below if Considered a Full-Time Month (10 hours per day, Max of 215 Hours)
1 day	6	10
2 days	12	20
3 days	18	30
4 days	24	40
5 days	30	50
6 days	36	60
7 days	42	70
8 days	48	80
9 days	54	90
10 days	60	100
11 days	66	110
12 days	72	120
13 days	78	130
14 days	84	140
15 days	90	150
16 days	96	160
17 days	102	170
18 days	108	180
19 days	114	190
20 days	120	200
21 days	126	210
22-31 days	129	215

Child Care Block Scheduling Proration Instructions

Step 1: ***Count number of calendar days left in the month from the child care plan start date. ***

Step 2: Determine if prorated month would be full time or part time if it wasn't being prorated. This is done by looking at the other months in the plan and the hours KEES calculates for those months.

Step 3: Remaining Calendar Days in Month multiplied by (6 if P/T or 10 if F/T month).

Proration Note: Count date of application if it is determined the need is immediate at application/ ongoing **-or-** count the child care plan start date when prorating for a future start date.

Block Scheduling Note: Part time months do not exceed 129 hours and full-time months do not exceed 215 hours, unless there is justification for additional hours.

Example A– Prorated School Month

Step 1: Application received March 15th and the child care plan starts March 15th, there are 17 calendar days left in the month.

Step 2: Prorated month is March. March is considered a school month. April is another school month. KEES calculates 92 hours of care for April. Based on hours KEES calculated for April, March would be a part time month.

Step 3: 17 calendar days left in March. March is a part time month. *17 days multiply by 6 hours = 102 hours*. **Allow 102 hours for March.**

Example B– Prorated Summer Month

Step 1: Application received June 3rd, care is needed starting June 20th. The child care plan starts June 20th, there are 11 calendar days left in the month.

Step 2: Prorated month is June. June is considered a summer month. July is another summer month. KEES calculates 112 hours of care for July. Based on hours KEES calculated for July, June would be a full-time month.

Step 3: 11 calendar days left in June. June is a full-time month. *11 days multiply by 10 hours = 110 hours*. **Allow 110 hours for June.**

Example C– Prorated Month Needing Supervisor Approval

Step 1: Application received August 6th and child care plan starts August 6th. There are 26 calendar days left in the month.

Step 2: Prorated month is August. August is considered a summer month. June is another summer month. KEES calculates 250 hours of care for June. June is a full-time month and exceeds the 240 hour a month limit. June has been approved by a supervisor since it's over 240. Based on hours KEES calculated for June, August would be a full-time month.

Step 3: 26 calendar days left in August. August is a full-time month. *26 days multiply by 10 hours = 260 hours*. **Allow only 250 hours** since that is the amount calculated by KEES for a full-time month and supervisor approval has been given.

Example D– Prorated Month Exceeds Maximum Part-Time Hours

Step 1: Application received May 3rd and child care plan starts May 3rd. There are 29 calendar days left in the month.

Step 2: Prorated month is May. May is considered a school month. September is another school month. KEES calculates 108 hours of care for September. Based on hours KEES calculated for September, May would be a part-time month.

Step 3: 29 calendar days left in May. May is a part-time month. 29 days multiply by 6 hours = 174 hours. **Allow only 129 hours** since May is a part-time month. 129 hours is the maximum hours for a part-time block.