



Sample Notification of Child Care Services Eligibility
Date Mailed: [DATE]

[Parent Name]
[Parent Address]
[City] [State] [Zip]
Dear Parent:

TWIST ID#: [insert #]

Congratulations – you have been approved to receive child care services. Please read through the information provided to understand your responsibilities and the actions you need to take.

Your next step is to select a child care provider. You have 14 calendar days to choose a child care provider. Please contact us if you require additional time to select a provider. To assist you in the selection of a child care provider, see enclosed Parent Information for Choosing a Child Care Provider or contact your local Workforce Child Care office.

By selecting a child care provider and entering into child care services, you acknowledge that you have read, understand, agree and will comply with the information contained in this letter and its enclosures.

You have been approved for child care services based on the information supplied with your application. **If the enclosed eligibility certification information is incorrect or untrue, you must report the error to your child care contractor before your child begins care.**

Your eligibility is based on the following:

- _____ Hours of ☐ work; ☐ training; or ☐ education
- _____ Family size
- _____ Calculated monthly income for your family
- _____ 85% of the monthly SMI (State Median Income)

Your parent share of cost is _____ and is based on your family size and an additional cost may be added for each child in care.

Once Child Care services have begun you must report any of the following changes within 14 calendar days.

- a loss of job, training, or education
- a change of address, email, or phone
- any change of child care provider
- any changes to family size or income over the amount in the following chart for your family size (see page 2):

**Maximum Gross Income Eligibility for Child Care Services
(Effective October 1, 2021)**

Family Size	Weekly	Biweekly	Bi-Monthly	Monthly
2	\$ 950	\$1899	\$2056	\$4113
3	\$1173	\$2346	\$2540	\$5081
4	\$1397	\$2793	\$3024	\$6049
5	\$1620	\$3240	\$3508	\$7016
6	\$1844	\$3687	\$3992	\$7984

Failure to report the above changes could result in fact-finding for suspected fraud, and you may have to repay any amount improperly paid.

Additionally, you may report a:

- reduction in income/hours or family size increase that could result in a decrease of your parent share of cost
- temporary change in employment that could result in a decrease of parent share of cost

Parent share of cost

- You must pay the parent share of cost directly to the child care provider.
- Failure to make payment could cause termination of child care services and could result in you owing money to the Board.
- The child care provider may charge you the difference between its published rate and the Board's reimbursement rate.
- You may request a temporary parent share of cost reduction with the Board.

Please review your enclosed Parent Rights and Parent Attendance Information and Requirements.

You understand that if you knowingly provide false information or fail to disclose information to make yourself appear eligible for child care services or to lower your parent share of cost, your child's care may be terminated, you may have to repay the child care program for services received fraudulently, and criminal charges may be filed against you with the local prosecuting authority. If care is ended for a child due to excessive unexplained absences or a family for nonpayment of parent share of cost, there is a 60 calendar day waiting period to reapply for child care services or waitlist placement that will apply.

Congratulations again and if you have any questions, please contact [Child Care Contractor/Board] at [area code & phone number] or you may visit our website at [insert link].

Sincerely,

[Representative Name]

[Child Care Contractor/Board Name]

Enclosures: Eligibility Certification

Parent Agreement to Report Child Care Attendance
Parent Rights
Parent Information for Choosing a Child Care Provider

SAMPLE