[DATE]

Dear Child Care Provider:

Effective August 1, 2018, [Child Care Contractor Name] may terminate child care services for the following reasons:

* A parent fails to pay the parent share of cost to the provider and the provider reports the nonpayment within [Board-defined #] days.
* A child has more than 40 unexplained absences during a 12-month eligibility period.

Please note the following additional information:

* [Child Care Contractor Name] must notify the provider and parent at least 15 days before termination of care. The parent has a right to appeal the termination.
* [Child Care Contractor Name] will not reimburse for child care services during an appeal when child care services have been terminated due to excessive unexplained absences or nonpayment of the parent share of cost.
* When care is ended due to excessive unexplained absences, the family must wait 60 calendar days before reapplying for services for the child.
* A family whose care is ended due to nonpayment of the parent share of cost must wait 60 calendar days before reapplying for services.

For families whose eligibility for child care services began before August 1, 2018, the following applies:

* Child care services may not be terminated during the current 12-month eligibility period.
* For children with total absences that exceed 65 days within the 12-month eligibility period, when eligibility ends, a mandatory 60-day waiting period applies before reapplication for services.
* For families with unpaid parent share of cost, when eligibility ends, the unpaid amount must be repaid and a mandatory 60-day waiting period applies before reapplication for services.

If you have any questions about this change, please contact [Board or Contractor contact name and info].

[Signature line of Board/Contractor representative]