



CHILD CARE ASSISTANCE PROGRAM

Division of Public Assistance
Child Care Program Office

Office Use Only

TERMINATION OF CHILD CARE SERVICES

Participating families and child care providers who choose to end child care services are required to give the other party at least a 10 business day written notice prior to the last day of care. The initiating party must provide written notice to the other party as well as submit a copy to their local child care assistance office to report the change. This change must also be reported within 10 business days.

Printed First and Last Name of Parent: _____

Family ICCIS ID Number, if known: _____

Printed Child Care Provider Name: _____

Provider Phone Number: _____ ICCIS ID Number, if known: _____

Date this notice was given to the child care provider or family: _____

Name of individual giving notice: _____

[] This serves as the minimum required written notice that child care services will end 10 business days after the date this notice was provided as indicated. The 10 business day notice timeframe begins prior to care provided on day 1 of the 10 business day notice timeframe.

The last date of service will be: _____
(MM/DD/YYYY)

OR

[] The minimum required 10 business day written notice is hereby mutually waived. The last date of service will be: _____
(MM/DD/YYYY)

A family may be debarred from Child Care Assistance Program (CCAP) participation if they fail to satisfy their co-pay obligation or any difference between what the provider charges and what the Child Care Assistance Program pays on behalf of the family, and the provider submits a Report of Family Non-Payment CC80 form to the local Child Care Assistance Office by the last day of the month following the month in which care was provided in which the payment was not made.

Signataure(s) required on page 2.

For a 10 business day written notice, the signature of the initiating party (parent or child care provider) is required. Signature is not required of the party (parent or child care provider) receiving this notice.

If both parties (parent and provider) are agreeing to waive the 10 business day notice, both the family's primary parent and child care provider must both sign the form.

Printed Name of Child Care Provider

Signature of Child Care Provider

Date

Printed Name of Primary Parent

Signature of Primary Parent

Date