# Emergency Childcare Extension of Services, Family Fee and Last Date of Enrollment

Dear Family,

This letter is to notify you of the extension of your child’s enrollment in temporary Emergency Childcare services, the estimated revised last date of your child’s enrollment in temporary Emergency Childcare, and the family fee assessment for your child’s State subsidized Early Learning and Care (ELC) services.

Effective [INSERT DATE], your child’s enrollment in temporary Emergency Childcare is estimated to be extended until [INSERT DATE]. Childcare will cease as of that date unless you receive notice that your child’s enrollment in temporary Emergency Childcare has been extended or your child’s services are transferred into ongoing ELC services by completing eligibility documentation.

Effective July 1, family fees for families receiving temporary emergency childcare are no longer being waived. Families are to be assessed a flat monthly fee, which differentiates between full-time fees (when care is 130 hours or more per month) and part-time fees (when care is less than 130 hours per month). Assessment of the monthly fee is based on the following factors, as reported on the self-certification form that you completed at enrollment into Emergency Childcare:

* Hours of certified need
* The family’s adjusted monthly income
* Family size

If your family circumstances have changed since your child was enrolled in Emergency Childcare, you may submit a revised self-certification form to report a change in hours of need, adjusted monthly income, or family size.

Effective [INSERT DATE], your Family Fee is $[INSERT FEE] per month.

Fees for the month of July 2020 are due on or before [INSERT DATE].

Beginning August 1, 2020, your Family Fee will be due on the 1st day of the month, and will become delinquent if not paid by the 7th of the month, or if services are provided through an alternative payment program, and the provider collects fees directly from parents, fees will become delinquent on the day the provider reports to the contractor that fees have not been paid.

Please be advised that if the family fee is not received by the due date, your child may be disenrolled from State subsidized ELC services.

If you are unable to pay the full amount of the family fee at this time, please contact [INSERT CONTACT] either in person, by phone at [INSERT PHONE #] or by email at [INSERT EMAIL] to discuss a reasonable repayment plan.

If you do not agree with the calculation of your family fee as stated above, you may appeal the intended action. However, an appeal does not stay the fee and family fees in the amount listed above will still be due on the due date. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

Your appeal is due on or before [INSERT DATE]. Your appeal must include the action you are appealing, and why you disagree with the action. You must submit your written, appeal to the hearing officer listed below, either by mail or email:

Hearing Officer

Address

Phone

Email

Within ten (10) calendar days following the agency’s receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented. The hearing may be conducted remotely, by telephone or virtual meeting.

Within ten (10) calendar days following the hearing, the agency shall mail or deliver to

you a written decision. If you prevail on your appeal, the agency will make any

refunds owed to you in response to the decision.