

Notification Letter of License Expiration  
of Child Care Provider

Purpose:

The purpose of this form is to notify parents of children receiving income maintenance and income eligible day care services that the child care provider's license is about to expire and DFS cannot continue payment to a provider without a license. This action will be triggered by a notification from the child care licensing staff to Children's Services staff that a license is about to expire.

Number of Copies and Distribution:

At least 10 days before the license expiration date, the original letter is sent to the parents of the child(ren) receiving day care services. One copy is sent to the provider and one copy is kept in the agency record.

Instructions for Completion:

The local director's name, county, city and telephone number are completed in the appropriate spaces. The letter is addressed to the child(ren)'s parents. The case number is entered and the child(ren)'s name is entered following RE:.

The date used to stop day care service is the last day the child care provider will be licensed. The provider's name is entered where indicated.

The letter is signed by the children's service worker assigned to the specific case.

Instructions for Retention:

This form should be maintained until the record is destroyed.