Delinquent Parent Co-Payments

Date: ____/____/_____

Child Care Provider Name: _____

County of Provider: _____ Phone Number: _____

Parent's failure to pay applicable parent co-payments is grounds for termination of services. Services may be reinstated or continued if the parent/guardian makes satisfactory arrangements with you as the provider to pay past-due parent co-payments. It is the responsibility of the child care provider to notify ELCOC and parent in writing of non-payment of parent co-payments in a timely manner.

In no circumstances shall a parent/guardian services be denied for more than 30 days of past-due parent co-payments never reported to ELCOC. **Under no circumstances will ELCOC hold a parent accountable for other fees (including fees for meals, supplies, curriculum, and late fees) added by the provider.** Collection of parent co-payments is the responsibility of the School Readiness child care provider. If this form is not completed and submitted with the monthly attendance sheet, a parent may transfer without a zero balance statement.

Parent Name	Child Name	Total Parent Co-Payment Owed	Dates Parent Co-Payment is Owed (Past-due 30 days ONLY)

_____

Printed Name of Staff Member Completing Form Position/Title

_____

Signature Date