

end of the twelve month eligibility period. If there are less than ten (10) work days left in the eligibility period, services are terminated at the end of the current eligibility period.

- b. Send a copy of the Child Care Action Notice to the person in the agency who is responsible for handling the reimbursement process.

#### **E. Ineligible Due to Lack of Response**

1. If a recipient does not reapply by the expiration date, or applies but does not provide the necessary documentation within the thirty days, the following steps occur.
  - a. The service terminates on the last day of the twelve month eligibility period. A ten (10) work day notice is not provided to the recipient when this occurs.
  - b. A notice to the child care provider informing them of the date that the services ended for the family is required if a letter or Child Care Action Notice was not sent to the provider at the time the recipient was notified of the need to contact the agency to redetermine eligibility.
  - c. The parent/responsible adult has the right to reapply at a later date; however, the LPA will not pay for child care services provided between the date the eligibility expired or terminated and the date the new Application for Child Care Services ([DCD-0456](#)) is signed. Depending upon funding and priorities for services, the child may be placed on a waiting list.

### **VI. TERMINATION OF SERVICES DURING THE ELIGIBILITY PERIOD**

#### **A. Child Care Services May be Terminated for a Number of Reasons:**

1. The family no longer needs the service;
2. The parent has notified the LPA that the service is no longer wanted;
3. The parent has failed to cooperate with the LPA in determining or re-determining eligibility;
4. The recipient is no longer income eligible;
5. The parent fails to pay the assessed parental fee and the provider has indicated she will no longer serve the child;
6. The child receiving subsidy services moves out of the home;

7. The recipient has failed to use the service or to cooperate with service delivery;
8. The LPA has spent all its funds for child care services;
9. A child care program closes and a new provider cannot be found;
10. There is a temporary change in the parent's situation (e.g., an extended leave from education/training during the summer months without employment); or
11. The provider refuses to continue providing child care services for the child and another provider cannot be found.

### **B. Notifying the Parent and Provider**

The Child Care Action Notice ([DCD-0450](#)) giving notice of the termination of services and the reason for termination must be provided to the parent/responsible adult at least ten (10) working days prior to the effective date of the termination of services when services end during the twelve month eligibility period. If there are less than ten (10) days left in the twelve month eligibility period, the notice is only until the end of the current eligibility period. A copy of the Action Notice must also be sent to the provider and to the person(s) in the LPA responsible for the reimbursement and payment process.

There are a few other situations in which the notice period for terminating services may be less than ten (10) days. A five (5) work day notice would apply when the following situations occur:

1. The parent provides written or verbal notification that the service is no longer needed or wanted;
2. The child moves out of the county; or
3. The child has been admitted to an institution and is no longer able to use the service.

In these situations, the LPA must contact the provider verbally on the first day of notification and in writing via the Child Care Action Notice (DCD-0450) which is sent no later than the effective date of the termination.

**NOTE:** No notice is required when the provider indicates that she will no longer care for the child or the provider indicates it is not necessary to pay a notice. Payment will be made only for those days the child attends. The parent's eligibility for services is not terminated, only the payment to the provider.

**The LPA cannot choose to develop local policies to pay a five (5) day notice in situations other than the ones addressed above.**