

PARENTAL NOTICE OF FAMILY CHILD CARE PROVIDER REGISTRATION STATUS

PURPOSE: To notify the child care assistance applicant/recipient that the individual they selected to be a registered family child care provider has been approved, rejected or closed. If the registered family child care provider has been rejected or closed, the child care assistance applicant/recipient is notified of the reason for the rejection.

NUMBER OF COPIES AND DISTRIBUTION: Original and one copy. The worker completes the letter, which is mailed to the child care assistance applicant/recipient. A copy is retained in the child care assistance case record.

COMPLETION: The form may be typed or hand written. The upper portion is completed with the child care assistance applicant's/recipient's name, address and DCN. The worker checks the appropriate box based on the information revealed through the background screening process. If the provider has failed to supply required information, the appropriate box should be checked. Enter the case number, worker's name and telephone number in the spaces provided.

RETENTION: Permanent