

**CHAPTER 20: ATTACHMENT 1 - SAMPLE LETTER FOR SUMMARY  
SUSPENSION**

\_\_\_\_\_ (date)

Parent  
1234 Alphabet Lane  
Any Town, NC 11111

Dear Parent:

This letter is to notify you that the North Carolina Division of Child Development has issued a **summary suspension** for your child care provider, \_\_\_\_\_ (provider name), for willful, continual, or hazardous violation of licensing standards. This means that the provider must close the child care facility upon receipt of the notice.

\_\_\_\_\_  
(our agency) will terminate payment for all children receiving subsidy funds remaining in care at this program on \_\_\_\_\_ (date), which is the date of the summary suspension. Even if the provider appeals the action and is allowed to operate during the appeal process, we cannot continue to pay for child care with this provider. If you continue to choose this provider, you will be responsible for paying the provider after this date.

If you wish to withdraw your child and select another arrangement, you may do so at any time. It is not necessary for you to give the provider any notice. Please come in or call us at \_\_\_\_\_ (telephone #). We will be happy to help you make other child care arrangements and give you a new voucher.

If we can answer any questions you may have at this time, please do not hesitate to call.

Sincerely,

Child Care Coordinator