

**CHAPTER 20: ATTACHEMENT 2 - SAMPLE LETTER FOR SUMMARY
SUSPENSION**

(date)

Provider
5678 Alphabet Lane
Any Town, NC 11111

Dear Provider:

We have been notified that the North Carolina Division of Child Development has issued a **summary suspension** for your child care facility effective _____ (date) _____. We are terminating your Provider Agreement effective the date of the summary suspension. Even if you appeal the action and are allowed to operate during the appeal process, subsidy payments will not be made. This means that this agency will not pay for any children currently receiving subsidy funds who remain in your center or home after this date. If parents continue to choose your program to provide care for their children, they are responsible for paying you after the effective date of this notice. In addition, no new children receiving subsidies may be enrolled until further notice.

Parents may choose to leave their children in your center or home prior to the end of the notice period. As we are notified of any withdrawals, we will send you individual notices.

If we can answer any questions about this letter, please contact (Child Care Coordinator) at _____ (telephone #) .

Sincerely,

Director