

**CHAPTER 20: ATTACHMENT 6 - SAMPLE LETTER FOR SUBSIDY  
NONCOMPLIANCE**

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

Provider  
5678 Alphabet Lane  
Any Town, NC 11111

Dear Provider:

We have been notified that the North Carolina Division of Child Development has authorized our agency discontinue Subsidized Child Care payments for your child care program for continued non-compliance with the Subsidized Child Care Program. Although you may appeal the decision and continue to operate during the appeal process \_\_\_\_\_ (name of local purchasing agency) will terminate your Provider Agreement on (date) , which is 45 calendar days from the date on the notice. This means that this agency will not pay for any children currently receiving subsidy funds remaining in your center or home after that date. If parents continue to choose your program to provide care for their children, they are responsible for paying you after the 45 day limit.

Parents do not have to leave their children in your center or home during this time period. They may withdraw their children at any time without giving you notice. However, in such cases, we will send you the standard ten (10) day notice of termination and pay you for those ten (10) days.

In addition, no new children receiving subsidies may be enrolled during the 45 calendar day period.

If we can answer any questions about this letter, please contact (child care coordinator) at (telephone #) .

The appeal process for this matter is described in the Child Care Provider Agreement.

Sincerely,

Director