

Letter to Provider
Submission of Provider Agreement, Appendix B Provider's Closed Days

Dear Provider:

Child Care Information Services (CCIS) agencies collect provider rates and a list of closed days annually from regulated providers who participate in the subsidized child care program. We will collect your rates as part of the Fiscal Year (FY) 2009-10 Market Rate Survey (MRS) conducted by the Office of Child Development and Early Learning. You can expect to receive the FY 2009-10 MRS/Provider Agreement, Appendix C-1 Provider Rates form, and instructions for completion in April 2009.

In the meantime, we are collecting your FY 2009-10 closed days. Attached is the FY 2009-10 Provider Agreement, Appendix B for your completion. Please take into consideration the following when choosing your closed days:

- You can be paid for a maximum of 15 closed days per year from the period of July 1st through June 30th for which you charge private pay families.
- Once you identify your closed days, those days cannot be changed.
- If you list fewer than 15 days, additional days may be added as follows:
 - You must notify the CCIS at least two weeks prior to adding a closed day.
 - You must notify the CCIS within 5 days of reopening your facility following an emergency closure such as weather related, utility outage, physical site damage or other unplanned closures.

Since you cannot change your closed days once submitted, you may want to limit the number of closed days you declare at the beginning of the year. This will allow a couple of days that could be added in case you need to declare an emergency closure later in the year.

Please return the enclosed Provider Agreement, Appendix B to the CCIS by _____. Feel free to contact us at _____ with questions. Thank you for your cooperation.

Sincerely,
CCIS of _____