

Dear Provider,

Thank you for your participation in the Pennsylvania child care subsidy system. In order to continue to participate in the subsidy system, you must provide the Child Care Information Service (CCIS) of \_\_\_\_\_ County with updated information regarding your facility.

Enclosed are two forms that you must complete and return to the CCIS:

- “Regulated Out-of-State Provider Child Care Facility Information”; and
- “Federal Tax Information Out-of-State Child Care Facility”.

You must also provide the following documents to the CCIS:

- A separate document verifying the tax information that you provide on the form, “Federal Tax Information-Out-of-State Child Care Facility”; and
- A copy of your facility’s current license or certificate issued by your state regulatory authority noting legal operation of a child care facility.

Please mail or fax the completed forms, a copy of your facility’s current license or certificate, and supporting tax information documentation to:

CCIS Name  
CCIS Address  
CCIS Fax

**Failure to submit all required documents to the CCIS by February 17, 2012, will result in termination of your provider agreement and payments.**

If you have questions, please contact (CCIS contact person), CCIS of (County), at (telephone number).

Sincerely,

CCIS

Enclosures