

**\*\*IMPORTANT—PLEASE READ\*\***

Dear Provider,

You are currently receiving subsidized payments for providing child care as a Relative/Neighbor provider. The federal law related to provider eligibility for payment from the subsidized child care program has changed. Beginning in November 1, 2016, you must become a family child care home provider in order to continue to receive subsidized child care payments for caring for children not related to you. You do not have to become a family child care home if the child(ren) are related to you as follows:

- grandchildren
- great grandchildren
- nieces/nephews or
- siblings.

You and the child(ren)'s parent(s) will be required to sign a statement attesting that you are related as described above. The parent will give you the attestation statement at a later date.

If you are not a relative as described above, the Child Care Information Services (CCIS) agency will no longer be permitted to pay you for subsidized child care beginning November 1, 2016. We encourage you to learn how to become a family child care home provider now so you can continue to receive payment for subsidy children in your care. If these children are not related to you and you are not a family child care home provider by November 1, 2016, your agreement with the CCIS will end November 1, 2016. Please act now, as the process to become a family child care home provider takes approximately six (6) months.

<CCIS, ADD TEXT INDICATING TO THE PROVIDER IF YOU WILL HOLD MEETINGS TO PROVIDE FCCH INFORMATION, IF INFORMATION IS GIVEN UPON REQUEST OR IF YOU ARE SENDING THE INFORMATION WITH THIS LETTER>

If you have questions or would like additional information, please contact <CCIS NAME> at <TELEPHONE NUMBER>.