# Emergency Childcare Extension of Services, Family Fee and Last Date of Enrollment

Dear Family,

This letter is to notify you of the extension of your child’s enrollment in temporary Emergency Childcare services, the estimated revised last date of your child’s enrollment in temporary Emergency Childcare, and the family fee assessment for your child’s State subsidized Early Learning and Care (ELC) services.

Effective [INSERT DATE], your child’s enrollment in temporary Emergency Childcare is estimated to be extended until [INSERT DATE], subject to the availability of funds. Childcare will cease as of that date unless you receive notice that your child’s enrollment in temporary Emergency Childcare has been extended or your child’s services are transferred into ongoing ELC services by completing eligibility documentation.

Your Family Fee, if applicable, will continue to be due on the 1st day of the month, and will become delinquent on the day the provider reports to the contractor that fees have not been paid.

Please be advised that if the family fee is not received by the due date, your child may be disenrolled from State subsidized ELC services.

If you are unable to pay the full amount of the family fee at this time, please contact [INSERT CONTACT] either in person, by phone at [INSERT PHONE #] or by email at [INSERT EMAIL] to discuss a reasonable repayment plan.

If your family circumstances have changed since your child was enrolled in Emergency Childcare, you may submit a revised self-certification form to report a change in hours of need, adjusted monthly income, or family size.

If you have questions regarding this subject, please contact [INSERT CONTACT] either in person, by phone at [INSERT PHONE #] or by email at [INSERT EMAIL].

California Department of Education

March 2021

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