

**POTENTIAL ELIGIBILITY FOR SUBSIDY
THROUGH THE CHILD CARE INFORMATION SERVICES AGENCY**

Dear _____ :

_____ *Date*

Your TANF case was recently discontinued. If you were newly employed at the time of your TANF discontinuance, and had a need for child care while you worked, the County Assistance Office (CAO) may be able to reimburse some of your child care expenses for the period you were employed and your TANF case remained active. Contact the CAO named above if you had child care expenses which were not reimbursed.

At the time your TANF case was discontinued:

you did not provide the following information which is needed to determine your eligibility for a child care subsidy through the Child Care Information Services (CCIS):

We are unable to determine your eligibility for a child care subsidy through the CCIS. If you have a need for child care, you must contact the CCIS named below and make application for a child care subsidy. If you make application with the CCIS within 90 days from the date that your TANF case was discontinued and you are found eligible, you will receive a child care subsidy. Make application as soon as you have a need because payments may not be made for past months' child care expenses. **If you do not contact the CCIS within the 90 day period, you may be placed on a waiting list for a child care subsidy. In order to be eligible for child care payments from the CCIS, you must apply for or maintain existing child support court orders.**

you did not report a need for child care. If you develop a need for child care in the future, a child care subsidy may be available through the Child Care Information Services (CCIS) named below. If you make application with the CCIS within 90 days from the date that your TANF case was discontinued and you are found eligible, you will receive a child care subsidy. Make application as soon as you have a need because payments may not be made for past months' child care expenses. **If you do not contact the CCIS within the 90 day period, you may be placed on a waiting list for a child care subsidy. In order to be eligible for child care payments from the CCIS, you must apply for or maintain existing child support court orders.**

COMMENTS:

CCIS:

COUNTY ASSISTANCE OFFICE

If you have any questions about the information on this letter, contact the County Assistance Office.

Sincerely,

CAO Signature

Telephone Number

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