

FID # _____



**Department of
Early Education and Care**

End of Child Care Placement Form

If you need to end a placement or to change providers *prior to the scheduled end date of a voucher*, please do the following:

- Provide two weeks notice in writing indicating the child(ren)'s expected last day of attendance.
- All outstanding fees (if any) must be paid to the current provider before a new voucher will be issued.
- Complete and submit this form along with a completed *Confirmation of Provider* form to verify a start date for a new provider.

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Date of Notice:	_____		
Parent/Guardian:	_____	_____	Phone # _____
	(First name)	(Last name)	
Child #1:	_____	Child #2:	_____
Child #3:	_____	Child #4:	_____

Program/Provider Name: _____

Address: _____ Phone# _____

The child(ren)'s last day of care with my program will be on (date) _____.

The last day I will be billing for care for this child(ren) is on (date) _____.

Does the parent owe any outstanding fees:	___ Yes	___ No
<i>(only fees assessed as part of the voucher agreement—do not include any other type of fees owed to your program)</i>		
If yes, how much does the parent owe?	\$ _____	
<i>If outstanding fees are owed, a Family Services Specialist will contact you to confirm receipt of payment before a new voucher will be issued.</i>		

Please indicate the reason for end of placement: ___ Owes fees ___ Voluntary ___ Custody change ___ Changing providers
Other: _____

Parent Signature _____
Date

Provider Signature _____
Date

