

UNPAID PARENTAL FEE REPORT

Attention Child Care Provider:

- Please complete this form and send it in with your Attendance Record and Billing form.
- Please fill out a separate Unpaid Parental Fee Report for each parent who is behind in payment of parental fees.
- Please send this form to CCAP as soon as a parent is behind with their CCAP parental fees, even if you have negotiated a payment agreement.
- Please include the parent's household number.

If you have any questions, please contact the CCAP technician who is handling this family's case.

Thank you.

DATE: _____

Name of Child Care Provider: _____

Provider ID: _____

_____/_____ owes \$ _____ (total) In CCAP unpaid parental fees.
(Name of parent) (Household Number)

The monthly breakdown of outstanding CCAP **parental fees only** is as follows:

Month(s):						
CCAP Parental Fees Owed:	\$	\$	\$	\$	\$	\$
Partial payments made:	\$	\$	\$	\$	\$	\$

Do **NOT** include fees that are not payable under the CCAP guidelines such as optional activity fees, late fees, days not covered by CCAP, etc...

Have you negotiated a payment agreement with the parent?

Yes* (Please attach a copy of payment agreement to this form) No

*I attest that the above information is true and the parent has been notified of the above information.

Name of person completing this form: _____

Provider Signature: _____ Date: _____

IMPORTANT: Loss of eligibility for CCCAP will occur if the parent does not pay their parental fee or does not make acceptable payment arrangements with the child care provider.

