

Co-pay Reminder

_____ Date: _____

As of the above date, we have not received your co-pay of \$_____. Please pay this amount immediately at your center. Failure to keep this payment current will result in one or more of the following:

- \$ Discontinued participation in a child care contract;
- \$ Transfer of your child/children to a part-day program or hours limited to pre-school services only;
- \$ A report to the Direct Pay Unit of DHS of your non-payment of child care co-pay. This would result in your becoming ineligible for child care subsidies until the past due amounts are paid in full.

We realize that with your busy schedule, you may have just overlooked this payment. Thank you for responding promptly.

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