[Date]

Dear Parent or Guardian:

The Texas Workforce Commission’s Child Care Services program rules are changing on August 1, 2018. Under the new rules, [Board or Contractor Name] may end your child care services if:

* you do not pay your share of cost to the child care provider; or
* your child has more than 40 unexplained absences within a 12-month eligibility period.

If either of these occurs, [Board or Contractor Name] will notify you 15 calendar days before ending your child care services. You have the right to appeal. However, [Board or Contractor Name] will not pay for child care services during an appeal.

If your child care services are ended for excessive unexplained absences, you must wait 60 calendar days before reapplying for services for that child.

If your family’s child care services are ended for nonpayment, you must wait 60 calendar days before reapplying for child care services.

If you have questions, please contact [Board or Contractor contact name and info].

[Signature line of Board/Contractor representative]