Community Coordinated Care for Children, Inc.
Orange County
3500 W. Colonial Drive, Orlando, FL 32808
(407) 522-2252

Delinquent Parent Co-Payments

Date: _____/_____/_____

Child Care Provider Name: _____

County of Provider: _____ Phone Number: _____

Failure to pay applicable parent co-payments is grounds for termination of services. Services may be reinstated or continued if the parent/guardian makes satisfactory arrangements with the provider to pay past-due parent co-payments. It is the responsibility of the child care provider to notify 4C of non-payment of parent co-payments in a timely manner.

In no cases shall a parent/guardian be held responsible for more than 30 days of past-due parent co-payments. Collection of past-due parent co-payments is the responsibility of the child care provider. **Under no circumstances will 4C hold a parent accountable for other fees (including fees for meals, supplies, curriculum, and late fees) due to the provider.** If this form is not completed and submitted with the monthly attendance sheet, a parent may transfer without a zero balance statement

Parent Name	Child Name	Total Parent Co-Payment Owed	Dates for which Parent Co-Payment is Owed (Past 30 days ONLY)

Printed Name of Staff Member Completing Form Position

Signature Date