

Date

Recipient Name

Address

Address

Recipient Attendance Hardship Approval Notice:

Dear

We have reviewed the documentation submitted regarding the attendance hardship for , including the date of absence and the provided rationale. Based on the guidelines set forth in the Subsidized Child Care Assistance (SCCA) policy, and the circumstances exceeding 30 consecutive service days, we have carefully considered the case.

After a thorough review, we are pleased to inform you that the attendance hardship for has been approved. This decision allows continued services beyond the 30-day period, in recognition of the specific hardships impacting the child's attendance. Please retain this letter of approval in your records.

Additionally, I would like to remind you that at the time of recertification, the request for hardship will be reassessed for approval or denial. Furthermore, the Plan of Care is subject to review and may change based on your situation, updated information or decision by the Division of Child Development and Early Education (DCDEE). It is important to be aware that any changes to your circumstances could affect your child care services.

This agency remains available to assist you upon request. If you have any questions about this matter or need further assistance, please contact me at

Sincerely,

SAMPLE