

Subsidized Child Care Assistance

Sample Waiting List Notice

Date:

The purpose of this letter is to inform your family that your recertification for Subsidized Child Care Assistance has been received. Since your recertification was not received by the last day of your certification period, your Subsidized Child Care Assistance case has been terminated. However, according to Chapter 11 V.I.E.3, the signed recertification document may be accepted as a new, signed application.

At this time, _____ County currently has a waiting list for services. The information provided on the recertification document has been used to screen for waiting list placement.

After the initial eligibility screening, it has been determined that:

Your family has screened potentially eligible for Subsidized Child Care Assistance and you have been added to the waiting list. The following children have been added to the waiting list: _____

You will be contacted in writing by _____ County when your name is reached on the waiting list and it is time to complete a new application for Subsidized Child Care Assistance.

Your family has screened ineligible for Subsidized Child Care Assistance. The reason you have screened ineligible is:

Your income is over the income limit for Subsidized Child Care Assistance.

You do not have an approved need for child care.

Other: _____

The following child(ren) are **not** added to the waiting list:

If you have questions about this letter, please contact _____ County at:

This letter is an optional tool that DSS/LPA staff may use to notify families of waiting list placement. Refer to Chapter 11 of the SCCA Program Policy Manual.