



6698 - 68th Avenue N., Suite B  
Pinellas Park, FL 33781-5015

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## TEMPORARY TERMINATION REQUEST

### **Please read, complete (in full), sign and return**

In order for your child to be absent from a CCC Scholarship childcare program without jeopardizing your eligibility, parent(s)/guardian(s) must comply with the following requirements:

1. Parent(s)/Guardian(s) can request temporary termination of childcare if you child is going to be out for more than 10 days but less than 90 days.
2. Parent(s)/Guardian(s) must request, in writing, your need for the child (ren) to be out of care, including the time period for the absence and the child (ren) involved. Parent(s)/Guardian(s) are require to submit the request form completed and signed by the provider to CCC Family Service Department **at least 72 hours before** the date of temporary termination is needed. If request is submitted after the temporary termination date that is requested you may be responsible for any charges that may be incurred.
3. In addition to the request you are also required to have your **parent fees paid in full before in order for you request to be processed**. It is the **parent(s)/guardian(s) responsibility** to have their current provider sign the request form making both the client and provider aware of requested dates of absence. If your child is not active in the system you may not receive a reminder from CCC Family Service Department that you have to re-determine your eligibility. It is your responsibility to track this if you request a temporary termination as CCC Family Service Department will not pay for any child care costs if for whatever reason you are not able to reestablish your eligibility.
4. Parent(s)/Guardian(s) need to contact CCC Family Service Department by the end date of your temporary termination and before your child (ren) return(s) to care in order to **provide proof of purpose for care**. If the child (ren) returns to the same care location they left, a new voucher is not required. If child (ren) returns to care at a different location, the parent/guardian is responsible for notifying CCC by phone to complete enrollment or receive new paperwork to enroll child (ren). Failure to do so could result in the loss of your child care scholarship and you may have to re-apply to be placed on the Wait List.
5. Please note that CCC will not pay for your day care provider for childcare during your absence.
6. Parent(s)/Guardian(s) need to be aware that CCC cannot guarantee that your child (ren) will be able to return to the same day care provider or that funding will be available at the time of your return.
7. Please complete all information on reverse side of this form.

**This form must be completed and returned by the parent to CCC Family Service Department 72 hours before the request can be approved (information provided will determine eligibility).**

*Please mail or fax this form to:  
CCC Family Service Department  
6698 – 68<sup>th</sup> Avenue N. Suite B  
Pinellas Park, FL 33781-5015  
Fax Number: (727) 547-5721*

Parent/Guardian Name: \_\_\_\_\_ (Optional) SS#: \_\_\_\_\_

Child: \_\_\_\_\_ Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Dates out of care: From: \_\_\_\_\_ to: \_\_\_\_\_

Parent/guardian's parent fees paid in full Yes / No Provider Signature: \_\_\_\_\_

Child: \_\_\_\_\_ Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Dates out of care: From: \_\_\_\_\_ to: \_\_\_\_\_

Parent/guardian's parent fees paid in full Yes / No Provider Signature: \_\_\_\_\_

Child: \_\_\_\_\_ Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Dates out of care: From: \_\_\_\_\_ to: \_\_\_\_\_

Parent/guardian's parent fees paid in full Yes / No Provider Signature: \_\_\_\_\_

Child: \_\_\_\_\_ Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Dates out of care: From: \_\_\_\_\_ to: \_\_\_\_\_

Parent/guardian's parent fees paid in full Yes / No Provider Signature: \_\_\_\_\_

**Reason for Absence:**

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_