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CCS Central 2
PO Box 346031
Bethesda, MD 20827

<Provider Name>
<Provider Address>
<Provider City, State Zip Code>

PROVIDER ID: <XXXXXX>

**HELP US TO PROCESS YOUR PAPERWORK FASTER
BY COMPLETING THE FOLLOWING:**

1. On all documents submitted to CCS Central 2:
 - write your **PROVIDER ID**; AND
 - your first and last name.
2. ONLY SUBMIT WHEN YOU HAVE ALL DOCUMENTS. Submitting with all documents, allows us to process your documents much faster.

USE YOUR POWER AS A PROVIDER TO HAVE A POSITIVE IMPACT ON CHILDREN!

ALWAYS PROVIDE THE VERY BEST QUALITY CHILD CARE TO CHILDREN IN YOUR CARE.

The love, care and educational experiences that the parent and the child care provider give daily, especially between the ages 0-8, prepare the child for school and life! If you need more information about what quality child care is, what it looks like and the questions you should ask the child care provider before enrolling your child, please contact LOCATE: Child Care at 877-261-0060 or visit the following websites:

For more information, visit:

1. MarylandEXCELS.org
2. Marylandchild.org
3. Money4ChildCare.com

Sincerely,

CCS Central 2
1-877-227-0125

	Maryland State Department of Education/Office of Child Care Child Care Subsidy Program VOLUNTARY CLOSURE DAYS REQUEST FORM	RETURN TO: CCS Central 2 PO Box 346031 Bethesda, MD 20827
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Section 1: General Information

Provider Name:

Provider ID Number:	Contact Phone Number:
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Indicate the day(s) you plan to be voluntarily closed.

Section 2: Notification of the voluntary closure days must be submitted to the parent(s) and Child Care Subsidy Central (CCS Central) PRIOR to the days of closure.

Begin Date (MM/DD/YY)	End Date (MM/DD/YY)

Note: Child Care providers are allowed to be paid for up to two consecutive weeks of voluntary closure per year.

Section 3: Signature

I certify that I/we have notified all parents regarding this closure.

Provider Signature:	Date:
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Submit this form prior to the voluntary closure days to:

Mail: CCS Central 2
PO Box 346022
Bethesda, MD 20827

OR

FAX: 202-478-5117