**INSERT YOUR PROVIDER LOGO- modify content to fit your program**

**Child Care Subsidy Tuition Reimbursement Credit**

**Terms of Agreement**

The Office of Child Care Subsidy has issued you a Child Care Tuition Assistance Payment.  The following outlines how the payment will be applied, if applicable:

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| I**NSTRUCTIONS** – Mark all that apply. Both the parent and provider signs. | |
|  | You**will not** receive a tuition credit, because your child no longer attends the child care program. All funds will be immediately used by the child care program to improve the quality of the program. (Complete for record, if parent no longer attends your program). |
|  | You **will no**t receive a tuition credit for these funds, because, as of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018, **you do not pay any** out-of-pocket tuition toward your child’s care.  All funds will be immediately used to improve the quality of the program. |
|  | Your account **will be credited** from\_\_\_\_\_\_\_\_\_\_, 2018 to \_\_\_\_\_\_\_\_\_\_, 20\_\_\_.  During this time period, you will not have to pay any amount toward your child care tuition.  **This time period, may be shortened or lengthened**, if there are any changes in your subsidy reimbursement or if there is an increase or decrease in your child’s tuition.  If any changes to the above terms are required, a new Child Care Subsidy Tuition Reimbursement Terms of Agreement (this form) will be completed and signed by the parent and the provider. |
| **Additional Terms:**   1. If your child does not attend any weeks between the above time period, the weekly credit will be deducted; 2. If your child ends care or transfers to another child care program, the credit immediately terminates and **does not**transfer; 3. If you presently do not pay an out-of-pocket expense for child care, you will not receive a credit now or in the future; 4. If based upon a subsequent changes, the parent no longer pays **any** **out-of-pocket cost for child care**, the credit immediately ends and the credit will be used toward program enhancement; 5. If the parent is no longer eligible for the Child Care Subsidy Program or the voucher ends, but the parent remains at the same child care program, the tuition reimbursement credit continues until fully-used and; 6. Under no circumstance will any portion of the credit be given to the parent in currency, because the child care provider has to pay taxes on the full amount. | |

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| Parent Signature | Date |
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| Provider Signature | Date |