

Boulder County CCAP Unpaid Parental Fee Report

Attention Child Care Provider:

- Please complete this form and send it in with your Attendance Record and Billing form.
- Please fill out a separate Unpaid Parental Fee Report for any parent who is behind in their payment of monthly parental fees.
- Please send this form to CCAP as soon as a parent is behind with their CCAP Parental fees.
- Please include the child's case number.

If you have any questions, please contact the CCAP office at 303.678.6014 or email ccap@bouldercounty.org

Thank you.

Boulder County CCAP

Date Completed: _____

Provider Name: _____ Provider CCAP ID: _____

Parent/ Adult Caretaker Name: _____ CCAP Case #: _____

_\$_____ owed in Unpaid Parental Fees for month (s) of _____.

Monthly Breakdown: The monthly breakdown is for Parental Fees only. Please do not include any outstanding late fees or other charges in your calculations. Please do NOT include any fees not payable under CCAP guidelines; such as optional activity fees or any days not covered by CCAP.

Month				
Amount Due				
Amount Paid				

Have you negotiated any payment agreement plan with the parent/caretaker? Yes No

Please attach copy of agreement plan.

* I attest that the above information is true and the parent/ caretaker has been notified of the above information.

Name of Person completing form

Signature / Date

IMPORTANT: Loss of eligibility for CCCAP will occur if the parent does not pay their parental fee or does not make acceptable payment arrangements with the child care