

Boulder County CCAP Unpaid Parental Fee Report

Attention Child Care Provider:

- 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 remember that parents do have until the last day of each month to pay their fees before CCAP will consider them delinquent.
- 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 #: _____

Child Name (s): _____

Total _\$_____ is 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		

You may submit for any parent fee not paid up to 60 days back. Anything older will not be considered.

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

Please attach copy of agreement plan.

This child is still in attendance at my site: Yes No

Last Day Child was in attendance at my site: _____

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

Name of Person completing form

Signature / Date

IMPORTANT: The 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 at their next redetermination date.

Also please note assistance may be available to families that are struggling, please have them reach out to CCAP before they get behind.