



Early Learning Coalition of the Nature Coast
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties



Date: _____

[Name]
[Address]
[City, State Zip]

Dear School Readiness Provider:

Required: Child Care Certificate

As of the date of this communication, we have not received the Child Care Certificate signed by both the parent and provider for _____ by the due date listed on the certificate.

In order to complete this applicant's file and reimburse for child care, we must receive this documentation by _____.

In the event the Child Care Certificate is not submitted to the Coalition by the due date (the last possible date for submission is the 2nd working day of the month following child care service delivery), we are unable to proceed with reimbursement for the services you provided based on the certificate.

Thank you in advance for your immediate attention to this matter. Please do not hesitate to contact me if you have any questions or need assistance.

Sincerely,

Client Services Counselor
() xxx-xxxx, ext. _____
_____ Office

[Address]
[City, State, Zip]
[Tel /fax]

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Crystal River, FL 34429
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(352) 563-5933 fax

Chiefland Office
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Chiefland, FL 32626
(352) 490-5855
(352) 490-6762 fax

Bushnell Office
114 Jumper Dr North
Bushnell, FL 33513
(352) 793-5430
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