

# Monitoring Appendix L

## Sample Non-Compliance Letter

Generic Tribal CCDF Program  
123 Miller Street  
Jones, ND 71234

Date

Jane Doe Family Child Care Home  
123 Morgan Rd.  
Miller, ND 71234

Dear Ms. Doe,

This letter is being written to you regarding the monitoring inspection conducted at your home on [Date]. Several areas of non-compliances were discussed and documented along with the appropriate plan of correction for correcting these non-compliances.

Please refer to a copy of your Tribal CCDF Health and Safety Standards for the specific standards referenced below.

At the time of the monitoring inspection, you were not supervising three children in your care that were playing in the yard next door. You could not see or hear the children. The standard states:

*“Caregivers shall directly supervise infants, toddlers, and preschool children by sight or hearing at all times, even when the children are in sleeping areas.” (Page 2, standard 4)*

At the time of the monitoring inspection, the monitoring staff observed an infant laying in a crib with a bottle propped. The standard states:

*“The caregiver shall not permit bottle propping or infants carrying bottles through the day or night.” (Page 4, standard 15)*

Your plan of correction indicates all areas of non-compliance were to be corrected immediately. A follow-up inspection will be made in the near future to confirm the corrections have been maintained. Failure to correct the violation within the agreed-upon time frame may result in a cancellation of your contract to receive payment to care for our tribal children.

If you have any questions regarding this letter or any of the non-compliances, please contact me at [Phone].

Thank you for your cooperation and for making the appropriate corrections.

Sincerely,

[Name of Monitoring Staff]

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**The National Center on Tribal Early Childhood Development, A Service of the Office of Child Care**

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