

# Monitoring Appendix M

## Sample Contract Cancellation 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 notify to you of the cancellation of your contract with the Generic Tribal CCDF Program. The reason for the cancellation is your documented inability to maintain compliance with the Tribal Health and Safety Child Care Standards as you agreed to when you signed the contract.

You have been found to be out of compliance four times during the last twelve months. Some of the violations were repeated and serious. The specific monitoring inspections and violations are listed below:

April 1, 2015 - The home was without heat and water as all utilities have been cut off due to non-payment of bills. The provider was smoking in the same room where the children were. A plan of correction was completed and a non-compliance letter was sent. Please refer to the attached monitoring inspection for details.

April 7, 2015 - Utilities were all restored. However, the provider was again smoking in the room where children were in care. A plan of correction was completed and a letter of non-compliance was sent. Please refer to the attached monitoring inspection for details.

August 12, 2015 - Children were not being properly supervised. A plan of correction was completed and a non-compliance letter was sent. Please refer to the attached monitoring inspection for details.

October 15, 2015 - Children were again found unsupervised. Please refer to the attached monitoring inspection for details.

If you believe this action is in error, you may request an administrative review of this decision by submitting a written request to our Tribal CCDF Administrator. This request must be submitted within 10 calendar days from your receipt of this letter. The request must include documentation explaining your grounds for appeal. The request for an administrative review should be mailed to:

Generic Tribal CCDF Program A  
TTN: Tribal CCDF Administrator  
123 Miller Street  
Jones, ND 71234

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If you request an administrative review, you will be notified of the date and location of the review within 10 calendar days of receipt of request. If you do not request an administrative review, the effective date of the contract cancellation will be November 12, 2015. After that date, our office will no longer be able to make payment for child care to your family child care home.

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

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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