

Date

Title Fname Lname

Any Street

City, State Zip

Dear Title Lname:

Thank you for contacting Workforce Solutions about child care financial aid. We are pleased to say you are eligible to receive assistance when funds become available. As families currently receiving child care financial aid no longer need it, we release these funds to new families.

**Please keep your address and email contact information current with us** so we can contact you as money becomes available.

If you need to change your contact information, contact the office shown at the end of this letter.

**Please respond to us quickly when we notify you that we have funds for you.** We will send a letter giving you 10 business days to respond that you still want assistance with your child care expenses. At that time we will ask you if any of your eligibility information has changed and may request proof of changes. We will also ask who you want to care for your child.

Visit our web site <http://www.wrksolutions.com/aid/aid_for_child_care.html#providers> for links to resources to help you locate quality care for your child. The site also contains information about finding a job and other Workforce Solutions services.

We appreciate your business and look forward to the opportunity to work with you soon. Please call us if you have questions.

 Workforce Solutions-\_\_\_\_\_\_\_\_\_\_\_(**insert office name**)

 **Monday through Friday, (insert time)**

 **Telephone Number**

 **Fax number**

 **Email contact**

Sincerely,

Name, Title