**TEMPORARY SUSPENSION REQUEST**

This form must be completed and uploaded to parent portal 72 hours before the start date of the request before it can be approved.

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To be completed by the Provider:***

Provider/Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date child/ren out of care: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian’s fees paid in full? **YES/NO** OR Repayment agreement in place? **YES/NO**

I have been notified of the Temporary Suspension of the following child/ren:

Child 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 6: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provider Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provider’s signature acknowledges childcare will not restart without a new voucher provided by ELC.

To be completed by Parent/Guardian:

Reason for Temporary Suspension: (Required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Temporary Suspension is to allow families to maintain childcare eligibility during verified/approved breaks in the child’s attendance. Parents may be granted a Temporary Suspension if the child is anticipated to be out of care for more than 10 days to 90 days for **approved reasons.**

**A NEW CERTIFICAE OF ELIGIBLITY MUST BE ISSUED IN ORDER TO RESTART CARE**

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEMPORARY SUSPENSION REQUEST**

For your child to be absent from an ELC School Readiness Program without jeopardizing your eligibility, you must comply with the following requirements:

1. Temporary Suspension is to allow families to maintain childcare eligibility during verified temporary breaks in child’s attendance. Parents who anticipate absences for more than 10 to 90 days may be granted a Temporary Suspension.

2. Parents are required to have the form complete and submit the Temporary Suspension Request form that is signed by the parent and by the provider to ELC Eligibility Department not more than 72 hours before the date that Temporary Suspension is needed.

If you have questions, please contact the Eligibility Department at (352) 375-4110.

3. In order for your request to be approved/processed, assigned parent ELCAC parent fees must be paid in full prior to submitting a request for Temporary Suspension. It is the parent’s responsibility to have their current provider complete the request form making both the parent and provider aware of requested dates of absence. During the Temporary Suspension, your child will not be active in the system, and you will not receive a reminder to re-determine your services.

4. Parents of children must submit their most recent paystub or school schedule to reinstate their care.

5. Please note that ELC will not pay your childcare provider for child care during your absence.

6. Parents need to be aware that ELC cannot guarantee that your child(ren) will be able to receive services if you do not recertify during your suspension. If you have a redetermination date during the authorized temporary suspension you must complete your redetermination prior to the eligibility end date or eligibility will be terminated on the redetermination date.

**ELCAC Revised 2024**