



2016 Indiana Child Care Provider Holiday Request Form

Note: NEW MAILING ADDRESS

Reimbursement is made to all providers for up to six (6) days per calendar year, per child, when the facility or home is closed. This provision applies only if the facility or home has a written policy to charge all families for days they are closed. The CCDF definition of a Holiday is a date of facility closure for which the child's attendance is credited as documented on the child's CCDF voucher. Providers may select up to six (6) dates per calendar year, and the dates do not necessarily need to be an actual holiday.

- If you have more than one facility, there must be a form returned for each facility.
- The facility must have a written policy to charge all consumers for days they are closed due to a holiday.
- The child must have attendance at least one day in the 21 days preceding the holiday.
- The attendance must be recorded in your POS device before the holiday occurs.
- You can only claim future dates as holidays (for example, requests received in February for New Year's Day will not be honored).
- Do not select holidays for future years, only for **2016**.

Use the space below to record your selections.

Provider Name _____ Provider ID _____

SSN or EIN _____ County _____

2016 Holiday List	
Please write the actual Month / Day you have selected.	
1. ____ / ____ / <u>2016</u>	4. ____ / ____ / <u>2016</u>
2. ____ / ____ / <u>2016</u>	5. ____ / ____ / <u>2016</u>
3. ____ / ____ / <u>2016</u>	6. ____ / ____ / <u>2016</u>

If you request more than 6 holidays, the extras will be ignored.

Return the completed form to the address below.

Mailing Address

Xerox State and Local Solutions
C/O Child Care Operations Center
Indiana Holiday Form Processing
PO Box 80589
Austin, TX 78708

Fax Number

888-474-7160