



2017 Indiana Child Care Provider Holiday Request Form

Reimbursement is made to all providers for up to six (6) days per calendar year, per active CCDF child, when the facility or home is closed. These dates do not have to be legal holidays, rather dates you have selected as pre-determined closures.

- 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 **2017**.

Use the space below to record your selections. Please write clearly.

Provider Name _____ Provider ID _____

SSN or EIN ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ County _____

2017 Holiday List	
Please clearly write the actual Month - Day you have selected.	
1. ____ - ____ - <u>2017</u>	4. ____ - ____ - <u>2017</u>
2. ____ - ____ - <u>2017</u>	5. ____ - ____ - <u>2017</u>
3. ____ - ____ - <u>2017</u>	6. ____ - ____ - <u>2017</u>

Important:

- Please login to your account at www.hoosierchildcare.com to verify that your holidays have been entered before your first holiday date selection, or contact the help desk at 800-422-0850.
- Dates requested in excess of the maximum allowed six (6) holidays per year 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