Nest Child Care and Parent Institute

5000 Conner St.

Detroit, MI 48213

December 4, 2017

Dear Nest Parent,

**We are requesting that you re-apply for DHS subsidy or reach out to your case worker.** Upon speaking with your case worker, there was insufficient information to process your CDC application. In other words, your case worker needs additional information from you to reinstate your hours or you may need to reapply. It is important to follow through with your CDC application providing proof of income if you are working, proof of school schedule if you are in school, or any other documentation that your worker may require to process your application (ie. ID, proof of address, provider authorization, etc.).

You may return your completed application along with proof of paystub, W-2, or school schedule to Nest and we will forward it to your case worker on your behalf. Or you may return it directly to your case worker. If you decide to turn your application in to your case worker, we will require proof that your application was submitted along with your case number, case worker name and phone number for future follow-up.

We will need documentation that you reapplied or worked things out with your caseworker. Even if your child care benefits were denied we will require a notice of denial from DHS that you were denied benefits.

*Our policy requires eligible families to reapply every 60 – 90 days until we receive notice from DHS that you are ineligible for child care subsidy due to income or other approved ineligible reasons.* Incomplete applications are not acceptable ineligible reasons. All families who may be eligible for child care subsidy must re-apply. We hate to keep inconveniencing you, however, the State funding contributes to the free program being offered by Nest Child Care and Parent Institute. Thanks in advance for understanding!

Sincerely,

Joy Dean

Nest Child Care and Parent Institute

Executive Director

(313)331-1444 Center

(313)575-3848 Cell