Dear Relative/Kinship Care Provider,

This letter is to remind you that the Division still needs to obtain information from you and your family in order to complete the licensing process. As you are aware, the maintenance payment for name of child(ren) will end after 90 days if the licensing process is not completed. The maintenance payment that you are currently receiving will end on date unless the following marked items are received or completed prior to that date:

* Insert Text Box with Bullets

Please contact me at phone number if you have any questions or concerns. Thank you.

Sincerely,

Licensing Worker/Supervisor/Circuit Manager

cc: Provider file