



Community Coordinated Care for Children, Inc.

Orange County
3500 W. Colonial Drive, Orlando, FL 32808
(407) 522-2252



Notice of Early Case Closure

(Send this form to 4C if the case closes prior to the expiration date on the referral.)

Case Closure notice completed by: _____

Unit #: _____ **Phone:** _____ **Email:** _____

Parent/Guardian Information:

Name: _____ **SSN:** ____-____-____

Address: _____ **City:** _____ **Zip Code:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Child Information:

Child Name	Child SSN	Child Care Provider

Date Case Closure Effective: ____/____/____

Please note: Upon receipt of this notice, a 10-day termination will be sent by 4C to the parent/guardian. The parent/guardian will have 10 business days of child care from the date the termination is sent.

4C USE ONLY:

Notice received by: _____ Date: ____/____/____

10-day termination sent to parent on: ____/____/____

Copy of termination sent to child care provider on: ____/____/____

Child care provider notified by phone on: ____/____/____

Spoke to: _____