

El Dorado County CARES Program  
**POLICY ISSUE: PROGRAM TERMINATION**

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**Current Policy Approved by the El Dorado County Child Care and Development Planning Council on March 6, 2002:**

**Resolution Situation 1:**

**Provider demonstrated intent - *No Repayment***

If the CARES Provider applied for the program with full intent of completing the program requirements and contacted their CARES Advisor upon an employment or course work change, then the Provider be allowed to keep the stipend payments already received to cover their expenditures and time. No payment would be made for the period that program requirement were not met.

**Resolution Situation 2:**

**Provider did not demonstrate intent- *Repayment***

Participants that never enrolled in course work and refused to make up the courses will be required to repay the initial \$150.00 "good faith" stipend reward. Program policy states that continuing stipend checks will not be issued until program requirements are met. Consequently, only the initial \$150 stipend will be subject to possible repayment. Collection procedures would be:

- A formal letter issued by the program coordinator and a repayment plan established by the business office.
- Lack of response would require a written letter form the program coordinator sent certified mail/ signature required.
- Still no response would require a letter from EDCOE legal department initiated by the program coordinator.
- If there was still no response then action would be based on the amount to be collected; the claim would be taken to small claims court or written off.