



Provider Overpayment Notice

Provider Name: _____

Address:

Re: Child Care Overpayment

Dear: _____

Our records indicate that you received an overpayment in the amount of \$ _____ for the period of _____ through _____

due to an error. The attached Overpayment Calculation Worksheet explains the total amount that we believe your provider was overpaid, the period during which the overpayment occurred, and the reason for the overpayment.

You must repay this overpayment within 30 days of the date of this letter. Please send your payment to:

**State of Illinois
Department of Human Services
Bureau of Collections
P.O. Box 19502
Springfield, Illinois 62794-9502**

If you cannot pay the full amount, you must make acceptable repayment arrangements to repay the debt to avoid further collection action by the Department. If you wish to make repayment arrangements, please contact 217/785-7786. If you do not make acceptable repayment arrangements, the Department will take further action. The action will include referral of your account to a private collection agency. Also, State payments due you such as, but not limited to, income tax refunds will be withheld to recover the amount of the overpayments. To avoid this claim being referred for further collection action, you must make a repayment agreement and honor the terms of the agreement.

If you do not repay the overpayment or make acceptable repayment arrangements, you will not be eligible for any future child care payments until the debt has been repaid in full or until a repayment plan has been established and the first payment has been received.

If you have questions concerning this overpayment or you feel you have information that may reduce or eliminate the overpayment, please contact (name) at (insert phone #) within ten (10) days.

If you are a day care home provider, you may have additional rights afforded you under your collective bargaining agreement. For more information regarding these rights, please contact your union representative at 800/321-SEIU as soon as possible. This call is free.

Enclosure

CC: CCR&R
Bureau of Collections
File