[ADD PROVIDER HEADER OR LOGO]

Dear [NAME],

We are writing to let you know about some upcoming changes to the fees charged to families enrolled in spaces funded by the CT Office of Early Childhood (OEC).

Historically, the fee schedule was updated annually, but due to interruptions caused by COVID, it was last revised in 2019. The adjustments in this fee schedule (released September 1, 2022) reflect the OEC’s commitment to making family fees more equitable and responsive to Connecticut’s changing economy.

Based on the information you provided about your family income and family size, your new rate will be $[INSERT AMOUNT] per week starting on [DATE].

This new fee system is decided by the OEC and is tied to family size and income levels.

Thank you for your understanding as we implement these changes.

Sincerely,

[PROVIDER NAME]