



Limited Term Service Leave Agreement

Families may be placed on Limited Term Service Leave (LTSL) through action initiated by either the family or Choices For Children. When a family is on LTSL, Choices For Children will not pay child care costs and parent fees are not collected.

I _____ the parent of _____ am requesting to be placed on Limited Term Service Leave, from _____ to _____. This request is due to one of the following:

- Medical Leave (not to exceed 16 consecutive weeks in duration)
- Family Leave (not to exceed 16 consecutive weeks in duration)
- Parent Seasonal Unemployment (not to exceed 12 weeks in duration)
- Temporary breaks in parents' formal education (semester breaks, summer vacation) (not to exceed 16 consecutive weeks in duration)
- Child long-term visitation with non-custodial parent (not to exceed 12 weeks in duration)
- Best interest of the child and parent (to be determined by counselor and parent)

_____ Please specify
(not to exceed 12 consecutive weeks in duration)

- Temporary suspension due to lack of program funds

A family must contact Choices For Children to update status or recertify, if needed, prior to the reinstatement of services.

Parent Signature _____ Date _____

Counselor Initials