

MO First Steps
NOTICE OF MONTHLY FEE PAST DUE



Central Finance Office (CFO)
Attn: Family Cost Participation
CSC
P.O. Box 29134
Shawnee Mission KS 66201-9134
Help Desk 866-711-2573
www.mofirststeps.com

SAMPLE

Date:

Dear _____,

First Steps is Missouri's early intervention system and provides services for children birth to three years of age with a disability or developmental delays and their families.

This letter is to remind you that your family is responsible for the payment of a monthly cost participation fee. **Your monthly fee is past due.** In accordance with federal and state regulations, failure to pay the monthly fee by the 90th day or _____ results in the suspension of First Steps services, except for services provided at no-cost.
(date)

Your previous balance is: _____.
(amount)

To avoid suspended services, you must pay either the previous balance of _____ or, at minimum, the
(amount)
overdue amount of _____ by _____.
(amount) (date)

If suspended, your family may not receive First Steps services until the overdue balance is paid in full.

Failure to make a payment will result in the suspension of the First Steps services indicated below:

Sincerely,
CFO

Enclosure: Parental Rights Statement