



Infant & Toddler Connection of Henrico Area

Intake Number: 804-727-8372 and 804-727-8666

Location: 10299 Woodman Road

Glen Allen, Virginia 23060

Attention: _____

Date: _____

Re: _____

Your agency is currently seeing a child that is receiving services from 1 or more agency(ies) for Early Intervention Services. This letter is to inform you that:

Your agency **will not** be collecting the CAP of \$ _____ from _____'s family. Therefore, this family should not receive any bills from your agency.

Your agency **will be** collecting the CAP of \$ _____ from _____'s family.

Sincerely,

Bernita Sykes

Local System Manager

Infant & Toddler Connection of Henrico Area