



**REVOCATION OF AUTHORIZED REPRESENTATIVE**

**INSTRUCTIONS**

The parent/guardian may cancel the appointment of their Authorized Representative to stop that Authorized Representative from working on their behalf. In order to revoke or cancel the authority granted to the Authorized Representative, the parent/guardian must complete this form and submit it to the Department of Elementary and Secondary Education (DESE) or its designee.

The parent/guardian must complete and submit this form as follows:

- Type or print your name in the first blank;
- Type or print your Date of Birth in the second blank;
- Type or print the name of the individual or organization/agency serving as the Authorized Representative, whose authorization you wish to cancel, in the third blank; and
- Sign and date the form.

Return the completed, signed form and any additional documents to:  
Missouri Child Care Subsidy Program  
PO Box 527  
Hillsboro, MO 63050

PARENT/GUARDIAN NAME	PARENT/GUARDIAN DATE OF BIRTH OR DVN
PARENT/GUARDIAN EMAIL ADDRESS	PARENT/GUARDIAN TELEPHONE NUMBER

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit [dese.mo.gov/veterans-services](http://dese.mo.gov/veterans-services).

**ADDITIONAL INFORMATION**

I, \_\_\_\_\_, Date of Birth \_\_\_\_\_, hereby revoke my previous appointment of \_\_\_\_\_ as my Authorized Representative.

I understand and agree that DESE will no longer recognize this individual as my Authorized Representative or allow the individual to act in the capacity of an Authorized Representative, upon receipt of this signed and dated revocation form.

PARENT/GUARDIAN SIGNATURE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).