June 15, 2020

Dear Summer Camp Administrator:

Prior to enrolling any Department of Early Education and Care ("EEC") voucher children to attend your summer camp, you must enter into an “EEC Voucher Services Agreement – Summer Camp 2020” establishing the duties and responsibilities of both providers/programs and the Child Care Resource and Referral ("CCRR") agencies. Please note that given the ongoing COVID-19 emergency, all camps must follow all COVID-19 requirements and guidelines issued by Governor Baker, the Department of Public Health, your Local Board of Health, and any other state/local entity regarding the opening and operating of your program in Summer 2020. This includes following the Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety, issued June 1, 2020 and updated June 8, 2020, and any subsequent updates.

Please read the enclosed voucher agreement carefully. The following are a few of the key provisions:

- **Attendance Data Entry:** Your camp must utilize EEC’s web-based Child Care Financial Assistance (CCFA) application to enter and maintain attendance in a timely manner, ensure attendance is accurate, and submit billing monthly unless agreed to, in writing, by the CCRR. All attendance entries must comply with guidance issued by EEC, including the Financial Assistance Policy Guide and other subsequent policy guidance.

- **Subsidized Child Care Rate:** All camps will be paid according to the EEC standard School Age daily reimbursement rate for your region based on part-time or full-time utilization. Your region is 4. The regional maximum rate is $42.23.

- **Transportation Reimbursement:** Your camp may bill EEC for transportation to and from camp provided that you charge private pay participants an additional fee for this service that is equal to or greater than the EEC rate, and you have a signed Transportation Addendum that is on file with EEC or the CCRR. EEC transportation rates are $6.00 for one way transportation or $9.00 for two way transportation as add-on fees.

- **Valid, Current Certificate/License to Operate in 2020:** Be advised that CCRRs will not issue any reimbursement for summer camp until your camp’s 2020 Certificate/License has been received.¹ Camps unable to obtain a 2020 Certificate/License will not be eligible for

¹ The Commonwealth understands that local Boards of Health have discretion to issue licenses to summer camp programs without prior inspection provided that the summer camp is previously operated under the same ownership/directorship and that the summer camp is in good standing. See 105 CMR 430.650. If your local Board of Health has permitted your program to operate without a pre-inspection, you must provide a copy of the 2019 certificate/license, or an official letter on letterhead from the local Board of Health confirming your program’s authority to operate for the 2020 camp season. Copy of the certificate/license must be provided once issued.
reimbursement. CCRRs cannot rely on a prior year certificate/license. Please contact your local authority as soon as possible and forward the certificate/license to the appropriate CCRR upon receipt. **NOTE: If your previous Summer Camp Voucher Agreement was authorized by providing the CCRR with a letter from the local Board of Health, and a copy of your final summer camp certificate/license was never provided to the CCRR, then you will not be eligible to enter into a Voucher Services Agreement – Summer Camps 2020 until the prior year’s certificate/license is provided.**

- **Required Annual Documentation:** Prior to the issuance of any vouchers, please ensure that the following are returned to the CCRR:
  1. Signed copy of the Voucher Services Agreement – Summer Camps 2020;
  2. Signed copy of the Transportation Addendum, if necessary;
  3. Copy of your program's fully completed W-9;
  4. Copy of your program's fully completed Contact Sheet;
  5. Copy of your proposed Holiday Sheet (i.e., approved closures for 2020);
  6. Copy of the 2020 Certificate/License issued by the Local Board of Health; and
  7. Copy of your 2020 Camp Brochure, including rates for summer camp services.

To ensure timely enrollment of children in your summer camp, please return all required documentation as soon as possible. To make this process easier under the current circumstances, we will accept all paperwork electronically and we will not require wet signatures on the voucher agreement. Given the tight timeframe this summer, please contact us if you have any issues returning all documents at once. We have the option to issue vouchers after receipt of the signed Voucher Services Agreement but you would not be eligible to receive payment until all documents are received.

Please return this paperwork electronically to ldavidson@qcap.org or by mail to:

**Community Care for Kids, 1509 Hancock St, Quincy, MA 02169**

For any questions regarding the contract, please contact:

Lisa  ldavidson@qcap.org

For any billing questions, please contact:

Ree  rdelorey@qcap.org

Thank you for your attention to this matter.
Summer Camps 2020

Contract Checklist

Program

[ ] 2019 Certificate/License
[ ] 2020 Certificate/License or Letter from Board of Health
[ ] Completed Contact Sheet
[ ] Signed Voucher Services Agreement
[ ] Signed Transportation Addendum
[ ] Holiday Closure Sheet
[ ] Completed W-9
[ ] 2020 Camp Brochure, including rates

Reviewed by: ___________________________ Date: ______________
Voucher Provider Contact Information

Please complete the following information.

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<th>Federal Tax ID #:</th>
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<th>Program Name as it appears on your EEC License:</th>
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<td>Executive Director’s E-mail:</td>
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<td>Location of care program name and address:</td>
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<tr>
<td>Is your organization:</td>
<td>For Profit</td>
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<td>Does your parent company have a Basic Contract with EEC?</td>
<td>Yes</td>
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<td>If yes, in which EEC region(s)?</td>
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<td>Does your program provide transportation?</td>
<td>Yes</td>
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<td>***If yes, you must return a copy of your programs transportation policy.</td>
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<tr>
<td>Does your program offer any discounted rates?</td>
<td>Yes</td>
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<td>If yes, which:</td>
<td>sibling discount</td>
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<td>Other:</td>
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<td>Note: Any discounts are also applied to voucher rates.</td>
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<td>Signature:</td>
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<td>Date:</td>
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<td>Print Name of Signer:</td>
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<td>Title of Signer:</td>
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***Please note that it is your responsibility to report any changes to Community Care for Kids***
Early Education and Care
Voucher Services Agreement – Summer Camps 2020

This Agreement is between Quincy Community Action Programs, Inc., the Child Care
Resource and Referral Agency (CCRR), and __________________________ (Program)
for purposes of providing subsidized summer camp early education and care services.

I. THE PROGRAM AGREES

A. Licensing

To maintain a current license issued by the local Board of Health and provide
services that shall comply at all times with Massachusetts Department of Public
Health’s (DPH) Standards for Recreational Camps for Children, State Sanitary
Code, Chapter IV, 105 CMR 430.000.

All programs must also follow all COVID-19 requirements and guidelines issued
by Governor Baker, the Department of Early Education and Care (EEC), the
Department of Public Health, your Local Board of Health, and any other
state/local entity regarding the opening and operating of your program in Summer
2020. This includes following the Massachusetts Child and Youth Serving
Programs Reopen Approach: Minimum Requirements for Health and Safety,
issued June 1, 2020 and updated June 8, 2020, and any subsequent updates and
guidance issued.

B. Operations

1. To maintain a written plan which outlines procedures for dealing with
emergencies, and distribute this plan to all voucher recipients (attach copy if
not included in camp brochure).

2. To maintain and distribute to voucher recipients, written policies defining
procedures to be followed when children are not picked up on time (attach
copy if not included in camp brochure).

C. Referrals

1. To accept voucher referrals from the CCRR and provide services to children
and their families without discrimination on the basis of race, religion, cultural
heritage, political belief, national origin, marital status, sexual orientation, or
disability.

2. That only kindergarten or school aged children, as defined by the Department
of Early Education and Care (EEC), shall be eligible for enrollment in
summer camps through the EEC subsidy system. In accordance with this
restriction, the Program agrees to accept voucher referrals only for children who satisfy the following criteria:

a. **Minimum age**: kindergarten child, or a child who is attending a public or approved private elementary school. EEC licensing regulations define a “kindergarten child” as a child who is five years old or who will attend first grade the following year in a public or private school.

b. **Maximum age**: children up to age 13, or up to age 16, if they have a documented special need. In the event a child turns 13 (or 16 with a documented special need), while attending a summer camp program, the child may continue to remain in care with the camp voucher until the summer camp program ends or until the end of the family’s authorization, whichever is earlier.

D. **Rates, Reimbursement, and Parent Fee Collection**

1. To complete attendance and submit billing to the CCRR utilizing EEC’s web-based Child Care Financial Assistance (CCFA) application. Failure to complete attendance accurately and/or submit a request for reimbursement utilizing CCFA within the timeline established by the CCRR may result in delays and/or loss of reimbursement.

2. That EEC will not provide payment for a child on any day that the child attends without an active voucher, which shall include, but not be limited to, instances where the child attends prior to a child care voucher being issued or children who continue to attend following the expiration or termination of the child care authorization or placement.

3. That, in accordance with EEC policy, a child is not considered enrolled in subsidized care until the first day the child actually attends the program, unless otherwise allowed accordance with EEC’s reopening guidance and the Financial Assistance Policy Guide. If the child is on a voucher, he/she may not be enrolled in a program before the beginning date indicated on the voucher. The child may remain eligible for enrollment until the end date of the authorization or until the subsidy is terminated, whichever comes first.

4. To collect only the fees as indicated on the Fee Agreement and specified on the Child Care Voucher, one week prior to the week for which payments apply, unless temporarily exempted by EEC. Programs may collect fees for scheduled program closures (i.e., holidays, professional development workshops, etc.) up to a maximum of three (3) days **only if** private consumers are charged for these days.

5. To maintain a ledger of all fees collected from voucher recipients. In addition, programs must provide receipts to consumers that pay fees in cash.

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1 See 606 CMR 7.02 (defining school aged and kindergarten aged children).
6. Not to charge voucher consumers any additional fees for “registration”, waiting list, deposit, application, field trip, special activity, food for special events, materials for participation in their program, surcharges for late payments of co-payments, or for any payment not reimbursed by the CCRR for failure to obtain a 2020 Certificate/License.

7. Not to collect fees from parents/guardians receiving EEC financial assistance to supplement their approved EEC reimbursement daily rate.

8. That additional fees may be charged for services not offered to every child as part of the regular early education or out-of-school time program, such as transportation. Only Programs which have signed a transportation addendum as part of their provider agreement or who hold a transportation contract with EEC are allowed to provide transportation with EEC funding. At their discretion, parents/guardians may enter into agreements with vendors for services that are made available through the program, and parents/guardians will be expected to pay for such optional services.

9. That a program may charge parents for the care of children who remain beyond program hours due to late pick-up by parents/guardians, and for bank fees resulting from checks deposited against overdrawn accounts (i.e., bounced checks).

E. Notifications and Reporting

1. To notify the CCRR of any of the following at least two (2) weeks prior to the change:
   a. any address changes to locations where child care is provided (in advance of any such changes); and/or
   b. any change in program policies or rates relevant to the provision of voucher services (such changes must be submitted in writing to the CCRR).

2. To notify the CCRR of any of following immediately:
   a. if a summer camp voucher recipient voluntarily withdraws his/her child from the Program before the authorized end date on the voucher;
   b. if the Program terminates a child prior to the authorized end date on the voucher;
   c. any circumstances resulting in the non-payment of fees;
d. if a child is absent for more than three (3) consecutive days without explanation;

e. any complaints related to subsidized early education and care policies, procedures and/or regulations (e.g., fees, billing, or termination of care) (note: complaints about violations of EEC’s licensing regulations should be directed to the EEC regional licensing staff); or

f. any change in a family’s household size or composition, service need, income, and/or attendance that may affect a family’s eligibility for subsidized services and/or the family’s parent fee level.

3. Notification Upon Breach of Personal Information: “Personal information” is comprised of the combination of one or more of the following: (1) social security number; (2) driver’s license or state-issued identification number; or (3) financial account number, credit or debit card number, personal identification number or passcode, or any information permitting access to an individual’s financial account. Any breach of personal information must be reported to the Office of Consumer Affairs and Business Regulation and the Attorney General’s Office within a reasonable time after the discovery of a breach or knowledge that personal information has been disclosed. Any such breach must be reported to EEC within twenty-four hours so the Department can make efforts to mitigate damage from release of personal information as quickly as possible.

F. Recordkeeping

1. To maintain all source documents used to complete requests for reimbursement, including but not limited to attendance records. Program must keep adequate records to document the services provided, program income, and expenditures as it contributes to the delivery of services to both federal and/or state subsidized programs. Records which fully document the extent of services provided must be maintained for a minimum of seven years from the termination date of the contract/grant. Failure to maintain adequate records shall result in further review by the respective CCRR and possible recoupment.

2. Allow the CCRR and EEC to have access to any information requested to determine compliance with any state and/or federal law or regulation governing the child care subsidy program by providing access to all books, records, source documents, etc.

3. Maintain the confidentiality of all records and information in accordance with state and federal law and EEC regulations and policies. Programs providing services to children subsidized by EEC shall not distribute or release information about a child or his/her family to any unauthorized person, or discuss with any unauthorized personal information about a child or his/her family without the written consent of the child's parent/guardian. The child's
parent/guardian, at reasonable times, must, upon request, have access to
everything in his/her child's record.

G. Site Visit

1. To allow for visits to conduct inspections or fiscal monitoring, at any
reasonable time. The CCRR, EEC or its authorized representative, and/or any
other authorized state agency, including but not limited to the State Auditor’s
Office, shall have in-person access to the Program’s site/office, including the
location of early education and care related records, at any time, upon
reasonable notice for purposes of auditing the Program or otherwise
inspecting the facility for compliance with EEC’s regulations, policies, and
contractual requirements. Visits may be requested to be conducted virtually,
as necessary, to minimize risk of infections.

2. That all Programs will be subject to an onsite and/or desk fiscal monitoring
review. Programs must adhere to all aspects of the monitoring visit process
which includes, but is not limited to, submission of an Internal Control
Questionnaire, risk assessment process, and response to any findings through
a Corrective Action Plan.

3. To encourage family involvement, allow parental access, and enhance
consumer knowledge about the child’s program activities.

H. Health and Safety

1. To maintain all Health and Safety requirements as outlined in the DPH
regulations at 105 CMR 430.000 Minimum Standards for Recreational Camps
for Children, State Sanitary Code, Chapter IV and Massachusetts Child and
Youth Serving Programs Reopen Approach: Minimum Requirements for
Health and Safety, and any subsequent guidance issued.

2. To immediately notify the local Board of Health in the case of an outbreak of
any contagious disease (including but not limited to COVID-19, measles,
meningitis, H Flu, hepatitis, giardia, salmonella, and/or shingella) and follow
the Board of Health’s required procedures.

3. To maintain logs regarding incidents such as injuries, health concerns, and
safety issues that occur during the course of the day. These logs shall be used
to share pertinent information between shifts and to monitor and improve
health and safety conditions within the program on a routine basis.

I. Institutional Child Abuse and Neglect

1. To adhere to all applicable governmental, state, and/or federal requirements
pertaining to completing background record checks of employees, volunteers,
interns, and those with the potential for unsupervised contact with children.
2. To comply with the health and safety standards for recreational camps related to the prevention of abuse and neglect, as codified at 105 CMR 430.093. At a minimum, summer camp programs shall satisfy the following requirements:

   a. Establish and maintain procedures to protect children from abuse and neglect while in the camp’s care and custody.

   b. Develop and follow written procedures for reporting any suspected incident of child abuse and neglect in accordance with procedures described in M.G.L. c. 119, § 51A, including:

      1. Staff shall immediately report any suspected child abuse or neglect to the Department of Children and Families (DCF) or to the camp director.

      2. The camp director shall immediately report suspected abuse or neglect to DCF.

      3. The camp director shall notify the Board of Health if a 51A report alleging abuse or neglect of a child while in the care of the camp or during a program-related activity is filed. The 51A report itself shall not be forwarded to the Board of Health.

   c. To cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents/guardians of children currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

   d. To ensure that an allegedly abusive or neglectful staff person does not work directly with children until the DCF investigation is complete.

J. Transportation

A Program seeking to provide transportation services to and from camp as part of this Agreement shall complete the Transportation Addendum. Programs must ensure that transportation services, including subcontracted transportation services, adhere to all applicable Registry of Motor Vehicles laws and regulations as well as all EEC regulations and policies regarding transportation oversight. Additionally, all programs receiving reimbursement for transportation must ensure that all drivers and monitors complete EEC’s background record check process pursuant to 606 CMR 14.00 et seq. prior to starting work.

II. THE CCRR AGREES TO:

A. Referrals
1. Maintain a Voucher Provider Resource File which will be available to all eligible consumers and contains pertinent up-to-date information, including the Provider Fact Sheet, published brochures, rate information, and program policies.

2. Refer eligible consumers only to those Programs who hold a Voucher Services Agreement with the CCRR.

B. Training/Technical Assistance

Provide on-going technical assistance to Programs at a minimum in the areas of billing procedures, fee collection, recordkeeping, voucher child care policies and procedures, and in other areas as the CCRR and the Program deem appropriate or as EEC may require.

C. Fee Assessment

Assess the voucher recipient’s fee in accordance with the current Parent Co-Payment Table and sign a Fee Agreement with each consumer, when applicable.

D. Reimbursement

1. Review and approve each fully completed and timely submitted request for reimbursement, utilizing EEC’s web-based CCFA application, then submit CCFA generated invoices to FFC with original, wet signature, in accordance with the timeframes established by the Department.

2. Reimburse the Program for authorized and enrolled days of eligible voucher recipients as requested, or inform the Program of the reason for disallowance of payment.

3. Reimburse the Program within five (5) working days of receipt of reimbursement from EEC.

E. Communications

1. Inform the Program of any changes or termination of a Child Care Voucher.

2. Assist and attempt to resolve consumer complaints regarding a specific Program, or Program complaints regarding an enrolled consumer.

3. Make available to the Program any or all information contained in the Program’s resource file.

III. ALL PARTIES TO THE AGREEMENT AGREE THAT:

A. Rates
1. The agreed upon rate(s) in effect for the duration of this Agreement is the school age child care rate as approved by the Board of Early Education and Care.

2. For purposes of enrollment and billing, more than six hours is considered a full day. Six or fewer hours is considered a part time day and should be billed at a part time rate (60% of the full day rate).

B. Reimbursement Policy

1. Child care services are considered properly authorized when a voucher has been issued and remains current. The Program will not be paid for services offered beyond the end date of the voucher or before the start date of the voucher.

2. Children are considered enrolled, and services reimbursable, on the first day of actual program attendance, as verified by the CCRR, unless otherwise allowed accordance with EEC’s reopening guidance and the Financial Assistance Policy Guide.

3. Programs are reimbursed only for the time that children are authorized and scheduled to attend, according to the Child Care Voucher.

4. Programs shall not be paid for excessive unexplained absences, as defined by EEC regulation and policy.

5. The Program may bill for up to ten (10) authorized service days in a fourteen (14) calendar day period if a voucher recipient terminates services (before the authorized end date of the voucher) without providing fourteen (14) calendar days’ notice, as long as the slot remains unfilled.

6. The number of days’ notice received will determine the additional days for which the Program may bill. Example: A Program that receives eight (8) calendar days’ notice may bill for all scheduled /authorized service days within the following six (6) calendar days as long as the slot remains unfilled.

7. No billing in accordance with the 10 authorized service days provision shall be allowed in the instance of a Program-initiated termination (i.e., expulsion or suspension), or beyond the authorized end date of the voucher.

8. Services rendered prior to the effective date or after the termination date of this Agreement will not be reimbursed.

IV. EFFECTIVE DATES OF THE VOUCHER SERVICES AGREEMENT

A. Program rates are not effective until the rate(s) are approved by the CCRR, or EEC when applicable, as indicated in Section III-A.
B. This Agreement is not effective until signed by both parties in Section V.

C. This Agreement shall become effective on ________________, and shall be terminated on ________________ (but no later than September 11, 2020).

D. This Agreement or any portion of this Agreement may be terminated by either party upon two (2) weeks’ written notice, or suspended immediately in the case of notification by the local Board of Health or DPH or in the event that a child’s health or safety is at risk.

V. CERTIFICATIONS

A. Program Certification

I understand that I am entering into this Agreement as an authorized representative for my program and that the program will be considered an independent contractor and may, in no way, be considered an employee of the state, EEC, or the CCRR. I understand that my program may receive voucher referrals only from the CCRR. I further agree that my program will hold harmless the CCRR and the Commonwealth for any damages to person(s) or property which may arise out of the delivery of services under this Agreement.

I understand the policies contained in this Agreement and I agree that my program will comply fully with them. Further, I certify that my program rate(s) listed are in accordance with voucher child care policy. I understand that upon a further review of rate information by the CCRR, justification must be provided to support the rate(s), or the rate(s) will be adjusted accordingly.

Signature of Authorized Representative for Program ____________________________ Date ____________________________

Name and Title of Authorized Representative (print or type) ____________________________

Summer Camp Name (if different) ____________________________

Address ____________________________

Telephone ____________________________ Federal Identification Number ____________________________
B. CCRR Certification

I understand the policies contained in this Agreement and on behalf of the Child Care Resource & Referral Agency agree to comply fully with them. I have reviewed the contents of this Agreement with the child care Program and certify that the approved rate(s) have been verified according to voucher child care policy.

Beth Ann Strollo, Chief Executive Officer

Date

Anna B. Slavin, Chief Financial Officer

Date

QCAP/Community Care for Kids
Name of Child Care Resource & Referral Agency
Summer Camp Site Detail

Please list the name and address of each site that is governed by the Program, which will be providing early education and care services through this Agreement. If the Program operates summer camps at more than 6 locations, please attach an additional form.

Site #1:

Name of Site

Address of Site

Site #2:

Name of Site

Address of Site

Site #3:

Name of Site

Address of Site

Site #4:

Name of Site

Address of Site

Site #5:

Name of Site

Address of Site

Site #6:

Name of Site

Address of Site

Dated: June 10, 2020
PROVIDER AGREEMENT
CENTER BASED VOUCHER ONLY PROVIDER
FY2021 TRANSPORTATION ADDENDUM

THE PROVIDER AGREES TO:

All programs who hold a voucher agreement with a Child Care Resource and Referral Agency (CCRR) and will be providing transportation services directly and/or through a subcontract must comply with all EEC requirements promulgated in the terms and conditions of their contract(s) and with the requirements of the Registry of Motor Vehicle (RMV). The delivery of transportation services must comply with the following:

- Registry of Motor Vehicles (RMV) M.G.L.c.90, Sec 7D
  - Includes Regulation changes effective 10/1/2018, 10/1/2019, and 10/1/2020
- Transportation Regulations at 606 CMR 7.13;
- BRC Regulations at 606 CMR 14.00;
- All terms found the EEC Voucher Services Agreement
- BRC Policies and Procedures;
- EEC Financial Assistance Policy Guide or any other EEC Financial Assistance policies (cited for information purposes only);
- Procedures for the Drop-Off and Pick-Up of Children by Transportation Providers and Parent/Program Notification (amended 10/1/2012);
- Transportation Oversight Plan Guidance (revised May 2019) and the agency/program’s written Transportation Plan;
- Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety, issued June 1, 2020 and updated June 8, 2020, and all subsequent documentation issued related to operating post COVID-19 closures.

Early education providers must have comprehensive transportation policies in place to help ensure the safety of children being transported. It is a Provider/System’s responsibility to ensure that all drivers and monitors whether employed directly, contracted, or subcontracted have completed all required background record checks, completed all EEC transportation safety trainings, complied with all applicable licensing requirements, and that adequate documentation is maintained to support these requirements.

Family Child Care Providers/Systems must abide by any and all requirements for background record checks by state and federal law. EEC’s background record check regulations now require that EEC licensed, approved, or funded Family Child Care Systems that contract for transportation services must confirm that EEC has approved the suitability of all personnel providing transportation services and all staff with unsupervised access to children after a review of Criminal Offender Record Information (CORI) data provided by the Massachusetts Department of Criminal Justice Information Services (DCJIS); the Massachusetts Department of Children and Families (DCF); the Massachusetts Sex Offender Registry Board (SORB); the National Sex Offender Registry (NSOR); the state and national fingerprint databases; as well as all relevant state and national criminal history, child welfare and sex offender registries, databases and repositories. See 606 CMR 14.05.

Providers/Systems that provide transportation either directly or through a subcontract will:

- Maintain on file up-to-date certification for each and every transportation driver and monitor (whether employees or subcontracted) reflecting completion of the following documentation:
  - 7D or School Pupil License
  - Current First Aid and CPR Certifications

Dated: June 10, 2020
• Maintain on file **up-to-date** vehicle documentation for all vehicles:
  o Registration
  o Vehicle Inspection
  o 7D or School Bus inspections
  o Insurance
  o Vehicle pre-check inspections
  o Sign-off that each vehicle has the following items (applicable to each type of vehicle):
    • Car seats
    • Safety carriers
    • Restraints or seat belts
    • First aid kit
    • Seat belt cutter
    • Emergency cards for the children

• Passenger logs must be maintained and reviewed to ensure compliance with EEC requirements

• Current Transportation Subcontract Agreement must be on file and details the entity will adhere to all policies and regulations noted in this document as well as reimbursement structure.

• Health and Safety Reopening Sub plan for Transportation

All documentation must be made readily available at all times for EEC and the CCRRs for review. Any questions about EEC’s transportation subsidy requirements should be directed to: Alicia Siryon-Wells, EEC Associate Commissioner for Audits and Teacher Qualification at alicia.wells@mass.gov or at (617) 988-6639. For additional information on Transportation services, please visit EEC’s website, **Transportation policy for early education and care programs**.

**Name of Program that provides transportation:**

Name of program: 

Address of program:  

City/Town:  

_________________________  ________________________________
Provider Name  Quincy Community Action Programs, Inc.
Child Care Resource and Referral Agency

_________________________  ________________________________
Provider Signature  Beth Ann Strollo – Chief Executive Officer

_________________________  ________________________________
Date  Anna B. Slavin – Chief Financial Officer

Dated: June 10, 2020
Summer Camp Holiday Closures 2020

Program Name:

First Day of Camp: ______________  Last Day of Camp: ______________

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Program Open?</th>
<th>Private Pay Parents Billed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 3rd (Independence Day observed)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
**Request for Taxpayer Identification Number and Certification**

**Print or type**

**See specific instructions on page 2.**

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</th>
<th>Business name/disregarded entity name, if different from above</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Check appropriate box for federal tax classification; check only one of the following seven boxes:</td>
<td>Check appropriate box for federal tax classification; check only one of the following seven boxes:</td>
</tr>
<tr>
<td>Individual/sole proprietor or sole-owner LLC</td>
<td>Individual/sole proprietor or sole-owner LLC</td>
</tr>
<tr>
<td>C Corporation</td>
<td>C Corporation</td>
</tr>
<tr>
<td>S Corporation</td>
<td>S Corporation</td>
</tr>
<tr>
<td>Partnership</td>
<td>Partnership</td>
</tr>
<tr>
<td>Trust/estate</td>
<td>Trust/estate</td>
</tr>
<tr>
<td>Limited liability company. Enter the tax classification (C=corporation, S=LLC, P=partnership)</td>
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</tr>
<tr>
<td>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</td>
<td>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</td>
</tr>
<tr>
<td>Other (see instructions)</td>
<td>Other (see instructions)</td>
</tr>
<tr>
<td>4</td>
<td>Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</td>
</tr>
<tr>
<td>Exempt payee code (if any)</td>
<td>Exempt payee code (if any)</td>
</tr>
<tr>
<td>Exemption from FATCA reporting code (if any)</td>
<td>Exemption from FATCA reporting code (if any)</td>
</tr>
<tr>
<td>Applies to accounts maintained outside the U.S.</td>
<td>Applies to accounts maintained outside the U.S.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (number, street, and apt. or suite no.)</th>
<th>City, state, and ZIP code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>List account number(s) here (optional)</td>
<td>Requester's name and address (optional)</td>
</tr>
</tbody>
</table>

**Part I: Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note:** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Part II: Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

| Signature of | Date |
| U.S. person | |

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

**Purpose of Form**

An individual or entity (Form W-9 requestor) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1098-INT (interest earned or paid)
- Form 1098-DIV (dividends, including those from stocks or mutual funds)
- Form 1098-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1098-8 (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tution)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X

Form W-9 (Rev. 12-2014)
I, __________ (name/title) ____________, certify that __________ (name of recreational camp) ____________ is authorized to receive a license to operate a recreational camp for children in the city/town of ____________ for the summer of ____________ (year) ____________ without prior inspection, in accordance with 105 CMR 430.650.

The local board of health for ____________ (name of town/city) ____________ hereby exercises its discretion to authorize ____________ (name of recreational camp) ____________ to operate a recreational camp without a prior inspection based on the following (all must be checked to waive the pre-inspection):

___ The recreational camp submitted a timely application for renewal of its license.

___ The recreational camp has met all the requirements for reopening and operating under the Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety issued June 1, 2020 and updated June 8, 2020, any updates or subsequent reopening policies.

___ The recreational camp is under the same ownership and directorship as the prior camping season.

___ The recreational camp is located at the same site as the prior camping season.

___ The recreational camp had a satisfactory inspection report during the prior camping season.

___ Based on a review of the recreational camp record, there is no evident risk to health and safety.

___ The local board of health will inspect the recreational camp during the 2020 camping season.

__________________________________________
Signature of Designated Authority at Local Board of Health

__________________________________________
Date

Print Name of Designated Authority and Title __________________