Dear Child Care Voucher Provider:

We know that we are in unprecedented and unsure times during this COVID emergency. Please know that all of us at Community Care for Kids and all staff at the Department of Early Education and Care (EEC) are here to support you during this time. EEC is regularly updating resources on its website and we encourage you to check this page often for new information, including updated financial support guidance: https://eeclead.force.com/apex/EEC_ChildCareEmergencyReopenInfo.

As mentioned in EEC’s reopening guidance, you need to sign a new Early Education and Care Voucher Services Agreement in order to continue receiving subsidy payments after the end of June. At the same time, we will be renewing all other paperwork that is normally completed for the upcoming year.

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. We also understand that what you submit may change over the next few months, so please complete all information to the best of your ability and we can adjust everything later as needed.

Enclosed please find the paperwork for renewing your Voucher Provider Agreement. You should have a new Voucher Services Agreement, Contact Information Form, EEC rate chart for Fiscal Year (FY) 2021, W-9, Holiday/Closure Form, a NACCRRAware Provider Update Form, Transportation Agreement, and Withdrawal Form. Please note that electronic copies of the documents contained in this packet will be posted on our website.

- Please carefully review the new EEC Voucher Services Agreement as it has been updated for FY2021.
- Please look at the holiday/closure form and review the instructions very carefully. EEC has changed the structure and number of available professional development days and has removed the QRIS requirements, which creates new options for your program in this coming year.
- License-exempt providers that have not already received a Certificate of Eligibility for Funding must complete a New Funding Application through EEC’s LEAD database before receiving payment to provide subsidized child care. Please visit https://www.mass.gov/guides/eec-funded-programs.
- License-exempt providers must complete a Reopening Plan and submit to the program’s EEC funded program monitor through LEAD prior to reopening.
- Please include a copy of your current license along with your current handbook as part of your submission. EEC will be transmitting to us confirmation of your provisional approval to reopen.
- Due to the COVID emergency, EEC has received a temporary waiver for the pricing limitation law, which means that EEC will pay you the full state rate no matter how much
you charge for private pay children. However, we have still been asked to track rates charged to private families so we will need you to submit your published rates. If you provide transportation, you must also include your transportation rates on your rate statement. EEC will provide notification if this waiver is discontinued.

- Please complete the NACCRAware survey to ensure your information is accurate and up-to-date in our state database. This must be returned with your other paperwork to renew your voucher agreement. There is an online option to update your program’s information. You still need to return this survey and clearly mark “completed online”. Please be sure to complete the online version before you return the survey to us. You can contact Christine Coyne at cccoyne@qcap.org for more information on how to access your program online.

- If you provide transportation, please sign the enclosed transportation addendum and submit it along with a copy of your transportation contract and policies. EEC has updated this addendum for FY2021 so please review it closely.

- If you no longer wish to participate in the voucher program this year, please complete the enclosed Withdrawal Form and return to our office. If you withdraw, EEC will pay you through June but stop payments as of July 1st.

All paperwork must be received by our office no later than July 1, 2020 to ensure no disruption in your voucher payments. If you are currently working remotely and have issues being able to return documents at this time, please contact my billing staff listed below and we will work with you to ensure that there are no breaks in payments. Please return this paperwork electronically to ldaviden@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    ldaviden@qcap.org

For any billing questions, please contact:

Ree    rdelorey@qcap.org

As always, we are most appreciative of the care you provide to the children of the Commonwealth and we look forward to working with you next year!

Sincerely,

Christine Coyne
Program Director
FY21 CHECKLIST

Before mailing, please ensure all requested documents listed below are included:

___ Contact Information Sheet
___ Voucher Services Agreement
___ Transportation agreement, if applicable
___ Closure Schedule
___ W-9
___ Current EEC License(s)
___ Private Published Rates
___ Current handbook
___ NACCRAWARE Data Sheet

Reviewed by: ___________________________ Date: ____________

CCRR: ________________________________
## Voucher Provider Contact Information

Please complete the following information.

<table>
<thead>
<tr>
<th>Federal Tax ID #</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Name as it appears on your EEC License:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address for Checks and Billing:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Telephone Number:</th>
<th>Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Parent Agency:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address for Parent Agency:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Director’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Director’s Telephone #:</th>
<th>Program Directors E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person Responsible for Voucher Enrollment:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voucher Enrollment Person’s Telephone #:</th>
<th>Voucher Enrollment Person’s E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Person’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Person’s Telephone #:</th>
<th>Billing Person’s E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director’s Name:</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Director’s Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Director’s Telephone #:</th>
<th>Executive Director’s E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of care program name and address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is your organization:</th>
<th>☐ For Profit</th>
<th>☐ Not For Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does your parent company have a Basic Contract with EEC?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If yes, in which EEC region(s)?</th>
<th>☐ 1</th>
<th>☐ 2</th>
<th>☐ 3</th>
<th>☐ 4</th>
<th>☐ 5</th>
<th>☐ 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does your program provide transportation?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***If yes, you must return a copy of your programs transportation policy.

<table>
<thead>
<tr>
<th>Does your program offer any discounted rates?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If yes, which:</th>
<th>☐ sibling discount</th>
<th>☐ employee discount</th>
<th>☐ sliding scale based on income</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note: Any discounts are also applied to voucher rates.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name of Signer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of Signer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

***Please note that it is your responsibility to report any changes to Community Care for Kids***
Early Education and Care
Voucher Services Agreement

This Agreement is between the local Child Care Resource and Referral Agency ("CCRR") and your
program\(^1\), either a licensed or license-exempt early education and care provider\(^2,\) (hereinafter referred to as
"Provider") or a Family Child Care System (hereinafter referred to as a "System").\(^4\)

I. The Provider/System further agrees to the following terms and conditions:

1. Provision of Education and Care Services

The Provider/System agrees to:

- Provide/administer early education and care services for children whose families qualify for publicly
funded early education and care services and who have been issued a child care voucher to the
Provider/System’s program. The Provider/System understands that the child’s parent or guardian
will be responsible for deciding to place the child in its care.
- Provide early education and care services in an EEC licensed space or in an EEC license-exempt
space in accordance with EEC licensing regulations, EEC Funded Program Compliance
Requirements, and any updates thereto.
- All programs must also follow all COVID-19 requirements and guidelines issued by Governor
Baker, 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 guidance issued. See [www.mass.gov/eeec](http://www.mass.gov/eeec) to access EEC’s
licensing regulations and EEC Funded Program Compliance Requirements and polices and
https://eeclead.force.com/apex/EEC_ChildCareEmergencyReopenInfo for updates related to
reopening policies.
- The Provider/System understands that neither EEC nor the CCRR will pay for the care of children in
space that is either unlicensed, not a license-exempt space, or not compliant with EEC reopening

---

\(^1\) Any licensed independent family child care provider who enters into an Early Education and Care Voucher Services Agreement with a CCRR may only accept voucher referrals through the CCRR and may not accept referrals through a Family Child Care System ("System"). Family child care providers affiliated with a System cannot enter into a Voucher Agreement with a CCRR or accept voucher referrals directly from a CCRR. Family child care providers can only affiliate with one System at a time.

\(^2\) The term “Provider” shall refer to all center-based programs, independent family child care providers, System affiliated providers, license exempt summer camps, and schools providing voucher early education and care services. In signing this Agreement, a System is agreeing that its affiliated providers are bound to the terms and conditions contained in this document. Agencies that have parent companies must have the parent company enter into the Voucher Agreement. The parent company must specify on a separate attachment to the Agreement the names of each agency under it and location of each site that will be providing voucher services. Any terms or conditions agreed upon by the parent company must also be adhered to by any agencies/sites providing voucher early education and care services under the parent company’s control. The parent company must immediately notify the CCRR whenever an agency under it will discontinue its voucher services and/or a new agency under it would like to provide voucher services. The parent company must also immediately notify the CCRR of any changes to sites where voucher services are or will be provided. The CCRR must approve in advance and in writing any such changes.

\(^3\) Where voucher services will be provided at more than one site, the CCRR must confirm the licensing status (licensed or license-exempt) for each site. Agencies with multiple sites must also provide annually published rate information and hours of operation that are specific to each site. Rate sheets attached to this Agreement must specify the rates for each site.

\(^4\) Systems must hold an Income Eligible Contract or Priority Populations Contract (Supportive, Teen, and/or Homeless) with the Department of Early Education and Care (EEC) in each Region where they administer voucher child care services.

Dated: June 10, 2020
requirements. The Provider/System understands that any allegations of non-compliance with licensing regulations, the funded programs compliance requirement, or another guidance will be reported by the CCRR to EEC.⁵

- License-exempt providers agree to complete a New Funding Application through EEC’s LEAD database. License-exempt providers agree that neither EEC nor the CCRR may provide payment until an application has been received and a Certificate of Eligibility for Funding has been issued by EEC. License-exempt providers may access the instructions at www.mass.gov/doc/holding-a-certificate-of-eligibility-for-funding/download.

2. Applicable Laws, Policies and Agreements

The Provider/System agrees to comply with all applicable, Federal, State, and/or local laws or regulations, policies and agreements impacting the provision of early education and care services, unless otherwise notified by EEC, including but not limited to:

- The Child Care Development Block Grant (CCDBG) Reauthorization at 45 U.S.C. 9858 et seq.; All Providers/Systems shall adhere to and comply with applicable EEC regulations and policies that were implemented to become compliant with the federal mandates under the CCDBG Reauthorization of 2014, including the following:
  - EEC Background Record Check (BRC) regulations and policies at 606 CMR 14.00 et seq. and G.L. c., 15D, §§ 7-8;
  - EEC Enforcement and Licensing regulations and policies at 102 CMR 1.00 et seq. requiring annual unannounced visits;
  - EEC’s Funded Program Compliance Requirements and Funded Program policies related to annual visits, annual health and safety trainings, emergency preparedness plans, and professional development requirements;
  - EEC Licensing regulations and policies related to annual health and safety trainings, emergency preparedness plans, and professional development requirements at 606 CMR 7.00 et seq.; and
  - EEC regulations and policies pertaining to the posting of monitoring and investigation reports to EEC’s website, as well as the posting to EEC’s website the aggregate number of deaths, serious injuries, and instances of substantiated child abuse occurring at funded programs; and
  - 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.

- The Civil Rights Act of 1964 and the Americans with Disabilities Act, and any amendments thereto, which apply to the provision of early education and care services;

- All other EEC’s statutes, regulations, policies and procedures not specifically identified above, which include, but are not limited to, those outlined in M.G.L. c. 15D, EEC’s Financial Assistance Policy Guide, EEC Management Bulletins, EEC Subsidy Communications, 606 CMR 14.00 et seq. (BRC regulations), 606 CMR 10.00 et. seq. (EEC’s subsidy regulations), and 606 CMR 7.00 (the licensing regulations); and

- 808 CMR 1.00 et. seq. (applies to Providers/Systems that have a responsibility to file an annual Uniform Financial Report with the Operational Services Divisions (OSD), as described in greater detail below.

---

⁵ See EEC Licensing Policy regarding Complaints (https://www.mass.gov/lists/licensing-policies-for-group-and-school-age-child-care-programs)
3. **Rates, Reimbursement, and Parent Fees**

The Provider/System agrees to the following:
- Utilize EEC’s web-based Child Care Financial Assistance (“CCFA”) system to accurately enter and maintain attendance in a timely manner, ensure attendance is entered accurately in accordance with EEC policies, and submit billing monthly, unless agreed to, in writing, by the CCRR.
- Agrees 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.
- Agrees 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.
- Collect parent fees in a timely manner and in accordance with EEC policy and regulations, unless temporarily exempted by EEC.

4. **Quality and Improvement Rating System (QRIS)**

The Provider/System agrees to:
- Participate in the Massachusetts Quality and Improvement Rating System (QRIS) in accordance with EEC’s policies, procedures, timelines, and, if applicable, the terms and conditions of any direct contract with EEC. For all early education and care providers that began serving voucher children on or after July 1, 2012, participation in QRIS, for the purposes of this Voucher Services Agreement, means that the Provider completed the EEC QRIS Application and submitted it to EEC. EEC will be updating and/or amending the requirements for participation in QRIS over time.

5. **Transportation**

If transportation is provided to any child receiving any early education and care services subsidized through a voucher, the Provider/System agrees to:
- Provide safe transportation in accordance with EEC’s Licensing Regulations and Funded Program Compliance requirements and any applicable State and/or local laws, regulations, requirements, and/or policies, including but not limited to the Massachusetts Registry of Motor Vehicles and/or the Massachusetts Department of Transportation and the requirements of the guidance titled *Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety* or subsequent reopening guidance. If transportation services are paid for by the CCRR, then the Provider/System agrees to enter into a Transportation Addendum with the CCRR and adhere to its terms and conditions. If there is a transportation incident, including but not limited to an accident or an issue requiring the filing of a 51A Report, while children are being transported, then the Provider/System agrees to notify EEC and the CCRR.

6. **Notification**

The Provider/System agrees to:
- Notify the CCRR in writing regarding any changes to the Provider/System’s location, management, ownership, or significant financial situations (i.e., IRS tax lien, bankruptcy filings) at least thirty (30)
days before the change or financial situation occurs to avoid disruption in care and avoid subsidy payments from being delayed and/or withheld;

- Notify the CCRR and enrolled families, in writing, at least thirty (30) days in advance of any permanent or temporary non-emergency closure. The Provider/System must work cooperatively with the CCRR to transition such families to alternate providers for the continuation of early education and care services;
- Notify the CCRR immediately after any emergency closure, including closures related to COVID-19. Payment for emergency closures will be dependent on approval from the EEC Regional Office.
- Notify the CCRR upon any incident involving child care children while in care that results in serious injury or death; and
- Notify the CCRR immediately after filing or learning that a 51A Report has been filed alleging abuse or neglect of a child while in the care of the program or during a program related activity

7. Notification Regarding Substitute Care (for Systems only)

The System agrees to:

- Pay the provider that provided the substitute care if substitute care is offered and accepted by a regularly enrolled family.
- With the exception of any EEC approved closures (up to 17 per year plus any approved emergency closures) or substitutions as permitted by the Family Child Care Collective Bargaining Agreement ("FCC CBA") and the application of earned sick time under M.G.L. 149, § 148C and 940 CMR 33.00 et seq., FCC Systems cannot bill the CCRR for any days where its affiliated providers are not open or are unavailable to provide care.

8. Confidentiality

The Provider/System agrees to:

- Keep confidential from any third party, except as indicated below, any personal/medical/financial information regarding a voucher recipient, including the parents’ and children’s names, dates of birth, social security numbers, and the fact that the family receives a subsidy. Such information may be shared with EEC, EEC’s agents, agencies of the Commonwealth, and/or other entities as directed by EEC, in accordance with applicable laws.

9. Closures

Providers/Systems that hold direct contracts with EEC agree to:

- Be open and provide services in accordance with the terms and conditions outlined in their contracts with EEC.

Providers that do not hold direct contracts with EEC agree to:

- Provide care year round except for closure periods/days approved by the CCRR.

Providers/Systems agree to:

- Annually submit to the CCRR for approval a Closure Form. Closures must be in accordance with EEC’s policies and, if applicable, the terms of any direct contract with EEC and the terms of the Family Child Care Collective Bargaining Agreement.

10. Financial Reporting

Dated: June 10, 2020
Providers/Systems receiving $750,000 or more in voucher funds agree:

- To file a Uniform Financial Report (UFR) electronically with the Operational Services Division (OSD), on or before the 15th day of the fifth month after the end of the Provider/System's fiscal year end, unless expressly exempted by OSD from having to file.  

- To adhere to 808 CMR 1.00 et seq. and Title 48 Code of Federal Regulations Part 31 which apply to any voucher funds they receive.

All Providers/Systems agree:

- To provide electronically to EEC's Associate Commissioner for Audit and Teacher Qualifications, any audit that contains material weaknesses and/or reportable conditions or disclosures along with a Corrective Action Plan ("CAP") prepared by the Provider's/System's executive officer and approved by its Board of Directors (if applicable) to address the conditions/disclosures within thirty days (30) days of issuance of the audit.

11. Earnings/Surplus Revenue Retention Cap (applies to Providers/Systems that have an Income Eligible Contract; and/or Providers/Systems that have a Priority Populations Contract; and/or Providers/Systems that receive $750,000 or more in voucher funds annually).

Such For-Profit Providers/Systems agree:

- Not to exceed a commercial fee cap percentage determined by EEC. See 808 CMR 1.03(6).

Such Not-For-Profit Providers/Systems agree:

- Not to exceed a surplus revenue retention cap of 20%. See 808 CMR 1.03(7).

12. Certifications and Indemnification

The Provider/System agrees to the following:

- The Provider/System certifies that neither it, any of its staff, nor any affiliated provider has been debarred from any transaction with a public agency and/or has been convicted of any charge involving misuse of public funds or property, within the past three (3) years.

- The Provider/System shall indemnify and hold harmless the CCRR, EEC, and/or the Commonwealth (including their agents and employees) against any and all liability, loss, and/or damages that may occur in connection with the provision of early education and care services, including but not limited to any acts of omissions, negligence, or intentional conduct of the Provider/System, its agent(s), officers, employees or subcontractors.

- The Provider/System understands and certifies herein that the Provider/System enters into this Agreement as an independent contractor and shall not be considered an employee or agent of the CCRR, EEC, and/or the Commonwealth, except as expressly provided in the immediately following sentence. FCC System affiliated providers and FCC Providers shall not be considered employees of the CCRR, EEC and/or the Commonwealth as a result of providing voucher services, except as described in M.G.L. c. 15D, §§ 2 and 17, c. 149, § 148C and c. 175M, § 1 et seq. FCC Providers shall not be considered employees or agents of the CCRR for any purpose.

- As an independent contractor, the Provider/System will be solely responsible for obtaining any required insurance (including, without limitation worker's compensation insurance) and for the withholding and payment of all federal, state and local income taxes, Social Security and Medicare taxes, and any and all other legally-required payments on sums paid hereunder. The

---

6 For information regarding the UFR and OSD's regulations and policies visit OSD's website: [www.mass.gov/osd](http://www.mass.gov/osd). See also OSD's Audit and Preparation Manual (also available on its website) for entities exempted from filing a UFR.

Dated: June 10, 2020
Provider/System understands and certifies herein that neither the Provider/System nor any individual claiming through the Provider/System (including any FCC System affiliated provider) will be eligible to (a) participate in any CCRR or CCRR affiliate bonus, incentive or other compensation plan, program or arrangement of any kind or (b) participate in or receive benefits under any of the employee benefit plans, programs and arrangements maintained by the CCRR or any of its affiliates.

- The Provider/System certifies that it has been provided this Agreement and has read, understands and will comply with the terms outlined in the document.
- The Provider/System agrees to maintain a copy of this Agreement in its files for a minimum of seven (7) years.
- The Provider/System certifies that any information provided by the Provider/System to be included in this Agreement is true and accurate.

II. The CCRR agrees to:

1. Eligibility Assessments/Parent Fees

   The CCRR agrees to:
   - Conduct initial and ongoing eligibility assessments in accordance with EEC’s regulations and policies.
   - Assess the voucher parent’s/guardian’s fee in accordance with the Commonwealth of Massachusetts’ Child Care Sliding Fee Scale and sign a Fee Agreement with each parent/guardian, as applicable, in accordance with EEC’s policies and procedures.

2. Referrals

   The CCRR agrees to:
   - Refer eligible parents/guardians to appropriate subsidized child care programs that have contracts with EEC or with other state and local resources, and/or voucher agreements with the CCRR, provided that the programs are in good standing with EEC’s regulations, policies and/or other requirements.

3. Reimbursement

   The CCRR agrees to:
   - Review and approve each fully completed and timely submitted request for reimbursement, utilizing EEC’s web-based Child Care Financial Assistance (CCFA) application, then submit CCFA generated invoices to EEC with original, wet signature, in accordance with the timeframes established by the Department.
   - 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.
   - Reimburse the Program within five (5) working days of receipt of reimbursement from EEC, unless EEC directs that reimbursement must be held because the Program has billing discrepancies due to the Program’s failure to comply with EEC’s regulations, policies, procedures, or contractual provisions. If a Program’s reimbursement is withheld by EEC, then EEC will direct that payment be made when the Program provides sufficient information as determined by EEC to reconcile the billing discrepancies.

III. Both Parties agree to the following:

Dated: June 10, 2020
1. Rates / Payments

Both parties agree that:

- Subject to appropriation and the availability of funds, the rate(s) specified in the attached rate sheet shall be in effect for the duration of this Agreement, unless otherwise amended. EEC shall have the right to increase or decrease a Provider/System’s rate based on the amount of available funding or budget appropriation or in accordance with the law. EEC shall provide prior notification to the Provider/System of any changes to the rates.
- All vouchers payments are subject to available funding.

2. Improper Payments

Both parties agree that:

- The CCRR and/or EEC shall have the right to recoup and/or demand repayment of any improper payments made by the Provider/System, including, but not limited to:
  - Payments made for attendance that was found to not have been accurately entered into CCFA or that violates EEC policies;
  - Payments made on behalf of ineligible families;
  - Where a Provider/System double bills EEC and/or the CCRR for services.

3. Limiting Vouchers

Both parties agree that:

- The CCRR and/or EEC may limit the number of vouchers a Provider/System may accept.

4. Access to Site/Records

Both parties agree that:

- A Provider’s/System (Non-Profit, For Profit) which has a Voucher Agreement with one or more CCRRs 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.
- The CCRR, EEC, and/or any other authorized state agency, including but not limited to the State Auditor’s Office, shall have in-person access to the Provider’s/System’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.
- All Voucher Only providers, including Center Based programs and Independent Family Child Care Providers, will be subject to an onsite and/or desk fiscal monitoring review. Voucher Only providers 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.

---

7 Upon the CCRR or EEC’s request, but no less than once per year, Providers/Systems must submit their public or private pay rates that they (or their affiliated providers) charge for early education and care services before they can receive payment.

Dated: June 10, 2020
5. Termination

Both parties agree that:

- This Agreement may be terminated by either party with two weeks written notice with or without cause. Cause may include, but is not limited to, when a Provider/System changes its days/hours of operation and consequently the needs of its enrolled families are no longer met or where a Provider/System bills the CCRR and/or EEC for services not provided.
- This Agreement may be terminated immediately if EEC and/or the CCRR finds that the health or safety of one or more child in care is at risk, there is an incident of a serious injury or death due to a substantiated health or safety violation involving a child care child, if there is insufficient funding available to pay for early education and care related services, and/or a Provider/System has undergone a substantial change, has had unapproved closures, and/or is experiencing a significant financial situation (e.g., merger, bankruptcy, IRS tax liens, major debt/ lack of operating income, etc.).
- This Agreement may end sooner than two weeks in the event the System's Contract (Income Eligible or Priority Population) with EEC ends, so that the end date of the Contract and the Voucher Agreement coincide.

6. Effective Dates and Amendments

Both parties agree that:

- This Agreement becomes effective when signed by both the CCRR and the Provider/System and supersedes any prior Voucher Agreement in effect between the CCRR and the Provider/System.
- Any amendments to this Agreement must be made in writing and signed by both parties.
- Amendments to this Agreement will become effective when signed by both parties, or on such later date as the parties may agree.

Name of Child Care Center (parent entity if applicable)/FCC Provider/System-License-Exempt Provider

Fed. ID # / Social Security #

Signature of Authorized Representative for Provider/System Date

Telephone number E-mail address

The CCRR has reviewed the contents of this Agreement with the Provider/System and certifies that the approved rates(s) have been verified according to EEC’s regulations and policies.

Beth Ann Strollo, Chief Executive Officer Date

Anna B. Slavin, Chief Financial Officer Date

Dated: June 10, 2020
Agency Specific Information (where a Parent Entity is signing the Agreement):
Please list the name and address of each agency that is governed by the Parent Entity and will be providing early education and care voucher services.

Site Specific Information:

Please list below the names and locations for each site where your program/agency will be providing early education and care voucher services:

Site #1:

Name of Program

Address of Site

Site #2:

Name of Program

Address of Site

Site #3:

Name of Program

Address of Site

Site #4:

Name of Program

Address of Site

Site #5:

Name of Program

Address of Site

Site #6:

Name of Program

Address of Site

Dated: June 10, 2020
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
• EEC’s Essentials StrongStart Training: *Transporting Children*
• Professional Qualifications Registry (PQR)
• Signed Orientation to the provider’s transportation plan, procedures, and EEC’s policies
• If the transportation driver is an employee of the provider, then they must have the employee’s application
• Evidence in a secure location that a background record check has been completed through EEC as required by EEC’s background record check regulations and state and federal law

• Maintain on file **up-to-date** vehicle documentation for all vehicles:
  • Registration
  • Vehicle Inspection
  • 7D or School Bus inspections
  • Insurance
  • Vehicle pre-check inspections
  • 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 Provider Signature

Quincy Community Action Programs, Inc.
Child Care Resource and Referral Agency

Beth Ann Strollo, Chief Executive Officer

Anna B. Slavin, Chief Financial Officer

Dated: June 10, 2020
MEMORANDUM

To: Department of Early Education and Care (EEC) Contracted Programs, Child Care Resource and Referral Agencies (CCRR), and Head Start Programs

From: Sandra Fortier-Hollow, Associate Commissioner for Accounting and Contracts

Re: FY2021 Closure Schedule Center Based Programs

Date: June 10, 2020

Annual Submission of Closure Schedule

Early Education and Care Programs must annually submit a Closure Schedule to the CCRR/EEC prior to the start of the fiscal year and/or contract. Any changes to the dates you state on the attached chart must be submitted for approval to the CCRR/EEC at least 30 days in advance.

Parental Notice

Center Based Programs must annually provide a final Closure Schedule to parents of all subsidized children (i.e., both voucher and contract) participating in the program by July 1, 2020. For any subsidized child that enrolls after July 1, 2020, the Closure Schedule must be provided prior to enrollment so that parents may make an informed choice about their child care options. In addition, Center Based Programs shall provide parents of subsidized children at least 30 days’ notice prior to making any changes to its Closure Schedule.

Closure Day Limitations and Requirements

Center Based Programs will be paid only for the number of closures submitted to the CCRR and/or EEC, provided that the closure days selected comply with the limitations and requirements set forth below:

1. Closure Day Requirements for All Center Based Programs:
   - The program must select closure days that are responsive to the needs of the families served.
   - The program must close for both private and subsidized families.
   - The program must charge private paying families the full tuition for closure days.
   - The program must charge subsidized families their full assessed parent fees for closure days.

2. # of Approved Closure Days for Full Year Programs: Up to 17 closure dates may be selected, subject to professional development day requirements below.

3. # of Approved Closure Days for Part-Year Programs: Academic year programs may select up to 12 closure days. Summer only programs may select up to three 3 closure days.

4. Professional Development Closure Day Requirements: EEC Contracted Center Based Programs must designate three (3) closure days for professional development, regardless of the number of closure days selected. Voucher-Only Programs (i.e. programs that do not hold direct contracts with EEC) have the ability to use some or all of their closure days for professional development.
However, if a voucher-only program elects to be closed for seventeen (17) days, at least five (5) of the closures must be dedicated to professional development. There are no longer specific QRIS-Related Closure Days and programs may choose to take the 5 available professional development days, subject to the limitations for partial-year programs described above.

- **Reimbursement for Professional Development**: Center Based Programs designating closure days for professional development opportunities must ensure that educators and staff engage in professional development activities on those days. Failure to engage in professional development activities may result in denial of reimbursement requests.

**Unpaid Closures**

As noted above, EEC pays for a prescribed number of closure days. There are providers that know in advance that they will be closed for more days than the EEC-prescribed paid closure days. We request that providers complete the attached chart ("Unpaid Closures") if a provider knows now, the days in FY2021 that will be unpaid closures. (Note: This chart is not intended to include emergency days which, of course, are not known in advance.) Contracted Providers must enter these days into CCFA as "unpaid closures".
DEPARTMENT OF EARLY EDUCATION AND CARE  
Early Education and Care Program/Center Based FY 2021 Closure Schedule  
July 1, 2020 to June 30, 2021  

Center Based Program Legal Name: ___________________________ Vendor Code: ____________

Program Site (indicate program name and address if schedules are site specific):

________________________________________________________________________________________

Please list the specific dates (month/day/year), including the day of the week and holiday names (if applicable), for each day your Center Based Program intends to be closed in fiscal year 2021.

**PAID CLOSURES**

<table>
<thead>
<tr>
<th>#</th>
<th>Month/Day/Year</th>
<th>Day of the Week</th>
<th>Holiday Name, if applicable</th>
<th>Reason for Closure (i.e., General, PD or QRIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Independence Day</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Labor Day</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Columbus Day</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Thanksgiving Day</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Christmas Day</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>New Year’s Day</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>Martin Luther King Day</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>Presidents’ Day</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>Patriots’ Day</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>Memorial Day</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD1</td>
<td></td>
<td></td>
<td></td>
<td>PD</td>
</tr>
<tr>
<td>PD2</td>
<td></td>
<td></td>
<td></td>
<td>PD</td>
</tr>
<tr>
<td>PD3</td>
<td></td>
<td></td>
<td></td>
<td>PD</td>
</tr>
<tr>
<td>PD4</td>
<td></td>
<td></td>
<td></td>
<td>PD</td>
</tr>
<tr>
<td>PD5</td>
<td></td>
<td></td>
<td></td>
<td>PD</td>
</tr>
</tbody>
</table>
### VOUCHER
**UNPAID CLOSURES**

<table>
<thead>
<tr>
<th>#</th>
<th>Month/Day/Year</th>
<th>Day of the Week</th>
<th>Holiday Name, if applicable</th>
<th>Reason for Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FY 2021 Calendar Days by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>23</td>
</tr>
<tr>
<td>August</td>
<td>21</td>
</tr>
<tr>
<td>September</td>
<td>22</td>
</tr>
<tr>
<td>October</td>
<td>22</td>
</tr>
<tr>
<td>November</td>
<td>21</td>
</tr>
<tr>
<td>December</td>
<td>23</td>
</tr>
<tr>
<td>January</td>
<td>21</td>
</tr>
<tr>
<td>February</td>
<td>20</td>
</tr>
<tr>
<td>March</td>
<td>23</td>
</tr>
<tr>
<td>April</td>
<td>22</td>
</tr>
<tr>
<td>May</td>
<td>21</td>
</tr>
<tr>
<td>June</td>
<td>22</td>
</tr>
</tbody>
</table>

**TOTAL: 261 Service Days**

### TO BE COMPLETED BY CCRR:

Number of FY2021 Open Days: ____________.
Number of FY2021 Program Closures: ____________.
Total Number of FY2021 Reimbursable Service Days: ____________.

Note whether any dates submitted by the Program/System were not approved by EEC/CCRR as paid closures: ____________________________
**Form W-9**

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trustestate
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership).

   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.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

   (Apply to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

---

**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 the 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 who 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 U.S. person

Date

---

**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 requester) 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 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (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 (tuition)
- 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 FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
# NACCRRAware Data Sheet

## General Info

<table>
<thead>
<tr>
<th>Provider (or Director) Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name (Name of Program)</td>
<td></td>
</tr>
<tr>
<td>Type of Care</td>
<td>□ Child Care Center (CCC) □ Family Child Care (FCC)</td>
</tr>
</tbody>
</table>

## Contact

<table>
<thead>
<tr>
<th>Street Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address (if different from physical address):</td>
<td></td>
</tr>
<tr>
<td>Primary Phone:</td>
<td></td>
</tr>
<tr>
<td>Secondary Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Web:</td>
<td></td>
</tr>
</tbody>
</table>

## License Info

<table>
<thead>
<tr>
<th>MA Program ID:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>License ID:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>EIN/SSN:</td>
<td></td>
</tr>
<tr>
<td>Total Licensed Capacity:</td>
<td></td>
</tr>
<tr>
<td>Accepted Age Range:</td>
<td>From:</td>
</tr>
</tbody>
</table>

## Transportation

- □ Transportation Provided
- □ Walking Distance to School
- □ Near Public Transportation
- □ On Public School Bus Route
- □ Provides School Age Transportation

## Languages

- □ English
- □ American Sign Language (ASL)
- □ Amharic
- □ Armenian
- □ Cantonese
- □ Chinese
<table>
<thead>
<tr>
<th>Language Options</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Croatian</td>
<td>French</td>
<td>Greek</td>
</tr>
<tr>
<td>Italian</td>
<td>Khmer (Cambodian)</td>
<td>Laotian</td>
</tr>
<tr>
<td>Polish</td>
<td>Portuguese</td>
<td>Russian</td>
</tr>
<tr>
<td>Serbian-Cyrillic</td>
<td>Slovenian</td>
<td>Spanish</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Schedule Options**

<table>
<thead>
<tr>
<th>Option</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Part week</td>
<td>Part day</td>
<td>Full day</td>
</tr>
<tr>
<td>2nd shift</td>
<td>3rd shift</td>
<td>Sick care</td>
</tr>
<tr>
<td>Evening</td>
<td>Overnight</td>
<td>Early day</td>
</tr>
<tr>
<td>Open school vacation week</td>
<td>Full week</td>
<td>Weekend</td>
</tr>
<tr>
<td>Flexible Schedule</td>
<td>Morning session</td>
<td>Afternoon session</td>
</tr>
</tbody>
</table>

**FCC System**

Do you belong to a FCC system?  Yes  No

If yes, which one?

**Program Type**

<table>
<thead>
<tr>
<th>Program Type</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Center &amp; School Age</td>
<td>Regular Family Child Care</td>
<td>Large Family Child Care</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>School Age only</td>
<td>Small Group Center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days Care Provided</th>
<th>Shift General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Start Time</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
</tr>
</tbody>
</table>
### Rates

<table>
<thead>
<tr>
<th>Age Group</th>
<th>License Capacity</th>
<th>Current FT Vacancies</th>
<th>Full Week Rate</th>
<th>Daily Rate</th>
<th>Other Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toddlers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Age – BS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Age – AS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Age – Full Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Quality Rating

QRIS Level:  
QRIS #:  

### Environment

- ☐ Accepts Cloth Diapers  
- ☐ Adult Pool  
- ☐ Air Conditioned  
- ☐ Approved Assistant  
- ☐ Cats  
- ☐ Dogs  
- ☐ Fenced Yard  
- ☐ Field Trips Taken  
- ☐ No Pets  
- ☐ Other Pets  
- ☐ Peanut Free  
- ☐ Smoke Free  
- ☐ Uses Public Playground  
- ☐ Wheelchair Accessible

### Meals

- ☐ Breakfast  
- ☐ Morning Snack  
- ☐ Lunch  
- ☐ Afternoon Snack  
- ☐ Dinner  
- ☐ USDA Food Program  
- ☐ Special Meal Request  
- ☐ Parents Provide Food  
- ☐ Parents Provide Lunch

### Philosophy

- ☐ Academic Program  
- ☐ High/Scope Approach  
- ☐ Learning/Play  
- ☐ Montessori  
- ☐ Parent Cooperative  
- ☐ Piaget  
- ☐ Reggio Emilia  
- ☐ Religious Orientation  
- ☐ Resources for Infant Educators  
- ☐ Waldorf

### Financial Assistance

- ☐ Active Duty Military Discount  
- ☐ Campership  
- ☐ Contracted Slots  
- ☐ DCF Supportive Slots  
- ☐ Headstart  
- ☐ Private Scholarship  
- ☐ Sibling Discount  
- ☐ Sliding Fee Scale  
- ☐ Teen Parent Slot  
- ☐ United Way  
- ☐ Voucher  
- ☐ Other
### Policies
- Written Contract
- Written Handbook
- Provider Sick Allowance
- Provider Vacation Allowance
- Child Absence Allowance

### Special Skills
- Adaptive Equipment
- Onsite Therapy
- Onsite Medical Care
- Onsite Nurse

### Special Needs
- Experience
- ADD/ADHD
- Autism Spectrum Disorder
- Asthma/Allergies
- At risk
- Behavioral
- Emotional/Social
- Feeding tube
- Developmental
- Learning
- Medical Condition
- Hearing Impairment
- Parental Incapacity
- Physical
- Monitors
- Special Diet
- Speech/language
- Sensory Integration
- Visual Impairment
- None
- Other

### Special Skills
- Adaptive Equipment
- Onsite Therapy
- Onsite Medical Care
- Onsite Nurse

### Accreditation
- NAFCC
- NAEYC
- NSACA
- ACA
- NAEYC in process

### Is your program affiliated with any of the following? (check all that apply)
- Local FCC Association
- FCC System
- Religious
- Hospital
- College
- Private School
- Public School
- CFCE
- Other
- Support Group Leader
**Are you willing to assist with advocacy efforts? (check all that apply)**

- Local FCC Association
- FCC System
- Religious
- Hospital
- College
- Private School
- Public School
- CFCE
- Other
- Support Group Leader

**How often are child assessments completed?**

- Annually
- Twice per Year
- Quarterly

**Child Assessment Type**

- Ages & Stages
- Creative Curriculum Developmental Continuum
- High Scope Child Observation Record
- Work Sampling
- Our Own Developed Assessment
- Teaching Strategies Gold
- Other

---

**For FCC Only**

**Family Child Care Setting**

- House
- Apartment
- Townhouse
- Mobile Home
- Duplex
- Non-Residential
- Multi-family Home

**Wages**

- Refused
- $9,999 and under
- $10,000 to $20,000
- $20,001 to $30,000
- $30,001 to $40,000
- $40,001 and Higher

**FCC Education**

- Degree related to health field
- Degree related to special needs
- LPN/RN
- High School Education/GED
- Degree related to ECE
- Associate's Degree
- Bachelor's Degree
- Advanced Degree
- CDA
- Non-related degree

**FCC Experience**

- Under 1 Year Experience
- 1-3 Years Experience
- 4-9 Years Experience
- 10-20 Years Experience
- 21 Years + Experience
### FCC Attributes

| □ Assistant on call | □ Car used regularly | □ Dedicated indoor play area |

### Benefits

| □ Health Insurance | □ Dental Insurance | □ Paid Vacation |
| □ Unpaid Vacation | □ Paid Sick Leave | □ Unpaid Sick Leave |
| □ Other | □ Refused |

### Census Bureau Questions

#### Are you Spanish/Hispanic/Latino?

| □ Refused | □ No, Not Spanish/Hispanic/Latino |
| □ Yes, Mexican, Mexican American, Chicano | □ Yes, Puerto Rican |
| □ Yes, Cuban | □ Yes, Other (print group) |

#### Race?

| Refused | White |
| Black or African American | American Indian or Alaska Native |
| Asian Indian | Native Hawaiian |
| Chinese | Filipino |
| Japanese | Vietnamese |
| Other Asian | Guamanian or Chamorro |
| Samoan | Other Pacific Islander |
| Other Race |

What is your ancestry or ethnic origin?

Do you speak a language other than English at home?

If yes, what language?

How well do you speak English?

| □ Very Well | □ Well | □ Not Well | □ Not at All |

### For CCC Only

### Care Setting

| □ Non-Residential | □ Faith-Based | □ Workplace-Based |
| □ College Based | □ Public School Setting | □ School |
| □ Church | □ Other |

### MA Center Specific

| □ Full Day Kindergarten | □ Center w/Preschool Option | □ Kindergarten Wrap Around |
| □ Kindergarten After School | □ Preschool w/extended day Options | □ Certified Kindergarten |
## MA Camp Activities

<table>
<thead>
<tr>
<th>☐ Arts and Crafts</th>
<th>☐ Field Trips</th>
<th>☐ Games/Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Special Activities</td>
<td>☐ Swimming</td>
<td>☐ Theme weeks</td>
</tr>
<tr>
<td>☐ CIT (Counselor in Training) Program</td>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>

## Director Education

<table>
<thead>
<tr>
<th>☐ High School Education/GED</th>
<th>☐ Associate’s Degree</th>
<th>☐ Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Advanced Degree</td>
<td>☐ CDA</td>
<td>☐ Degree related to ECE</td>
</tr>
<tr>
<td>☐ Degree related to health field</td>
<td>☐ Degree related to special needs</td>
<td>☐ Non-related degree</td>
</tr>
<tr>
<td>☐ LPN/RN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Census Bureau Questions

Enter the number of persons on staff who are Spanish / Hispanic / Latino:

<table>
<thead>
<tr>
<th>☐ Mexican, Mexican Am., Chicano</th>
<th>☐ Puerto Rican</th>
<th>☐ Cuban</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Other Spanish / Hispanic / Latino (Print group)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the number of persons on staff whose race is:

<table>
<thead>
<tr>
<th>☐ Refused</th>
<th>☐ White</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Black or African American</td>
<td>☐ American Indian or Alaska Native</td>
</tr>
<tr>
<td>☐ Asian Indian</td>
<td>☐ Native Hawaiian</td>
</tr>
<tr>
<td>☐ Chinese</td>
<td>☐ Filipino</td>
</tr>
<tr>
<td>☐ Japanese</td>
<td>☐ Vietnamese</td>
</tr>
<tr>
<td>☐ Other Asian</td>
<td>☐ Guamanian or Chamorro</td>
</tr>
<tr>
<td>☐ Samoan</td>
<td>☐ Other Pacific Islander</td>
</tr>
<tr>
<td>☐ Other Race</td>
<td></td>
</tr>
</tbody>
</table>

## English Ability:

Number of persons on staff who speak a language other than English at home:

What other languages?

How well do those persons speak English?
WITHDRAWAL FORM

(COMPLETE ONLY IF YOU WILL NOT BE ACCEPTING VOUCHERS FOR THE 2021 FISCAL YEAR)

Date: ______________________________

This is notice that effective __________________________, __________________________ will
(Date) (Program)
no longer accept child care vouchers. I certify that I will give families a 30-day notice in writing and
provide a copy of the notice to Community Care for Kids.

______________________________
Name

______________________________
Program

______________________________
Date
# Daily Reimbursement Rates - Fiscal Year 2021

## Department of Early Education & Care

### Maximum Standard Daily Rates (1)

<table>
<thead>
<tr>
<th>REGION</th>
<th>Infant</th>
<th>Toddler</th>
<th>Pre-School</th>
<th>Providers: Under 2 Years of Age</th>
<th>Providers: 2 Years of Age and Over</th>
<th>Systems: Under 2 Years of Age</th>
<th>Systems: 2 Years of Age and Over</th>
<th>Before School Age Only</th>
<th>After School Age Only</th>
<th>Before and After School Age</th>
<th>Full Day School Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGION 1</td>
<td>$61.94</td>
<td>$56.60</td>
<td>$43.20</td>
<td>$41.13</td>
<td>$35.46</td>
<td>$55.71</td>
<td>$49.03</td>
<td>$9.39</td>
<td>$19.73</td>
<td>$29.12</td>
<td>$39.72</td>
</tr>
<tr>
<td>REGION 2</td>
<td>$63.64</td>
<td>$58.12</td>
<td>$44.01</td>
<td>$47.00</td>
<td>$37.32</td>
<td>$60.62</td>
<td>$50.89</td>
<td>$9.97</td>
<td>$22.05</td>
<td>$22.07</td>
<td>$39.73</td>
</tr>
<tr>
<td>REGION 3</td>
<td>$74.85</td>
<td>$65.09</td>
<td>$47.05</td>
<td>$41.00</td>
<td>$37.39</td>
<td>$60.52</td>
<td>$50.91</td>
<td>$9.97</td>
<td>$22.05</td>
<td>$22.07</td>
<td>$41.07</td>
</tr>
<tr>
<td>REGION 4</td>
<td>$85.23</td>
<td>$77.37</td>
<td>$59.60</td>
<td>$70.49</td>
<td>$63.66</td>
<td>$84.58</td>
<td>$56.64</td>
<td>$10.73</td>
<td>$27.64</td>
<td>$33.87</td>
<td>$42.23</td>
</tr>
<tr>
<td>REGION 5</td>
<td>$61.94</td>
<td>$58.12</td>
<td>$44.33</td>
<td>$47.00</td>
<td>$37.32</td>
<td>$60.62</td>
<td>$50.89</td>
<td>$9.39</td>
<td>$19.73</td>
<td>$29.12</td>
<td>$39.73</td>
</tr>
<tr>
<td>REGION 6</td>
<td>$80.76</td>
<td>$75.28</td>
<td>$47.48</td>
<td>$52.86</td>
<td>$38.39</td>
<td>$65.95</td>
<td>$52.37</td>
<td>$10.23</td>
<td>$22.64</td>
<td>$32.87</td>
<td>$42.23</td>
</tr>
</tbody>
</table>

## Head Start Partner and Kindergarten Daily Rates

<table>
<thead>
<tr>
<th>Before Head Start (up to 2 hours)</th>
<th>After Head Start (minimum 4 hours)</th>
<th>Before and After Head Start</th>
<th>Full Day (Head Start Not in Session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGION 1</td>
<td>$8.74</td>
<td>$26.00</td>
<td>$34.74</td>
</tr>
<tr>
<td>REGION 2</td>
<td>$8.74</td>
<td>$26.00</td>
<td>$34.74</td>
</tr>
<tr>
<td>REGION 3</td>
<td>$8.74</td>
<td>$26.00</td>
<td>$34.74</td>
</tr>
<tr>
<td>REGION 4</td>
<td>$9.52</td>
<td>$28.57</td>
<td>$33.09</td>
</tr>
<tr>
<td>REGION 5</td>
<td>$8.74</td>
<td>$26.00</td>
<td>$34.74</td>
</tr>
<tr>
<td>REGION 6</td>
<td>$9.52</td>
<td>$28.57</td>
<td>$33.09</td>
</tr>
</tbody>
</table>

## In Home Child Care Rates (3)

| Relative / Relative's Home | $12.00 | $20.00 |
| Relative / Child's Home   | $9.76  | $15.27 |
| Non Relative / Child's Home | $9.76  | $15.27 |

## Other Contract Type Rates (4)

<table>
<thead>
<tr>
<th>Supportive</th>
<th>Teen Parent</th>
<th>Homeless</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL REGIONS</td>
<td>$19.04</td>
<td>$19.04</td>
</tr>
</tbody>
</table>

## Transportation (5)

<table>
<thead>
<tr>
<th>One Way</th>
<th>Two Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Regions</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

**NOTES:**

1. EEC has established maximum standard daily rates for the provision of early education and care services in the Commonwealth. EEC will reimburse providers up to the maximum daily reimbursement rate shown on the rate chart above depending on the region and type of care provided. All Infant, Toddler, Preschool, Family Child Care, and Full Day Rates for School Age, Head Start, and Kindergarten assume full time reimbursement for up to 10 hours of care per day. Care for 6 or fewer hours is considered part time care. Reimbursement for part time care is 60% of the full-time rate.

2. Family child care systems are expected to reimburse affiliated system providers at a rate that is equal to or greater than the regional family child care provider rate shown in the rate chart.

3. Informal Care for 6 or fewer hours per day is considered part time child care; More than 6 hours per day is considered full time child care.

4. Reimbursement for programs holding Supportive, Teen Parent, and Homeless contracts includes the maximum standard daily rate by program type and region, plus additional reimbursement for services as shown above.

5. Reimbursement for transportation provided for children in care in income eligible contracts and vouchers. EEC cannot pay a provider a rate for transportation that is higher than the lowest fee charged to any of its private paying clients for the same type of care, or for transportation, unless an exception can be sufficiently documented in accordance with the provisions of 808 CMR 1.03(4)(a) or (b), if applicable. Private rates shall include any rates based on sibling discounts. EEC may require all providers and family child care systems to submit documentation (as specified by EEC) to substantiate the rates they charge to their privately paying clients for transportation, and if applicable, documentation to substantiate any discounting of private rates with restricted revenues.

Effective Date 7-1-2020
DAILY REIMBURSEMENT RATES - FISCAL YEAR 2021 (continued)

QRIS LEVEL 2 AND ABOVE -
MAXIMUM STANDARD DAILY RATES FOR INFANTS AND TODDLERS

Providers who have self-assessed at Level 2 or above in the Quality Rating and Improvement System (QRIS) are eligible for a 3% increase for each child who is up to 2.9 years. The increase is based on the age of the child and the maximum standard daily rate charged for that child. CCFA will calculate the child’s age and will increase the maximum standard daily rate by 3% (3% of current rate multiplied by the number of days). Please note that the 3% increase is applied to the family child care maximum standard daily rate only and is not applied to the administration rate for Systems.

<table>
<thead>
<tr>
<th>REGION</th>
<th>CENTER-BASED</th>
<th>FAMILY CHILD CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Infant</td>
<td>Toddler</td>
</tr>
<tr>
<td>REGION 1</td>
<td>$63.80</td>
<td>$58.50</td>
</tr>
<tr>
<td>REGION 2</td>
<td>$65.55</td>
<td>$59.86</td>
</tr>
<tr>
<td>REGION 3</td>
<td>$77.10</td>
<td>$71.04</td>
</tr>
<tr>
<td>REGION 4</td>
<td>$87.79</td>
<td>$79.90</td>
</tr>
<tr>
<td>REGION 5</td>
<td>$93.80</td>
<td>$89.86</td>
</tr>
<tr>
<td>REGION 6</td>
<td>$83.18</td>
<td>$77.54</td>
</tr>
</tbody>
</table>