

THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE
PARENT INFORMATION SHEET

The Department of Early Education and Care (EEC) provides funding for early education and care for your child (ren). This financial assistance, also known as a subsidy or as subsidized child care, enables your child(ren) to attend quality early education and care programs at a reduced rate. We want to work with you to maintain your eligibility for subsidized care so we have put together this check list to assist you in keeping this benefit.

HOW YOU CAN MAINTAIN YOUR EARLY EDUCATION AND CHILD CARE SUBSIDY:

- You must maintain a “service need” for a minimum number of hours. EEC defines “service need” as employment or enrollment in an education or training program:
 - If you have 20 hours of a service need, you are eligible for part-time child care (up to 30 hours of care each week)
 - If you have 30 hours of a service need, you are eligible for full-time child care (up to 50 hours of care each week)
 - You may combine work and education/training to meet the minimum number of hours.
- Your child(ren) must attend his/her early education and care program as authorized by your Subsidy Administrator
- You must maintain open communication at all times with your Subsidy Administrator listed below regarding any changes that might affect your eligibility. Temporary and Non-temporary changes **must** be reported immediately, but no later than 30 days after the change.

Temporary changes include changes to your situation such as:

 - Any time-limited absence from your service need due to an illness or need to care for a family member (includes maternity/paternity leave);
 - Any interruption in work for a seasonal worker who is between regular work seasons;
 - Any reduction in your service need hours, as long as you are still working or attending education/training;
 - Any other break in your service need that does not exceed 12 weeks; and
 - Any change in residency within Massachusetts.

Non-temporary changes include changes to your situation such as:

 - Increases in your total household income that exceed 85% of State Median Income (SMI);
 - Changes in your household’s composition (who lives with you) for more than 30 total days during your 12 month authorization;
 - Changes in your child(ren)’s custody arrangements;
 - Any out of state change in address;
 - Any change or break in your service need that lasts more than 12 weeks.
- You must maintain accurate contact information with your Subsidy Administrator (Phone, address, and e-mail address).
- You must pay all assigned parent fees on time.
- You must submit all required documents to complete your Reauthorization prior to the end date of your current authorization to continue subsidized child care if you are eligible.
- You must comply with all Regulations and Policies as required by EEC, your Subsidy Administrator, and your Provider.

POTENTIAL CAUSES OF TERMINATION OR DENIAL OF SUBSIDIZED EARLY EDUCATION AND CARE

- Failing to report a non-temporary change, failing to accurately report income, failing to respond to an EEC request, or Non-Payment or late payment of your assigned parent fee (this is called “Intentional Program Violation ”)
- Providing false or misleading information about your household size, income, family composition, or service need (this is called “Substantiated Fraud”)
- If you engage in Substantiated Fraud or have an Intentional Program Violation, your subsidized child care may be terminated but you also may receive sanctions that will prevent you from accessing subsidized child care for a period of time. You may also be required to repay the cost of child care, and/or you may be assessed a criminal/civil fine.
- Sanction (period of time when you are not allowed to have subsidized child care) that has been issued to you by EEC
- Not having a service need of work or education/training
- Failure to meet financial eligibility, including being over income or having too many assets (vehicles, cash, houses, etc.)
- Failure to submit required documentation on time
- Failure to maintain your residence within Massachusetts
- Your child’s lack of attendance on authorized days without notice to the program (Excessive Unexplained Absences)
- Abandonment of Subsidy (not having a placement for your child for more than 30 days unless you have an Approved Break in Care)
- Failure to comply with EEC, Subsidy Administrator, or Provider policies may result in termination of care at a particular program, but not the loss of your subsidized child care.

Effective Date: March 1, 2019

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IMPORTANT INFORMATION TO KEEP IN YOUR SUBSIDIZED CHILD CARE HOME FILE

When you leave your appointment today you will receive a copy of the following documents:

- **Voucher** (if applicable) - this form includes the following information: the period of time you are authorized for; where your child(ren) are authorized to attend; your parent fee (if applicable)
- **Application and Fee Agreement** – this form includes the following information: all members of your household; all household income; where your child(ren) are authorized to attend; your parent fee (if applicable)
- **Financial Assistance Agreement** – this form explains your rights and obligations for EEC subsidized child care
- **Household Income Statement** – this form confirms the income information that you have reported to your Subsidy Administrator
- **Household Composition Statement** - this form confirms the members of your household that you have reported to your Subsidy Administrator
- **Attendance Notification Agreement** – this form explains EEC’s attendance policies and what your responsibility is if your child will not attend on any given day he/she is authorized to attend
- **SMI Calculation Sheet** – this form provides what 85% of the State Median Income (SMI) would be for your household size and provides instructions on how to calculate your new SMI if you have an increase in income

At least 45 days prior to the end of your subsidy, a reminder notice will be sent to you so that you may confirm your ongoing eligibility for subsidized child care and complete your Reauthorization. To help you, we have scheduled your next appointment and it is included with the information below. **If you must change your appointment date and/or time, please ensure that you schedule your appointment and complete your Reauthorization no later than _____ days before the end date of your current Authorization.** Please be sure to place this in your personal file and mark it on your calendar.

PARENT SIGNATURE

DATE

IMPORTANT INFORMATION:

Your Current Authorization Expires On: _____ Your Next Appointment is On: _____

Your FID# (Family Identification Number): _____

Your Subsidy Administrator’s Agency is: _____

Your Subsidy Administrator’s Name is: _____

Your Subsidy Administrator’s number is: _____

Your Subsidy Administrator’s Fax is: _____

Your Subsidy Administrator’s E-mail is: _____

If you have any questions about these policies, please contact your Subsidy Administrator listed above.