

INTAKE/REASSESSMENT CHECKLIST

Parent: \_\_\_\_\_ Child/ren: \_\_\_\_\_

Child Care Authorization End Date: \_\_\_\_\_

VERIFICATION REQUIRED

X- Complete	N/A = Not Applicable
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SOURCE OF INCOME

Pay Stub	4 Consecutive pay stubs, if paid weekly - 2 if paid bi-weekly
TAFDC Benefit Amount	Copy of award letter, or copy of check
Social Security Income	Letter or statement from Social Security Office
Child Support/Alimony	Copy of court document
Unemployment Compensation	Benefit statement, or copy of check
Other Income	_____

DOCUMENTATION

Birth Certificate	For all children in household
Birth Certificate (Parent)	Young parents under 20 years old
Social Security Cards	For parents, guardians, and all children in subsidized care
School/College Enrollment Verification	Letter from school/college with semester, credit hours, status, and class schedule
Training Training Program Enrollment Verification	Confirmation or enrollment letter with dates, status, and class schedule
Photo I.D.	Driver's license, Mass I.D., Passport, etc.
Custody/Guardianship	Copy of court document needed at each reassessment
Proof of Residency	Copy of rent lease, utility bill, etc., dated within las 45 days
Child Care Voucher	From Childcare Resources
Incapacity of Parent /Child	EEC form completed by health care provider
Maternity Leave	Statement from health care provider
Job Search	Statement on letterhead indicating last day/date of employment

HEALTH RELATED DOCUMENTATION

Current Physical	Signed and dated by child's physician
Updated Immunization Record	Signed and dated by child's physician
Medical Insurance Card	Current
Oher Documentation	_____

Reviewed by ✓ \_\_\_\_\_

Date: ✓ \_\_\_\_\_

**FACE SHEET/REQUEST FOR SERVICES FOR PRESCHOOL, SCHOOL AGE, HBCC**

For Internal Use Only	Date of Admission: ____/____/____
Placement Authorization Start Date: ____/____/____	Age at time of Admission ____ Yrs. ____ Months
Placement Authorization End Date: ____/____/____	

Substitute Provider: \_\_\_\_\_

**Must supply a copy of the birth certificate**

Child Name: \_\_\_\_\_ Provider's Name: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Provider's Address: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_ Provider's Phone #: \_\_\_\_\_  
 Medical Concern: \_\_\_\_\_ Involved with Early Intervention  Yes  No

Parent or Legal Guardian #1	Parent or Legal Guardian #2
Name: _____	Name: _____
Home Address: _____	Home Address: _____
City/Town: _____ Zip _____	City/Town: _____ Zip _____
Home telephone: (____) _____	Home telephone: (____) _____
Work or School: _____	Work or School: _____
Address: _____	Address: _____
City/town _____ Zip _____	City/town _____ Zip _____
Hours: _____ a.m. to _____ p.m.	Hours: _____ a.m. to _____ p.m.
Daytime telephone: (____) _____	Daytime telephone: (____) _____
Email address: _____	Email address: _____

Child's Physician Clinic: _____
Phone Number: _____

**Identity Information: (Required by the Department of Early Education and Care Regulations)**

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_  
 Identifying Marks: \_\_\_\_\_ (may attach a recent photo if available)

**System Hours and Anticipated Days/Time of Attendance**

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 a.m. 5:30 p.m.				

AUTHORIZED EMERGENCY ADULTS

Child's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

My child can only be picked up from childcare by the following persons.

These individuals may authorize emergency medical care until I am available.

1. Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Pick up child  Authorize emergency medical care in my absence.

2. Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Pick up child  Authorize emergency medical care in my absence.

3. Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Pick up child  Authorize emergency medical care in my absence.

4. Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Pick up child  Authorize emergency medical care in my absence.

✓ \_\_\_\_\_  
Parent/Guardian Signature

✓ \_\_\_\_\_ / \_\_\_\_\_  
Home Phone # / Work phone #

✓ \_\_\_\_\_  
Address, City, Zip

✓ \_\_\_\_\_  
Date

EMERGENCY MEDICAL AUTHORIZATION

Emergency Card Information

REMINDER: This emergency card information is for the educator’s first aid kit. The educator must take first aid materials when leaving the childcare premises.

PARENTS: We will make every effort to reach you if your child becomes ill or injured. If we cannot reach you, we will contact an Authorized Emergency Adult. If we cannot contact an Authorized Emergency Adult, we may need permission to receive medical help for your child.

Child’s Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

Emergency Contact Person(s):

1. \_\_\_\_\_  
(Name, Address, Home and Cell Phone #)

2. \_\_\_\_\_  
(Name, Address, Home and Cell Phone #)

List Medical Concerns/Considerations or Medications:

\_\_\_\_\_  
\_\_\_\_\_

Your Child’s Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Referring Doctor’s Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Medical Treatment

I hereby give Worcester Comprehensive Education and Care’s Home-Based Child-Care Provider permission to

Administer basic first aid/CPR to my child \_\_\_\_\_  
(Name)

And/or transport/or by ambulance if needed to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child’s health. When I am not available, I give my permission to the hospital or doctor to give my child the emergency emergency treatment necessary.

✓ \_\_\_\_\_  
Parent/Guardian Signature

✓ \_\_\_\_\_  
Date

**Written Acknowledgement of Receipt of Parent Handbook**

I acknowledge that I have received a copy of the provider's parent handbook as well as information regarding lead poisoning prevention (may be included in the parent handbook)

✓ \_\_\_\_\_  
Parent/Guardian

✓ \_\_\_\_\_  
Date

**Parental Visit Notice**

I understand that I may visit this family childcare home unannounced at any time during the hours that my child is in care.

✓ \_\_\_\_\_  
Parent/Guardian

✓ \_\_\_\_\_  
Date

<p><b>SCHOOL AGE ONLY</b>                  Current School: _____                  School Address: _____</p> <p>I certify that documentation of physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements are on file at my child's school.</p> <p>Parent/guardian initials: ✓ _____</p>
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**Field Trip Permission:**

Walking neighborhood field trips are required by the Massachusetts Department of Education & Care.

I give my permission for my child to participate in WCEC field trips	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Specific trips may include Parks/Playgrounds – Supermarkets - Post Office - Other: \_\_\_\_\_

\*Written parental permission must be given for any other field trip in which your child participates.

**Face Painting**

I give my permission for my child to participate in face painting activities.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**Photo Permission:**

\*If you are NOT the parent or legal guardian of the child, or if you are the foster parent of the child, please DO NOT check yes on any box.

I give my permission for the classroom to take photographs of my child to use in classroom displays and scrapbook	* <input type="checkbox"/> YES <input type="checkbox"/> NO
I give my permission for photographs of videotapes of my child to be used for publicity in community pro-grams and activities	* <input type="checkbox"/> YES <input type="checkbox"/> NO
I give my permission for photographs or videotapes of my child to be used for publicity on the WCEC website	* <input type="checkbox"/> YES <input type="checkbox"/> NO
I authorize Worcester Comprehensive Education and Care to use my child's photo on its Annual Report. This report will be made available to the community via mail, posting and other electronic means	* <input type="checkbox"/> YES <input type="checkbox"/> NO

✓ \_\_\_\_\_  
Parent/Guardian's Signature

✓ \_\_\_\_\_  
Date

**THE DEPARTMENT OF EARLY EDUCATION AND CARE  
SUBSIDIZED CHILD CARE  
ATTENDANCE NOTIFICATION AGREEMENT**

Your child(ren) are receiving an EEC child care subsidy and are expected to attend the early education and care program, as agreed on your child care authorization. Your provider is responsible to make sure that your child(ren) attends based on the agreed schedule.

EEC defines **Excessive Absences** as more than 45 non-attended days, including any unexplained absences, within a 12-month Authorization period, or more than 15 non-attended days during an initial 12-week Provisional Authorization period. Parent(s) will have to pay for all non-attended days over the 45-day limit during a 12-month authorization or all non-attended days over the 15 day limit during a 12-week Provisional Authorization.

To help avoid having to pay for Excessive Absences you must:

1. **Make sure that your child(ren) attend(s) the early education and care program.**
2. **Notify your Subsidy Administrator of any changes in your child(ren)'s schedule of care (i.e., after school programs, sports, custody arrangements) which will result in your child(ren) not needing childcare on a particular day or days of the week.**
3. **Provide at least 2 weeks advance written notice if you plan to remove your child(ren) from the childcare program; and**
4. **Request an Approved Break in Care for absences that are going to be longer than 2 weeks.**

You will receive notices from your Subsidy Administrator after your child(ren) have reached 30 absences and 40 absences. If you have a 12-week Provisional Authorization, you will be notified after your child(ren) have reached 10 absences. The purpose of these notices are to inform you when your child(ren) are approaching the Excessive Absence limit so that you can be aware of the impact of future absences.

**After your child(ren) have reached their 45th absence, or the 15th absence during a 12-week Provisional Authorization period, you will be notified that your child(ren) have reached the Excessive Absence limit and that you are now responsible for the payment of all additional absences during the authorization period at the full rate that EEC pays for your child care.** You will be asked to sign the Excessive Absence Warning Notice form confirming that you are willing to remain in care and will be responsible for the payment of all absences during the remainder of the authorization period. Please note that failure to sign the form **will not** excuse you from paying for additional non-attended days. **Failure to pay for additional absences may result in the termination of your subsidized childcare.**

EEC defines **Excessive Unexplained Absences** as failure to attend a subsidized childcare program for more than three consecutive Days without contacting the provider. The first time your child is absent more than 3 days in a row during a 12-month Authorization, your provider or the Subsidy Administrator will issue you an Excessive Unexplained Absence Warning Notice that any additional instances of Excessive Unexplained Absences may result in the termination of child care. **To avoid having unexplained absences, you must make sure to contact your provider every day that your child(ren) will not attend.**

***My signature below indicates that I understand the information in this document and agree to comply with the requirements above.***

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

THE COMMONWEALTH OF MASSACHUSETTS  
Department of Early Education and Care

**Small Group and Large Group Transportation Plan and Authorization**

CHILD'S NAME: \_\_\_\_\_

**MY CHILD WILL ARRIVE AT THE PROGRAM:**

- PARENT DROP OFF
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

**MY CHILD WILL DEPART FROM THE PROGRAM:**

- PARENT PICK UP
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

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CHILD'S NAME: \_\_\_\_\_

**MY CHILD WILL ARRIVE AT THE PROGRAM:**

- PARENT DROP OFF
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

**MY CHILD WILL DEPART FROM THE PROGRAM:**

- PARENT PICK UP
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

PARENT /GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**REFER TO FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM FOR RELEASE INFORMATION**

**THE DEPARTMENT OF EARLY EDUCATION AND CARE  
SUBSIDIZED CHILD CARE  
PARENT TRANSPORTATION REQUEST FORM**

In limited circumstances, subsidized families may be approved for transportation between home or school and child care. Subject to funding availability, programs will be reimbursed at the Department of Early Education and Care (EEC) approved rate for one way or round trip transportation, based on a family's need. Subsidy Administrators must assess and document the parent's need for transportation, taking into consideration such factors as: (1) the availability of public transportation; (2) whether a parent has a car; (3) any physical incapacity of the parent that may prevent the parent from transporting the child; and (4) whether the parent's work schedule prevents transportation of the child to or from care. A family who lives within one half (1/2) mile of the provider will not receive transportation funding, unless exceptional circumstances exist. Please refer to the EEC Financial Policy Guide for guidance.

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I, \_\_\_\_\_, am requesting transportation services for my child(ren). I confirm that:

- I live more than one half (1/2) mile from the program;
- I do not have access to a vehicle;
- I do not have access to public transportation;
- I have a verified disability/special need that prevents me from transporting my child(ren)\*; and/or
- My work schedule prevents me from transporting my child(ren) to or from care.

\*The disability must be verified in writing by a Physician, Psychiatrist, Psychologist, Nurse Practitioner or Psychiatric Nurse on the letterhead of your health care practitioner.

I am requesting:

- One-way transportation      – or –       Two-way transportation

Full Names and Dates of Birth of your child(ren) for whom you are requesting transportation.

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I understand that providing false or misleading information in connection with this request for transportation may result in termination of my child care subsidy and an obligation to repay the cost of child care. I have been informed that transportation is subject to funding availability and may be terminated without prior notice.

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Signature of Parent

Date

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Signature of Subsidy Administrator Staff Member

Date

**This form must be maintained in the family's file.**



TO: PARENTS/GUARDIANS  
FROM: TRANSPORTATION COORDINATOR  
SUBJECT: TRANSPORTATION POLICY

1. The driver will wait only 2-3 minutes at each stop. Be prompt. The driver will **NOT return if you miss the van.**
2. Parents must have the children ready to leave and have an authorized person responsible for placing the child/ren on and taking them off the van.
3. The driver will not accept/release any children to/from another child or minor.
4. When a parent/guardian or authorized alternate person is not home to receive the child at drop off time, the driver will return the child to his/her respective program or Provider. Once the child is returned to the program, the following steps will be taken **immediately**:
  - a. **The parent will be called at home and place of employment (if applicable)**
  - b. **The emergency contact persons you provided will be contacted. If no one is reached,**
  - c. **The staff person, Program Director or Director of Social Services will contact the Department of Children and Families.**

**Recurring incidences may result in termination of transportation services.**

*You will also be charged a late fee according to the agency late policy.*

5. Alternate pick up and drop off locations are acceptable, if they are authorized in advance by the Transportation Coordinator, and if they are consistent and pose no hazard to the transportation route.  
**SAFETY IS OUR FIRST CONSIDERATION.**
6. No food, candy, money, toys, stuffed animals or bottles are allowed on the van. If your child has a bottle, please make sure it is placed in a bag and given to the van driver. **Child's name must be on the gag.**
7. Three consecutive violations of the transportation policy may result in suspension of transportation services.
8. **In case of inclement weather, cancellation of transportation will be in effect if the Worcester Public Schools announce either a delay or cancellation of transportation of school for the day. Please listen WSRS 96.1 FM or go online to [www.wsr.com](http://www.wsr.com). You may, however, provide your own transportation for the day as the Centers and Home Based Child Care Providers will open according to the schedule listed on the attached Inclement Weather Notice.**
9. Transportation services may also be terminated for the following behaviors: a) If the child takes off the seatbelt while the van is in motion or stopped b) spitting c) biting d) hitting e) swearing d) running on the van and any other behavior that may put the other children and staff at a safety risk. Also if a parent is disrespectful or swearing to the driver.
10. If the child does not attend childcare and no call is placed to the Transportation Coordinator, (for three consecutive days), the child will not be picked up again until the parent calls the Transportation Coordinator.
11. Due to traffic and constant changes in transportation, parents are required to be ready 15 minutes before the scheduled pick-up time and be ready to wait an extra 15 minutes after the scheduled drop-off time.
12. Please don't come to the bus with a cigarette.

**PARA: PADRES/GUARDIANES**



**DE:** COORDINADOR DE TRANSPORTACION

**ASUNTO:** POLIZA DE TRANSPORTACION

1. El conductor esperará solo 2-3 minutos en cada parada. Ser puntual. El conductor **NO** regresará si pierde la van.
2. Los padres deben tener a los niños listos para irse y tener una persona autorizada responsable de colocar a los niños/ niñas y sacarlos de la van.
3. El conductor no aceptará/ entregará a ningún niño a otro niño o menor.
4. Cuando un padre/ tutor o una persona alternativa autorizada no esté en casa para recibir al niño en el momento de dejarlo, el conductor regresará al niño a su respectiva programa o proveedor. Una vez que el niño regresa al programa, se tomarán los siguientes pasos **inmediatamente**:
  - i. **Se llamará al padre en el hogar o lugar de empleo (si corresponde)**
  - ii. **Se contactará a las personas de contacto de emergencia que usted proporcionó. Si no se consigue a nadie,**
  - iii. **El miembro del personal, el Director del Programa o el Director de Servicios Sociales se contactarán con el Departamento de Niños y Familias.**

**Incidentes recurrentes pueden resultar en la terminación de los servicios de transporte. También se les cobrará una tarifa por retraso de acuerdo con la política de retraso de la agencia.**

5. Los lugares alternativos para recoger y dejar son aceptables, si están autorizados por adelantado por el Coordinador de Transportación, y si son consistentes y no representan un peligro para la ruta de transporte. **LA SEGURIDAD ES NUESTRA PRIMERA CONSIDERACIÓN.**
6. No se permiten alimentos, dulces, dinero, juguetes, animales de peluche o botellas de agua en la van. Si su hijo tiene un biberón/botella, asegúrese de colocarlo en una bolsa y dárselo al conductor de la van. **El nombre del niño debe estar en la bolsa.**
7. Tres violaciones consecutivas de la política de transportación pueden resultar en la suspensión de los servicios de transportación.
8. **En caso de mal tiempo, la cancelación de la transportación estará vigente si las Escuelas Públicas de Worcester anuncian un retraso o la cancelación de la escuela por el día, por favor escuche la estación de radio WSRS 96.1 FM** o ir al internet a [www.wsr.com](http://www.wsr.com). Sin embargo, puede proporcionar su propio medio de transportación durante el día, ya que los Centros y los Proveedores de Cuidado Infantil en el hogar se abrirán de acuerdo con el horario que se detalla en el Aviso de Inclemencias Meteorológicas adjunto.
9. Los servicios de transportación también pueden ser terminados por los siguientes comportamientos. Si el niño se quita el cinturón de seguridad mientras la van está en movimiento o se detiene. Escupiendo, mordiendo, golpeando, hablando malo, corriendo en la van y cualquier otro comportamiento que pueda poner a otros niños y personal con un riesgo de seguridad. También si un padre es irrespetuoso o le habla malo al conductor.
10. Si el niño no asiste al cuidado y no se realiza ninguna llamada al coordinador de transportación (durante tres días consecutivos), no se volverá a recoger al niño hasta que el padre llame al coordinador de transportación.
11. Debido al tráfico y los constantes cambios en la transportación, se requiere que los padres estén listos 15 minutos antes de la hora programada de recogida estén listos para esperar 15 minutos adicionales después de la hora programada para dejar a los niños.
12. Por favor, no vengas a la van con un cigarrillo.



### Acknowledgment

I \_\_\_\_\_ acknowledge that I received a copy of the WCEC Transportation Policy, and I understand that I am responsible for reading the policies and procedures described within it.

If I have questions regarding the content or interpretation of these policy statements, I will bring them to the attention of the Transportation Coordinator.

\_\_\_\_\_  
Child's Name (Please print)

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Worcester Comprehensive Education & Care  
160 Tacoma Street ♦ Worcester, MA 01605  
Phone: (508) 852-3792 ♦ Fax: (508)853-1520

**Child Specific Observation/Consultation Consent Form**

Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Contact #: \_\_\_\_\_

Name of Program: Worcester Comprehensive Education and Care

Director: Leif N. Torres

Address: 117 Constitution Ave. Worcester, MA 01605

Contact #: (508) 852-3792 Ext. 101

I give my permission for the above mentioned Childcare Program to exchange information about my child with the TFK Behavioral Health Consultant.

I give my permission for the TFK Behavioral Health Consultant to provide some or all of the following services:

1. Observation of my child in the school/childcare setting.
2. Social-emotional, behavioral screening/assessment.
3. Consultation with the childcare program's staff regarding behavioral and/or social-emotional issues.
4. Consultation with the parent or guardian.
5. Development of an individual behavior support plan.
6. Modeling of behavior management strategies.
7. Recommendations for ongoing services.

I understand TFK Behavioral Health Consultant will be contacting me and keeping me updated on all of the services that are recommended and/or provided.

I Understand that I may revoke the consent to receive services at any future time.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if needed): \_\_\_\_\_ Date: \_\_\_\_\_

**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.

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

**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 45 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.**

**THE DEPARTMENT OF EARLY EDUCATION AND CARE  
SUBSIDIZED CHILD CARE  
PARENT CONTACT INFORMATION FORM**

The Department of Early Education and Care (EEC) requires that families maintain updated contact information, which includes: physical address, mailing address, phone number(s), and e-mail addresses. If your contact information changes during your Authorization period, you must submit a copy of this form to your Subsidy Administrator. These changes are expected to be reported immediately, but no later than 30 days from the date of the change. **All correspondence will be sent to the address on file. If we do not have a current and accurate address, it may impact our ability to reach you with important notices in a timely manner.** Documentation of the change (such as proof of address) does not need to be submitted until your next Reauthorization. Please complete the entire form.

**Please check appropriate box:**

**Initial**

**Change/Update**

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

EEC encourages the use of technology to notify Parents of any changes to your subsidy or to advise that it is time to have your subsidy Reauthorized. Please indicate below if you are requesting to receive your notifications via e-mail.

Notifications via e-mail is offered by this Subsidy Administrator:  Yes  No

Yes, I would like to receive notifications via e-mail

No, I would like to receive notifications via U.S. mail

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Subsidy Administrator Agency Name: \_\_\_\_\_

Subsidy Administrator Staff Member: \_\_\_\_\_

Received on: \_\_\_\_\_  
DATE

**THE DEPARTMENT OF EARLY EDUCATION AND CARE  
SUBSIDIZED CHILD CARE  
FINANCIAL ASSISTANCE AGREEMENT**

**This document explains your rights and your obligations regarding EEC child care financial assistance. Please read this document carefully and ask for clarification if you do not understand any part of it. You should keep a copy for your files.**

**Parent's Initials:**

\_\_\_\_\_ I understand that it is unlawful to obtain EEC financial assistance for child care services by providing false or misleading information or documentation, or the concealing or withholding of information ("Substantiated Fraud"), for the purpose of establishing or maintaining eligibility or increasing the level of child care assistance. Substantiated Fraud may result in the termination of my child care financial assistance. Some examples of such unlawful behavior include, but are not limited to:

- Not reporting who is in my household (for example, not reporting that I am married or the child's other parent lives with me);
- Not reporting all sources of my income (for example, not reporting that I receive income from another source such as: employment, rental income, child support, alimony, or financial help from another parent to assist with my child's basic needs);
- Not accurately reporting how much income I receive (for example, not reporting all money received from self-employment, or altering or falsifying pay stubs);
- Not accurately reporting service need or changes to service need for all parents (a service need is the activity - work, education, or training - performed during the time you need child care).

\_\_\_\_\_ I understand that if I receive EEC financial assistance as a result of false or misleading information or documentation, or as a result of the concealing or withholding of information ("Substantiated Fraud"), I shall be responsible for repayment of the full amount of subsidy obtained through fraud and may be held criminally responsible.

\_\_\_\_\_ **I understand that I must report Temporary and Non-Temporary Changes within thirty (30) days from the date the change occurred.** Temporary Changes include: time limited absence from a service need due to illness or need to care for a family member (including maternity/paternity leave), interruption in work for a seasonal worker, reduction in service need hours, any ending of a Parent's approved activity due to the COVID-19 emergency, change or ending of a parent's service need that lasts less than 12 weeks, and a change of residency within the Commonwealth. Non-temporary Changes include: increases in total household income exceeding 85% of State Median Income (SMI); changes in family contact information; changes in household composition; changes in child custody arrangements; any out of state change in address; or any change or ending of a parent's service need that lasts more than 12 weeks. I understand that failure to report Non-Temporary Changes will result in an Intentional Program Violation (IPV) and may make me subject to disqualification from EEC financial assistance

\_\_\_\_\_ I understand that to verify my income and service need, EEC or the Subsidy Administrator may need to contact my employer(s), college/university, school, or training program. I hereby authorize my employer(s) or school administration to release information about my income, pay, hours, schedule of work, and school enrollment information to EEC or the Subsidy Administrator to whom I apply for subsidized child care services.

\_\_\_\_\_ I understand that if my child(ren) are not actively enrolled in care for more than 60 days (unless I have an Approved Break in Care) my subsidy may be terminated for Abandonment of Subsidy. I understand that if I have a School Closure Only voucher that I must use care for at least four (4) days during my child's academic year or risk termination for Abandonment of Subsidy.

\_\_\_\_\_ I understand that my child may be terminated for Excessive Unexplained Absences. This is failure to attend the subsidized child care program for more than three consecutive Days without contacting the provider. I understand that I must contact my provider every Day that my child(ren) will not attend.

\_\_\_\_\_ I acknowledge that if I have a voucher, the Child Care Resource & Referral Agency (CCRR) has explained to me EEC's health and safety requirements for licensed early education and care providers, including center-based programs and family child care homes. I understand that certain programs are not subject to all of EEC's health and safety regulations. I have made an informed choice of the early education and care provider named on the Application and Fee Agreement and agree to hold the Commonwealth, the early education and care program and the CCRR harmless from any injury or neglect to my child(ren) which results while in the care of the child care provider.

**I certify under the pains and penalties of perjury that the information provided is correct and complete to the best of my knowledge.**

Parent Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Subsidy Administrator Staff Member Name \_\_\_\_\_ Subsidy Administrator Agency Name \_\_\_\_\_

**Effective Date: July 2, 2020**

**THE DEPARTMENT OF EARLY EDUCATION AND CARE (EEC)  
SUBSIDIZED CHILD CARE  
Household Composition Statement**

**Household Rules for Subsidized Child Care:**

- Parents must report all the members of their household as a part of their subsidy application. I understand that I may need to provide documentation for the people listed below.
- Parents must report any changes in who they live with if the change lasts more than 30 total days during a 12 month Authorization.
- A parent who gives false or misleading information may:
  - Be investigated for fraud;
  - Lose their child care subsidy; and/or
  - Have to repay the cost of child care paid on your behalf by EEC.
- The following is a list of people who would count as a member of my household:
  - My spouse, even if they are not related to my children;
  - The other parent of my child who lives in the home with me;
  - My child(ren) who are younger than 18 years old;
  - My child(ren) who are younger than 24 years old if the child is in school full time; and
  - Any relative of my child (Sibling, aunt, uncle, or grandparent) who lives in my home who is financially dependent on me and is claimed as a dependent on my tax returns.
- If you have questions on who will count, please ask the agency confirming your child care eligibility.

**Please read carefully and mark "X" on all that apply:**

- I Am Legally Married  
If yes, spouse's name and date of birth: \_\_\_\_\_
- I Live with My Child(Ren)'s other parent  
If yes, Father/Mother's Name and Date of Birth: \_\_\_\_\_
- I Am Legally Divorced
- I Am Widowed
- I Am Legally Separated From My Legal Spouse  
If yes, Spouse's Name and Date of Birth: \_\_\_\_\_
- I Am Informally Separated From My Legal Spouse  
If yes, Spouse's Name and Date of Birth: \_\_\_\_\_
- I Do Not Live With The Father/Mother Of My Child(Ren)

**I live with these family members (add names on the back if there are not enough rows):**

Full Name	Date of Birth	Relationship To Me

**I swear under penalty of perjury that this information is correct and complete.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Last 4 digits of Social Security Number

**THE DEPARTMENT OF EARLY EDUCATION AND CARE  
SUBSIDIZED CHILD CARE  
HOUSEHOLD INCOME STATEMENT**

*Please read carefully and mark "X" to all that apply. You may be asked to provide documentation of income.*

I certify under penalty of perjury that the information below is correct and complete to the best of my knowledge. Providing inaccurate details about my household income will lead to the conclusion that I provided false or misleading information. I understand that providing false or misleading information to my child care Subsidy Administrator and the Massachusetts Department of Early Education and Care (EEC) may result in the immediate termination of my child care subsidy. I also understand that EEC may require that I repay any improper payments for child care financial assistance that I received after I provided false or misleading information.

**I AM CURRENTLY RECEIVING (COMPLETE ALL THAT APPLY - DO NOT LEAVE LINES BLANK, PUT A ZERO IN IF IT DOES NOT APPLY):**

Type of Income	Parent #1 Amount	Parent #1 Frequency (Monthly, Weekly, etc)	Parent #2 Amount	Parent #2 Frequency (Monthly, Weekly, etc)
Earnings from Employment	\$ _____	_____	\$ _____	_____
Tips Earned	\$ _____	_____	\$ _____	_____
Business Income	\$ _____	_____	\$ _____	_____
Commission	\$ _____	_____	\$ _____	_____
Child Support	\$ _____	_____	\$ _____	_____
Alimony	\$ _____	_____	\$ _____	_____
TAFDC (NOT SNAP Benefits)	\$ _____	_____	\$ _____	_____
DTA Transitional Stipends	\$ _____	_____	\$ _____	_____
Rental Income	\$ _____	_____	\$ _____	_____
SSI / SSDI	\$ _____	_____	\$ _____	_____
Unemployment Compensation	\$ _____	_____	\$ _____	_____
Workers' Compensation	\$ _____	_____	\$ _____	_____
Veteran's Benefits (i.e. retirement, disability, etc.)	\$ _____	_____	\$ _____	_____
Dividends or Income from Trusts/Estates	\$ _____	_____	\$ _____	_____
Other _____	\$ _____	_____	\$ _____	_____

**I RECEIVE IN-KIND SUPPORT.** In-kind support can include receiving money from the non-custodial parent for things like: diapers, food, gas, payment of a bill or mortgage, informal alimony, or other forms of support. In-Kind support **does not** include payments made through DOR or the Courts.

The estimated value of this support is: \$ \_\_\_\_\_  
I receive this support (circle one): *Annually Monthly Weekly Irregularly*

**If You are NOT Receiving ANY Support:**

- I have a court order for child support, however, I am not receiving support at this time.
- I have a court order for alimony, however, I am not receiving support at this time.
- I am NOT receiving any alimony, spousal, child support or other compensation FROM ANY COURT ORDER OR OTHER AGREEMENT. I do not receive support from any source at this time, including in-kind support.

\_\_\_\_\_ (Initial) I certify that my household does not have assets with a combined value of more than \$1 million. Assets are valuables including, but not limited to, all houses or other buildings, real property, vehicles, cash, bank accounts, cash value of life insurance policies, trusts, stocks, bonds, and overall business value, including equipment, jewelry, livestock, or other goods.

_____	_____
Print Parent Name	Social Security Number
_____	_____
Signature	Date

**THE DEPARTMENT OF EARLY EDUCATION AND CARE  
SUBSIDIZED CHILD CARE  
STATE MEDIAN INCOME (SMI) CALCULATION WORKSHEET**

Families receiving financial assistance meet the income requirements provided that the total gross monthly income for the household is at or below 50% of the State Median Income (SMI) at the time of the family's initial enrollment. Families will continue to meet the financial requirements provided that the total gross monthly income for the household remains at or below 85% of the SMI. **Under EEC policy, financial assistance recipients are required to report increases in total household income exceeding 85% of SMI within thirty (30) days.**

**To calculate your gross monthly income, please utilize the calculations below. NOTE: "Pay Stub" may also include child support payments:**

**(A) Gross Monthly Income if paid WEEKLY:**

**Step 1: Add pay stubs (you must submit 4 pay stubs out of most recent 6 week period)**

Example:      Pay Stub #1      Pay Stub#2      Pay Stub#3      Pay Stub#4      Total of Paystubs  
                   \$750.00 +    \$800.00 +    \$750.00 +    \$800.00 =      \$3,100.00

**Step 2: Divide total by 4 in order to get the average weekly income**

Example:      \$3,100.00 ÷ 4 = \$775.00

**Step 3: Multiply by 4.33 in order to get the gross monthly income**

Example:      \$775.00 x 4.33 = \$3,355.75

*If all weekly paystubs are exactly the same, you take ONE gross weekly pay stub and multiply by 4.33 (EEC multiplies by 4.33 because there are additional pay periods through the course of a calendar year)*

**(B) Gross Monthly Income if paid BI-WEEKLY:**

**Step 1: Add pay stubs (you submit 2 pay stubs out of most recent 6 week period)**

Example:      Pay Stub #1      Pay Stub #2      Total  
                   \$1,500.00 +    \$1,550.00 =      \$3,050.00

**Step 2: Divide total by 2 in order to get the average bi-weekly income**

Example:      \$3,050.00 ÷ 2 = \$1,525.00

**Step 3: Multiply by 2.17 in order to get the gross monthly income**

Example:      \$1,525.00 x 2.17 = \$3,309.25

*If all bi-weekly paystubs are exactly the same, you take ONE gross bi-weekly paystub and multiply by 2.17 (EEC multiplies by 2.17 because there are additional pay periods through the course of a calendar year)*

**(C) Gross Monthly Income if paid BI-MONTHLY (paid twice a month – on the same dates each month):**

**Step 1: Add pay stubs (you submit 2 pay stubs out of most recent 6 week period)**

Example:      Pay Stub #1      Pay Stub #2      Total Gross Monthly Income  
                   \$1,250.00 +    \$1,550.00 =      \$2,800.00

\*\*\*\*\*

Your current gross monthly income is \$ \_\_\_\_\_ For a family of \_\_\_\_\_ your income may not exceed \$ \_\_\_\_\_

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & \underline{\hspace{1cm}} & = & \$ & \underline{\hspace{2cm}} \\ \text{TOTAL OF PAY STUBS} & & & 4 & & \text{AVERAGE WEEKLY} & & 4.33 & = & \$ & \underline{\hspace{2cm}} \\ & & & & & & & & & \text{GROSS MONTHLY INCOME} & \end{array}$$

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & \underline{\hspace{1cm}} & = & \$ & \underline{\hspace{2cm}} \\ \text{TOTAL OF PAY STUBS} & & & 2 & & \text{AVERAGE BI-WEEKLY} & & 2.17 & = & \$ & \underline{\hspace{2cm}} \\ & & & & & & & & & \text{GROSS MONTHLY INCOME} & \end{array}$$

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & = & & & \$ & \underline{\hspace{2cm}} \\ \text{TOTAL OF PAY STUBS} & & & & & \text{GROSS MONTHLY INCOME} & \end{array}$$

PAYMENT AGREEMENT

Date of Agreement: \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

Terms of the Agreement:

I, \_\_\_\_\_ will pay my child's tuition of \$ \_\_\_\_\_

(Circle one)                      WEEKLY                      BIWEEKLY                      MONTHLY

My child(ren) is/are in the following program:                      Preschool                      School Age                      HBCC

The tuition is to be paid in advance (the same as the payment schedule)

- If you will be paying weekly, the payment is due each Friday before the new week begins.
- If you will be paying bi-weekly, the payment will be due every other Friday before the new two-week session begins.
- If you will be paying monthly, the payment will be the Friday before the new Month begins.

These payments will be made by Automatic payments (checking, savings, or Visa/Master card) sign up with Program Director

If for any reason any payment is late, a two-week termination letter will be issued.

The payee agrees to the payment agreement terms listed above.

Signed: ✓ \_\_\_\_\_

Date: ✓ \_\_\_\_\_



# Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® — a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. \_\_\_\_\_ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

_____		_____	
Cardholder Name		Phone #	
_____		_____	_____
Cardholder Address		City	State Zip
_____		_____	
Account Number		Expiration Date	
_____		_____	
Cardholder Signature		Date	

#### SECTION B (Bank Account)

_____		_____	
Your Name		Phone #	
_____		_____	_____
Address		City	State Zip
_____		_____	
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
_____		_____	
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
_____		_____	
Authorized Signature		Date	

### For Official Use Only

Date Received
Employee Signature

