INTAKE/REASSESSMENT CHECKLIST

Parent: _____ Child/ren: _____

Child Care Authorization End Date: _____

VERIFICATION REQUIRED	X- Complete	N/A = Not Applicable

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.	7:30 a.m. 5:30 p.m.	7:30 a.m. 5:30 p.m.	7:30 a.m. 5:30 p.m.	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

Permissions/Signatures

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

SCHOOL AGE ONLY
Current School: _____
School Address: _____

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.

Parent/guardian initials: ✓_____

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	☐ YES ☐ NO

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.	☐ YES ☐ NO

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	*☐ YES ☐ NO
I give my permission for photographs of videotapes of my child to be used for publicity in community pro-grams and activities	*☐ YES ☐ NO
I give my permission for photographs or videotapes of my child to be used for publicity on the WCEC website	*☐ YES ☐ 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	*☐ YES ☐ 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

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.

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.

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.

Signature of Parent Date

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 transpiration 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.wsrs.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 my 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 TRANSPORTATCION
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 emplea (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.wsrs.com. Sin embargo, puede proporcionar su propio media 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 terminado 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 otro 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 cuido 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 a coordinador de trasportación.
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

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: Worcester Comprehensive Education and Care

Your Subsidy Administrator's Name is: _____

Your Subsidy Administrator's number is: (508) 852-3792

Your Subsidy Administrator's Fax is: (508) 853-1520

Your Subsidy Administrator's E-mail is: intake@worcestercomprehensive.org

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

Effective Date: March 1, 2019

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: Worcester Comprehensive Education and Care

Subsidy Administrator Staff Member: _____

Received on: _____
DATE

MASSACHUSETTS
Department of
Early Education and Care

CHILD CARE FINANCIAL ASSISTANCE AGREEMENT

Family ID #_____

This document explains your rights and responsibilities for Child Care Financial Assistance. Read this document carefully and let your Family Access Administrator (FAA) know if you do not understand or have questions.

FAA Agency Name _____ Email Address _____

FAA Staff Member Name _____Phone Number_____

You have been approved for Child Care Financial Assistance:

Authorization Start Date_____ Authorization End Date_____

- Your FAA must also complete a placement for each child to enroll and start care
- If you have been approved under Seeking Approved Activity, you must verify a service need before the end of the 12-week period to receive the full 12-month authorization

Please review and initial each space below to acknowledge that you understand and agree to each statement. Please keep a copy for your records.

_____ I understand that intentionally providing false or misleading information or documentation and/or hiding or withholding information for the purpose of establishing or maintaining eligibility or increasing the level of Child Care Financial Assistance is considered Substantiated Fraud. Substantiated Fraud may result in the termination of my Child Care Financial Assistance. Some examples of Substantiated Fraud include, but are not limited to:

- Not reporting who is in my household (for example not reporting another parent lives with you).
- Not reporting all sources of my income (for example, part-time/per diem employment, rental income, alimony, gig work, or other non-traditional work arrangements).
- Altering or falsifying the income or income documents you 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 (for example, providing pay stubs for a job you no longer have). A service need is the activity or other qualifying reason your family needs child care, including work, education, or training - during the time you need child care.

_____ I understand that if I receive Child Care Financial Assistance as a result of Substantiated Fraud, I will be responsible for repayment of the full amount of the Child Care Financial Assistance received through fraud and I may be held criminally responsible.

_____ I understand that if I have been approved for Child Care Financial Assistance under Seeking Approved Activity, I must verify that I have a qualifying service need to continue my child care services after the 12 week provisional period or my Child Care Financial Assistance will end.

_____ I understand that to verify my income and service need, EEC or the FAA may need to contact my employer(s), college/university, school, or training program. I 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 my FAA.

_____ I understand that I must report changes as stated below:

Changes that must be reported within 30 days:

- increases in total household income exceeding 85% of State Median Income (SMI)
- changes in family contact information; household composition; or child custody arrangements
- moving out of state
- any change to or ending of a parent's service need that lasts more than 12 weeks

I understand that failure to report the changes above within 30 days will result in an Intentional Program Violation (IPV) and may make me subject to disqualification from Child Care Financial Assistance.

Changes that can be reported at any time during an authorization period, or at reauthorization:

- time limited absence from a service need due to illness or need to care for a family member (including parental leave)
- interruption in work for a seasonal worker or reduction in service need hours (as long as the parent is still working or attending training or education)
- any semester or holiday breaks for a parent participating in education or training; change or ending of a parent's service need that lasts less than 12 weeks
- income changes that do not exceed 85% of State Median Income (SMI)

_____ I must communicate with my child care provider any time my child will be absent. I understand that if my child does not attend care 30 days consecutively or more than 45 days total within my 12 month authorization or 20 absences within a 12 week provisional authorization, my child care provider may decide to end my placement at their program. I am responsible for my parent fee for every day that the provider is open, available for care and my child is scheduled to attend, even if absent.

_____I understand that I may request an Approved Break in Care from my child care provider if my child will be absent from care for an extended period of time (e.g. extended illness, visit with a non-custodial parent, etc.) If I am on an approved break in care I will not be responsible for parent fees. My child care provider may hold my child's seat but is not required to.

_____I understand my authorization for Child Care Financial Assistance will remain active as long as I use child care services during my 12 month authorization period and remain eligible under EEC rules. I understand that I must have my eligibility redetermined prior to the end of my 12 month authorization.

_____I understand I may access a child care placement at a program any time during my 12 month authorization based on my child care needs. I will give my child care provider at least 2 weeks' notice if I am ending my care with their program.

_____I may request an EEC review if I feel that my FAA has not determined my eligibility for Child Care Financial Assistance correctly, including being denied or terminated.

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

Parent Signature_____Date _____

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**

Effective Date: September 30, 2021

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**

Effective Date: March 1, 2019

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 $_____

$_____	÷ _____ =	$_____	x =	$_____
TOTAL OF PAY STUBS	4	AVERAGE WEEKLY	4.33	GROSS MONTHLY INCOME

$_____	÷ _____ =	$_____	x =	$_____
TOTAL OF PAY STUBS	2	AVERAGE BI-WEEKLY	2.17	GROSS MONTHLY INCOME

$_____ =	$_____
TOTAL OF PAY STUBS	GROSS MONTHLY INCOME

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 _____

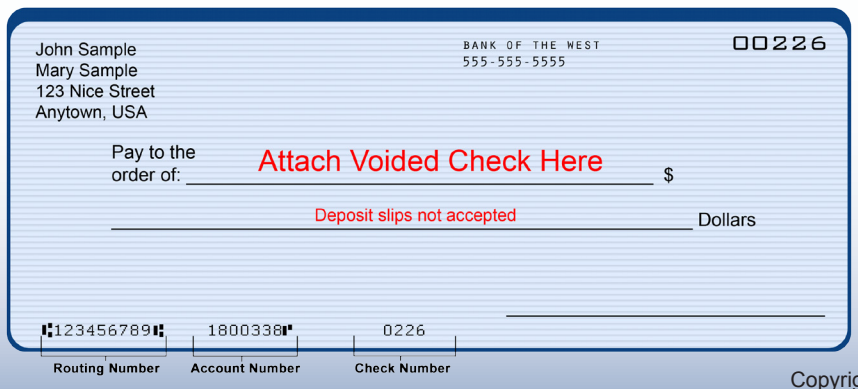
Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ ☐ Checking ☐ Savings

Authorized Signature _____ Date _____

For Official Use Only

Date Received
Employee Signature



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