



**Department of
Early Education and Care**
THE COMMONWEALTH OF MASSACHUSETTS

Family Child Care Licensing

POLICY STATEMENT: New Family Child Care Applicants

Any person who wishes to operate a Family Child Care home must submit a written application on the forms provided by the Department of Early Education and Care (EEC).

A Family Child Care application that is submitted will remain open for no more than ninety (90) days from the date of receipt at EEC. If an applicant is still in process after ninety days, and there are no extenuating circumstances, the file will be closed and the appropriate closure letter will be sent to the applicant. Any extension of this ninety day time period is at the discretion of EEC and will be noted in the applicant's file.

In the event that the applicant's file is closed, the application fee is non-refundable. An applicant who wishes to re-apply for a Family Child Care license must submit a new Family Child Care application and fee.