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COMMISSIONER

The Commonwealth of Massachusetts Department of Early Education and Care

EMB FY 2015-04

EEC Management Bulletin

- Subject:** Update to Income Eligible Financial Assistance for Parents/Guardians Participating in Summer College Coursework
- Date Issued:** **June 19, 2015**
- Effective Date:** Immediate
- For Use By:** Department of Early Education and Care (EEC) Contracted Providers/Family Child Care Systems and Child Care Resource and Referral Agencies (CCR&Rs)
- Synopsis:** Service Need for Parents/Guardians participating in summer college coursework may be considered eligible for full-time care
- Further Info:** If you have any questions or need any technical assistance related to this EMB, please complete a technical assistance form, which is located on EEC's website:
<http://www.mass.gov/edu/government/departments-and-boards/department-of-early-education-and-care/subsidy-management-technical-assistance-form.html>
- Amends:** EEC Financial Assistance Policy Guide, Chapter 3.3 Service Need and Approved Activities, Section (B)(4)(b) "College Coursework" and EMB FY 2015-03 "Updates to Income Eligible Financial Assistance Access for Summer Only (new children on the waitlist needing care only for summer)"

Introduction:

The purpose of this Bulletin is to address the needs of parents/guardians who participate in college coursework during the summer months. EEC's regulations state that the service need of parents/guardians participating in college coursework for less than 12 credit hours shall be determined by multiplying the number of actual credit hours by 2.5. Recognizing that some summer college courses require longer classroom hours and concentrated homework time but that the credit hours may not meet a service need, EEC will now accept certain summer college coursework as a full-time service need.

Definitions:

Summer college coursework is coursework at an accredited college or university that will lead to an Associate's or a Bachelor's degree that requires longer classroom hours (i.e., class schedule reflects eight hours per week or more). Parents/guardians who present with a classroom schedule reflecting twelve hours or more per week of classroom time will be determined to have a full-time service need. Those

with a class schedule of at least eight hours, but less than twelve hours per week of classroom time will be determined to have a part-time service need.

Requirements:

Parents/Guardians must provide documentation from their college or university that confirms either minimum credits or classroom hours. If the parent/guardian participating in summer college coursework cannot provide sufficient detail related to credit or classroom hours, the parent may submit a letter from the college or university, on letterhead, that confirms that he/she is participating in a full-time or part-time course load. Upon receipt of documentation from the college or university reflecting the parent's/guardian's classroom hours, the subsidy administrator may approve a full-time or part-time service need as defined above. Upon receipt of documentation that the parent/guardian is considered by the college or university to have a full-time course load during the summer months, the subsidy administrator may approve a full-time service need.