Commonwealth of Massachusetts
Department of Early Education and Care

2025 EEC Finance Application Review – Contracted Providers

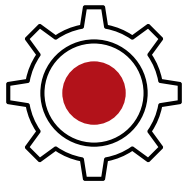
Date - Monday, Nov 24, 2025, 10:00 –11:30 AM

Welcome & Introductions



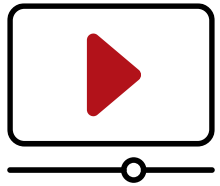
All participants are muted.
Please do not unmute unless called upon.

All questions will be addressed via a shared Q&A Document in EEC Resources.



Use the Control Panel to select your audio mode

(at the bottom of your screen)



If you have questions during the presentation, write them in the chat.

Today's Agenda

1. Introduction
2. EEC Finance Introduction
3. Timeline
4. What to Expect – FY26 and FY27
5. System Access – Site Navigation
6. Resources and Support
7. Questions

Introduction

Presentation Overview

Purpose



- Provide an overview of EEC Finance
- Review user roles and responsibilities
- Identify agency and system resources

Provider Questions



- We encourage folks to utilize the Q&A feature to ask questions during the presentation.
- All Q&A will be recorded and made available on the EEC Finance homepage under the **EEC Resources** tab.

EEC Finance: the what and why?

What is EEC Finance?

- An e-contracts solution that transforms the contracting process from a slow, paper-heavy burden into an efficient streamlined experience.
- Provides a workflow that eliminates bottlenecks by replacing manual, fragmented steps with **automated, transparent, and collaborative processes** ensuring contracts move smoothly from draft to signature without unnecessary pauses.

How does the system work?

- EEC Finance facilitates an electronic approval workflow that allows the user and EEC to communicate through each step of the process within the system. This reduces the administrative burden associated with external emails and email attachments and modernizes the contracting process.
- EEC Finance facilitates an electronic payment and amendment interface which provides access to real-time to contract totals, amendment requests, payment activity, and the life cycle or contract history.

Why are we using this application?

- Reduces administrative burden by minimizing email traffic and eliminating the need to send contractual supporting documentation as email attachments.
- Allows for transparency regarding real-time contract totals, reimbursement requests, and remaining balances.
- Provides a centralized hub for updates on contracts, important dates, action items, reminders, and resources.

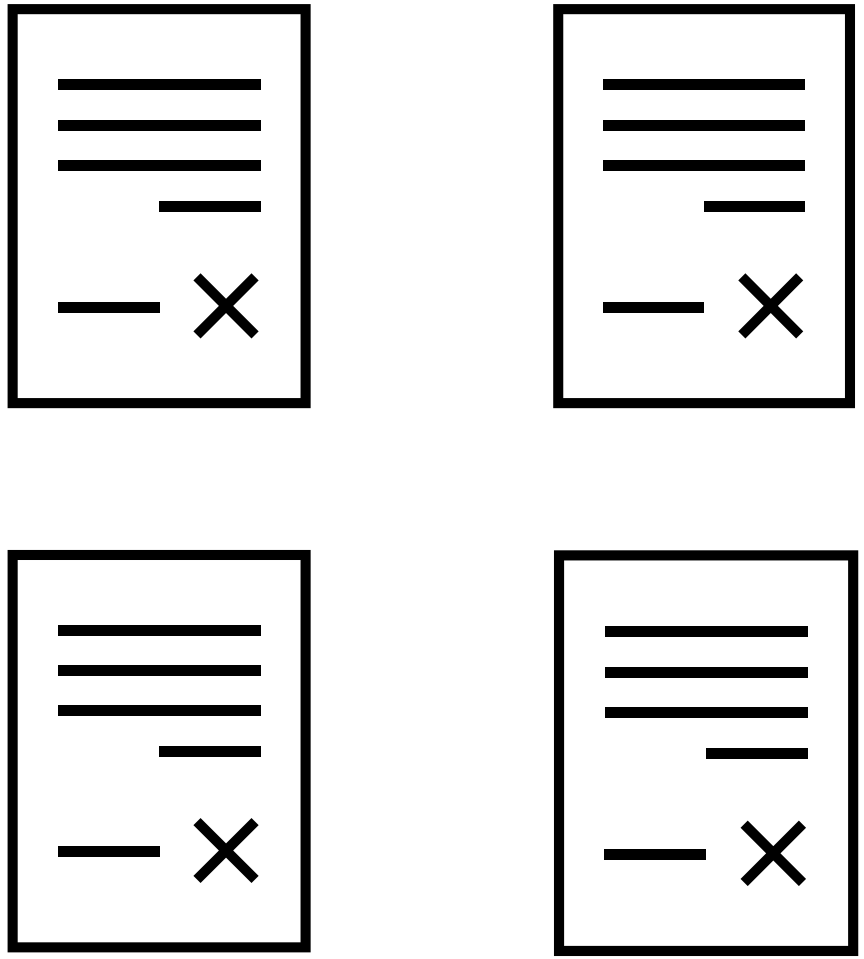
Where can I get support and resources?

- **EEC Resources** on the homepage of EEC Finance will contain Q&A, job aids and other resource materials
- **General Support and Technical Questions** – Click "Contact EEC" to be directed to a General Support or Technical Question feedback form.
- **Programmatic Questions -** Contact your designated Family Access Specialist.
- **Contract Support** - EEC.Procurement@Mass.Gov

Decoupling – Contract Types

EEC Finance Contract Titles:

- Department of Children and Families Administrative
- Department of Children and Families Supportive Services
- Income Eligible, Parents Under 24, Families Experiencing Homelessness Administrative
- Parents Under 24, Families Experiencing Homelessness Supportive Services



Modernizing Infrastructure

Outside of an E-Contracts System

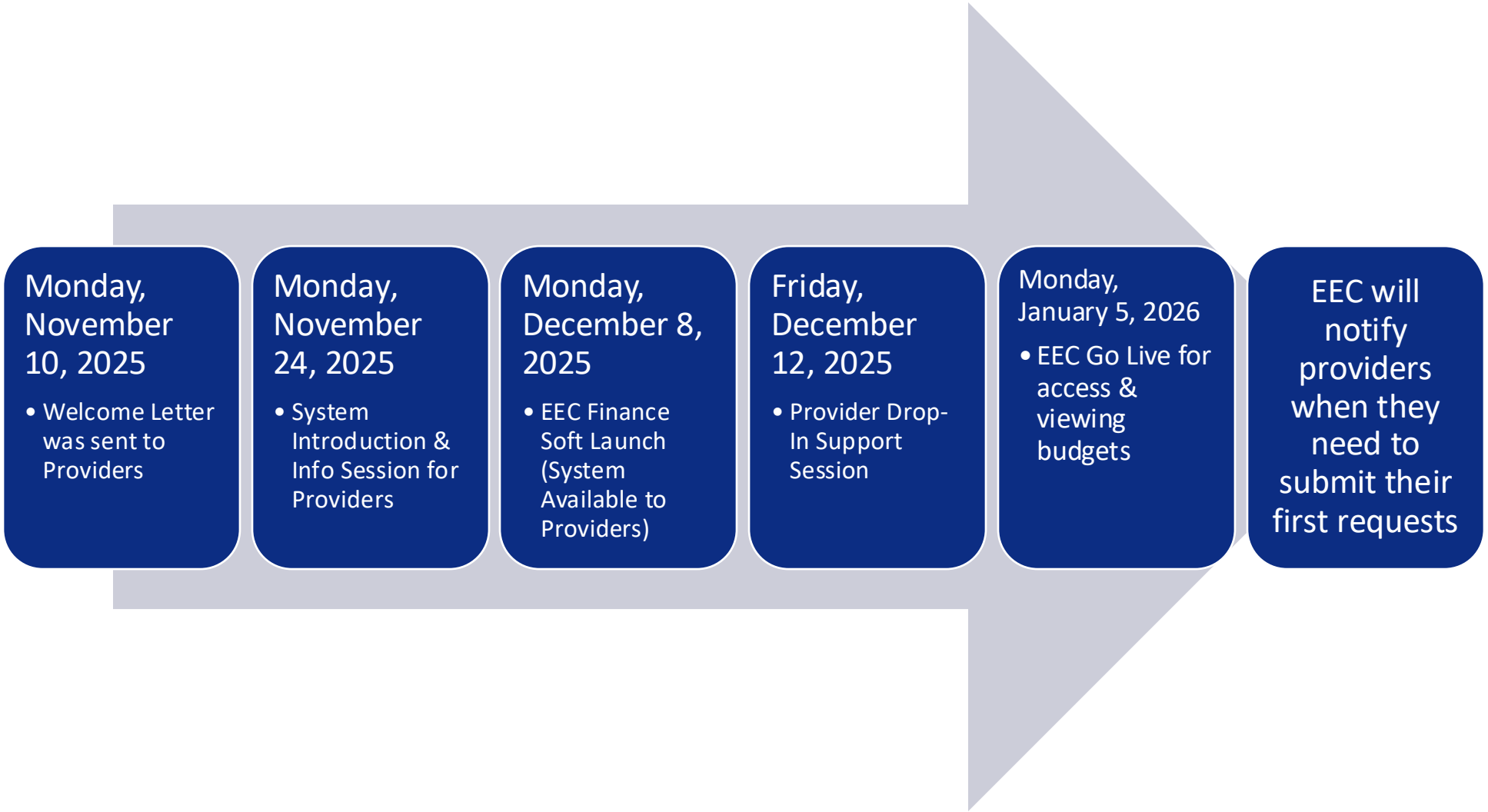
- 183 Total 5% Administrative Contracts
  - 183 Standard Contracts
  - 183 Contractor Authorized Signatory Listings (CASLs)
  - 183 Program Cover Pages
- 123 Total Supportive Services Contracts
  - 123 Standard Contracts
  - 123 CASLs
  - 123 Program Cover Pages
- 246 POS Form 3 Budgets and Narratives
- **1,164 Total Attachments and 100's of Emails**

EEC Finance Key Benefits

- **All-in-One Access**: Standard contracts, CASLs, and cover pages are centralized in one system
- **Streamlined Communication**: Fewer emails and attachments, announcements, updates, etc. are systems-based
- **Real-Time Financial Visibility**: View contract totals, reimbursement requests, amendments, and remaining balances in one place

Timeline

EEC Finance Timeline



User Access Administrators in EEC Finance

Providers were asked to designate a minimum of **two User Access Administrators (UAA)** that will be responsible for managing all roles and permissions in EEC Finance. Once established, the UAA will:

- Set up roles in EEC Finance for each contract;
- Update roles as new personnel are hired or responsibilities change; and
- Deactivate roles for any person with access to EEC Finance who leaves the organization/entity or no longer needs access to EEC Finance.

User Roles in EEC Finance



The **“User Access Administrators” (UAAs)** have control over all users in their organization. UAAs will be set up for the first time by EEC, after which, organizations will be responsible for creating all roles, including future UAAs for themselves. There must be a minimum of two UAAS per organization/tax ID.

UAAs will designate at least one person each for the roles to the right. These are required to submit a “Funding Application” or budget and narrative submission or Reimbursement Request in EEC Finance.



The **“Vendor Contract Manager”** role will be designated for both the DCF and IE PU24 FEH Administrative contracts and the DCF and PU24 FEH Support Services contracts.



The **“Vendor Fiscal Representative”** will most often be a business official, treasurer, or bookkeeper in the organization responsible for working with all contracts within the organization.



The **“Vendor Authorized Signatory”** is most often the organizational Director, CFO, COO, General Counsel and his/her authorized designee(s).

What to Expect

FY26 – Advanced Payments

- EEC expects to advance payments in February 2026 for January and February services.
- Providers should expect their first Reimbursement Request to take place in April 2026 for March 2026 services.
- EEC will notify providers directly when Reimbursement Request (RR) functionality is available in the system.
- Providers are encouraged to access the system and confirm User Access Administrators have been designated appropriately by EEC. This can be done without logging into the system by clicking **"Search"** > **"Organization"** and entering the name of your organization. Click on the name of your organization then use the left navigation menu to access the **"Address Book"**. Click the name of the UAA to view their email address and phone number.

FY26 5% Admin Contract Requirements

- Initial FY26 contract documentation for the 5% Administrative DCF and IE, PU24, and FEH contracts has been received and approved and will not require an EEC and provider supported workflow in EEC Finance for the remainder of the fiscal year.
- Upon notification from EEC, Reimbursement Requests (RR) will require a provider and EEC Finance supported workflow to initiate payment.
- Providers can request up to 1/12th of their contract total every month throughout the fiscal year.
- Approved Reimbursement Requests will deduct the requested amount from the available balance under the contract in real-time.

FY26 Supportive Contract Requirements

- Initial FY26 contract documentation for Supportive Services DCF and PU24/FEH contracts has been approved and will not require an EEC and provider supported workflow in EEC Finance for the remainder of the fiscal year.
- Upon notification from EEC, Reimbursement Requests (RR) will require a provider and EEC Finance supported workflow to initiate payment.
- Providers will enter their RR by budget line within the Expenditure Details section in EEC Finance.
- FY26 amendment activity will require an EEC and provider supported workflow.
  - Provider may request up to the total budgeted line amount remaining during any RR.
  - Amendments are needed when provider's request within a budgeted line exceeds the remaining balance or when requesting to move funds within total budget across lines.

What happens for the rest FY26

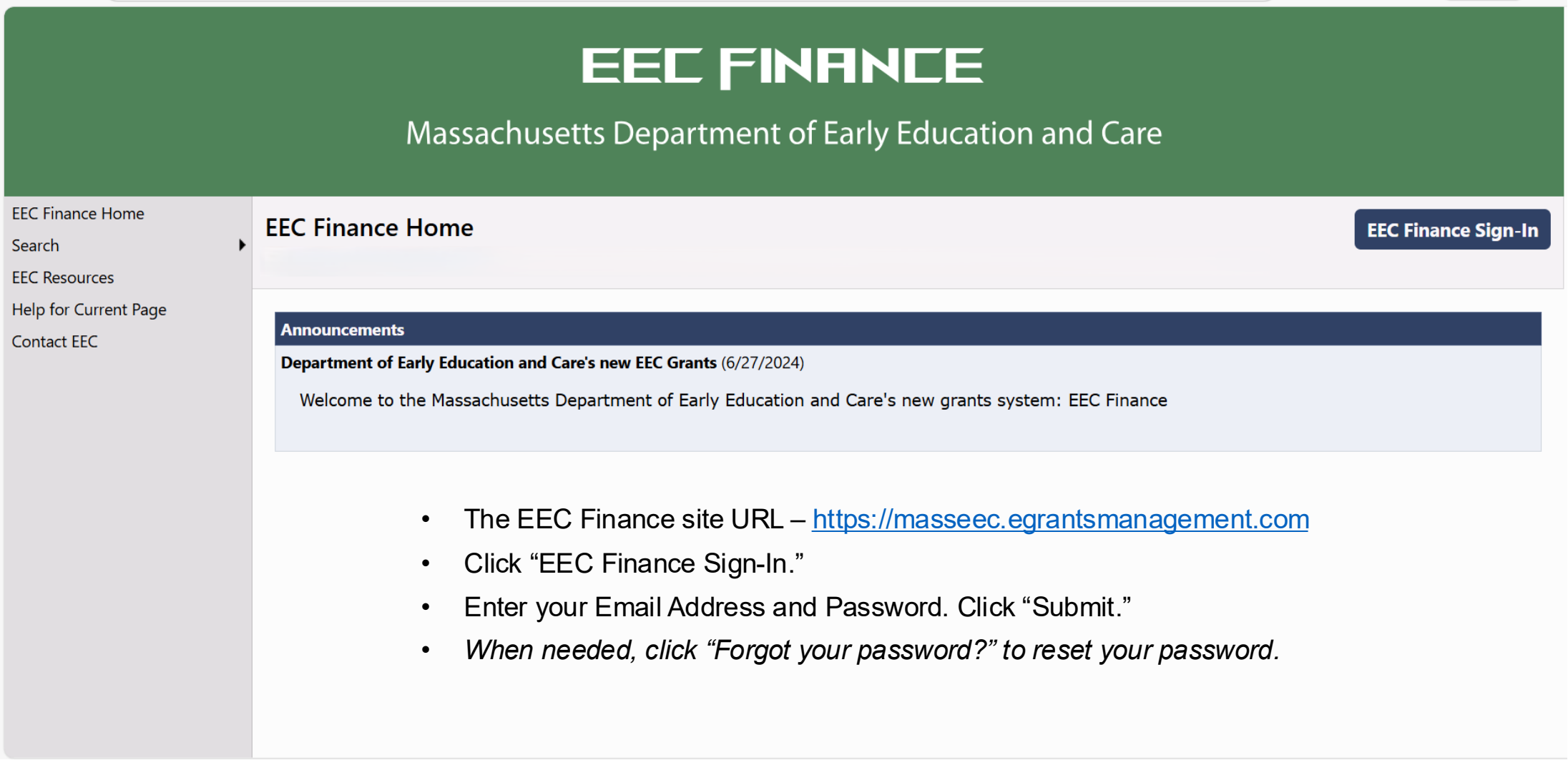
- EEC will use the information requested in the welcome letter sent on 11/10 to designate a User Access Administrator (UAA) for each Provider in EEC Finance.
- Training modules on general site navigation, submitting a Reimbursement Request, and creating an amendment are made available on the “EEC Resources” tab located on the EEC Finance home page.
- System will display the amounts already paid out and show remaining balances.
- Administrative and Supportive Services contracts will be accurate in showing the total remaining contract amount associated with each contract.
- Upon notification from EEC to initiate Reimbursement Requests, Administrative and Supportive Services Reimbursement Requests will be aligned on a monthly cadence.
- Amendments will be submitted and approved through the online process.

Looking forward to FY27

- **Streamlined Approval Workflow**
  - The overall budget and payment approval process will be simplified, reducing administrative burden and ensuring a smoother, more efficient flow from submission to approval.
- **Administrative Contracts**
  - EEC will make contract totals available to providers in the Spring of CY2026.
  - Providers will have real-time access to contract totals, reimbursement request cumulative totals, and net balances associated with their contracts.
- **Priority Populations Supportive Contracts**
  - EEC Finance will make totals available to providers in the Spring of CY2026.
  - Providers will have additional to submit required budgets and narratives for approval, offering greater flexibility and reducing pressure.
- **Monthly Reimbursement Requests**
  - Providers will continue to request payment on both contract types on a monthly cadence.
- **Flexible Amendments for Supportive Service budgets**
  - Amendments may be submitted at any point during the fiscal year. Each amendment will restart the submission workflow, allowing updates to be processed seamlessly without waiting for specific windows.

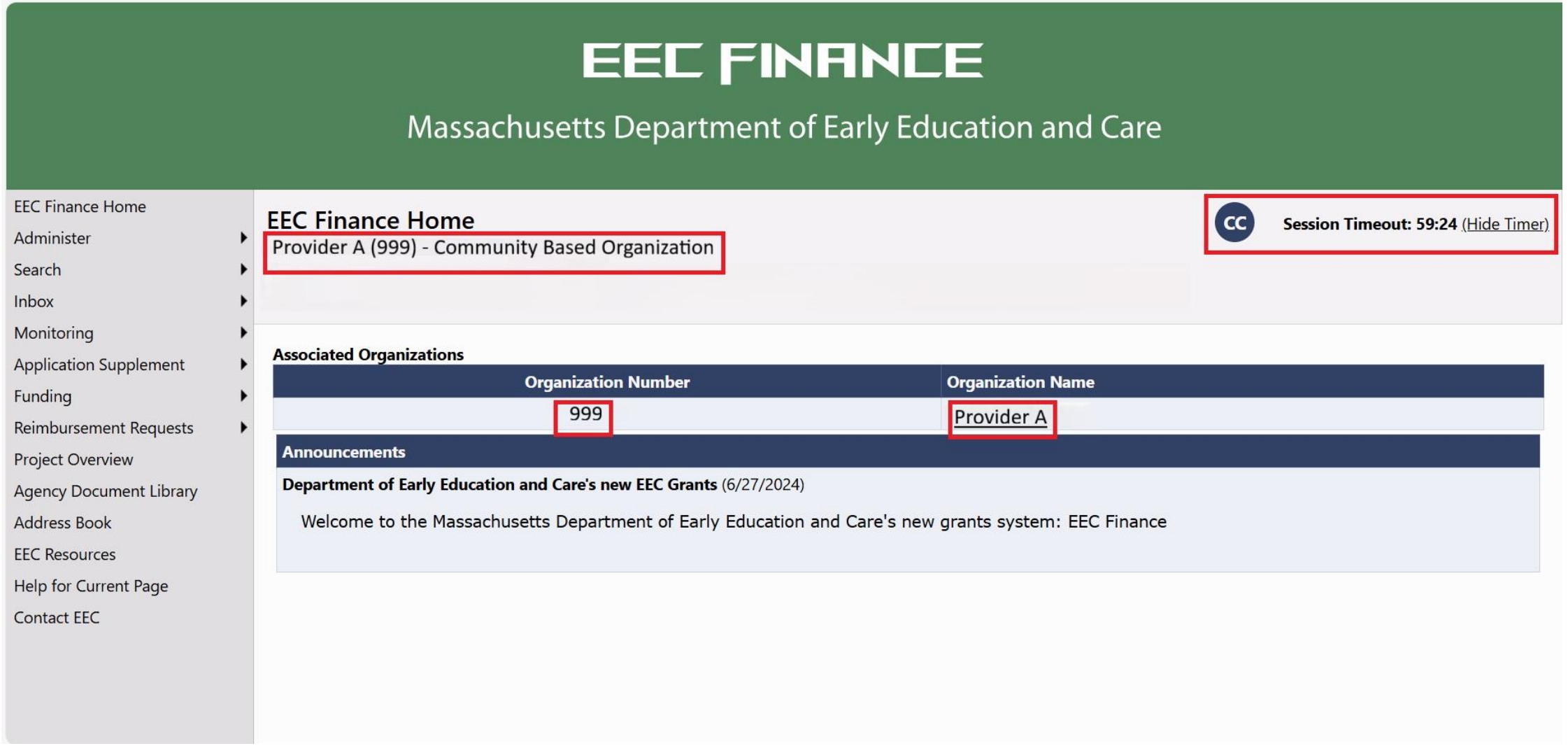
System Access – Site Navigation

EEC Finance Home Page

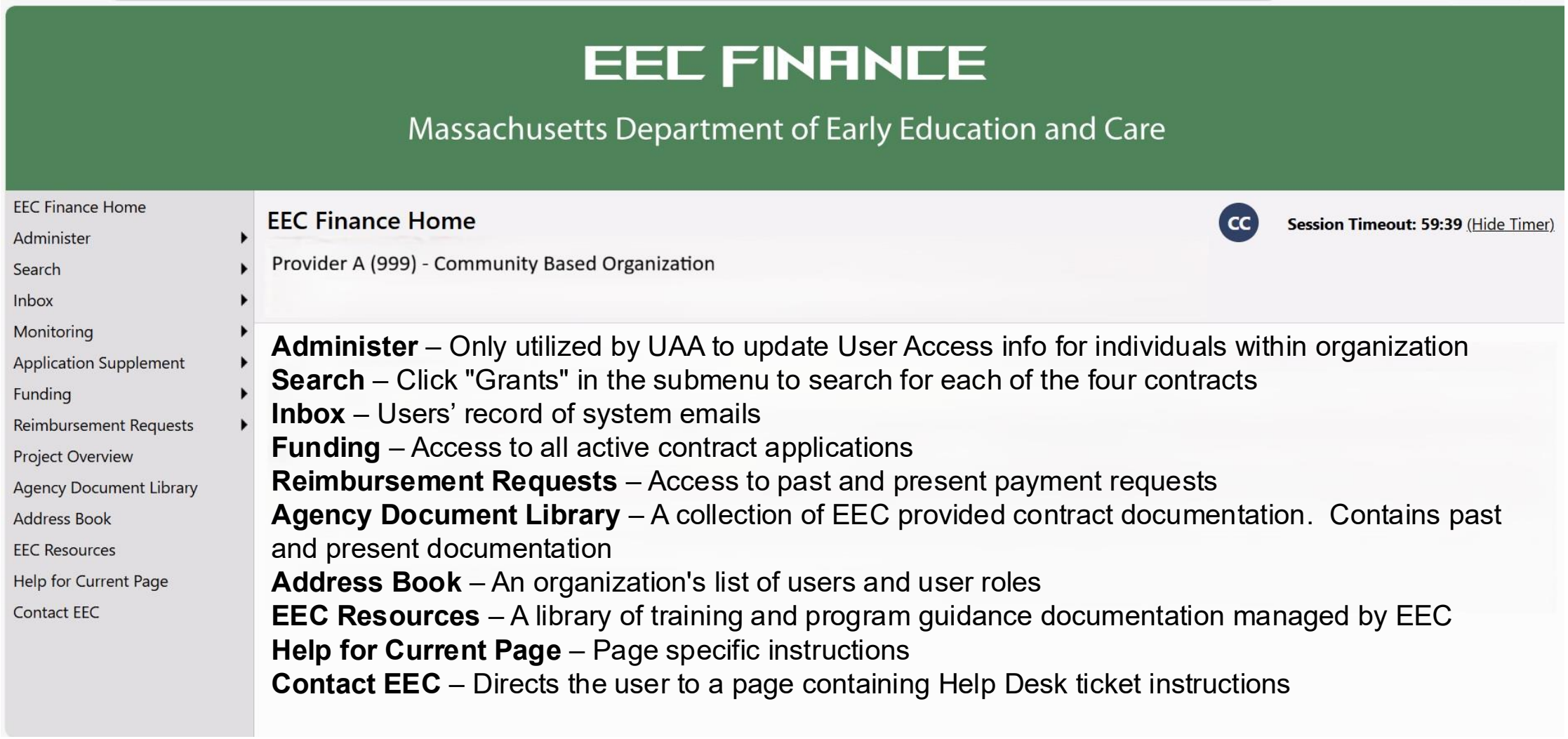


- The EEC Finance site URL – https://masseec.egrantsmanagement.com
- Click “EEC Finance Sign-In.”
- Enter your Email Address and Password. Click “Submit.”
- *When needed, click “Forgot your password?” to reset your password.*

EEC Finance – Log-In

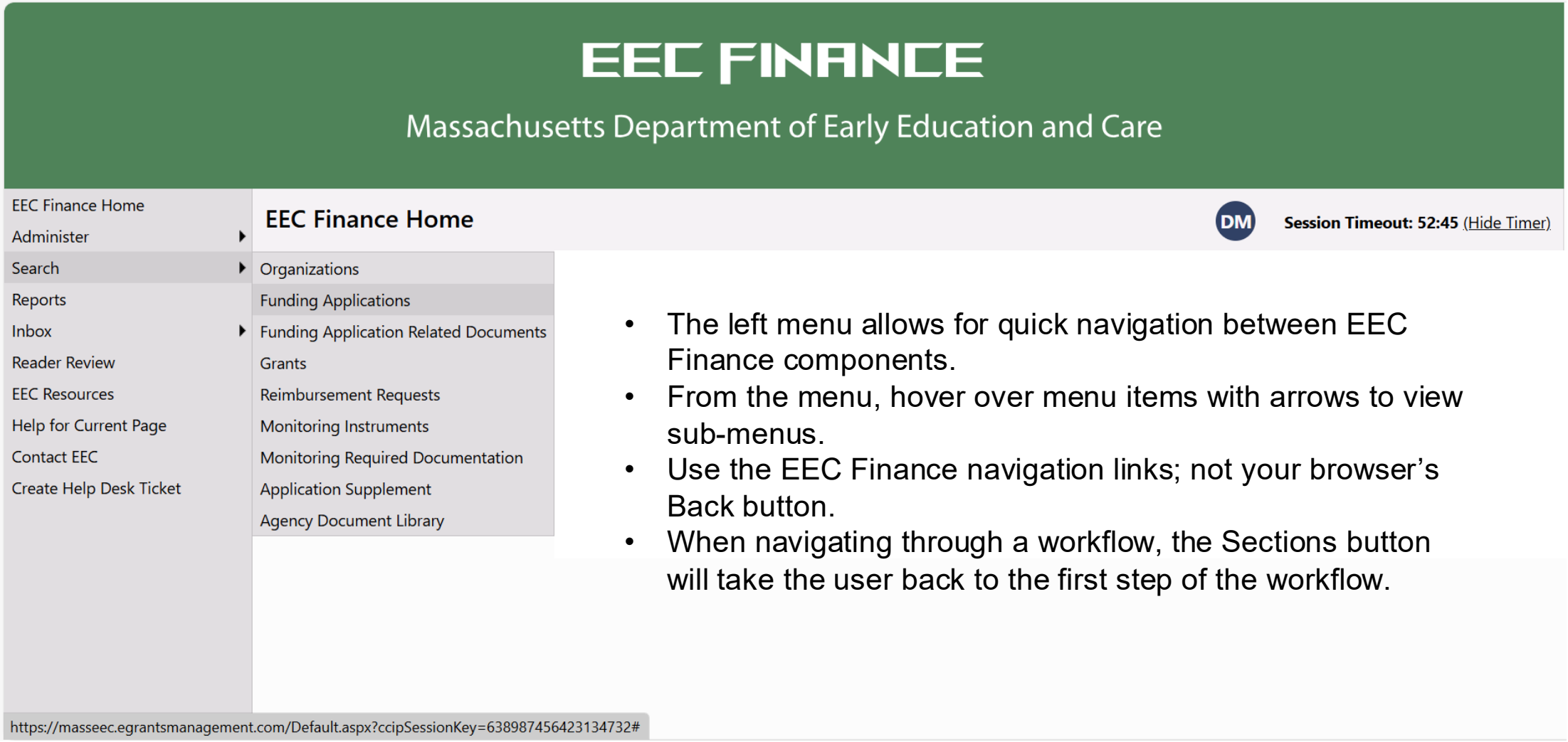


Left Menu - Definitions



Administer – Only utilized by UAA to update User Access info for individuals within organization
Search – Click "Grants" in the submenu to search for each of the four contracts
Inbox – Users' record of system emails
Funding – Access to all active contract applications
Reimbursement Requests – Access to past and present payment requests
Agency Document Library – A collection of EEC provided contract documentation. Contains past and present documentation
Address Book – An organization's list of users and user roles
EEC Resources – A library of training and program guidance documentation managed by EEC
Help for Current Page – Page specific instructions
Contact EEC – Directs the user to a page containing Help Desk ticket instructions

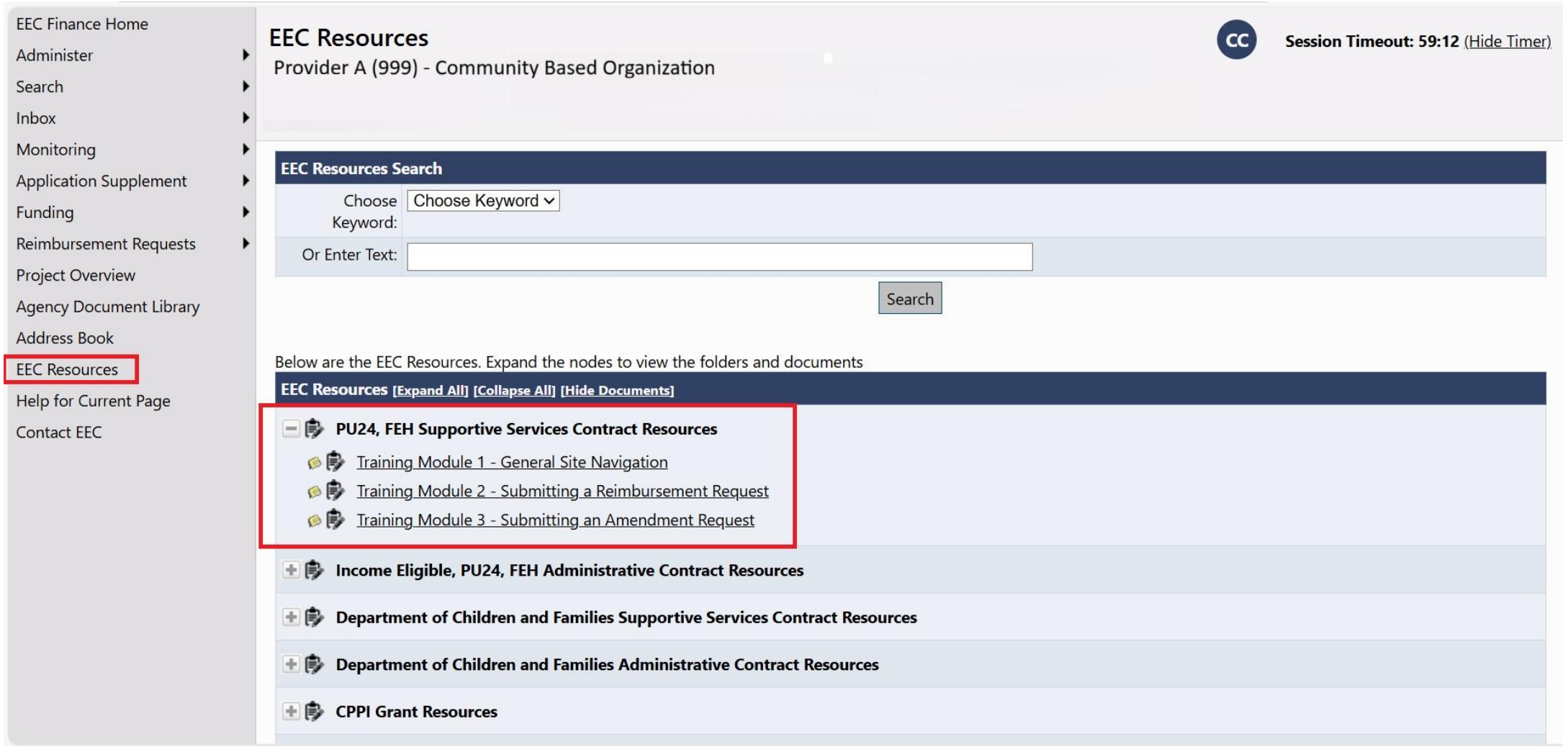
Left Menu – Tips for Navigation



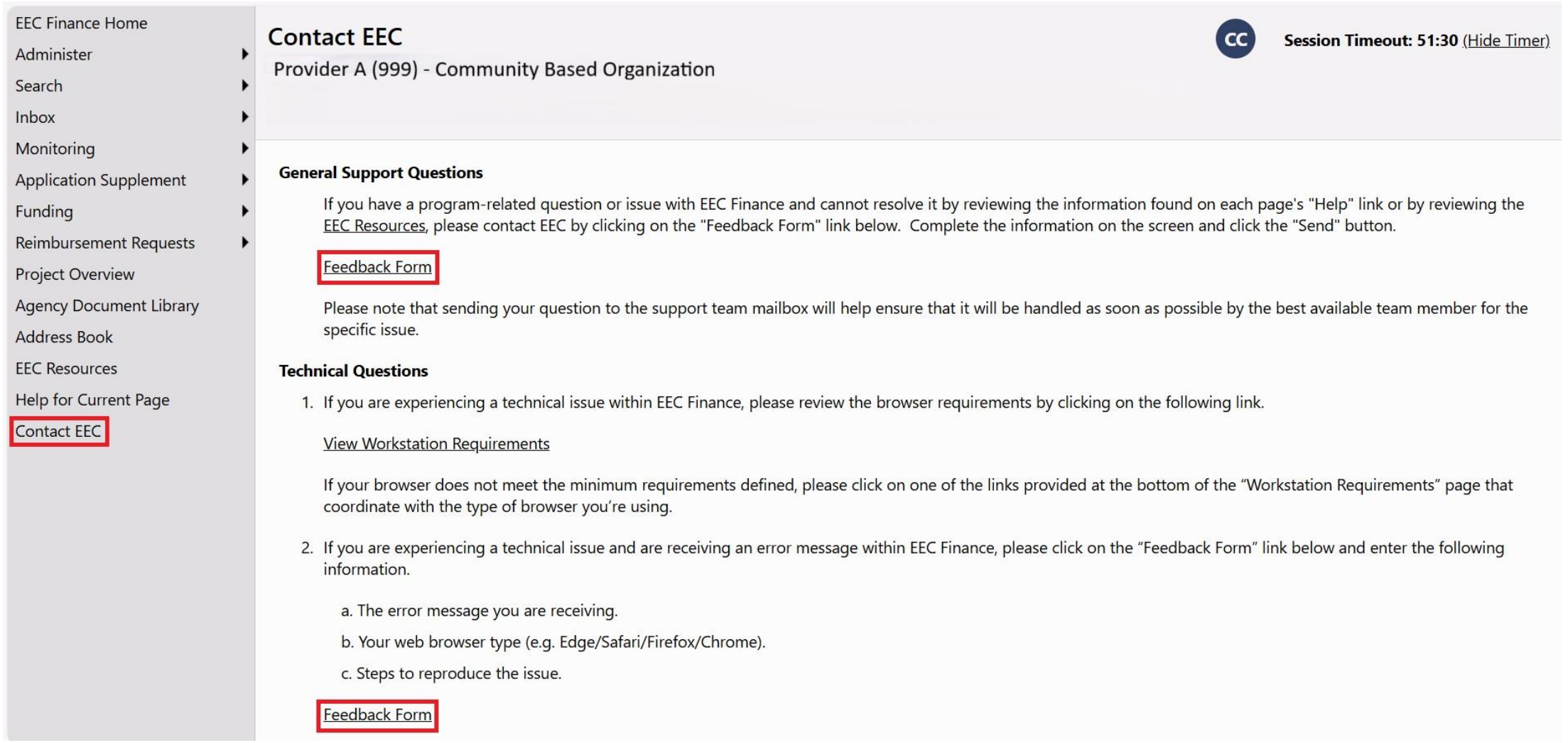
- The left menu allows for quick navigation between EEC Finance components.
- From the menu, hover over menu items with arrows to view sub-menus.
- Use the EEC Finance navigation links; not your browser's Back button.
- When navigating through a workflow, the Sections button will take the user back to the first step of the workflow.

Resources and Support

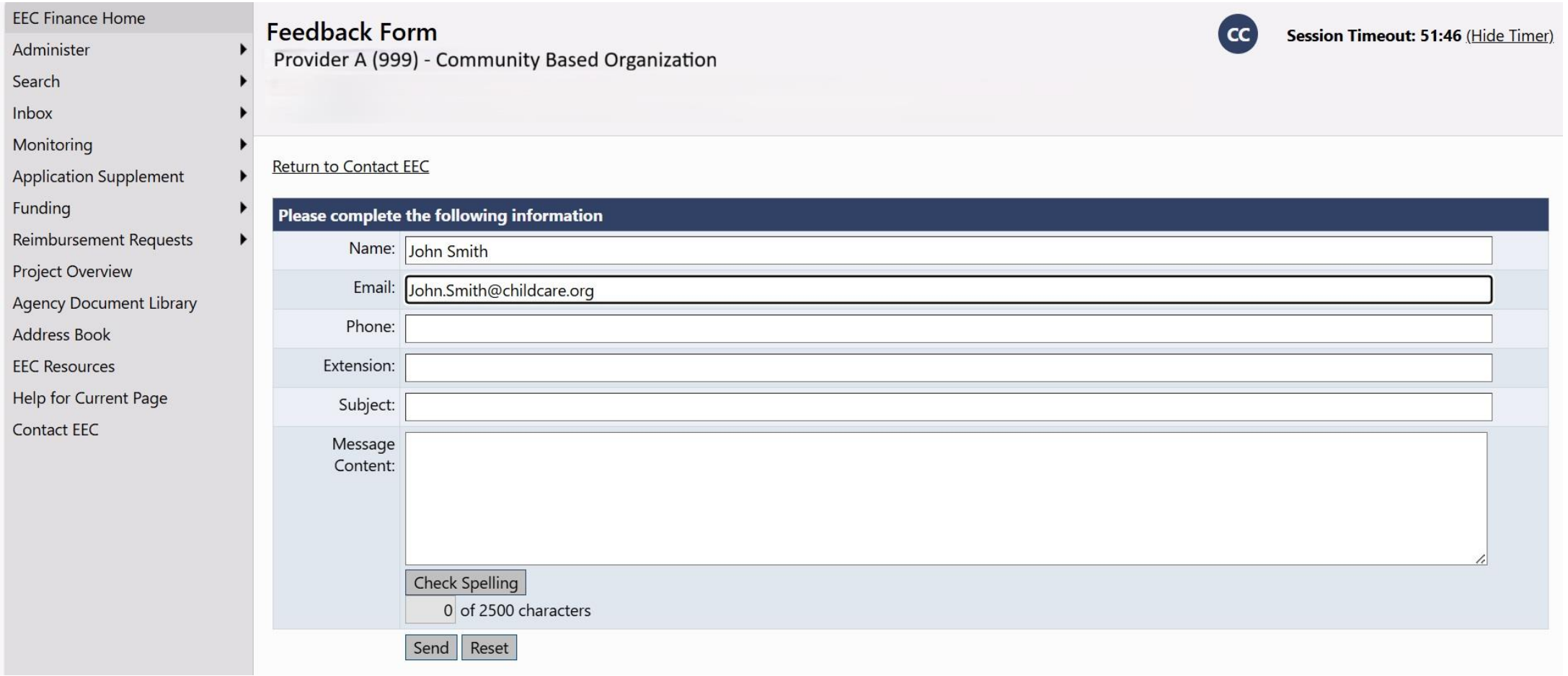
EEC Resources – Training Modules and Support



Submitting a Help Desk Ticket



Completing the Feedback Form



EEC Commitment



Human and family centered **quality customer service** for families



Being a **partner** in family and provider engagement



Meet regularly with contracted providers to support positive outcomes and program improvement



Proactive partnership to **identify and implement solutions** and enhancements to meet the holistic needs of families



Provide **training and technical assistance** support services

Thank you!

Questions?