

First Name Last Name  
123 Street Address Drive  
Cityname, MA 12345

Date: XXXX-XX-XX  
BRC ID: abc123

### EEC Background Record Check Result

Dear [INSERT]:

The Department of Early Education and Care (EEC) has finalized its review of your Background Record Check (BRC). Based on that review, EEC has determined that your background is not suitable/not approved for employment in, or affiliation with, an EEC licensed and/or funded program.

**This means you are not able to work in, or affiliate with, any EEC licensed and/or funded program.**

The program you are working in, or affiliated with, will be notified of EEC's determination, if applicable. The program will take appropriate action, which may include removing you from your current employment status within 14 calendar days.

#### Can I appeal this decision?

Yes. You may appeal this decision to EEC.

- To request an appeal, you must send EEC a completed Request for Appeal form within 21 calendar days from [INSERT date of letter].
  - IMPORTANT: You must send your Request for Appeal within seven (7) calendar days if you would like EEC to consider your ability to remain in, or affiliate with, the program during the appeal process and beyond 14 calendar days.
- Send the completed Request for Appeal form and any verifications to EEC via:
  - Email: [EECAppeals@mass.gov](mailto:EECAppeals@mass.gov), OR
  - Mail: Department of Early Education and Care, Attn: EEC Legal Unit - Appeals  
50 Milk Street, 14th Floor, Boston, MA 02109

**Do you have a disability and need additional help?** This could be mental, physical, sensory, learning, intellectual, cognitive or developmental. EEC may be able to give you additional assistance, known as accommodations. Examples of common accommodations EEC can provide include providing an ASL interpreter or Certified Deaf Interpreter at a hearing or person-centered communication options known as auxiliary aids. If you think you need help, just ask! Call EEC at (617) 988-7841 or email [EECDisabilityAccess@mass.gov](mailto:EECDisabilityAccess@mass.gov).

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If you do not appeal, this determination becomes EEC's final agency decision. You may not reapply for a period of five (5) years. EEC may determine whether to apply a "not suitable" final determination to a candidate's future application in a different role. See 606 CMR 14.14(8)

Sincerely,

SAMPLE



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### FAQs on Background Record Check Results

These answers to frequently asked questions (FAQs) can help you understand EEC's results of your background record check (BRC).

#### Why did you receive this correspondence?

EEC has finalized its review of your BRC. After reviewing all documents, EEC has determined that you are not suitable/not approved to work in, or affiliate with, an EEC licensed and/or funded program as of [INSERT date of letter]. See 606 CMR 14.00 et seq.

#### What does this mean for you?

You are not able to work in, or affiliate with, any EEC licensed and/or funded program.

#### What does the EEC program have to do?

Any EEC licensed and/or funded program where you are currently working or affiliated with will be notified. They may be required to remove you from your current employment status **within 14 calendar days**, unless EEC requires that you leave sooner.

#### Can you appeal?

Yes. You may appeal this decision to EEC. To request an appeal, send a completed Request for Appeal form to EEC **within 21 calendar days** from [INSERT date of letter].

You must send your completed Request for Appeal form **within seven (7) calendar days** if you would like EEC to consider your ability to remain in, or affiliate with, the program during the appeal process and beyond 14 calendar days. (801 CMR 1.02 Standard Adjudicatory Rules of Practice Procedure-Informal Hearing Rules will apply).

#### Can you continue working in the program while you appeal the decision?

Depending on the results of the background record check, some people can remain in their program while they appeal their decision. Others may have to leave their program during the appeal.

You must send EEC your completed Request for Appeal **within seven (7) calendar days** if you would like EEC to consider your ability to remain in, or affiliate with, the program during the appeal process and beyond 14 calendar days. EEC will decide within seven (7) calendar days of



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receiving your request for an appeal. You will be notified via mail and email (if available) of the decision. You will also receive instructions on next steps.

**What if you don't appeal?**

EEC's not suitable determination will become its **final agency decision** if you do not request an appeal within 21 calendar days from [INSERT date of letter]. You may not reapply for a period of five (5) years. See 606 CMR 14.14(8).

**What if you have questions?**

If you have any questions, please call the EEC Contact Center at (617) 988-7841.

SAMPLE