MASSACHUSETTS
Department of
Early Education and Care

CCFA Closures Quick Reference   September 5, 2024

The guidance in this document is a reference document assisting subsidy admins on entering various types of closures in CCFA. This guidance will provide you the location of the applicable sections in the [Financial Assistance Procedures Manual - February 1, 2022](#) and [Financial Assistance Policy Guide - February 1, 2022](#).

Please note that any reference to the 2022 Policy and/or Procedures Manual is meant only to serve as a quick reference on how to perform this function in CCFA and is not meant to replace the current Interim Income Eligible Policy Guide.

State Holiday Closures / Paid Closures

State Holiday Closures are entered at the provider level using Manage Schedule in the dropdown menu for the admin/umbrella or provider detail page in CCFA.

Where to locate in CCFA:
Go to the Admin Org Provider detail page
From the Action Menu Select "Manage Schedule – Paid Closures."

> **Note**: The **best practice** for how to add closures that apply to all locations under the admin, is to add them at the Admin Org level. It allows locations of care under the admin to inherit the closures. For closures entered at the Admin Org level to be added to the provider schedule, the provider must have the "**Use closure dates set for the Administrative Organization"** box checked off**.** This check box can only be checked if there are no State Holiday/Paid Closures already added at the provider schedule.

Family Access Administrators can also add State Holiday Closures to individual locations of care from the Provider Details page for the location of care. Select "Manage Schedule" from the action dropdown. Please note, this is the only way to add closures if the flag to use closures from the admin organization has been unchecked previously.

When entering closures, some may be applicable to all locations/educators under the Admin organization and some applicable only to a few/individual location(s)/educator(s) here is the recommended approach:
Step 1: **Enter closures that apply to all providers under the Admin**
    Go to the Admin Org Provider details page
    From the Action Menu Select "Manage Schedule – Paid Closures."
    Enter the closures and Save.
    Note: For this to work, the individual location(s)/educator(s) should have the "Use closure dates set for the Administrative Organization" flag checked.
Step 2: **Enter closures that apply to more than one provider but not all providers**
    Go to the Admin Org Provider details page
    From the Action Menu Select "Manage Schedule – Other Closures"
    Add the details of the closure and select the providers to which it applies to.
Step 3: **Enter Closures that apply to individual providers.**

Go to the Provider Details page for the provider under which you need to add the closure.
From the Action menu select "Manage Schedule"
Enter the closure and save.
Note: Adding Paid Closures under the provider directly will remove the link that allows that provider to inherit the closures from the Admin organization. Once the link is broken all closures need to be maintained on the provider schedule page for that FY, you can only check the flag again when entering closures for next FY.

Please note the links below are to be used only for the CCFA functions references:
Where to locate in Procedures Manual: Chapter 10.1.2 and Chapter 10.2
Where to locate in Old Policy Guide: Appendix C

Professional Development Days

Where to locate in CCFA:
Go to the Admin Org Provider detail page
From the Action Menu Select "Manage Schedule – Other Closures"
Click the "Add" link and select "Professional Development Days"
Fill out the rest of the form and map providers from the available providers column to the selected providers column using the arrows

> **Note**: The **best practice** for how to add closures is to add them at the Admin Org level. It allows subsidy administrators to add the closure and map one or more providers to it. Subsidy Administrators can also add Professional Development Days to individual locations of care from the Provider Details page for the location of care; select "Manage Schedule" from the action drop down.

Please note the links below are to be used only for the CCFA functions references:
Where to locate in Procedures Manual: Chapter 10.2
Where to locate in Old Policy Guide: Appendix C

Partial Closures

Where to locate in CCFA:
Go to Provider Details + Manage Schedule

Partial closures can also be added from the Admin Provider Details page and mapped to the location(s) of care impacted; select "Manage Schedule – Other Closures" from the action drop down.

> **Note**: The **best practice** for how to add partial closures is to add them at the location of care Provider Details page. It allows subsidy administrators to add the partial closure to the location of care impacted by the closure.

Please note the links below are to be used only for the CCFA functions references:
Where to locate in Procedures Manual: Chapter 10.2
Where to locate in Old Policy Guide: Chapter 11.6.1

Emergency Closures

Where to locate in CCFA:

Go to Provider + PTO/ Unpaid closure w Subcare/ Alt Location of Care

Select "Licensing/EEC Approved Paid Closure" from the drop down

Select "Approved Emergency Closure – COVID/Other" as the reason

Complete the rest of the form

Please note the links below are to be used only for the CCFA functions references:

Where to locate in Procedures Manual: Chapter 10.2.2

Where to locate in Old Policy Guide: Appendix F

Unpaid Closures

Where to locate in CCFA:

Go to Provider + PTO/ Unpaid closure w Subcare/ Alt Location of Care

Select "Unpaid Closure – with/without Alternate Location of Care for CBCs/ System FCCS/ IFCs"

Complete the rest of the form

Please note the links below are to be used only for the CCFA functions references:

Where to locate in Procedures Manual: Chapter 10.2

PFML Unpaid Closure

Where to locate in CCFA:

Go to Provider + PTO/ Unpaid closure w Subcare/ Alt Location of Care

Select "PFML Unpaid Closure"

Select a reason from the drop down, choices are family or medical

Complete the rest of the form

Please note the links below are to be used only for the CCFA functions references:

Where to locate in Procedures Manual: Appendix B

Where to locate in Old Policy Guide: Appendix H