

**Child Care and Development Fund (CCDF) Plan
For**

[Massachusetts](#)
[FFY 2012-2013](#)

PART 1 ADMINISTRATION

1.1 Contact Information

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto.(658D, 658E)

1.1.1 Who is the Lead Agency designated to administer the CCDF program? Identify the Lead Agency and Lead Agency's Chief Executive Officer designated by the State/Territory. ACF will send official grant correspondence such as grant awards, grant adjustments, Plan approvals and disallowance notifications to the designated contact identified here. (658D(a), §98.10)

Effective Date: 01-OCT-11

Name of Lead Agency: [Department of Early Education and Care](#)

Address of Lead Agency: [51 Sleeper Street, 4th Floor, Boston, MA 02210](#)

Name and Title of the Lead Agency's Chief Executive Officer: [Sherri Killins, Ed.D, Commissioner](#)

Phone Number: [617-988-6000](#)

Fax Number: [617-988-2451](#)

E-Mail Address: sherri.killins@state.ma.us

Web Address for Lead Agency (if any): www.mass.gov/eec

1.1.2 Who is the CCDF administrator? Identify the CCDF administrator designated by the Lead Agency, the day-to-day contact, with responsibility for administering the State/Territory's CCDF program. ACF will send programmatic communications such as program announcements, program instructions, and data collection instructions to the designated contact identified here. **If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the co-administrator or entity with administrative responsibilities and include contact information.** (§§98.16(a) and (c)(1))

a) Contact Information for CCDF Administrator:

Effective Date: 01-OCT-11

Name of CCDF Administrator: [Sherri Killins, Ed.D.](#)

Title of CCDF Administrator: [Commissioner](#)

Address of CCDF Administrator: [51 Sleeper Street, 4th Floor, Boston, MA 02210](#)

Phone Number: [617-988-6600](#)

Fax Number: [617-988-2451](#)

E-Mail Address: sherri.killins@state.ma.us

Web Address for Lead Agency (if any): www.mass.gov/eec

Phone Number for CCDF program information

(for the public) (if any): [617-988-6600](#)

Web Address for CCDF program

(for the public) (if any): www.mass.gov/ecc

Web Address for CCDF program policy manual

(if any): http://www.eec.state.ma.us/docs1/regs_policies/201107011_policy_guide.pdf

Web Address for CCDF program administrative rules

(if any): http://www.mass.gov/Eoedu/docs/EEC/regs_policies/sub_cc_regs.pdf

b) Contact Information for CCDF Co-Administrator (if applicable):

Name of CCDF Co-Administrator: [Thomas Weierman](#)

Title of CCDF Co-Administrator: [Assistant General Counsel](#)

Address of CCDF Co-Administrator: [51 Sleeper Street, 4th Floor, Boston, MA 02210](#)

Phone Number: [617-988-2433](#)

Fax Number: [617-988-2451](#)

E-Mail Address: thomas.weierman@state.ma.us

Description of the role of the Co-Administrator:

[Responsible for the day to day management of the CCDF program in the Commonwealth, including analyzing and updating regulations and policies, as well as responding to inquiries from key stakeholders, including educators, providers, legislators, other State administrators and families.](#)

1.2 Estimated Funding

1.2.1 What is your expected level of funding for the first year of the FY 2012 - FY 2013 plan period?

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period from October 1, 2011 through September 30, 2012. (§98.13(a)).

Effective Date: 01-OCT-11

FY 2012 Federal CCDF allocation (Discretionary, Mandatory and Matching): \$
[\\$101,691,144](#)

Federal TANF Transfer to CCDF: \$ \$91,874,224

Direct Federal TANF Spending on Child Care: \$ \$200,528,249

State CCDF Maintenance-of-Effort Funds: \$ \$44,973,368

State Matching Funds: \$ \$31,541,727

Reminder - Lead Agencies are reminded that not more than 5 percent of the aggregate CCDF funds, including federal funds and required State Matching funds, shall be expended on administration costs (\$98.52) once all FY2012 funds have been liquidated. State Maintenance-of-Effort funds are not subject to this limitation.

1.2.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF Matching and maintenance-of-effort (MOE) requirements described in 98.53(e) and 98.53(h)? Check all that apply.

Territories not required to meet CCDF Matching and MOE requirements should mark

Effective Date: 01-OCT-11

☐ N/A here

Note: The Lead Agency must check at least public and/or private funds as matching, even if pre-kindergarten (pre-k) funds also will be used.

☒ Public funds to meet the CCDF Matching Fund requirement. Public funds may include any general revenue funds, county or other local public funds, State/Territory-specific funds (tobacco tax, lottery), or any other public funds.
If checked, identify source of funds:

A portion of each of the following EEC state appropriated funds is used to meet a part of CCDF match:

- **Administrative account:** supports EEC administrative and operational expenses;
- **Access Management account:** funds costs associated with the management of EEC's financial assistance program through vouchers which includes contracted services provided by Child Care Resource and Referral agencies;
- **Quality account:** funds grants and contracts to support the establishment of a statewide network of supports for early education and care programs to advance the quality of their services to children.
- **Supportive account:** provides early education and care and out of school time services for children referred by the Department of Children and Families (DCF);
- **Income Eligible account:** provides financial assistance for children from birth through age thirteen from low income and at-risk families to enroll in early education and care and out of school time programs through vouchers, contracts and grants; and
- **TANF account:** provides financial assistance for children whose families are participating in the Department of Transitional Assistance's TAFDC Program and demonstrate that early education and care and/or afterschool services are needed to allow families to meet work and training requirements of the program.

If known, identify the estimated amount of public funds the Lead Agency will receive:

\$31,541,727

☐ Private Donated Funds to meet the CCDF Matching Fund requirement. Only private received by the designated entities or by the Lead Agency may be counted for match

purposes. (98.53(f))

If checked, are those funds:

☐ donated directly to the State?

☐ donated to a separate entity(ies) designated to receive private donated funds?

If checked, identify the number of entities designated to receive private donated funds and provide name, address, contact and type:

If known, identify the estimated amount of private donated funds the Lead Agency will receive:

☐ State expenditures for Pre-K programs to meet the CCDF Matching Funds requirement.

If checked, provide the estimated percentage of Matching Fund requirement that will be met with pre-k expenditures (not to exceed 30%):

If percentage is more than 10% of the Matching fund requirement, describe how the State will coordinate its pre-k and child care services:

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for Matching Funds requirement:

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

☐ State expenditures for Pre-K programs to meet the CCDF Maintenance of Effort (MOE) requirements.

If checked,

☐ The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.53(h)(1).

Estimated percentage of MOE Fund requirement that will be met with pre-k expenditures (not to exceed 20%):

If percentage is more than 10% of the MOE fund requirement, describe how the State will coordinate its pre-k and child care services to expand the availability of child care:

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for MOE Fund requirement:

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

1.2.3 Describe the activities for which quality funds (including targeted quality funds for infants and toddlers, school-age children, and resource and referral) will be used in FY 2012. In as much detail possible, list the activities that will be funded, the estimated amount of CCDF quality funds that will be used for each activity, and how these activities relate to the Lead Agency's overall goal of improving the quality of child care for low-income children.

Effective Date: 01-OCT-11

Activity	Estimated Amount of CCDF Quality Funds (indicate if targeted funds will be used)	Purpose	Projected Impact and Anticipated Results
----------	--	---------	--

<p>(1) For the costs associated with licensing and monitoring early education and care programs</p> <p>(2) For the costs associated with child care resource and referral agencies</p> <p>(3) For the MA Universal Pre-Kindergarten Program</p> <p>(4) For early childhood mental health consultation services</p> <p>(5) For costs associated with family engagement and educator or program supports, including, but not limited to, the Coordinated Family and Community Engagement (CFCE) grant program and the Educator and Provider Support (EPS) program.</p> <p>(6) For costs associated with Reach Out and Read</p>	<p>(1) Approximately \$4 million;</p> <p>(2) Up to \$5.9 million;</p> <p>(3) Up to \$7.5 million;</p> <p>(4) Up to \$750,000;</p> <p>(5) Up to \$18.1 million; and</p> <p>(6) Up to \$800,000.</p>	<p>(1) EEC's field operations and licensing staff are responsible for the licensing and monitoring of nearly 12,000 early education and care programs statewide, including after school programs, group child care centers and family child care homes. EEC also licenses adoption placement agencies, foster placement agencies and residential care programs.</p> <p>(2) Through the Department's contracts with CCR&R agencies, EEC purchases the following services: program coordination and support, voucher management, outreach to hard-to-reach populations, intake and eligibility services for families seeking financial assistance, resource and referral services for families and walk-in-services for homeless families.</p> <p>(3) The MA UPK program intends to improve the quality of and expanded access to pre-school programs</p> <p>(4) The Department's early childhood mental health grants create a comprehensive statewide consultation system of mental health supports for children and families which fosters the healthy social-emotional development of all children. EECs mental health initiatives are built to support positive relationships and healthy social-emotional development of all children by (1) building child care program and family capacities to provide quality, nurturing environments for children; (2) supporting prevention activities which include individual child-level and program-level service such as</p>	<p>(1) By establishing a dedicated team of licensors to monitor compliance with the health and safety standards and program requirements of licensed early education and care programs, the Department has created a statewide system to improve and support quality of early education and care programs and services throughout the Commonwealth.</p> <p>(2) The Commonwealth intends to improve the child care financial assistance process for voucher families by establishing an integrated system that ensures the seamless delivery of quality, accessible and affordable child care; and creating a unified system for intake and assessment at multiple locations located close to where families live, work and/or receive child care services. In addition, this funding improves information and referral services for all children by creating a unified system for information access through advanced technology that responds to the diverse needs of children and families with a variety of languages and multi-cultural child care services.</p> <p>(3) The Commonwealth promotes school readiness and positive outcomes for children and furthers the long-term creation of a universally accessible, high-quality early education program by providing grant funding directly to pre-school programs meeting specific quality guidelines.</p> <p>(4) The Commonwealth created a statewide mental health consultation services</p>
--	--	---	---

		<p>training and coaching to identify risks and prevent social-emotional and behavioral problems; and (3) ensuring interventions are implemented when there are multiple risk factors or problems identified, and can include referrals for clinical and social services or on-site therapeutic interventions.</p> <p>(5) The Legislature appropriated over \$18 million to EEC to administer a portion of its coordinated system quality enhancement activities, including but not limited to initiatives aimed to improve local coordination and delivery of services and professional development opportunities for the early childhood workforce. The main initiatives funded under this appropriation are CFCE and EPS. The Department's CFCE grants support a statewide system of support for children, families and educators by providing all families with access to comprehensive services and supports that strengthen families and promote optimal child development. The Department's EPS grants build upon the successes of its system of professional development opportunities to the early education and care and out of school time workforce in three core areas: educator and provider planning, coaching and mentoring, and competency development.</p> <p>(6) To fund the Reach Out and Read program in Massachusetts.</p>	<p>model that meets the needs of the early education and care field to promote the healthy social and emotional development of all children, particularly those children whose emotional development is compromised by poverty, biological, or family risk factors, or other circumstances which may contribute to toxic levels of stress; to build the capacity of program staff to enhance childrens learning through positive, nurturing interactions with children and with their families and to address the needs of children who exhibit behavioral challenges; to reduce the number of children who are suspended or expelled from EEC funded programs; and to maximize resources by ensuring that certain mental health interventions are funded.</p> <p>(5) The CFCE program builds on an established local infrastructure of coordination and delivery of comprehensive services to families by promoting individual educator competency by providing a local resource for information about professional development opportunities; and by providing referrals to a range of locally available comprehensive services that meet the needs of children and families. EPS grants identify 3 core areas of professional development: educator amd provider planning, coaching and mentoring, and competency development. Through these grants, EEC can focus research to support educators in developing Individual Professional Development Plans that assist them in attaining a</p>
--	--	---	---

			<p>degree in early education, or a related field, or in achieving enhanced competency through the attainment of a Child Development Associate credential, certifications, or other credentials, or to demonstrate knowledge, skills, and abilities related to early education and out of school time competencies. Additionally, EPS grants support providers in achieving or maintaining accreditation and/or in increasing program quality and moving to the highest QRIS level.</p> <p>(6) Reach Out and Read is a research-proven, pediatric literacy intervention program, which trains doctors and nurse practitioners to provide advice to parents on reading aloud to children and books for children living in poverty and in underperforming school districts through programs established in community health centers, medical practices and hospitals.</p>
--	--	--	--

1.2.4 Will the Lead Agency distribute quality funds to counties or local entities?

Effective Date: 01-OCT-11

- ☒ No, the Lead Agency will manage all quality funds directly
- ☐ Yes, the Lead Agency will manage some quality funds directly and distribute a portion to local entities. Estimated amount or percentage to be distributed to localities
- ☐ Yes, all quality funds will be distributed to local entities
- ☐ Other.
Describe:

1.3 CCDF Program Integrity and Accountability

Program integrity is defined to include efforts that ensure effective internal controls over

the administration of CCDF funds. The Lead Agency is responsible for monitoring programs and services, ensuring compliance with the rules of the program, promulgating rules and regulations to govern the overall administration of the plan and oversee the expenditure of funds by sub-grantees and contractors. (§ 98.11(b)) Accountability measures should address administrative error, which includes unintentional agency error, **as well as address** program violations, both unintentional and intentional, that may or may not result in further action by the Lead Agency, including those cases suspected of and/or prosecuted for fraud.

1.3.1. Describe the strategies the Lead Agency will utilize to ensure effective internal controls are in place. The **description** of internal controls may include, but is not limited to a description of processes to ensure sound fiscal management, to identify areas of risk or to establish regular evaluation of control activities.

Effective Date: 01-OCT-11

Describe:

The Office of the State Comptroller (OSC), which is the regulatory agency responsible for accounting and reporting for the Commonwealth, has adopted the Committee of Sponsoring Organizations' (COSO) Enterprise Risk Management (ERM) framework as the state's internal control framework to ensure sound fiscal management. Through this framework, the Commonwealth intends to identify areas of risk and/or to establish regular evaluation of control activities. In compliance with the OSC's ERM framework, EEC has adopted the following 8 elements, which make up the Department's Internal Control Framework: (1) Control Environment; (2) Risk Assessment; (3) Control Activities; (4) Information and Communication; (5) Monitoring; (6) Objective Setting; (7) Risk Evaluation; and (8) Risk Response. The procedures for implementing ERM are documented in EEC's Internal Control Plan, which is updated annually. Examples of processes implemented by EEC to ensure sound fiscal management, conduct risk analysis and regular evaluation of control activities, include, but are not limited to, the following:

- (1) The EEC Budget Office prepares and submits the quarterly Administration for Children and Families - 696 to report outlays and un-liquidated obligations in accordance with the Federal reporting requirements established for the Mandatory, Matching, and Discretionary grants;
- (2) Contractors are required to submit annual financial and compliance audits to EEC Audits and Compliance Unit (A&C) and the Operational Services Division (OSD) of the Commonwealth of Massachusetts. All audits must be performed by (1) a Certified Public Accountant who possesses a valid license to practice within Massachusetts; (2) a Public Accountant licensed on or before December 31, 1970, and currently certified and licensed by the Commonwealth; and (3) the State Auditor's Office; and
- (3) To ensure the security of confidential data, EEC maintains a computer system that must be accessed using individual user-identifications (IDs) and passwords. User-IDs and passwords are only issued to essential EEC personnel. To further ensure security, the web server, sequel server, and individual computer worksites are continually updated with the most current security protection technology.

1.3.2. Describe the processes the Lead Agency will use to monitor all sub-recipients. Lead Agencies that use other governmental or non-governmental sub-recipients to administer the program must have written agreements in place outlining roles and responsibilities for meeting CCDF requirements. (98.11 (a) (3))

Definition: A sub-recipient (including a sub-contractor and or sub-grantee) is a non-Federal entity that expends Federal awards (contract or grant) received from another entity to carry out a Federal program, but does not include a vendor nor does it include an individual who is a beneficiary of such a program. OMB Circular A-133 Section 210 provides additional information on the characteristics of a **sub-recipient and vendor** (http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010). The description of monitoring may include, but is not limited to, a discussion of written agreements, fiscal management, review of policies and procedures to ensure compliance with CCDF regulations, monitoring/auditing contractors or grantees to ensure that eligible children are served and eligibility documentation is verified, and establishing performance indicators or measures related to improper payments.

Effective Date: 01-OCT-11

Describe:

All state and federally funded providers that contract with EEC to provide and/or manage subsidized child care for eligible families, including early education programs holding contracts to provide access to early childhood programs, family child care systems and Child Care Resource and Referral Agencies (CCR&R's), are subject to fiscal and program compliance monitoring by EEC's Purchased Services Fiscal Monitoring Unit. The monitoring program consists of activities to confirm that families receiving care through these contracts are eligible to receive services according to state and federal regulations and EEC policies. In addition, the monitoring program corroborates contractor compliance by verifying financial information, confirming compliance with audits and evaluating internal controls. The EEC Purchased Services Fiscal Monitoring Unit conducts the following activities to ensure compliance with federal and state laws and policies:

- (1) Evaluation of financial and audit reports, including Uniform Financial Report, A133 Audits and independent provider audits;
- (2) Risk Assessment analysis to determine the priority status and scope of monitoring for each contracted provider. As part of the risk assessment, monitors consider each provider's licensing history and the amount of state and/or federal funding received by each provider;
- (3) Onsite monitoring visits to contracted providers and CCR&Rs according to their priority status resulting from the risk assessment analyses. (Note: Some providers may not be subject to an onsite review). The onsite review may consist of verification of the following: (a) revenues/expenses; (b) eligibility determination and documentation; (c) management procedures and internal controls; (d) billing practices and records; (e) attendance records; (f) verification of the MICSQ; and (g) follow up to previous audit or onsite review issues; and
- (4) Compliance activities related to Corrective Action Plans that may result from desk reviews or prior onsite monitoring visits by requesting follow-up reports and/or conducting follow-up onsite visits.

1.3.3. Describe the activities the Lead Agency will have in place to identify program violations and administrative error to ensure program integrity using the chart below. Program violations may include intentional and unintentional client and/or provider violations as defined by the Lead Agency. Administrative error refers to **areas identified through the Error Rate Review** process (98.100). Check which activities, if any, the Lead Agency has chosen to conduct.

Effective Date: 01-OCT-11

Type of Activity	Identify Program Violations	Identify Administrative Error
Share/match data from other programs (e.g. TANF, Child and Adult Care Food Program (CACFP), Food and Nutrition Service (FNS), Medicaid))	<input type="checkbox"/>	<input type="checkbox"/>
Share/match data from other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS))	<input type="checkbox"/>	<input type="checkbox"/>
Run system reports that flag errors (include types)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review of attendance or billing records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audit provider records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct quality control or quality assurance reviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct on-site visits to providers or sub-recipients to review attendance or enrollment documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct supervisory staff reviews	<input type="checkbox"/>	<input type="checkbox"/>
Conduct data mining to identify trends	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Train staff on policy and/or audits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Describe	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>

For any option the Lead Agency checked in the chart above other than none, please describe:

As described above at 1.3.1 and 1.3.2, EEC's Fiscal Monitoring Unit engages in several activities to identify program violations and administrative error to ensure integrity of the CCDF program, including risk assessment analyses, on-site monitoring, reviews of attendance records, reviews of billing, and technical assistance through corrective action plans. In addition, the Department regularly runs reports to identify inconsistent and/or questionable billing from providers (i.e., to identify multiple programs that appear to bill for the same child or appear to bill for the same child on more than one occasion). In addition, on March 7, 2011, Governor Patrick established the Anti-Fraud, Waste and Abuse Task Force for the Commonwealth through Executive Order 528. Section One of the Executive Order expressly states that the Task Force will provide a forum for the exchange of information among state agencies. In furtherance of Executive Order 528, EEC has participated in multi-agency working groups and is in the process of promulgating new regulations that will expressly allow the Department to share data and conduct data matches with other government agencies.

If the Lead Agency checked none, please describe what measures the Lead Agency has or plans to put in place to address program integrity:

1.3.4. What strategies will the Lead Agency use to investigate and collect improper payments due to program violations or administrative error? Check and describe in the chart below which strategies, if any, the Lead Agency will use for each of the following areas: Unintentional program violations (UPV), intentional program violations (IPV) and/or fraud, and administrative error as defined in your State/Territory. **The Lead Agency has the flexibility to recover misspent funds as a result of errors. The Lead Agency is required to recover misspent funds as a result of fraud (98.60(i)).**

Effective Date: 01-OCT-11

Strategy	UPV	IPV and/or Fraud	Administrative Error
Require recovery after a minimum dollar amount in improper payment. Identify the minimum dollar amount: \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate with and refer to other State/Territory agency (e.g. State/Territory collection agency, law enforcement). Describe:			
When a contracted provider, voucher provider or subsidy recipient is suspected of committing fraud, the case may be referred to the State Auditors Office, the Attorney Generals Office or District Attorneys Office, in order to initiate an in-depth investigation, including civil or criminal legal action, which could include the attachment and liquidation of assets.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Recover through repayment plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reduce payments in the subsequent months	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recover through State/Territory tax intercepts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recover through other means. Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a unit to investigate and collect improper payments. Describe composition of unit:			
All state and federally funded providers that contract with EEC to provide and/or manage subsidized child care for eligible families- including family child care systems and Child Care Resource and Referral Agencies (CCR&Rs) - are subject to fiscal and compliance monitoring by EECs Purchased Services Fiscal Monitoring Unit. The monitoring program consists of activities to confirm that families receiving care through these contracts are eligible to receive services according to state and federal regulations and EEC policies. In addition, the monitoring program corroborates contractor compliance by verifying financial information, confirming compliance with audits and evaluating internal controls.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any option the Lead Agency checked in the chart above other than none, please describe:

Through EEC's automated eligibility and billing system, eCCIMS, EEC can recoup from a provider's future payments any sums that must be repaid related to services provided within the current fiscal year, including payments that were improperly authorized for families who were ineligible for child care subsidies. EEC can also recoup any improper payments made to CCR&Rs through its automated billing system by reducing future payments for services provided within the current fiscal year.

EEC places outstanding debts owed by contractors, providers and/or subsidy recipients on the Commonwealth's Billing and Accounts Receivable Subsystem (BARS). Through BARS, invoices are generated to debtors that include instructions on how to make payments and notifications of any rights which the debtor may have to request a hearing to challenge the debt amount. If the debtor fails to make any payments on a timely basis, the Commonwealth may initiate a collection action against the debtor and/or intercept any other State funds being paid to the debtor, including, but not limited to the intercept of tax refund payments.

EEC works closely with the Massachusetts Operational Services Division and the Attorney General's Office, Division of Public Charities in reviewing and following up with providers whose annual financial reports and/or filings indicate that improper payments may have occurred. In addition, and as discussed above, EEC fiscal monitoring staff conduct annual fiscal evaluations of its contracted child care providers which include reviews of providers' current fiscal year filings.

When a contracted provider, voucher provider or subsidy recipient is suspected of committing fraud, the case is referred to the State Auditor's Office, who may initiate an in-depth investigation. EEC and/or the Auditor's Office may also refer the matter to the Attorney General's Office or District Attorney's Office for further civil or criminal legal action, which could include the attachment and liquidation of assets.

1.3.5. What type of sanction, if any, will the Lead Agency place on clients and providers to help reduce improper payments due to program violations?

Effective Date: 01-OCT-11

☐ None

☒ Disqualify client.

If checked, please describe, including a description of the appeal process for clients who are disqualified

Please refer to Section 2.3.8 below, which describes the administrative remedies available to clients that have had their child care financial assistance denied, reduced or terminated.

☒ Disqualify provider.

If checked, please describe, including a description of the appeal process for providers who are disqualified

EEC may terminate a provider's voucher agreement with the CCR&R and/or terminate a provider's contract with the Department, if a provider has been found responsible for improper payments due to program violations. EEC may also preclude a specific provider from bidding on a competitive procurement, if a provider has been found responsible for improper payments related to program violations. Although there are no administrative appeal rights to challenge such actions directly with

EEC, a provider may challenge these decisions in the State's Superior Court through the Commonwealth's administrative procedures act, at Massachusetts General Laws, Chapter 30A, on the grounds that there has been an abuse of discretion.

- ☒ Prosecute criminally
 - ☒ Other.
- Describe.

In addition, EEC may also limit the number of referrals issued to voucher only providers and/or reduce the number of contract slots awarded to contracted providers. Although there are no administrative appeal rights to challenge such actions directly with EEC, a provider may challenge these decisions in the State's Superior Court through the Commonwealth's administrative procedures act, at Massachusetts General Laws, Chapter 30A, on the grounds that there has been an abuse of discretion. In addition, EEC may use a history of improper authorizations against a provider that is seeking to enter into a contract with the Department to provide early education and care services to children and families of the Commonwealth. Under such circumstances, a provider may be able to request a formal debriefing, in accordance with the terms of the procurement, from EEC's procurement officer as to the reasons for the decision and then can appeal that decision to EEC's General Counsel. The provider may further appeal the General Counsel's decision to EEC's oversight agency, the Operational Services Division.

1.3.6 Based on responses provided from Question 14 in the most recent ACF-402 report, please describe those actions the Lead Agency has taken or plans to take to reduce identified errors in the table below. Territories not required to complete the Error Rate Review should mark

Effective Date: 01-OCT-11

Activities identified in ACF-402	Cause/Type of Error (if known)	Actions Taken or Planned	Completion Date (Actual or planned) (if known)
----------------------------------	--------------------------------	--------------------------	--

<p>The Department's response in its 2009 ACF -402 response was as follows:</p> <p>"EEC has commenced revising and enhancing the current Financial Assistance Policy Guide. EEC anticipates that this project will include a project management approach with representatives from all divisions within the department, including administration and finance; field operations; policy and research; provider and educator support; procurement and programs; and legal. EEC anticipates that the results of the IAP Project will better inform the changes that are necessary to ensure the agency continues to target resources to the most at risk populations in the Commonwealth. EEC will prioritize its corrective action on IAP results described in 13A of this report. In addition to reviewing and revising the Financial Assistance Policy Manual, EEC is planning to use the results of the IAP in order to meet the training and technical assistance needs of the EEC provider community. Moreover, EEC intends to develop specific technical assistance documents related to the most common errors identified in the case record review process, in order to reduce the risks of the same issues recurring prior to the commencement of the Year Two cycle."</p>	<p>The Department's response in its 2009 ACF -402 response was as follows:</p> <p>"EEC estimates 78 percent of cases with improper authorizations for payment were attributable to missing or insufficient documentation. These IAP errors were primarily due to missing or insufficient income documentation. For example, applicants were approved with insufficient documentation of income such as less than four paystubs within a six week period or if self-employed missing or incomplete self-employment verification documentation.</p> <p>Approximately 22 percent of improper authorizations for payment were due to errors not related to missing or insufficient documentation. All but one of these cases were due to errors in income (e.g., calculation errors), which affected parent fee levels and amount of co-payments charged."</p>	<p>EEC implemented specific policy changes related to the IAP exercise. Specifically, EEC instituted a new policy for verifying the citizenship or immigration status of each child seeking child care financial assistance in the Commonwealth. In addition, the policies related to applicant identity and residency were updated to reduce administrative burden on subsidy administrators and families, as well as to ensure consistency and clarify ambiguities. For example, families are only required to submit one photo identification document and such documentation no longer needs to be updated annually. This change was implemented after multiple findings in the initial IAP review noted expired photo identification for families that had been receiving assistance for years.</p> <p>In addition, EEC regularly meets with subsidy administrators to discuss current operations, as well as to engage key stakeholders in subsidy management objectives and/or changes at the forefront.</p> <p>The Department is also in the process of revising its child care financial assistance regulations. The proposed changes reflect areas of concern identified in both day to day operations of the subsidy system, including the IAP project. For example, the Department is seeking to improve efforts related to fraud, waste and abuse by promulgating specific regulations permitting data sharing among state agencies, imposing a child support requirement for families reporting as single parent households, revising its laws and</p>	<p>Policy changes described in the "Actions Taken or Planned" column were implemented in April 2010.</p> <p>The Department continues to attend regular meetings with subsidy administrators, which generally occur on a monthly basis.</p> <p>The Department is in the process of amending its current financial assistance regulations. The regulations are scheduled to be put out for public comment in the summer of 2011 with an expected implementation in FY12.</p>
--	--	--	--

		policies related to allowable absences, and streamling the appeal's process for families, whose access to child care assistance has been terminated, reduced or denied.	
--	--	---	--

1.4 Consultation in the Development of the CCDF Plan

Lead Agencies are required to *consult* with appropriate agencies in the development of its CCDF Plan (§98.12, §98.14(a),(b), §98.16(d)).

Definition: *Consultation* involves the meeting with or otherwise obtaining input from an appropriate agency in the development of the State or Territory CCDF Plan. At a minimum, Lead Agencies must consult with representatives of general purpose local governments. (§§98.12(b), 98.14(a)(1))

1.4.1 Identify and describe in the table below who the Lead Agency consulted with in the development of the CCDF Plan (658D(b)(2), §§98.12(b), 98.14(b)).

Agency/Entity	Describe how the Lead Agency consulted with this Agency/entity in developing the CCDF Plan
---------------	--



Representatives of general purpose local government (required)

This may include, but is not limited to: representatives from counties and municipalities, local human service agencies, local education representatives (e.g., school districts), or local public health agencies.

EEC is overseen by an eleven member Board of Early Education and Care, appointed by the Governor. Membership of the Board includes the Secretary of Education, the Secretary of Health and Human Services, an early education and care provider, an early education and care teacher, a representative of the business community, a parent receiving early education and care services, an expert on assessment and evaluation, a pediatrician, and three other at-large members. Pursuant to the Massachusetts General Laws, the Board is required to review and approve all federal grant applications, including the CCDF Plan.

The Board meets monthly to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC’s stakeholders and key partner agencies.

EEC also relies upon a 55 member Advisory Board for input into many aspects of the planning and implementation of agency activities. The Advisory is comprised of representatives of the following groups: legislators, agencies with a vendor or contract relationship with EEC, Business/ Civic, State associations, and those with Kindergarten-Grade 12 Linkages. The full advisory meets 4 times per year and the subgroups meet in between each full group meeting. A member of the EEC Board attends and provides the Board with an update on Advisory meetings at each EEC Board Meeting.

EEC has also developed a coordinated system of supports for children, families and early education and care professionals through partnerships with over 100 local entities known as Coordinated Family and Community Engagement (CFCE) grantees, Child Care Resource and Referral (CCR&R) agencies, Early Childhood Mental Health (ECMH) grantees, and Educator and Provider Support (EPS) grantees. Through these partnerships with local representatives, EEC has created a statewide system of locally available comprehensive services and supports that strengthen families, promote optimal child development, and seek to improve educator competency and program quality. Each of these partnerships share 4 common goals: (1) the delivery of **quality services** through enhanced knowledge and skills; (2) a strengths-based model of **family support** – inclusive of all, with

	prioritization of those most at risk; (3) working together to build an integrated system; and (4) the leveraging of resources to maximize impact. EEC meets quarterly with the recipients of these grants to share and gather information.
--	--

For the remaining agencies, check and describe (optional) any which the Lead Agency has chosen to consult with in the development of its CCDF Plan.

<div> <input checked="" type="checkbox"/> </div> <p>State/Territory agency responsible for public education</p> <p>This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.</p>	<p>In Massachusetts, the Executive Office of Education’s (EOE) primary function is to advance public education in the Commonwealth by analyzing and implementing statewide education policy and developing a seamless education system from birth through higher education, which includes the Commonwealth’s three education agencies: EEC, Elementary and Secondary Education (ESE), and Higher Education (DHE). The Secretary of EOE serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC’s stakeholders and key partner agencies.</p>
---	---



State/Territory agency responsible for programs for children with special needs

This may include, but is not limited to: State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs

The Department of Public Health (DPH), which sits within the Executive Office of Health and Human Services (EOHHS), is the Lead Agency responsible for administering Part C of the IDEA, whereas Part B of the IDEA is administered by ESE, which sits within EOE. The Secretaries of both EOHHS and EOE serve as ex officio members of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.

In addition, ESE entered into an interagency service agreement (ISA) with EEC related to the administration of the IDEA, Part B, funds. Pursuant to this ISA, EEC will administer these funds to support the inclusion of young children with disabilities through the implementation of a high quality system of early education and care, and to ensure that a free appropriate public education (FAPE) is available to all eligible children with disabilities ages 3 to 5 in compliance with applicable federal and state special education law, including IDEA and the Massachusetts Special Education Law and Regulations.

EEC has also partnered with DPH's Early Intervention Services program to establish and support Regional Consultation Programs (RCPs) to assist children with disabilities by providing expertise on inclusion and effective transition practices to early education and care programs. EEC is also a participating member of DPH's Interagency Collaborating Council (ICC), which is a federally mandated statewide inter-agency group that advises and assists DPH on issues related to Early Intervention services.



State/Territory agency responsible for licensing (if separate from the Lead Agency)



State/Territory agency with the Head Start Collaboration grant

EEC is the agency that receives the Head Start State Collaboration Grant in MA and the Commissioner of EEC currently serves as the Director of the Massachusetts Head Start State Collaboration Office.



Statewide Advisory Council authorized by the Head Start Act

The EEC Board has been designated by Governor Patrick to serve as the State Advisory Council in Massachusetts.



Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services

The Secretaries of EOHHS and EOE are ex officio members of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies. The Commissioner of EEC is the Director of the Head Start Collaboration Office and the Board of EEC has been appointed by the Governor as the Head Start SAC.

EEC also drafted a memorandum of understanding (MOU) with representatives of federal, State and local agencies, including the Office of Head Start, EOHHS, DPH, and ESE. Through this MOU, the parties intend agree on joint goals for the provision of services to children with disabilities, as well as typically developing children.

In addition, the Department administers multiple grants and contracts with public or private agencies aimed to improve quality of and/or access to early education and care programs and services in the Commonwealth, as described in greater detail in section 1.5.1.



State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)

ESE, which sits within EOE, is the lead agency responsible for administering the CACFP in Massachusetts. The Secretary of EOE serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.



State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant

The Commissioner of EEC Co-Chairs the MA Home Visiting Task Force with the Medical Director of the Department of Public Health. EEC staff members also participate in the inter-agency Home Visiting Working Group, which meets weekly and provides monthly reports to the Task Force to guide the development of this new initiative.

Massachusetts Substance Abuse Mental Health Services Administration (SAMHSA) Grants – MA LAUNCH & MYCHILD: Two of the most significant projects that the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Initiative linked with through MECCS are: 1) MA LAUNCH, which leverages existing state and local initiatives to strengthen comprehensive early childhood systems in the pilot community of Boston through the development of pediatric medical homes; and 2) Massachusetts Young Children's Health Interventions for Learning and Development (MYCHILD) is a community-based system of care that works to identify children birth through age five with or at high risk for social-emotional disturbance (SED), and provide them with family-directed, individualized, coordinated and comprehensive services. In addition, MYCHILD developed standardized protocols for identifying children at risk of SED as well as linking children with, or at risk of, SED with MYCHILD services. The Director of both these SAMHSA grants is an active member of the MIECHV Work Group.

Children's Behavioral Health Initiative (CHBI): is the Commonwealth's behavioral health system for children. CBHI focuses on transforming the behavioral health (BH) system into a system of care model with early identification of children with BH issues, and culturally competent, family driven, community based services. CBHI legislation calls for standardized BH screening by primary care providers as a part of Medicaid well-child visits and standardized BH assessment by behavioral health clinicians using the Child and Adolescent Needs and Strengths tool (CANS). CBHI collaborators are active members of the MIECHV Work Group.



State/Territory agency responsible for public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health)

DPH, which sits within EOHHS, is the lead agency responsible for public health in the Commonwealth. The Secretary of EOHHS serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.



State/Territory agency responsible for child welfare

The Department of Children and Families (DCF) within EOHHS is the lead agency responsible for child welfare in the Commonwealth. The Secretary of EOHHS is an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.



State/Territory liaison for military child care programs or other military child care representatives

EEC staff have attended conferences and trainings administered by the Military Child Education Coalition and other interested advocates and stakeholders. In addition, all of the CCR&R agencies in the Commonwealth are members of the National Association of Child Care Resource and Referral Agencies (NACCRRRA), which is charged with providing referrals and supports to all four (4) branches of the military.



State/Territory agency responsible for employment services/workforce development

The Department of Transitional Assistance (DTA), which sits within EOHHS, is the lead agency responsible for the Employment Services Program in the Commonwealth. The Secretary of EOHHS serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.

EEC also consulted with various workforce development entities in the Commonwealth, including participating on decision making bodies for two projects funded by Massachusetts Regional Employment Boards, as described below in section 1.5.1.



State/Territory agency responsible for Temporary Assistance for Needy Families (TANF)

DTA, which sits within EOHHS, is the lead agency responsible for TANF in the Commonwealth. The Secretary of EOHHS serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.



Indian Tribes/Tribal Organizations



N/A: No such entities exist within the boundaries of the State

EEC consults with regional child care resource and referral agencies, including the Child Care Network of Cape Cod and the Islands, which provide various child care resource information to the public, including the Wampanoag Indian tribe.



Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21

EEC is the lead agency for several national level initiatives in MA including: (1) Strengthening Families: EEC has provided training across the state on the SF model and has embedded adherence to the SF Protective Factors into all grant funded activities; (2) Help Me Grow: EEC has been selected as a replication state for the CT-based Help Me Grow program of early childhood screening and access to referrals; (3) National Center for Children's Vision and Eye Health at Prevent Blindness America: The Commissioner and other EEC staff are also members of an Advisory overseeing a grant designed to create a system of early childhood vision screening; and (4) Oral Health: EEC staff participate in the MA Early Childhood Oral Health Consortium; collaborate with DPH Oral Health Initiative to ensure HS programs, families and children are involved in developing oral health activities statewide; and support the exchange of information about resources available through partnership with Mass Dental Society, American Academy of Pediatric Dentistry (AAPD), the MA Chapter of AAPD and OHS Dental Home Initiative(DHI).

<input checked="" type="checkbox"/> <p>Provider groups, associations or labor organizations</p>	<p>In accordance with the Massachusetts General Laws, a representative of the provider community is a named member of the Board of EEC. In addition, the General Laws identify approximately 30 named provider groups and associations who are included in the membership of EEC's Advisory Board. EEC also attends monthly meetings of the members of the provider community, in order to share information, review updates on their work, and strategize regarding the implementation of any planned policy changes to CCDF supported care that may impact their work and the children and families that they serve. EEC also communicates regularly with unions representing its employees to proactively identify and resolve procedural and policy issues and to coordinate implementation.</p>
<input checked="" type="checkbox"/> <p>Parent groups or organizations</p>	<p>Parent groups or organizations consult with EEC both formally and informally through various mechanism, including, but not limited to: participation on the Board of EEC, as required by the Massachusetts General Laws; serving on local councils for CFCE grantees, as required by the terms of the grant awards; and through the Massachusetts Head Start Association, which requires parent representation.</p>
<input checked="" type="checkbox"/> <p>Local community organizations (child care resource and referral, Red Cross)</p>	<p>EEC attends monthly meetings of the CCR&Rs, in order to share information, review updates on their work, and strategize regarding the implementation of any planned policy changes to CCDF supported care that may impact their work and the children and families that they serve. In addition, the United Way of Massachusetts Bay and Merrimack Valley and the Frameworks Institute have also partnered with EEC to work on the development of a consistent and meaningful communications message for the families and for the field of early education and care.</p>
<input type="checkbox"/> <p>Other</p>	

1.4.2. Describe the Statewide/Territory-wide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. (658D(b)(1)(C), §§98.14(C)). At a minimum, the description should include:

Effective Date: 01-OCT-11

a) Date(s) of notice of public hearing: 05/11/2011

Reminder - Must be at least 20 days prior to the date of the public hearing.

- b) How was the public notified about the public hearing? A notice regarding the hearings was posted on EECs website and in the reception areas of all its regional offices on May 11, 2011. In addition, information about the hearings was provided at the May 10, 2011 meeting of the Board of EEC.
- c) Date(s) of public hearing(s): 05/31/2011
Reminder - Must be no earlier than 9 months before effective date of Plan (October 1, 2011).
- d) Hearing site(s) Worcester (5/31/11), Taunton (5/31/11), Lawrence (6/1/11) and Quincy (6/6/11). A hearing was scheduled for Holyoke on June 2, 2011, but was cancelled due to tornadic activity.
- e) How was the content of the Plan made available to the public in advance of the public hearing(s)? A copy of the draft plan was posted on EECs website and copies were made available at EECs central office and five regional offices. In addition to the specific efforts related to publishing notice to the public about the State Plan hearings, EEC offers the citizens of the Commonwealth several opportunities throughout the year to provide feedback and to guide the direction of the agency. For example, EEC convenes an Advisory Council (codified at M.G.L. c. 15D, § 3A) of key stakeholders in the realm of early education and care and provides opportunities for public comment prior to each board meeting, which occur a minimum of ten (10) times per year.
- f) How will the information provided by the public be taken into consideration in the provision of child care services under this Plan? All comments received by the public were summarized and distributed to both the Board of Early Education and Care and the Planning and Evaluation Committee. If necessary, the Plan will be updated accordingly.

1.4.3. Describe any strategies used by the Lead Agency to increase public consultation on the Plan or access to the public hearing. For example, translating the public hearing notice into multiple languages, using a variety of sites or technology (e.g., video) for the public hearing, holding the hearing at times to accommodate parent and provider work schedules.

Effective Date: 01-OCT-11

1.4.3. Describe:

In recognition of the burden of requiring parents or providers to physically attend public hearings, EEC allowed for submission of electronic comments through a dedicated e-mail box, which was available to interested stakeholders 24 hours a day from the date the Plan was posted and until the Plan was submitted to the Office of Child Care. In addition, the Department scheduled public hearings in each region of the Commonwealth, in an effort to increase public consultation throughout the entire Commonwealth.

1.5. Coordination Activities to Support the Implementation of CCDF Services

Lead Agencies are required to *coordinate* with other Federal, State, local, Tribal (if applicable) and private agencies providing child care and early childhood development services

Definition - *Coordination* involves child care and early childhood and school-age

development services efforts to work across multiple entities, both public and private (such as in connection with a State Early Childhood Comprehensive System (SECCS) grant or the State Advisory Council funded under the Head Start Act of 2007). (658D(b)(1)(D), §§98.12(a), 98.14(a)(1))

1.5.1. Identify and describe in the table below with whom the Lead Agency coordinates in the delivery of child care and early childhood and school-age services (§98.14(a)(1)).

Effective Date: 01-OCT-11

Agency/Entity (check all that apply)	Describe how the Lead Agency will coordinate with this Agency/entity in delivering child care and early childhood services	Describe the goals or results you are expecting from the coordination Examples might include increased supply of full-day/full-year services, aligned eligibility policies, blended funding, or access to more training and technical assistance resources shared across agencies.
---	--	---

<input checked="" type="checkbox"/>	<p>Representatives of general purpose local government (required)</p> <p>This may include, but is not limited to: representatives from counties and municipalities, local human service agencies, local education representatives (e.g., school districts), or local public health agencies.</p>	<p>EEC is overseen by an eleven member Board of Early Education and Care, appointed by the Governor. Membership of the Board includes the Secretary of Education, the Secretary of Health and Human Services, an early education and care provider, an early education and care teacher, a representative of the business community, a parent receiving early education and care services, an expert on assessment and evaluation, a pediatrician, and three other at-large members.</p> <p>In addition to the Board structure, EEC regularly consults with the legislatively mandated Advisory Council.</p> <p>In addition, the Commissioner of EEC regularly meets with school districts requiring corrective action under the rules and regulations promulgated by the Commonwealth's public education system.</p> <p>EEC has also developed a coordinated system of supports for children, families and early education and care professionals through partnerships with over 100 local entities known as Coordinated Family and Community Engagement (CFCE) grantees, Child Care Resource and Referral (CCR&R) agencies, Early Childhood Mental Health (ECMH) grantees, and Educator and Provider Support (EPS) grantees. Each of these partnerships share 4 common goals: (1) the delivery of quality services through enhanced knowledge and skills; (2) a strengths-based model of family support – inclusive of all, with prioritization of those most at risk; (3) working together to build an integrated system; and (4) the leveraging of resources to maximize impact. EEC meets quarterly with the recipients of these grants to share and gather information.</p>	<p>The Board meets monthly to decide high level policy issues, including issues impacting all CCDF funded programs and services; and to oversee and supervise the administration of a system of public and private early education and care that focuses on quality, family support, access and affordability, workforce development, communications, and infrastructure. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.</p> <p>The Advisory Council meets 4 times per year and the subgroups meet in between each full group meeting. A member of the EEC Board attends and provides the Board with an update on Advisory meetings at each EEC Board Meeting.</p> <p>Through its partnerships with CFCE grantees, CCR&Rs, ECMH grantees, and EPS grantees, the Department has created a statewide system of locally available, comprehensive services and supports that strengthen families, promote optimal child development, and seek to improve educator competency and program quality.</p>
-------------------------------------	---	---	--



State/Territory agency responsible for public education **(required)** This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.

The Secretary of EOE serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services.

In addition, the Commissioner of EEC regularly meets with other Education Commissioners to coordinate efforts across public education, and to monitor and track progress related to the Governor's Education Action Agenda, including data collection and longitudinal studies of students from birth to career, among other things.

EEC and ESE also collaborated to develop common core frameworks for infants and toddlers, and preschool children that align with the national common core. The resulting frameworks were adopted by the Boards of both agencies. ESE and EEC continue to work together to familiarize educators in early education and public school settings with the new frameworks.

In partnership with the Massachusetts Department of Higher Education (DHE), EEC administers the Early Childhood Education (ECE) Scholarship program for educators working in early education and care.

EEC also worked with DHE to establish and update a transfer compact so educators with associate degrees in early childhood education can transfer credits from the associates degree program, which will enable students to begin a bachelors program at a state university as a junior.

EEC helped establish EOE's Readiness Centers and is on the steering committee for the Readiness Center Network. EEC also requires its Educator and Provider Supports (EPS) grantees to collaborate with their regional centers.

EEC engaged the expertise of UMass Boston to evaluate the effectiveness and impact of the Department's delivery of professional development.

EEC also engaged several institutions of higher education to develop on-line courses and other resources for educators working in the early education and care.

The Commonwealth's comprehensive education system is comprised of EEC, ESE, and DHE. EOE's primary function is to advance public education in the Commonwealth by analyzing and implementing statewide education policy and developing a seamless education system from birth through higher education. EOE also serves as the chief liaison to the Governor's office on education issues and for the state's education departments.

By developing and aligning the Infant-Toddler Guidelines and Pre-School Guidelines with elementary curricula for kindergarten through the primary grades, educators understand the continuum of learning that links early education and care to later success in school, and have a shared understanding with similar expectations for children moving from early education programs into the primary grades.

Better alignment between higher education and the needs of the early education and out of school time workforce on a systemic level as evidenced by collaboration on scholarships, transfer and the readiness center network and evaluating new initiatives. EEC also seeks to address more immediate needs by increasing accessible training by developing online resources.

In addition, the Department embarked upon a two-phased Institutions of Higher Education (IHE) Mapping Project to gather detailed information on early childhood education and related degrees to ease the process for the early education and out-of-school time workforce in selecting a degree and IHE to further their professional development through education. Phase 1 of the project mapped the current network of two and four year public and select private IHEs in the Commonwealth that offer a program of study in early childhood education (ECE), elementary education or a program in a related field that leads to a certificate and/or an associate's or bachelor's degree. Through this phase of the project, EEC developed a school profile and a searchable database of required coursework in ECE degree programs. Phase 2 of the project compared early childhood degree and certificate program coursework at each participating IHE. The intended goal of this phase is to facilitate the transfer of credits between IHEs by identifying a common course theme across institutions and mapping these courses to one or more of the EEC Core Competency areas.pped tmaps the

		<p>Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required coursework.</p>
<p>Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services (required)</p>	<p>EEC coordinates with multiple state, local and private agencies to develop a system of supports for children, families and early education and care workforce that aligns with the Massachusetts Quality Rating and Improvement System (QRIS). Examples of the Department's coordination efforts include, but are not limited to:</p> <p>Educator and Provider Support grants provide professional development opportunities to the early education and care and out of school time workforce in three core areas: educator and provider planning, coaching and mentoring, and competency development. In addition, these grants support programs seeking to attain accreditation and/or to progress along the MA QRIS program.</p> <p>Early Childhood Mental Health grants provide mental health consultation services through a statewide system of mental health supports for children and families.</p> <p>Universal Pre-Kindergarten grants promote school readiness and positive outcomes for children; support and enhance the quality of services for children, especially for low-income children or children living in underperforming school districts; maximize parent choice by ensuring participation from all program types within a mixed public and private service delivery system; support the use of child assessment systems/tools to ensure that programs are effectively measuring children's progress across all developmental domains and using this information to inform practice; and inform the longer-term implementation of a program of universally accessible, high-quality early childhood education; and</p> <p>Head Start Supplemental grants continue to support Head Start and Early Head Start in providing quality education and comprehensive services to children and families.</p>	<p>Through these grants and contracts, the Department has developed a strategic plan for linking EEC funding streams into a coordinated system of support for children, families and the early education and care workforce.</p>



State/Territory agency responsible for public health (required)

This may include, but is not limited to, the agency responsible for immunizations and programs that promote children's emotional and mental health

The Secretary of EOHHS serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services.

DPH was awarded federal stimulus funds to support the implementation of EEC's new licensing regulations, which require licensed full day programs to offer 60 minutes of physical activity daily, implement nutrition programs meeting USDA guidelines, and be trained in USDA nutrition requirements.

In addition, EEC and DPH partnered to form a workgroup with the ESE Child Nutrition Program, Head Start, and other early education and care stakeholders. This workgroup helps early education and care programs meet EEC regulations by promoting physical activity and good nutrition through training, support, and resources. This is done by combining the Nutrition and Physical Activity Self Assessment (NAP SACC) intervention for preschool settings and I Am Moving I Am Learning (IMIL) training on the proactive approach to implementing daily activities to address childhood obesity.

In addition, DPH continues to support the Massachusetts Early Childhood Comprehensive Systems (MECCS) project, which is a policy initiative focused on building inter-agency coordination, planning, and implementation on early childhood issues and enhancing the early childhood comprehensive system. The goal of MEECS is: All young children are emotionally healthy, ready for school, and nurtured to develop their full potential. The Director of the MEECS program is an active member of the MIECHV Work Group.

EEC also consults DPH on relevant health and safety issues. For example, prior to promulgating its new licensing regulations EEC consulted with DPH staff in the development of the regulations related to medication administration in early education and care settings.

In addition, DPH and EEC lead an interagency State Planning Team related to the Center for Social and Emotional Foundations for Early Learning (CSEFEL) Pyramid model. Through this partnership, DPH and EEC have allocated resources to (1) train mentors and coaches; (2) establish demonstration sites; and (3) train over 2000 educators in the CSEFEL model.



The coordinated efforts of EEC and DPH in the areas of physical activity and healthy eating aim to address childhood obesity and good nutrition by providing fun curriculum for children that is infused across developmental domains including language and literacy development; enabling child care programs to help children and their families develop active and healthy life styles; and helping programs comply with EEC licensing regulations.

The goal of the MECCS project is to work across state agencies to coordinate policies relative to early education and care, preventative health care, family support, parenting education and mental health services for young children.

The Interagency CSEFEL group intends to make the CSEFEL Pyramid model widely available to promote healthy social and emotional development in early education and care.

<input checked="" type="checkbox"/>	State/Territory agency responsible for employment services / workforce development (required)	<p>The Employment Service Program (ESP) is administered by DTA. The Secretary of EOHHS serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services.</p> <p>EEC and DTA formed an interagency working group dedicated to streamlining the process for TANF families participating in the ESP to receive child care services.</p> <p>EEC participated on decision making bodies for two programs funded by Regional Employment Boards (REB) in the central and western regions of the state.</p>	<p>This EEC/DTA working group intends to identify key barriers impacting families served by both agencies.</p> <p>The first REB project took place in Central MA and was coordinated by the Edward Street Child Services, through a three-year grant from the Commonwealth Corporation's Workforce Competitiveness Trust Fund. This project brought together stakeholders with the overall goal of creating a qualified pool of early childhood educators. The three-year grant provided educational advancement opportunities for teachers. College courses were offered and degrees awarded.</p> <p>The second REB project which took place in Western MA was entitled "Developing Early Childhood Educators" (DECE). This project sought to align local stakeholders to develop a comprehensive system for early childhood educators to access, afford and attain industry recognized credentials.</p>
<input checked="" type="checkbox"/>	State/Territory agency responsible for providing Temporary Assistance for Needy Families (TANF) (required)	<p>The Secretary of EOHHS serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services.</p> <p>EEC and DTA formed an interagency working group dedicated to streamlining the process for TANF families to receive child care services.</p>	<p>This EEC/DTA working group intends to identify key barriers impacting families served by both agencies.</p>
<input checked="" type="checkbox"/>	Indian Tribes/Tribal Organizations (required) <input type="checkbox"/> N/A: No such entities exist within the boundaries of the State	<p>EEC coordinates with Indian Tribes receiving CCDF funds in the Commonwealth by publishing market rate survey information, reimbursement rates, sliding fee scales and eligibility information on its website, in addition to responding to any inquiries related to CCDF funding from Indian Tribes in the Commonwealth. EEC also contracts with regional Child Care Resource and Referral agencies, including the Child Care Network of Cape Cod and the Islands, which provide various child care resource information to the public.</p>	<p>By publicizing this information, the Department allows other agencies, tribes and organizations to utilize this data in formulating their respective CCDF Plans.</p> <p>By reaching out to the CCR&Rs, EEC ensures that its information and referral vendors have complete and accurate information to respond to questions from families or programs in their respective catchment areas, including Indian tribes in Massachusetts.</p>
<p>For the remaining agencies, check and describe (optional) any with which the Lead Agency has chosen to coordinate early childhood and school-age service delivery</p>			

<input type="checkbox"/>	State/Territory agency responsible for licensing (if separate from the Lead Agency)		
<input checked="" type="checkbox"/>	State/Territory agency with the Head Start Collaboration grant	<p>EEC is the agency that receives the Head Start State Collaboration Grant in MA and the Commissioner of EEC currently serves as the Director of the Massachusetts Head Start State Collaboration Office.</p> <p>As the recipient of the the Head Start State Collaboration grant, EEC is required to implement the Management Plan outlined in the 5 year grant renewal application submitted to the Office of Head Start on April 1, 2011.</p>	<p>Head Start State Collaboration Office in Massachusetts intends to align standards, curriculum and assessment of Head Start Child Development and Early Learning Framework, the Guidelines for Preschool Learning Experiences, and the MA Common Core Standards for quality education and care practices; to establish coordinated, efficient and effective ECE professional development infrastructure; to establish coordinated, research-based, data infrastructure to support quality education and care; to coordinate and support programs to reach families with comprehensive health services; and to support the 10 priority areas including; support for services related to welfare and child welfare, effective linkages with services for immigrant, refugee, migrant and seasonal working families, family literacy, and meeting the needs of dual language learners. In addition, the Head Start State Collaboration Office is working to support the creation of a birth to age 8 continuum of early education and care in the Commonwealth. To facilitate the creation of this continuum, the memorandum of understanding between Head Start and the public schools will be used as a mechanism to create working partnerships across all local early education and care programs.</p>

	<p>Statewide Advisory Council authorized by the Head Start Act</p>	<p>The Governor appointed the Board of EEC, as the State Advisory Council (SAC) in Massachusetts. As a result, the Department, in consultation with the Board, shall implement the activities outlined in the 3-year application for SAC funding submitted to the Office of Head Start in 2010.</p>	<p>The six goals of the SAC, as outlined in the Commonwealth's application for SAC funding, include:</p> <p>Develop and implement an Early Childhood Information System.</p> <p>Complete a needs assessment with a special emphasis on multi-risk families with infants and toddlers.</p> <p>Support birth through age eight community planning and PreK-3 partnership.</p> <p>Develop an early education and higher education workforce preparation partnership.</p> <p>Develop a policy recommendation for early education and care educators serving dual language learning children.</p> <p>Ensure sufficient staffing support within EEC to advance the SAC's agenda and help integrate SAC funded priorities.</p>
	<p>State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)</p>	<p>ESE is the lead agency responsible for the Child and Adult Food Program (CACFP) and the Secretary of EOE serves as an ex officio member of the Board of EEC.</p> <p>As of 2011, 25 family child care sponsors in Massachusetts receive Federal funds to inform individual family child care (FCC) providers of the benefits of the CACFP. In addition, these sponsors provide training and technical assistance on proper nutrition, maintain records, monitor providers, and distribute payments.</p> <p>There is also close coordination between EEC licensing regulations and the CACFP sponsorships. The individual CACFP participants and sponsors coordinate with FCC systems, CCR&Rs, EPS grantees and other stakeholders in the quarterly regional meetings sponsored by EEC FCC licensing to share information on new EEC initiatives, common licensing issues, new policies and procedures. The sponsors also coordinate with independent FCC providers' homes on a quarterly basis and keep EEC licensing staff informed of issues in the homes. The food sponsorships also facilitate FCC licensing orientations with EEC.</p>	<p>Continue to leverage EEC's relationship with ESE's CACFP sponsorships to increase awareness by independent FCC providers of information about good nutrition and increased physical activity for children, especially in light of childhood obesity concerns in Massachusetts.</p>

<div data-bbox="57 667 97 707" data-label="Image"></div> <p>State/Territory agency responsible for programs for children with special needs</p> <p>This may include, but is not limited to:</p> <p>State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs</p>	<p>Through an Interagency Service Agreement (ISA) entered into between EEC and ESE, EEC is authorized to administer the Commonwealth's early childhood special education grant funds, under the federal Preschool Grant program authorized by Part C, Section 619 of the Individuals with Disabilities Education Improvement Act (IDEA).</p> <p>EEC has also partnered with DPH to support the Regional Consultation Programs (RCP), which aim to assist families of young children with complex medical needs, including special education transition from Early Intervention to Pre-School and to promote inclusion of 3-5 year olds in pre-school settings.</p> <p>In addition, EEC is a member of DPH's Interagency Collaborating Council (ICC), which is a federally mandated statewide inter-agency group that advises and assists DPH on issues related to Early Intervention services. EEC staff also participate on the ICC Program Planning subcommittee to improve transitions for young children as they age out of Early Intervention and move on to either Early Childhood special education and/or community based programs.</p>	<p>Pursuant to the ISA between EEC and ESE, EEC administers these funds to support the inclusion of young children with disabilities through the implementation of a high quality system of early education and care, and to ensure that a free appropriate public education (FAPE) is available to all eligible children with disabilities ages 3 to 5 in compliance with applicable federal and state special education law, including IDEA and the Massachusetts Special Education Law and Regulations.</p> <p>The Regional Consultation Programs (RCP) intend to assist children with disabilities by providing expertise on inclusion and effective transition practices to early education and care programs. Early intervention specialists ensure that children are referred to appropriate settings and provide resources and consultation to help them succeed in those settings.</p> <p>The purpose of the ICC is to advise and assist in the planning, development and implementation of activities necessary to operate the statewide system of early intervention services for infants and toddlers under 3 years of age with disabilities or those who would be at risk of experiencing a substantial developmental delay if early intervention services were not provided.</p>
---	---	--



State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant

The Commissioner of EEC serves as the Co-Chair for the Massachusetts Home Visiting Task Force. In addition, EEC participates on the Home Visiting Work Group, which provides monthly reports to the Task Force to guide the development of this new initiative.

Massachusetts Substance Abuse Mental Health Services Administration (SAMHSA) Grants – MA LAUNCH & MYCHILD: Two of the most significant projects that the MIECHV Initiative linked with through MECCS are: 1) MA LAUNCH, which leverages existing state and local initiatives to strengthen comprehensive early childhood systems in the pilot community of Boston through the development of pediatric medical homes. 2) Massachusetts Young Children's Health Interventions for Learning and Development (MYCHILD) is a community-based system of care that works to identify children birth through age five with or at high risk for social-emotional disturbance (SED), and provide them with family-directed, individualized, coordinated and comprehensive services. In addition, MYCHILD developed standardized protocols for identifying children at risk of SED as well as linking children with, or at risk of, SED with MYCHILD services. The Director of both these SAMHSA grants is an active member of the MIECHV Work Group.

Children's Behavioral Health Initiative (CHBI) is the Commonwealth's behavioral health system for children. CBHI focuses on transforming the behavioral health (BH) system into a system of care model with early identification of children with BH issues, and culturally competent, family driven, community based services. CBHI legislation calls for standardized BH screening by primary care providers as a part of Medicaid well-child visits and standardized BH assessment by behavioral health clinicians using the Child and Adolescent Needs and Strengths tool (CANS). CBHI collaborators are active members of the MIECHV Work Group.



The goals of the home visiting programs are to:

Improve maternal, prenatal, infant and child health;

Promote optimal child development, parenting skills, school readiness, and family economic self-sufficiency; and

Reduce child maltreatment, crime, and domestic violence.

The Home Visiting Task Force selected 4 grantees that will be charged with implementing an expansion of one of the 4 existing models of evidence-based home visiting. In addition, the Department is seeking additional funding to expand to the program to each of the seventeen (17) communities identified in the Maternal and Child Health Needs Assessment.

	<p>State/Territory agency responsible for child welfare</p>	<p>The Secretary of EOHHS serves as an ex officio member of the Board of EEC, which meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services.</p> <p>EEC and DCF formed an interagency working group dedicated to streamlining the process for families to receive supportive child care services.</p> <p>EEC also contracts with programs that provide Supportive Child Care to families who have active protective services cases with DCF. The supportive child care program facilitates children's placement in quality child care settings and supports the work of DCF through the purchase of early education and out-of-school time care, which is supplemented by case management, comprehensive social services and transportation services.</p> <p>EEC has worked closely with DCF central office staff, social workers and area child care coordinators to provide technical assistance and support to clarify policy and resolve case-specific issues to facilitate coordination of supportive child care services.</p>	<p>EEC and DCF efforts are focused on improving service delivery regarding access to supportive child care for children and families, quality of services provided and workforce development.</p> <p>One tangible example of the positive impact of the partnership between EEC and DCF is the implementation of a new child care program model to assist families transitioning off supportive services provided by DCF, as families at risk of receiving protective services.</p>
	<p>State/Territory liaison for military child care programs or other military child care representatives</p>	<p>EEC staff have attended conferences and trainings administered by the Military Child Education Coalition and other interested advocates and stakeholders. In addition, all of the CCR&R agencies in the Commonwealth are members of the National Association of Child Care Resource and Referral Agencies (NACCRRA), which is charged with providing referrals and supports to all four (4) branches of the military.</p> <p>A goal of the Head Start State Collaboration Office (HSSCO), housed at EEC, is to support service and outreach efforts for military families. To do so, EEC has proposed to the Office of Head Start to:</p> <ul style="list-style-type: none"> Analyze the need in Massachusetts for children in military families needing services; Increase HSSCO and Head Start educators awareness of services that support children in military families (i.e. The Military Child Education Coalition); and Outreach to diverse family population via local CFCE, CCR&R grantees and Head Start programs. 	<p>By coordinating with advocates and stakeholders, the Department intends to better inform its policies and regulations related to children of military families, including finding children, supporting families in an effort to build resiliency, and increasing awareness and sensitivity that the cycle of military deployment does not end.</p>

<input checked="" type="checkbox"/>	<p>Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21</p>	<p>As a “Strengthening Families” state, Massachusetts will continue to partner with the Center for the Study of Social Policy in the marketing and distribution of the Strengthening Families message and incorporating Strengthening Families Protective Factors in EEC grant and contract funded initiatives.</p> <p>EEC will continue to lead a steering committee to oversee the implementation of Help Me Grow, MA.</p> <p>EEC will continue to provide leadership and support to the MA Prevent Blindness initiative.</p> <p>EEC staff also participate in the MA Early Childhood Oral Health Consortium; collaborate with DPH Oral Health Initiative to ensure HS programs, families and children are involved in developing oral health activities statewide; and support the exchange of information about resources available through partnership with Mass Dental Society, American Academy of Pediatric Dentistry (AAPD), the MA Chapter of AAPD and OHS Dental Home Initiative (DHI).</p>	<p>Data is being gathered on the Strengthening Families Self Assessments of all CFCE grantees. EEC is helping SF to design effective reporting mechanisms</p> <p>Help ME Grow will achieve full replication including the development of a state-wide call center, developmental screening and referrals in MA within 3 years.</p> <p>The goals of the National Center for Children’s Vision and Eye Health at Prevent Blindness are to: develop and implement a statewide strategy for vision screening from age 3 through entrance into school, establish quality improvement strategies and determine a mechanism for the improvement of data systems and reporting of children’s vision and eye health services.</p> <p>The oral health activities intend to inform families about how to access children’s oral health services, including local initiatives to promote children’s dental health, among other things.</p>
<input checked="" type="checkbox"/>	<p>Local community organizations (child care resource and referral, Red Cross)</p>	<p>EEC attends monthly meetings of the Massachusetts CCR&R network and collects monthly reports on activities in order to ensure contract compliance and efficient performance in information and referral and voucher management services.</p>	<p>Renewal and monitoring of CCR&R Contracts will result in the efficient eligibility determination and distribution of subsidy funds as well as sharing of information on early education and out of school time resource information with all families.</p>
<input checked="" type="checkbox"/>	<p>Provider groups, associations or labor organizations</p>	<p>The Massachusetts General Laws require a representative of the provider community as a named member of the Board of Early Education and Care. In addition, the General Laws identify approximately 30 named provider groups and associations as required members of EEC’s Advisory Board.</p> <p>EEC also communicates regularly with unions representing its employees to proactively identify and resolve procedural and policy issues and coordinate implementation, as needed.</p>	<p>Coordination with provider groups, associations and labor organizations helps the Department ensure effective, efficient, inclusive implementation of policies and procedures in a way that is fair, equitable, and responsive to the needs of children, families and other key stakeholders in the Commonwealth. Additionally, increased coordination enables stakeholders to make informed decisions.</p>

<input checked="" type="checkbox"/>	Parent groups or organizations	<p>The Massachusetts General Laws require a parent receiving early education and care services to be a member of the EEC Board. The Board meets a minimum of ten times annually to decide high level policy issues, including issues impacting all CCDF funded programs and services.</p> <p>The Department also contracts with over 100 locally-based CFCE grantees that create a network of resources to support families with young children in identifying locally available comprehensive services and supports that strengthen families and promote optimal child development. As a condition of participation in the CFCE program, grantees are required to include a parent representative on each local council.</p> <p>Additionally, parents are required members of the Massachusetts Head Start Association, which frequently consults with the Commissioner of EEC on various issues related to the delivery of early education and care services and programs in the Commonwealth.</p>	<p>The broad membership and regular meeting schedule of the Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies, including parent groups or organizations.</p> <p>Additionally, requiring participation on local CFCE councils and on the Head Start Association ensures parents have an on-going opportunity to engage the Department in the delivery of early education and care services to children and families.</p>
<input type="checkbox"/>	Other		

1.5.2. Does the State/Territory have a formal early childhood and/or school-age coordination plan? Lead Agencies are not required to have an early childhood nor a school-age coordination plan, but the State/Territory may have such plans for other purposes, including fulfilling requirements of other programs.

Effective Date: 01-OCT-11

☒ Yes. If yes,

a)

Provide the name of the entity responsible for the coordination plan(s):

The Board of Early Education and Care

b)

Describe the age groups addressed by the plan(s):

From birth to age 13, or age 16, if special needs.

c)

Indicate whether this entity also operates as the State Advisory Council (as authorized under the Head Start Act of 2007):

☒ Yes

☐ No

d)

Provide a web address for the plan(s), if available:

http://www.mass.gov/Eoedu/docs/EEC/research_planning/state_planning/eec_strategic_plan.pdf



No

1.5.3. Does the State/Territory have a designated entity(ies) responsible for coordination across early childhood and school-age programs? (658D(b)(1)(D), §98.14(a)(1)) Check which entity(ies), if any, the State/Territory has chosen to designate.

Effective Date: 01-OCT-11

☒ State/Territory-wide early childhood and/or school-age cabinet/advisory council/task force/commission.

If yes, describe entity, age groups and the role of the Lead Agency

As stated in sections 1.4.1 and 1.5.1, EEC is overseen by an eleven member Board of Early Education and Care, appointed by the Governor. Membership of the Board includes the Secretary of Education, the Secretary of Health and Human Services, an early education and care provider, an early education and care teacher, a representative of the business community, a parent receiving early education and care services, an expert on assessment and evaluation, a pediatrician, and three other at-large members. Pursuant to the Massachusetts General Laws, the Board is required to review and approve all federal grant applications, including the CCDF Plan.

The Board meets monthly to decide high level policy issues, including issues impacting all CCDF funded programs and services; and to oversee and supervise the administration of a system of public and private early education and care that focuses on quality, family support, access and affordability, workforce development, communications, and infrastructure.. The broad membership and regular meeting schedule of the EEC Board allows for substantial and ongoing consultation and coordination with EEC's stakeholders and key partner agencies.

Pursuant to M.G.L. c. 15D, § 3A, the members of the state advisory council on early education and care shall represent a reasonable geographic balance and shall reflect the diversity of the commonwealth in race, ethnicity, gender and sexual orientation. The Commissioner of EEC shall consult with the advisory council on the development of the Department's 5-year master plan for early education and care and the adoption of the educationally sound kindergarten readiness assessment instrument. The advisory council may also review and offer comments on any rules or regulations before promulgation by the board, and may, from time to time, make recommendations to the board that it considers appropriate for changes and improvements in early education and care programs and services. Additionally, EEC shall consult with the state advisory committee on early education and care to study and present any additional recommendations on the programmatic, financing, and phase-in options for the development and universal implementation of the Massachusetts universal pre-kindergarten program.

☒ State Advisory Council (as described under the Head Start Act of 2007).

If yes, describe entity, age groups and the role of the Lead Agency

In accordance with the authority granted in the Head Start Act, Governor Patrick designated the Board of Early Education and Care to serve as the Head Start State Advisory Council on Early Education and Care in Massachusetts. In addition to the seven functions assigned to the State Advisory Council (SAC) under the reauthorized Head Start Act for School Readiness Act of 2007, the Council has added one related function. As a result, the role of the SAC is to review/analyze the following:

- (1) Needs Assessment
- (2) Early Education and Care Cooperation and Collaboration
- (3) Early Education and Care Enrollment and Outreach
- (4) Unified Data Collection
- (5) Quality Improvement in Early Education and Care
- (6) Workforce Professional Development
- (7) Early Education and Care Workforce Preparation by Higher Education
- (8) Early Learning Standards

☐ Local Coordination/Council

If yes, describe entity, age groups and the role of the Lead Agency

☒ Other

Describe

Birth to School-Age Taskforce

The Patrick Administration Education Action Agenda (June 2008) called for the creation of the Massachusetts Birth to School Age Task Force to establish a statewide birth-to-school-age strategy to ensure the healthy development of children, particularly those from low-income families and indicated that this strategy should include various service agencies, link multiple funding streams, and align preschool and school-age care. This initiative builds on the efforts of twenty years of work, such as the Infant Toddler Services Summit (ITSS) which the EOHHS Head Start State Collaboration Office convened from 1997-2003, as a public-private interagency collaborative effort to develop a comprehensive plan for children birth to age three.

While EEC convened the Task Force and played a coordinating role, the membership of the group represents the work of more than 50 practitioners, policymakers, educators and advocates from myriad disciplines and service sectors throughout the state. Based on the diverse expertise of this coalition, a Report was developed which lays the foundation for an integrated system of early care and lifelong learning that begins pre-birth, and was submitted to the Governor's Office and Child and Youth Cabinet in November 2010. The Report laid out the first phase of the work, which has focused on developing a plan to support all children pre-birth to age three, and their families/caregivers. This Report purposefully aligned with an existing report, *Ready for Lifelong Success: A Call for Collaborative Action On Behalf of Massachusetts' Children and Youth* (June 2009), from the Massachusetts Action Planning Team, which focuses on desired outcomes for all children and youth, ages five to twenty one, and their families. The next phases of this work will be for EEC's Research and Outreach Committee of the Board and the reconvened Task Force to focus on prioritizing the strategies and actions put forth and to identify lead conveners for the respective work and then to link the strategies to the population ages three to five years old.

☐ None

1.5.4 Does the Lead Agency conduct or plan to conduct activities to encourage public-private partnerships that promote private sector involvement in meeting child care needs? (§98.16(d))

Effective Date: 01-OCT-11

☒ Yes .

If yes, **describe** these activities or planned activities, including the tangible results expected from the public-private partnership:

EEC has engaged in several public-private partnerships. An ongoing example is the Massachusetts "Invest in Children" license plate initiative. Funds generated by the sale of these plates go into the Child Care Quality Fund established by the Legislature. In the past decade, EEC has distributed over \$2.2 million to over 160 non-profit organizations to support and enhance the quality of services being delivered in early education and out of school time settings across the Commonwealth.

Other examples of public-private partnership in Massachusetts include:

- EEC's work with Wheelock College to assess the professional development needs of educators who are English language learners, disseminate best practices, and develop a strategy to meet their needs.
- EEC engaged the United Way of Massachusetts Bay and Merrimack Valley to monitor the FY2010 QRIS Program Quality Grantees, to implement and administer FY2011 Grants, and to provide ongoing technical assistance to grantees.
- EEC launched a communications strategy infrastructure campaign with the United Way of Massachusetts Bay and Merrimack Valley and The Frameworks Institute. This project was designed to create and implement a communications strategy that advocates for and conveys the value of early education and care to stakeholders, consumers and the general public while positioning EEC as a national education leader.
- EEC created a system of regional partnerships through the Educator and Provider Support (EPS) grants. These regional partnerships include CCR&Rs, CAP agencies, institutions of higher education (IHEs), private non-profit community organizations, and other public and private entities. These partnerships are the network EEC funds to determine and address the professional development needs of the early education and out of school time workforce.
- EEC's collaboration with the Bessie Tartt Wilson Initiative for Children to develop a basic career ladder for the early education and out of school time workforce. This ladder is intended as a guide and resource for early education and out of school programs and will provide a common starting point for discussions to address issues like compensation and career advancement.
- EEC has engaged Oldham Innovative Research to study the higher education system in MA. Phase I of the study compared early education and related degree programs across 27 public and private two and four year Institutions of Higher Education. Recently completed Phase II of the study compares individual courses across these same IHEs and aligns them with EEC's core competency areas. These studies are made available on line as a resource for educators, IHEs, and other entities working to align higher education with the needs of the early education and out of school time workforce.

In addition, the Wellesley University Center for Research, on behalf of the Head Start SAC, has been hired to design two study models for identifying the needs of young children birth to age eight and assessing the "quality and availability of early childhood education and development programs and services for children from birth to school entry." These study models will serve as the basis for a tri-

annual needs assessment that SAC intends to conduct beginning in FY12. Specifically, this contract calls for the delivery of the following services, activities, and products:

- Review other states' needs assessments that address children birth to age eight including the unique needs of multi-risk infants and toddlers.
- Meet and consult with the SAC and EEC, in order to identify the key research questions to answer (indicators to measure) through the needs assessment.
- Design two different study models** that will each answer the key research questions identified and agreed upon by the SAC, EEC and the selected vendor, focus on the needs of young children birth to age eight, and assess the quality and availability of early childhood education and development programs and services for children from birth to school entry.
- Project the cost for implementing each component of each study model in a needs assessment.
- Provide a timeline for each component of each study model in a needs assessment.
- Identify additional tools to understand the needs of vulnerable children and families (or outline the process for identifying such tools).

☐ No

1.6. Child Care Emergency Preparedness and Response Plan

It is recommended, but not required, that each Lead Agency develop a plan to address preparedness, response, and recovery efforts specific to child care services and programs. Plans should cover the following areas: 1) planning for continuation of services to CCDF families; 2) coordination with other State/Territory agencies and key partners; 3) emergency preparedness regulatory requirements for child care providers; 4) provision of temporary child care services after a disaster; and 5) rebuilding child care after a disaster. For further guidance on developing Child Care Emergency Preparedness and Response Plans see the Information Memorandum (CCDF-ACF-IM-2011-XX) located on the Office of Child Care website at:

http://www.acf.hhs.gov/programs/ccb/law/state_topic_emergency.htm

1.6.1. Indicate which of the following best describes the current status of your efforts in this area. Check only ONE.

Effective Date: 01-OCT-11

☐ **Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated and how the plan will be coordinated with other emergency planning efforts within the State/Territory.

☒ **Developed.** A plan has been developed as of **[insert date]:** [10/01/2009](#) and put into operation as of **[insert date]:** , if available. Provide a web address for this plan, if available:

☐ **Other.**

Describe:

1.6.2. Indicate which of the core elements identified in the Information Memorandum are or will be covered in the Lead Agency child care emergency preparedness and response plan. Check which elements, if any, the Lead Agency includes in the plan.

Effective Date: 01-OCT-11

- ☒ Planning for continuation of services to CCDF families
- ☒ Coordination with other State/Territory agencies and key partners
- ☒ Emergency preparedness regulatory requirements for child care providers
- ☒ Provision of temporary child care services after a disaster
- ☒ Rebuilding child care facilities and infrastructure after a disaster
- ☐ None

PART 2

CCDF SUBSIDY PROGRAM ADMINISTRATION

2.1 Administration of the Program

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or other public or private local agencies as long as it retains overall responsibility for the administration of the program. (658D(b), §98.11(a))

2.1.1. Which of the following CCDF program rules and policies are set or established at the State/Territory versus the local level? Identify the level at which the following CCDF program rules and policies are established.

Effective Date: 01-OCT-11

Eligibility rules and policies (e.g., income limits) are set by the:

☒ State/Territory

☐ Local entity.

If checked, provide the name(s) of the local entity:

☐ Other.

Describe:

Sliding fee scale is set by the:

☒ State/Territory

☐ Local entity.

If checked, provide the name(s) of the local entity:

☐ Other.

Describe:

Payment rates are set by the:

☒ State/Territory

☐ Local entity.

If checked, provide the name(s) of the local entity:

☐ Other.

Describe:

2.1.2. How is the CCDF program operated in your State/Territory? In the table below, identify which agency(ies) performs these CCDF services and activities.

Effective Date: 01-OCT-11

Implementation of CCDF Services/Activities

Who determines eligibility?

Note: If different for families receiving TANF benefits and families not receiving TANF benefits, please describe:

For families with open TANF cases, the Massachusetts Department of Transitional Assistance (DTA) determines eligibility based on the family's financial eligibility for TANF and participation in DTA's employment services program.

Agency (Check all that apply)

☒ CCDF Lead Agency

☒ TANF agency

☒ Other State/Territory agency.

Describe:

For children with open protective service cases with the Massachusetts Department of Children and Families (DCF), social workers may authorize child care in an effort to meet the protective service needs of the family receiving child welfare services from DCF.

☐ Local government agencies such as county welfare or social services departments

☒ Child care resource and referral agencies

☒ Community-based organizations

☐ Other.

Describe:

Who assists parents in locating child care (consumer education)?

Agency (Check all that apply)

☒ CCDF Lead Agency

☒ TANF agency

☒ Other State/Territory agency.

Describe:

For children with open protective service cases with DCF, social workers and regional child care coordinators work with families to locate child care options that best meet the needs of the family.

- ☐ Local government agencies such as county welfare or social services departments
- ☒ Child care resource and referral agencies
- ☒ Community-based organizations
- ☒ Other.

Describe:

In 2010, EEC contracted with Mass 211 to provide statewide information and referral services to families seeking early education and care programs and services. Mass 211 is a national abbreviated dialing code for free access to health and human services Information and Referral, including early education and care services and programs in the Commonwealth. 2-1-1 is an easy-to-remember and universally recognizable number that makes a critical connection between individuals and families seeking services or volunteer opportunities and the appropriate community-based organizations and government agencies. 2-1-1 makes it possible for people to navigate the complex and ever-growing maze of human service agencies and programs. By making services easier to access, 2-1-1 encourages prevention and fosters self-sufficiency. It also is hoped that it will reduce the number of non-emergency calls inappropriately made to 911.

Who issues payments?

Agency (Check all that apply)

- ☒ CCDF Lead Agency
- ☐ TANF agency
- ☐ Other State/Territory agency.

Describe:

- ☐ Local government agencies such as county welfare or social services departments
- ☒ Child care resource and referral agencies
- ☒ Community-based organizations
- ☐ Other.

Describe:

Describe to whom is the payment issued (e.g., parent or provider) and how are payments distributed (e.g., electronically, cash, etc)

Type of Reimbursement

One payment system is offered by EEC - Regular Invoiced Payment. All payments are reviewed and processed in the Massachusetts Management Accounting and Reporting System (MMARS) within 5-7 business days of receipt of invoice.

Issuing Payments:

The Office of the State Comptroller offers (2) payment mechanisms: paper check or direct deposit (Electronic Funds Transfer EFT). **Beginning July 1, 2011 (Fiscal Year 12) the State Comptroller requires statewide contracts and vendors to receive payment only via EFT.**

Other. List and describe:

2.2. Family Outreach and Application Process

Lead Agencies must inform parents of eligible children and the general public of the

process by which they can apply for and potentially receive child care services. (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a)-(e). **Note** - For any information in questions 2.2.1 through 2.2.10 that differs or will differ for families receiving TANF, please describe in 2.2.11.

2.2.1. By whom and how are parents informed of the availability of child care assistance services under CCDF? (658E(c)(2)(A), §98.30(a)) Check all agencies and strategies that will be used in your State/Territory.

Effective Date: 01-OCT-11

- ☒ CCDF Lead Agency
- ☒ TANF offices
- ☒ Other government offices
- ☒ Child care resource and referral agencies
- ☒ Contractors
- ☒ Community-based organizations
- ☒ Public schools
- ☒ Internet

(provide website): (1) <http://www.mass.gov/eec>; and (2) <http://www.mass211.org/eec>

- ☐ Promotional materials
- ☒ Community outreach meetings, workshops or other in-person meetings
- ☐ Radio and/or television
- ☐ Print media
- ☐ Other.

Describe:

2.2.2. How can parents apply for CCDF services? Check all application methods that your State/Territory has chosen to implement.

Effective Date: 01-OCT-11

- ☒ In person interview or orientation
- ☒ By mail
- ☒ By Phone/Fax
- ☒ Through the Internet

(provide website): <https://earlyedncareop.eec.state.ma.us/KinderWait/KWclientaccess/>

- ☒ By Email
- ☐ Other.

Describe:

2.2.3. Describe how the Lead Agency provides consumer education to parents applying for CCDF assistance to promote informed choices about the quality of care provided by various providers.

Effective Date: 01-OCT-11

Lead Agencies must certify that the State/Territory will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices (658E (c)(2)(G), §98.33).

For example, memorandums of understanding with resource and referral agencies to provide consumer education to families applying for CCDF assistance, providing parents with provider lists showing licensing history and/or Quality Rating and Improvement System (QRIS) ratings, or informational brochures that address importance of quality and different care options available.

The Department has embarked on a strategic plan to link various funding streams into a coordinated system of support for children, families and early education and care professionals. In particular, the funding to support the Child Care Resource and Referral (CCR&R) agencies and the Coordinated Family and Community Engagement (CFCE) grantees focus on providing regionally/locally based resources for families seeking consumer education to promote informed choices about child care options in the Commonwealth.

As part of EEC's FY10 CCR&R procurement, the Department purchased three distinct levels of services: (1) voucher management; (2) information and referral services to all families; and (3) enhanced consumer education services for families. Through these enhanced services, EEC intends to ensure that families throughout the Commonwealth are well informed about early education and care and other resources that exist; to more clearly communicate with families about the importance of early education and care and a parent's role as his/her child's first teacher; and to support linkages on the local, regional and statewide level to provide easy access to the comprehensive services and supports needed by families. In addition, EEC procured statewide information and referral for early education and care programs and services from Mass 211, which is a national abbreviated dialing code for free access to health and human services information and referral. This easy to remember and universally recognizable number assists EEC and its stakeholders by making a critical connection between individuals and families seeking services and the appropriate community-based organizations and government agencies.

The Department established its CFCE grant program to build upon an established local infrastructure of coordination and delivery of comprehensive services to families by promoting individual educator competency by providing a local resource for information about professional development opportunities; and by providing referrals to a range of locally available comprehensive services that meet the needs of children and families. CFCE grantees are expected to provide outreach and consumer education in ways that align with the demographics of the families in their communities.

EEC also launched a communications strategy infrastructure campaign with the United Way of Massachusetts Bay and Merrimack Valley and the Frameworks Institute. This project was designed to create and implement a communications strategy that advocates for and conveys the value of early

education and care to stakeholders, consumers and the general public, while positioning EEC as a national education leader.

In an effort to improve access and information regarding licensed early education and care programs, EEC launched an improved Child Care Search function on our website -- <http://www.eec.state.ma.us/ChildCareSearch/EarlyEduMap.aspx>.

This search functionality, which is available in English and Spanish, provides detailed information on early education and care programs in the Commonwealth and also makes available for the first time on the web important licensing information, including the date of the last licensing visit and an indication if a program is the subject of EEC legal action.

2.2.4. Describe how the Lead Agency will support child care programs to increase the likelihood that CCDF-served children receive higher quality care as defined in your State/Territory.

Effective Date: 01-OCT-11

For example, methods used to promote upward movement in quality rating and improvement system, methods used to encourage high quality programs to participate in the subsidy program such as tiered reimbursement, or incentives used to support high quality programs in rural, suburban, urban, and low-income communities.

The Department provides supports to child care programs to increase the likelihood that CCDF-served children receive higher quality care through the public procurement model for the EEC contract system. By the express terms of the procurement, bidders seeking to obtain "contracted" child care slots funded by CCDF are required to perform the following tasks and program supports: (1) A child-based approach to providing a caring and supportive environment that fosters each child's growth and development and promotes school readiness and success by utilizing developmentally appropriate curriculum; (2) Individual and small group activities that encourage age-appropriate socialization and developmental skills; out-of-school-time programs are encouraged to provide separate programming for younger school age children and pre-teens; (3) Individualized programming for all children, tailored to meet the specific needs of each child including children with special needs and children with limited English proficiency; (4) Referral to additional child and family services such as Early Intervention, special education, health coverage, family literacy initiatives, mental health services and other services available within the community including those funded by EEC and other agencies – e.g., Women, Infants & Children Food Program (WIC), Food Stamps; (5) Parent conferences held regularly on a quarterly basis for infants and children with special needs, and minimally at six-month intervals for all other children; (6) Parent involvement activities allowing parents to take part in the planning, development, and evaluation of the early education and out-of-school time services they receive. All families must be given the opportunity to evaluate the program annually through written questionnaires, focus groups, suggestion boxes and other means of evaluation, which programs should use on an on-going basis as a means to continuously improve practices; and (7) Culturally responsive staff and services that reflect and respect the ethnic and linguistic diversity of the families in their program.

The Department supports child care programs to increase the likelihood that CCDF-served children receive higher quality care through the voucher system, as well. Specifically, the express terms of the Voucher Manual require providers to offer a safe, stimulating, and nurturing learning environment that meets the developmental needs of each child in care, and provides opportunities for parent involvement. This includes a child-based approach to providing a caring and supportive environment that fosters each child's growth and development and promotes school readiness and success by utilizing

developmentally appropriate curriculum; individual and small group activities that encourage age-appropriate socialization and developmental skills; out-of-school-time programs are encouraged to provide separate programming for younger school age children and pre-teens; and individualized programming for all children, tailored to meet the specific needs of each child including children with special needs and children with limited English proficiency.

In an effort to continue building a thriving system, this contract system and the voucher agreement make policies and practices more equitable to support EEC's ongoing efforts to promote quality programming by prioritizing providers based on quality criteria, phasing in an accreditation requirement over the life of the contract, and aligning requirements with the Quality Rating and Improvement System (QRIS). The Department requires all recipients of CCDF-funded programs, including contracts, vouchers or grants, to participate in the QRIS program, as a condition of funding. To encourage participation in QRIS and to foster program quality improvement, EEC hopes to continue providing QRIS participants with fiscal incentives that are intended to assist programs in their efforts to progress towards the Department's goal of high quality early education and care for all children.

2.2.5. How will the Lead Agency promote access to the CCDF subsidy program?

Check the strategies that will be implemented by your State/Territory.

Effective Date: 01-OCT-11

- ☒ Provide access to program office/workers such as by:
- ☒ Providing extended office hours
- ☒ Accepting applications at multiple office locations
- ☒ Providing a toll-free number for clients
- ☐ Other.

Describe:

--

- ☒ Using a simplified eligibility determination process such as by:
- ☐ Simplifying the application form (such as eliminating unnecessary questions, lowering the reading level)
- ☐ Developing a single application for multiple programs
- ☒ Developing web-based and/or phone-based application procedures
- ☐ Coordinating eligibility policies across programs.

List the program names:

- ☐ Streamlining verification procedures, such as linking to other program data systems
- ☒ Providing information multi-lingually
- ☒ Including temporary periods of unemployment in eligibility criteria for new applicants (job search, seasonal unemployment).

Length of time: For initial applicants, up to 8 weeks may be approved for job search. For families already receiving assistance, up to 8 weeks in a 12 month period; however, in extraordinary circumstances, an additional 4 weeks of care may be granted.

- ☐ Other.

Describe:

☐ Other.

Describe:

☐ None

2.2.6. Describe the Lead Agencies policies to promote continuity of care for children and stability for families. Check the strategies, if any, that your State/Territory has chosen to implement.

Effective Date: 01-OCT-11

☒ Provide CCDF assistance during periods of job search.

Length of time: [For families already receiving assistance, up to 8 weeks of job search in a 12 month period may be authorized; however, in extraordinary circumstances, an additional 4 weeks of care may be granted.](#)

☒ Establish two-tiered income eligibility to allow families to continue to receive child care subsidies if they experience an increase in income but still remain below 85% of State median income (SMI)

☐ Synchronize review date across programs

List programs:

☒ Longer eligibility re-determination periods (e.g., 1 year).

Describe:

[Generally, families determined eligible for child care subsidy are granted 12 month authorization periods.](#)

☐ Extend periods of eligibility for families who are also enrolled in either Early Head Start or Head Start and pre-k programs.

Describe:

☐ Extend periods of eligibility for school-age children under age 13 to cover the school year.

Describe:

- ☒ Minimize reporting requirements for changes in family's circumstances that do not impact families' eligibility, such as changes in income below a certain threshold or change in employment
- ☒ Targeted case management to help families find and keep stable child care arrangements
- ☒ Using non-CCDF Funds to continue subsidy for families who no longer meet eligibility, such as for children who turn 13 years of age during the middle of a program year
- ☒ Other.

Describe:

EEC has several "continuity of care" policies, which aim to streamline transitions between child care placements, address temporary breaks in service need and serve hard to reach populations, including: Approved Break In Service, which aims to address families with seasonal employment or other short-term/emergency situations; Geographic Relocation policies for families relocating to another area of the state; Summer only child care need, for families that only need summer care and were served in the last fiscal year; and efforts to transition between funding streams (i.e., families previously served through homeless, supportive or teen parent contracts may continue to receive child care through the income eligible system provided that they meet all eligibility criteria) or age out of specific contract prototypes. For example, a child attending a pre-school program that only serves infants and toddlers, may continue to receive child care at another program, subject to appropriation and continued eligibility assessments). Subject to available funding, EEC also supports the concept of continuity of care for siblings of children already enrolled in EEC-funded child care programs.

☐ None

2.2.7. How will the Lead Agency provide outreach and services to eligible families with limited English proficiency? Check the strategies, if any, that your State/Territory has chosen to implement.

Effective Date: 01-OCT-11

- ☐ Application in other languages
- ☒ Informational materials in non-English languages
- ☒ Training and technical assistance in non-English languages
- ☐ Website in non-English languages
- ☒ Lead Agency accepts applications at local community-based locations
- ☒ Bilingual caseworkers or translators available
- ☐ Other.

Describe:

☐ None

(Optional) If the Lead Agency checked any option above related to providing information or services in other non-English languages, please describe the languages offered :

EEC has translated a number of important documents for parents, who may have limited English proficiency (LEP). To guide EEC in determining which language(s) the Department should plan for when translating documents for parents, EEC reviewed the language groups in Massachusetts. The most frequently spoken languages according to U.S. Census data among the LEP population in the Commonwealth are Spanish, French Creole, Italian, Portuguese, Russian, Chinese, Mon-Khmer (Cambodian), and Vietnamese. In FY2008, EEC began a translation initiative to increase access to information for families and early education and care providers as well as to reduce duplicative efforts associated with translating materials. Approximately 60 documents were prioritized for translation into 6 languages (Spanish, Portuguese, Haitian Creole, Khmer, Traditional Chinese, and Vietnamese). These languages were chosen based on a compilation of census data, EEC data regarding the languages of the families EEC services, a CCR&R survey, feedback from field staff, as well as collaboration with the Massachusetts Office for Refugees and Immigrants (ORI).

2.2.8. How will the Lead Agency overcome language barriers with providers? Check the strategies, if any, that your State/Territory has chosen to implement.

Effective Date: 01-OCT-11

- ☒ Informational materials in non-English languages
- ☒ Training and technical assistance in non-English languages
- ☒ CCDF health and safety requirements in non-English languages
- ☐ Provider contracts or agreements in non-English languages
- ☒ Website in non-English languages
- ☒ Bilingual caseworkers or translators available
- ☐ Other.

Describe:

☐ None

(Optional) If the Lead Agency checked any option above related to providing information or services in other non-English languages, please describe the languages offered:

EEC has translated a number of important documents for providers who may have limited English proficiency (LEP). To guide EEC in determining which language(s) the Department should plan for when translating documents for providers, EEC reviewed the language groups in Massachusetts. The most frequently spoken languages according to U.S. Census data among the LEP population in the Commonwealth are Spanish, French Creole, Italian, Portuguese, Russian, Chinese, Mon-Khmer (Cambodian), and Vietnamese. In FY2008, EEC began a translation initiative to increase access to information for families and early education and care providers as well as to reduce duplicative efforts associated with translating materials. Approximately 60 documents were prioritized for translation into 6 languages (Spanish, Portuguese, Haitian Creole, Khmer, Traditional Chinese, and Vietnamese). These languages were chosen based on a compilation of census data, EEC data regarding the languages of

the families we are serving, a CCR&R survey, feedback from our staff in the field as well as our collaboration with the Massachusetts Office for Refugees and Immigrants (ORI).

2.2.9. Describe how the Lead Agency documents and verifies applicant information using the table below. (§98.20(a))

Effective Date: 01-OCT-11

Check the strategies that will be implemented by your State/Territory. **Attach** a copy of your parent application for the child care subsidy program(s) as **Attachment 2.2.9** or provide a web address, if available:

http://www.mass.gov/Eoedu/docs/EEC/forms_techasst/financial_assistance/income_eligible/iesubsidyap_pfeeagree7_2011.pdf

The Lead Agency requires documentation of:	Describe how the Lead Agency documents and verifies applicant information:
<input checked="" type="checkbox"/> Applicant identity	Requires original, valid and unexpired photo identification, such as driver's license, passport or school identification card.
<input checked="" type="checkbox"/> Household composition	Requires applicants to report all household members and attest to veracity, under the pains and penalties of perjury. If subsidy manager has reason to believe applicants have provided incomplete, false, and/or misleading information, additional documentation may be requested to document the residence of non-reported family members, such as copies of any bills, preferably utility bills, dated within 45 days of the eligibility assessment.
<input checked="" type="checkbox"/> Applicant's relationship to the child	Requires documentation of each dependent child, under 18, or under 24, if child is a full-time student, including birth certificates, hospital birth records, court records or other relevant documents, as defined in policy.
<input checked="" type="checkbox"/> Child's information for determining eligibility (e.g., identity, age, etc.)	Requires documentation of citizenship or immigration status of each child seeking financial assistance, including birth certificates, passports, or report of birth abroad. In addition, applicants must verify relationship and age of child, as discussed above. For families declaring special needs or disability of child, applicants must have licensed health care professional complete verification form, as required by policy.
<input checked="" type="checkbox"/> Work, Job Training or Educational Program	For employed applicants, documentation verifying employment may consist of recent pay stubs or completed self-employment packets and tax returns for self-employed or independent contractors. For applicants participating in training or educational programs, documentation verifying the program's schedule (hours, days/week and/or credits) are required, including written statement from program or transcript.

<input checked="" type="checkbox"/> Income	For earned income, applicants must submit 4 out of the most recent 6 week pay stubs, if self-employed/independent contractor, applicants must submit employment verification forms, including report of self-employment earnings, and copies of most recent federal tax returns. For unearned income, copies of award letters (i.e., social security benefits, unemployment compensation, worker's compensation, retirement benefits, etc.) or copies of court orders, child support enforcement records or other agreements (i.e., alimony or child support). For in-kind earnings, self-declaration or other informal agreement may be submitted.
	For homeless contracts, applicants must obtain referral from the Department of Housing and Community Development (DHCD), which verifies homelessness and participation in at least 30 hours of self-sufficiency activities, such as employment, job training, counseling and/or housing search, or from the DCF, which verifies homelessness and protective service need based on family's involvement with either domestic violence and/or substance abuse issues. For supportive contracts, applicants must obtain an authorization from DCF, which verifies open protective services case based on supported allegations of abuse or neglect. For teen parent contracts, in addition to the requirements above, applicants must verify participation in high school or GED program; or receipt of high school diploma or GED and participation in higher education training program or work activity.
<input checked="" type="checkbox"/> Other. Describe:	
Priority population contracts (i.e., homeless, supportive and/or teen parents) and/or TANF-related child care.	

2.2.10. Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

Effective Date: 01-OCT-11

☐ Time limit for making eligibility determinations.

Describe length of time

☒ Track and monitor the eligibility determination process

☐ Other.

Describe

☐ None

2.2.11. Are the policies, strategies or processes provided in questions 2.1.1. through 2.1.10 different for families receiving TANF? (658E(c)(2)(H) & (3)(D), §§98.16(g)(4), 98.33(b), 98.50(e))

Effective Date: 01-OCT-11

☒ Yes.

If yes, describe:

Subject to available funding, TANF families participating in the employment services program currently receive immediate access to child care services with an authorization from DTA. Upon closure of a family's TANF cash assistance case, DTA may issue a twelve month authorization for transitional child care services as the family is transitioning off TANF through work activities. After 12 months of transitional child care, the Department supports the early education and care needs of former TANF families by providing continuity of care access provided that the families meet EEC income and activity eligibility requirements. The Department has implemented these transitional support policies in an effort to better assist former TANF families in achieving self-sufficiency.

☐ No.

2.2.12. Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age. Lead Agencies must coordinate with TANF programs to ensure, pursuant that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the State TANF agency in accordance with section 407(e)(2) of the Social Security Act. In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care.

NOTE: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

Effective Date: 01-OCT-11

a) Identify the TANF agency that established these criteria or definitions:

State/Territory TANF Agency [Department of Transitional Assistance](#)

b) Provide the following definitions established by the TANF agency.

- "appropriate child care": [DTA does not have specific definitions for the terms listed in section 2.2.12. However, DTA Field Operations Memo 2005-1A states the following: Each child-care provider, licensed by OCCS \[which is the predecessor agency to EEC\], is generally considered an appropriate resource for recipients who need child care. The CCR&R counselors assist recipients in making informed decisions regarding the child-care search by assessing the families needs and reviewing available child-care options. The CCR&R makes referrals only to appropriate, licensed child-care providers and discusses licensed-exempt options, such as in-home and relative care. If the recipient refuses all referrals made by the CCR&R, the recipient shall be deemed to have been offered appropriate and available child care, unless the recipient can provide a reasonable explanation to OCCS \[EEC\] why the child care should be considered unavailable to or inappropriate for the particular family.](#)

- "reasonable distance": [See above](#)
- "unsuitability of informal child care": [See above](#)
- "affordable child care arrangements": [See above](#)

c) How are parents who receive TANF benefits informed about the exception to individual penalties associated with the TANF work requirements?

☒ In writing

☒ Verbally

☐ Other.

Describe:

2.3. Eligibility Criteria for Child Care

In order to be eligible for services, children must (1) be under the age of 13, or under the age of 19 if the child is physically or mentally disabled or under court supervision; (2) reside with a family whose income is less than 85 percent of the State's median income for a family of the same size; and (3) reside with a parent or parents who is working or attending job training or an educational program; or (4) be receiving or needs to receive protective services. (658P(3), §98.20(a))

2.3.1. How does the Lead Agency define the following eligibility terms?

Effective Date: 01-OCT-11

residing with -

For purposes of determining eligibility for subsidized child care, a family is defined as one of the following: A parent and his/her dependent child(ren) and any dependent grandparents who reside in the same household; or a teen parent and his or her children who reside in the same household.

in loco parentis -

A person who lives with, supervises and cares for a child or children, whose parents do not live in the home such as a foster parent, legal guardian (temporary or permanent), or designated caregiver, in accordance with M.G.L. c. 201F.

2.3.2. Eligibility Criteria Based Upon Age

Effective Date: 01-OCT-11

a) The Lead Agency serves children from 0 weeks to 12 years (maximum age under age 13).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care? (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

☒ Yes, and the upper age is 16

Provide the Lead Agency definition of *physical or mental incapacity* -

Section 1A of Chapter 15D of the Massachusetts General Laws defines “child with special needs” as “a child who, because of temporary or permanent disabilities arising from intellectual, sensory, emotional, physical, or environmental factors, or other specific learning disabilities, is or would be unable to progress effectively in a regular school program.”

In order to establish the physical, emotional, or mental disability of a child, the applicant family must submit a completed “Verification of Disability/Special Need for Children” form. The form must be signed by a licensed health care professional, an Early Intervention Director, or a local education agency special education director. In addition, the professional completing the form must identify the nature of the special need or disability, explain the amount of time child needed to accommodate the special need or disability, and explain how the child will benefit by participating in an early education and care program.

The form for families seeking child care based on the disability or special need of a child can be found here:

http://www.mass.gov/Eoedu/docs/EEC/forms_techasst/financial_assistance/income_eligible/20100402_verification_of_disability_child.pdf

The form for families seeking child care based on the disability or special need of a parent can be found here:

http://www.mass.gov/Eoedu/docs/EEC/forms_techasst/financial_assistance/income_eligible/20100402_verification_of_disability_parent.pdf

☐ No.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

Yes, and the upper age is

☒ No.

2.3.3. Eligibility Criteria Based Upon Work, Job Training or Educational Program

Effective Date: 01-OCT-11

a) How does the Lead Agency define "working" for the purposes of eligibility? Provide a narrative description below, including allowable activities and if a minimum number of hours is required.

Reminder - Lead Agencies have the flexibility to include any work-related activities in its definition of working, including periods of job search and travel time. (§§98.16(f)(3), 98.20(b))
working-

EEC regulations define working in terms of a "service need" equal to the amount of time when a parent is unavailable to care for their child due to a parent(s)' employment or incapacity. Furthermore, EEC regulations and policy establish the following approved activities, which qualify as "working" for purposes of determining eligibility for subsidized child care:

- paid employment;
- seeking employment;
- maternity/paternity leave from paid employment;
- actively deployed military service;
- parent with a documented special need; or
- retirement, if applicant is not the biological or adoptive parent and is age 65 or older.

Thirty hours or more of paid employment or participation in an EEC approved activity qualifies as a full-time service need. Between twenty to twenty-nine hours of paid employment or participation in an EEC approved activity qualifies as working part-time.

b) Does the Lead Agency provide CCDF child care assistance to parents who are attending job training or an educational program? (§§98.16(g)(5), 98.20(b))

☒ Yes.

If yes, how does the Lead Agency define "attending job training or educational program" for the purposes of eligibility? Provide a narrative description below.

Reminder - Lead Agencies have the flexibility to include any training or education-related activities in its definition of job training or education, including study time and travel time.

attending job training or educational program -

EEC regulations define attending job training or educational program in terms of a "service need" equal to the amount of time when a parent is unavailable to care for his/her child due to a parent(s)' education or training. Furthermore, EEC regulations and policy establish the following activities, which qualify as training or education for purposes of determining eligibility for subsidized child care:

- full-time high school program;
- full-time high school equivalency program;
- teen parent participating in Young Parents Program;
- vocational training program, not including graduate, medical or law;
- English as a Second Language (ESL) program;
- accredited college or university leading to an associate's or bachelor's degree; or

- homeless, living in a shelter, which requires any combination of the following:
 - participation in required housing search;
 - participation in required counseling sessions; and/or
 - participation in required parenting workshops or trainings.

Parents must participate in such activities at least 20 hours/week, but less than 30 for part-time care, and 30 or more for full-time care. Parents participating in 12 credit hours or more of college courses are considered to have a full-time service need.

☐ No.

2.3.4. Eligibility Criteria Based Upon Receiving or Needing to Receive Protective Services

Effective Date: 01-OCT-11

a) Does the Lead Agency provide child care to children in protective services?
(§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

☒ Yes.

If yes, how does the Lead Agency define "protective services" for the purposes of eligibility? Provide a narrative description below.

Reminder - Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases. Lead Agencies may elect to include homeless children and other vulnerable populations in the definition of protective services.

Note - If the Lead Agency elects to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities for CCDF purposes these children are considered to be in protective services and should be included in this definition.

protective services

Families, who have active protective needs documented in a supported report of abuse or neglect within the previous 12 months or when there is a determination of need to begin or continue supportive child care at a Department of Children and Families Progress Supervisory Review, will be deemed to be in need of protective services. Additionally, children may be deemed at risk of needing protective services in special circumstances, wherein families are unable to provide child care for any portion of a 24 hour day due to foster care, domestic violence, homelessness, a physical, mental, emotional or medical condition, or participation in a drug treatment or drug rehabilitation program.

☐ No.

b) Does the Lead Agency waive, on a case-by-case basis, the co-payment and income eligibility requirements for cases in which children receive, or need to receive, protective services? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

- ☒ Yes,
☐ No.

2.3.5. Income Eligibility Criteria

Effective Date: 01-JUL-12

a) How does the Lead Agency define "income" for the purposes of eligibility? Provide the Lead Agency's definition of "income" for purposes of eligibility determination.
 (§§98.16(g)(5), 98.20(b))

income -

For purposes of eligibility for subsidized early education and care, income includes the following: wages/salary; self-employment income; social security benefits; interest from dividends; income from estates or trusts; rental income; royalties; pensions and annuities; unemployment compensation; alimony or child support; and public assistance payments.

b) Which of the following sources of income, if any, will the Lead Agency exclude from calculations of total family income for the purposes of eligibility determination? Check any income the Lead Agency chooses to exclude, if any.

- ☒ Adoption subsidies
- ☒ Foster care payments
- ☐ Alimony received or paid
- ☐ Child support received
- ☒ Child support paid
- ☒ Federal nutrition programs
- ☒ Federal tax credits
- ☒ State/Territory tax credits
- ☒ Housing allotments, Low-Income Energy Assistance Program (LIHEAP) or energy assistance
- ☐ Medical expenses or health insurance related expenses
- ☒ Military housing or other allotment/bonuses
- ☒ Scholarships, education loans, grants, income from work study
- ☐ Social Security Income
- ☐ Supplemental Security Income (SSI)
- ☐ Veteran's benefits
- ☐ Unemployment Insurance
- ☒ Temporary Assistance for Needy Families (TANF)
- ☐ Worker Compensation
- ☒ Other types of income not listed above:

Restitution payment earnings, training related stipends, volunteer stipends (i.e., AmeriCorps), military hazardous duty pay; employer benefit dollars; travel reimbursement; non-education loans; gifts and lump sum inheritance; and lump sum insurance payments.

☐ None

c) Whose income will be excluded, if any, for purposes of eligibility determination? Check anyone the Lead Agency chooses to exclude, if any.

- ☒ Children under age 18
- ☒ Children age 18 and over - still attending school
- ☒ Teen parents living with parents
- ☒ Unrelated members of household
- ☐ All members of household except for parents/legal guardians
- ☐ Other.

Describe:

☐ None

d) Provide the CCDF income eligibility limits in the table below. **Complete** columns (a) and (b) based upon maximum eligibility initial entry into the CCDF program. Complete Columns (c) and (d) **ONLY IF** the Lead Agency is using income eligibility limits lower than 85% of the SMI.

Reminder - Income limits must be provided in terms of State Median Income (SMI) (or Territory Median Income) even if federal poverty level is used in implementing the program. (§98.20(a)(2)). FY 2011 poverty guidelines are available at <http://aspe.hhs.gov/poverty/11poverty.shtml>.

Family Size	(a) 100% of State Median Income (SMI)(\$/month)	(b) 85% of State Median Income (SMI)(\$/month) [Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c) \$/month	(d) % of SMI [Divide (c) by (a), multiply by 100]
1				
2	5,680	4,828	2,840	50
3	7,016	5,964	3,508	50
4	8,352	7,099	4,176	50
5	9,689	8,235	4,844	50

e) Will the Lead Agency have "tiered eligibility" (i.e., a separate income limit at re-determination to remain eligible for the CCDF program)?

☒ Yes.

If yes, provide the requested information from the table in 2.3.5d and **describe below:**

Note: This information can be included in the table below.

Low-income families may initially enter the CCDF program at 50% of the SMI (column (d) in above table) and remain eligible upon reassessment at up to 85% of the SMI (column (b) in above table). In accordance with §98.20(a) of the CCDF regulations, EEC policies and regulations allow for the limited waiver of the 85% SMI threshold by allowing families determined to consist of a parent or children with special needs to enter the CCDF program at 85% of the SMI (column (b) in above table) and to remain eligible upon reassessment at up to 100% of the SMI (column (a) in above table), if determined to be necessary. Determinations of special needs for parents and/or children, which may constitute a service need based on receipt or risk of receipt of protective services, are conducted on a case by case basis and documented in the child's eligibility file.

☐ No.

Family Size	(a) 100% of State Median Income (SMI) (\$/month)	(b) 85% of State Median Income (SMI) (\$/month)[Multiply (a) by 0.85]	IF APPLICABLE Income Level if lower than 85% SMI	
			(c) \$/month	(d) % of SMI[Divide (c) by (a), multiply by 100]
1				
2				
3				
4				
5				

f) SMI Year 2013 and SMI Source State Median Income Estimate for a Four Person Family: Notice of Federal Fiscal Year (FFY) 2013 State Median Income Estimates for Use Under the Low Income Home Energy Assistance Program (LIHEAP)

g) These eligibility limits in column (c) became or will become effective on:
July 1, 2012

2.3.6. Eligibility Re-determination

a) What is the re-determination period upon initial authorization of CCDF services for most families?

- ☐ 6 months
- ☒ 12 months
- ☐ 24 months
- ☐ Other.

Describe:

- ☐ Length of eligibility varies by county or other jurisdiction.

Describe:

b) Is the re-determination period the same for all CCDF eligible families?

- ☐ Yes.
- ☒ No. If no, **check the categories of families for whom authorizations are different and describe the redetermination period for each.**

- ☐ Families enrolled in Head Start and/or Early Head Start Programs.

Re-determination period:

- ☐ Families enrolled in pre-kindergarten programs.

Re-determination period:

- ☒ Families receiving TANF.

Re-determination period: [Determined by DTA.](#)

- ☐ Families who are very-low income, but not receiving TANF.

Re-determination period:

- ☒ Other.

Describe:

[Families receiving Supportive Child Care services are authorized for six months, which may be renewed one time, unless otherwise approved by DCF. In an effort to provide additional supports to families transitioning off supportive services from DCF, the Department partnered with DCF to allow for short-term transitional child care authorizations for up to six \(6\) months after DCF closes a family's supportive case.](#)

c) Does the Lead Agency use a simplified process at re-determination?

- ☐ Yes.

If yes, describe:

☒ No.

2.3.7. Waiting Lists

Describe the Lead Agency's waiting list status. Select **ONE of these options.**

Effective Date: 01-OCT-11

☐ Lead Agency currently does not have a waiting list and:

- ☐ All eligible families *who apply* will be served under State/Territory eligibility rules
- ☐ Not all eligible families *who apply* will be served under State/Territory eligibility rules

☒ Lead Agency has an active waiting list for:

- ☐ Any eligible family who applies when they cannot be served at the time of application
- ☒ Only certain eligible families.

Describe those families:

Massachusetts operates five separate child care financial assistance programs: (1) Income Eligible Child Care; (2) TAFDC Employment Services Child Care; (3) Supportive Child Care for families affiliated with the Commonwealth's child welfare system; (4) Teen Parent Child Care; and (5) Homeless Child Care. EEC maintains a central, statewide wait list for families seeking child care financial assistance through the Commonwealth's Income Eligible Child Care program. Families seeking services through the TAFDC Child Care program receive immediate access, subject to available funding. For families seeking child care financial assistance through the Supportive, Teen Parent or Homeless Child Care programs, EEC has utilized a system of contracts to ensure access to child care throughout the Commonwealth for these "priority" populations. If the demand exceeds supply in these priority contracts, separate wait lists may be maintained by the Department of Children and Families, the Department of Housing and Community Development and/or the early education and care programs that hold contracts to serve these populations. In addition, these families may also be placed on EEC centralized wait list.

☐ Waiting lists are a county/local decision.
Describe:

☐ Other.
Describe:

2.3.8. Appeal Process for Eligibility Determinations

Effective Date: 01-OCT-11

Describe the process for families to appeal eligibility determinations:

Any family removed from the EEC waiting list or denied access to child care financial assistance following an initial application shall be notified, in writing, within 10 days of the removal or denial. Additionally, any family whose child care financial assistance has been reduced or terminated shall be given written notice at least 2 weeks prior to the effective date of the reduction or termination. Families, whose child care assistance has been denied, terminated or reduced, may request a review of the denial, termination or reduction. Families aggrieved by the review process may request an informal hearing before a Hearing Officer within the Department. After conducting an informal hearing, the Hearing Officer shall issue a Final Agency Decision on the matter. After exhausting these administrative remedies, aggrieved families may seek further judicial review of the Department's Final Agency Decision, in accordance with the Massachusetts Administrative Procedures Act at M.G.L. c. 30A.

2.4. Sliding Fee Scale and Family Contribution

The statute and regulations require Lead Agencies to establish a sliding fee scale that varies based on income and the size of the family to be used in determining each family's contribution (i.e., co-payment) to the cost of child care (658E(c)(3)(B) §98.42).

2.4.1. Attach a copy of the sliding fee scale as Attachment 2.4.1.

Effective Date: 01-OCT-11

The attached sliding fee scale was or will be effective as of: [July 1, 2001](#)

2.4.2. Will the attached sliding fee scale provided as Attachment 2.4.1. be used in all parts of the State/Territory?

Effective Date: 01-OCT-11

☒ Yes

☐ No.

If no, attach other sliding fee scales and their effective date(s) as **Attachment 2.4.2a, 2.4.2b**, etc.

2.4.3. What income source and year will be used in creating the sliding fee scale?
(658E(c)(3)(B)) Check only one option.

Effective Date: 01-OCT-11

☒ State Median Income,

Year: 2000

☐ Federal Poverty Level,

Year:

☐ Income source and year varies by geographic region.

Describe income source and year:

☐ Other.

Describe income source and year:

2.4.4. How will the family's contribution be calculated and to whom will it be applied? Check all that the Lead Agency has chosen to use. (§98.42(b))

Effective Date: 01-OCT-11

☒ Fee as dollar amount and

☐ Fee is per child with the same fee for each child

☒ Fee is per child and discounted fee for two or more children

☐ No additional fee charged after certain number of children

☐ Fee per family

☐ Fee as percent of income and

☐ Fee is per child with the same percentage applied for each child

☐ Fee is per child and discounted percentage applied for two or more children

☐ No additional percentage applied charged after certain number of children

☐ Fee per family

☐ Contribution schedule varies by geographic area.

Describe:

☐ Other.
Describe:

If the Lead Agency checked more than one of the options above, describe:

2.4.5. Will the Lead Agency use other factors in addition to income and family size to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))

Effective Date: 01-OCT-11

☐ Yes,
and describe those additional factors:

☒ No.

2.4.6. The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size. (§98.42(c)). Select **ONE of these options.**

Reminder - Lead Agencies are reminded that the co-payments may be waived for only two circumstances - for families at or below the poverty level or on a case-by-case basis for children falling under the definition of "protective services" (as defined in 2.3.4.a).

Effective Date: 01-OCT-11

☐ ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.

☐ NO families with income at or below the poverty level for a family of the same size ARE required to pay a fee.

The poverty level used by the Lead Agency for a family of 3 is:

☒ SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. The Lead Agency waives the fee for the following families:

The Lead Agency waives the fee for the following families:

Families authorized for child care by DTA based on the family’s eligibility for TANF and participation in the Employment Services Program. In addition, families headed by guardians and/or foster parents are not assigned a fee, as the Commonwealth treats these families as a “family of one” (i.e., only the child

seeking care).

2.5. Prioritizing Services for Eligible Children and Families

At a minimum, CCDF requires Lead Agencies to give priority for child care assistance to children with special needs, or in families with very low incomes. Prioritization of CCDF assistance services is not limited to eligibility determination (i.e., establishment of a waiting list or ranking of eligible families in priority order to be served). Lead Agencies may fulfill priority requirements in other ways such as higher payment rates for providers caring for children with special needs or waiving co-payments for families with very low incomes (at or below the federal poverty level). (658E(c)(3)(B), §98.44)

2.5.1. How will the Lead Agency prioritize child care services to children with special needs or in families with very low incomes? (658E(c)(3)(B), §98.44) Lead Agencies have the discretion to define *children with special needs* and *children in families with very low incomes*. Lead Agencies are not limited in defining *children with special needs* to only those children with physical or mental disabilities (e.g., with a formal Individual Education Plan (IEP) required under the Individuals with Disabilities Education Act (IDEA)). Lead Agencies could consider children in the child welfare system, children of teen parents, or homeless children as examples of *children with special needs*.

Effective Date: 01-OCT-11

Children with special needs

Provide the Lead Agency definition of *Children with Special Needs*:

Section 1A of Chapter 15D of the General Laws defines “child with special needs” as “a child who, because of temporary or permanent disabilities arising from intellectual, sensory, emotional, physical, or environmental factors, or other specific learning disabilities, is or would be unable to progress effectively in a regular school program.”

Describe:

Children in families with very low incomes

Provide the Lead Agency definition of *Children in Families with Very Low Incomes*:

Income at or below 50% of the State Median Income.

Describe:

Subject to available funding, the Department provides immediate access to child care financial assistance for families that are receiving TANF cash assistance and participating in the Employment

Services Program through the Commonwealth's TANF agency, the Department of Transitional Assistance. All families receiving TANF in Massachusetts have incomes that are at or below 100% of the Federal Poverty Level, which is less than the 50% SMI threshold for entry into the Commonwealth's child care financial assistance program. In addition, the Commonwealth prioritizes access to child care financial assistance for specific vulnerable low-income populations through its system of statewide contracts, which aim to increase access for families experiencing homelessness, children of teen parents and children of families receiving protective services through the Department of Children and Families.

How will the Lead Agency prioritize CCDF services for:	Eligibility Priority (Check only one)	Is there a time limit on the eligibility priority or guarantee?	Other Priority Rules
Children with special needs	<input type="checkbox"/> Priority over other CCDF-eligible families <input checked="" type="checkbox"/> Same priority as other CCDF-eligible families <input type="checkbox"/> Guaranteed subsidy eligibility <input type="checkbox"/> Other.	<input type="checkbox"/> Yes. The time limit is: <input type="text"/> <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Different eligibility thresholds. Describe: <div> On a case by case basis, children with special needs may be deemed as having a protective services need. As such, families may enter care at 85% of the SMI and remain in care up to 100% of the SMI. Additionally, children with special needs are eligible for full-time care, regardless of his/her parent's service need status. </div> <input type="checkbox"/> Higher rates for providers caring for children with special needs requiring additional care <input type="checkbox"/> Prioritizes quality funds for providers serving these children <input checked="" type="checkbox"/> Other. Describe: <div>N/A</div>

Children in families with very low incomes	<div><input type="checkbox"/> Priority over other CCDF-eligible families</div> <div><input type="checkbox"/> Same priority as other CCDF-eligible families</div> <div><input type="checkbox"/> Guaranteed subsidy eligibility</div> <div><input checked="" type="checkbox"/> Other.</div>	<div><input type="checkbox"/> Yes. The time limit is:<div></div></div> <div><input checked="" type="checkbox"/> No</div>	<div><input type="checkbox"/> Different eligibility thresholds. Describe:<div><p>Subject to available funding, the Department provides immediate access to child care financial assistance for families that are receiving TANF cash assistance and participating in the Employment Services Program through the Commonwealth's TANF agency, the Department of Transitional Assistance. All families receiving TANF in Massachusetts have incomes that are at or below 100% of the Federal Poverty Level, which is less than the 50% SMI threshold for entry into the Commonwealth's child care financial assistance program. In addition, the Commonwealth prioritizes access to child care financial assistance for specific vulnerable low-income populations through its system of statewide contracts, which aim to increase access for families experiencing homelessness, children of teen parents and children of families receiving protective services through the Department of Children and Families.</p></div></div> <div><input type="checkbox"/> Waiving co-payments for families with incomes at or below the Federal Poverty Level</div> <div><input checked="" type="checkbox"/> Other. Describe:</div>
--	---	--	---

			<p>For families that are receiving TANF cash assistance and participating in the Employment Services Program through the Commonwealth's TANF agency, the Department of Transitional Assistance, the Commonwealth waives co-payment requirements, based on the fact that all of these families are at or below the federal poverty level.</p> <p>In addition, parent fees may be waived, on a case-by-case basis, for families receiving, or at risk of receiving, protective services, in accordance with 45 CFR 98.20(a)(3)(ii)(A). These families may include families receiving protective services through the Department of Children and Families, children of homeless families or children of teen parents.</p>
--	--	--	--

2.5.2. How will CCDF funds be used to provide child care assistance to meet the needs of families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF? (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4)) **Reminder** - CCDF requires that not less than 70 percent of CCDF Mandatory and Matching funds be used to provide child care assistance for families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF.

Effective Date: 01-OCT-11

- ☒ Use priority rules to meet the needs of TANF families (describe in 2.5.1 or 2.5.3.)
 - ☒ Waive fees (co-payments) for some or all TANF families who are below poverty level
 - ☒ Coordinate with other entities (i.e. TANF office, other State/Territory agencies, and contractors)
 - ☐ Other.
- Describe:
-

2.5.3. List and define any other eligibility conditions, priority rules and definitions that will be established by the Lead Agency. (658E(c)(3)(B), §98.16(g)(5), §98.20(b))
Reminder - Lead Agencies are reminded that any eligibility criteria and terms provided below must comply with the eligibility requirements of §98.20 and provided in section 2.2. Any priority rules provided must comply with the priority requirements of §98.44 and provided in section 2.4.1.

Effective Date: 01-OCT-11

Term(s) - Definition(s)

Describe:

N/A

2.6. Parental Choice In Relation to Certificates, Grants or Contracts

The parent(s) of each eligible child who receives or is offered financial assistance for child care services has the option of either enrolling such child with a provider that has a grant or contract for the provision of service or receiving a child care certificate.
(658E(c)(2)(A), §98.15(a))

2.6.1. Child Care Certificates

Effective Date: 01-OCT-11

a) When is the child care certificate (also referred to as voucher or authorization) issued to parents? (658E(c)(2)(A)(iii), 658P(2), §98.2, §98.30(c)(4) & (e)(1) & (2))

- ☐ Before parent has selected a provider
- ☒ After parent has selected a provider
- ☐ Other.

Describe:

b) How does the Lead Agency inform parents that the child care certificate permits them to choose from a variety of child care categories, including child care centers, child care group homes, family child care homes, and in-home providers? (§98.30(e)(2))

- ☒ Certificate form provides information about choice of providers
- ☐ Certificate is not linked to a specific provider so parents can choose provider of choice
- ☒ Consumer education materials (flyers, forms, brochures)

- ☒ Referral to child care resource and referral agencies
- ☒ Verbal communication at the time of application
- ☐ Public Services Announcement
- ☒ Agency

Website: <http://www.mass.gov/?pageID=edusubtopic&L=4&L0=Home&L1=Pre+K++Grade+12&L2=Early+Education+and+Care&L3=Find+Early+Education+%26+Care+Programs&sid=Eoedu>

- ☒ Community outreach meetings, workshops, other in person activities
- ☒ Multiple points of communication throughout the eligibility and renew process
- ☐ Other.

Describe:

c) What information is included on the child care certificate? **Attach a copy of the child care certificate as Attachment 2.6.1.** (658E(c)(2)(A)(iii))

- ☒ Authorized provider(s)
- ☒ Authorized payment rate(s)
- ☒ Authorized hours
- ☒ Co-payment amount
- ☒ Authorization period
- ☒ Other.

Describe:

[Name and contact information of both the family and the Child Care Resource and Referral agencies administering the child care voucher. In addition, the voucher contains a Parent Agreement.](#)

d) What is the estimated proportion of services that will be available for child care services through certificates?

[60%](#)

2.6.2. Child Care Services Available through Grants or Contracts

Effective Date: 01-OCT-11

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots? (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b)). **Note:** Do not check "yes" if every provider is simply required to sign an agreement in order to be paid in the certificate program.

☒ Yes.

If yes, **describe** the type(s) of child care services available through grants or contracts, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts:

EEC administers multiple contracts with child care programs to serve low-income and priority population families. All contracted child care providers are authorized to make eligibility determinations for subsidized child care. Contracted providers use the centralized waiting list for EEC financial assistance to identify eligible families, coordinate continuity of care for children whose "status" is about to change (e.g., from an infant slot to a toddler slot as the child ages, etc.), and refer families to other services they may need. In addition, contracted providers refer families to other sources of information about early education and care programs and services. Currently, EEC has contracts to provide the following early education and care services to families in Massachusetts:

- Child Care for Low-Income Families: EEC contracts with child care providers throughout the Commonwealth for child care slots for the children of low-income families (Income Eligible Child Care Financial Assistance contracts). EEC contracts with center-based child care programs, including school age programs, and with family child care systems for family child care.
- Supportive Child Care: EEC contracts with programs that provide supportive child care to families who have active protective services cases with the Department of Children and Families (DCF). The purpose of the supportive child care program is to facilitate children's placement in quality child care settings and to support the work of DCF through the purchase of early education and out-of-school time care that is supplemented by case management, comprehensive social services, and transportation services.
- Teen Parent Child Care Services: EEC contracts with programs that provide early education and care services for the children of teen parents. Teen parents need child care services that provide education and developmental activities for children and allow teens to develop their parenting skills, while attending school or developing career skills. Teen parents also need social supports designed to encourage them to stay in school, decrease the likelihood of repeat teen pregnancies and lower the risk that they or their children will be abused or neglected. In addition to child care, teen parent child care services include transportation, mentoring, parenting skills classes, counseling, and support to help teens finish high school or get their GED.
- Homeless Child Care: EEC contracts with programs that provide early education and care services for the children of homeless families. The goal of this program is to provide homeless children with a stable, nurturing and stimulating environment that meets their individual developmental, behavioral and emotional needs, while at the same time offering the children's parents counseling services to inform them about community support services and public assistance benefits they may access while seeking housing and employment.

☐ No.

b) Will the Lead Agency use grants or contracts for child care services to achieve any of the following? Check the strategies, if any, that your State/Territory chooses to implement.

- ☒ Increase the supply of specific types of care
- ☒ Programs to serve children with special needs
- ☒ Wrap-around or integrated child care in Head Start, Early Head Start, pre-k, summer or other programs
- ☒ Programs to serve infant/toddler
- ☒ School-age programs

- ☒ Center-based providers
- ☒ Family child care providers
- ☒ Group-home providers
- ☒ Programs that serve specific geographic areas
- ☒ Urban
- ☒ Rural
- ☐ Other.

Describe:

- ☒ Support programs in providing higher quality services
- ☒ Support programs in providing comprehensive services
- ☒ Serve underserved families.

Specify:

In procuring our early education and care services, EEC specifically targets both under-served families (i.e., children of teen parents, homeless children, and children involved with the Commonwealth's child welfare agency) and under-served areas of the state.

- ☐ Other.

Describe:

c) Are child care services provided through grants or contracts offered throughout the State/Territory? (658E(a), §98.16(g)(3))

- ☒ Yes.

- ☐ No,

and **identify** the localities (political subdivisions) and services that are not offered:

d) How are payment rates for child care services provided through grants/contracts determined?

All providers and systems will be paid for contract services on a rate basis, using the Daily Reimbursement Rates schedule issued by the Department. The rates on the schedule vary based on the provider type, the geographic region of the provider, and the age of the children served. When a provider or system provides part-time care (less than 30 hours of care per week), the contract payments for that care will be made using a part-time rate, which is 50% of the full-day rate.

e) What is the estimated proportion of direct services that will be available for child care services through grants/contracts?

40%

2.6.3. How will the Lead Agency inform parents and providers of policies and procedures for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds? (658E(c)(2)(B), §98.31)) Check the strategies that will be implemented by your State/Territory.

Effective Date: 01-OCT-11

- ☐ Signed declaration
- ☐ Parent Application
- ☒ Parent Orientation
- ☒ Provider Agreement
- ☒ Provider Orientation
- ☒ Other.

Describe:

EEC's regulations require that all licensed child care programs provide parents with access to their children whenever children are in care. See 606 CMR 7.08(4). Specifically, licensed programs must permit and encourage unannounced visits by parents to the program and to their child's room while their child is present. To ensure that parents are aware of this requirement, EEC requires that providers have a written policy regarding parents' unlimited access to their children and that providers communicate this policy to parents at enrollment through the parent handbook.

2.6.4. The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use. (§§98.16(g)(2), 98.30(e)(1)(iv)) Will the Lead Agency limit the use of in-home care in any way?

Effective Date: 01-OCT-11

- ☐ No
- ☒ Yes. If checked, what limits will the Lead Agency set on the use of in-home care?
Check all limits the Lead Agency will establish.
- ☐ Restricted based on minimum number of children in the care of the provider to meet minimum wage law or Fair Labor Standards Act
- ☒ Restricted based on provider meeting a minimum age requirement
- ☒ Restricted based on hours of care (certain number of hours, non-traditional work hours)
- ☐ Restricted to care by relatives
- ☐ Restricted to care for children with special needs or medical condition
- ☒ Restricted to in-home providers that meet some basic health and safety requirements
- ☒ Other.

Describe:

To ensure that all children are in safe and secure child care environments, EEC requires that CORI and DCF background record checks be completed for all non-relative, in-home care providers. EEC also requires all non-relative, in-home providers to be at least 18 years old and limits the number of children such providers can care for to six or less. EEC requires all in-home providers, whether relative or non-relative, to attend an orientation and training session conducted by the CCR&Rs prior to receiving any state reimbursements for providing care. These trainings cover topics such as health and safety issues, age appropriate activities and appropriate child guidance techniques. As part of the orientation, the CCR&Rs provide information on how to become a licensed child care provider and educational resources available to them in their community. Additionally, the Department does allow use of CCDF funded child care for in-home providers caring for children with special needs. See Appendix O of the EEC Child Care Financial Assistance Guide.

2.6.5. Describe how the Lead Agency maintains a record of substantiated parental complaints about providers and makes substantiated parental complaints available to the public on request. (658E(c)(2)(C), §98.32)

Effective Date: 01-OCT-11

Through its statewide computerized tracking system, EEC logs and tracks complaints, incidents and other information that it receives about child care providers from a variety of sources, such as parents, concerned individuals, other state agencies and providers themselves. This system allows appropriate EEC staff access to information about child care programs, including all open and completed complaints and investigations, required self-reports of serious injuries and incidents occurring at a program and/or other information alleging a concern that may affect the health, safety or well-being of children in care. Upon request, the Department may release reports from complaint investigations, as such records are considered public records. M.G.L. c. 66, §10. Prior to releasing any reports to the public, EEC staff review the records to ensure any personally identifiable, confidential or statutorily protected information/data is redacted (i.e., identity of complainants, references to supported abuse or neglect allegations, social security numbers, etc.). M.G.L. c. 4, §7, cl. 26 (c), (e) and (f), M.G.L. c. 66A and M.G.L. c. 93H.

2.7. Payment Rates for Child Care Services

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish adequate payment rates for child care services that ensure eligible children equal access to comparable care.

2.7.1. Provide a copy of your payment rates as Attachment 2.7.1.

Effective Date: 01-OCT-11

The attached payment rates were or will be effective as of: [July 1, 2011](#)

2.7.2. Are the attached payment rates provided in Attachment 2.7.1 used in all parts of the State/Territory?

Effective Date: 01-OCT-11

☒ Yes.

☐ No. If no, attach other payment rates and their effective date(s) as **Attachment 2.7.2a, 2.7.2b**, etc.

2.7.3. Which strategies, if any, will the Lead Agency use to ensure the timeliness of payments?

Effective Date: 01-OCT-11

☒ Policy on length of time for making payments.

Describe length of time: [Generally, payment requests will be reviewed, processed and scheduled within 5 to 7 days of receipt. Once scheduled, payments will made overnight.](#)

☒ Track and monitor the payment process

☐ Other.

Describe:

☐ None

2.7.4. Market Rate Survey

Lead Agencies must complete a local Market Rate Survey (MRS) no earlier than two years prior to the effective date of the Plan (no earlier than October 1, 2009). The MRS must be completed prior to the submission of the CCDF Plan (see Program Instruction CCDF-ACF-PI-2009-02

<http://www.acf.hhs.gov/programs/ccb/law/guidance/current/pi2009-02/pi2009-02.htm> for more information on the MRS deadline).

Effective Date: 01-OCT-11

a) Provide the month and year when the local Market Rate Survey(s) was completed (§98.43(b)(2)): [04/2011](#)

b) Attach a copy of the **MRS instrument** and a **summary of the results** of the survey as **Attachment 2.7.4**. For Lead Agencies that use an administrative provider database, provide a copy of the intake form as the instrument. The summary should include a

description of the sample population, data source, the type of methodology used, response rate, description of analyses, and key findings.

2.7.5. Will the Lead Agency use the local Market Rate Survey identified in 2.7.4a (i.e., the most recent MRS) to set its payment rates?

Effective Date: 01-OCT-11

☒ Yes

☐ No.

If no, list the MRS year that the payment rate ceiling is based upon:

2.7.6. At what percentile of the most recent local MRS are or will payment rates be set? Provide the percentile for your payment rate ceiling in relation to the most recent survey and describe:

Effective Date: 01-OCT-11

Note: Identify the percentile where payment rates fall according to the most recent local MRS (identified in 2.7.4a) regardless of whether or not you use the most recent survey to set rates. If the percentile(s) varies across categories of care (e.g., different for centers and family child care homes), regions or ages of children, provide the range of the highest and lowest percentile in relation to the most recent survey.

Based on the 2011 Market Rate Survey, EEC rates are between the 3rd and 43rd percentiles for family child care and between the 3rd and 31st for large group child care. These percentiles do not include higher rates paid to family child care systems, payments made for teen parents, additional payments for special services including transportation, supportive services for children in care, and payments made to enhance program quality such as those affiliated with accreditation assistance or those affiliated with the new QRIS.

2.7.7. Will the Lead Agency provide any type of tiered reimbursement or differential rates on top of its base reimbursement rates for providing care for children receiving CCDF subsidies? Check which types of tiered reimbursement, if any, the Lead Agency has chosen to implement.

Effective Date: 01-OCT-11

☐ Differential rate for nontraditional hours.
Describe:

☐ Differential rate for children with special needs as defined by the State/Territory.
Describe:

☐ Differential rate for infants and toddlers.
Describe:

☐ Differential rate for school-age programs.
Describe:

☐ Differential rate for higher quality as defined by the State/Territory.
Describe:

☒ Other differential rate.
Describe:

Through EEC's Priority Population contracts for supportive child care, teen parent child care, and homeless child care, contracted providers receive an additional \$17.22 per day for support services. "Support services" include required case management/social services as well as transportation costs.

☐ None.

2.7.8. Will the Lead Agency allow providers to charge parents any additional fees?
Check the policies, if any, the Lead Agency has chosen to establish regarding additional fees.

Effective Date: 01-OCT-11

☐ Providers are allowed to charge the difference between the maximum reimbursement rate and their private pay rate

☐ Providers are allowed to charge registration fees

☒ Providers are allowed to charge for transportation fees

☐ Providers are allowed to charge for meals.

☐ Providers are allowed to charge additional incidental fees such as field trips or supplies

☐ Policies vary across region, counties and or geographic areas.

Describe:

-
- ☐ No, providers may not charge parents any additional fees
- ☒ Other.
- Describe:

Providers shall not charge parents, for whom they are receiving EEC financial assistance funding, any additional "registration," application, field trip, special activity, food for special events, or materials fees for participation in their program, or surcharges for late payments of parent fees.

Providers may not collect fees from parents receiving EEC financial assistance to supplement their approved EEC reimbursement daily rate.

Additional fees may be charged for services not offered to every child as part of the regular early education or out-of-school time program, such as transportation, when not paid by EEC. Only providers who have signed a transportation addendum as part of their provider agreement or who hold a transportation contract with EEC are allowed to provide transportation with EEC funding. At their discretion, parents may enter into agreements with vendors for services that are made available through the program, and parents will be expected to pay for such optional services.

Providers may charge parents for the care of children who remain in care beyond program hours due to late pick-up by parents, and for bank fees resulting from checks deposited against overdrawn accounts (e.g., bounced checks).

☐ None

2.7.9. Describe how payment rates are adequate to ensure equal access to the full range of providers based on the Market Rate Survey.

CCDF regulations require the Lead Agency to certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families to child care services comparable to those provided to families not eligible to receive CCDF assistance. To demonstrate equal access, the Lead Agency shall provide at a minimum a summary of facts describing: (§98.43(a))

Effective Date: 01-OCT-11

- a) How a choice of the full range of providers, e.g., child care centers, family child care homes, group child care homes and in-home care, is made available (§98.43(a)(1)):
- To ensure families have a choice of the full-range of providers, EEC has secured contracts with the full range of providers in the mixed delivery system of early education and care services in the Commonwealth, including child care centers, public school systems and family child care systems. In addition, the Commonwealth operates a voucher system, which enables families to access child care at any child care provider, including in-home care, that accepts children that receive EEC financial assistance. As noted below, EEC estimates that 60% of providers either hold a contract to provide child care or a have a voucher agreement with the local CCR&R.
- b) How payment rates are adequate based on the most recent local MRS (§98.43(a)(2)):

Although EEC's current reimbursement rates for all types of care are lower than the 75th percentile of market prices (see Attachment 2.7.4), EEC estimates that 60-65% of all private, licensed center-based child care providers accept children who receive a subsidy. In addition, low-income families with preschool-aged children have access to publicly supported early education and care programs in nearly every town in the Commonwealth.

c) How family co-payments based on a sliding fee scale are affordable (§98.43(a)(3)):

EEC estimates that 92% of families receiving federally subsidized child care services earn below 50% of the SMI. For these families, the fees are based on a gradually increasing sliding fee scale ranging from 1% to 15% of their gross income. Since July 2001, there has been no co-payment for families with incomes below the federal poverty line as established in fiscal year 2001. EEC estimates that 7% of the families receiving federally subsidized child care services earn between 50% and 85% of the SMI. The fee scale for these families ranges between 10.5% and 16% of their gross median income. Families whose income is below the 2001 federal poverty level pay no fee.

d) Any additional facts the Lead Agency considered to determine that its payment rates ensure equal access:

EEC has engaged a consulting team to conduct an analysis of child care prices at the zip code level, using data collected through the 2009 and 2011 market rate surveys. EEC will use the results of this analysis to consider alternatives to the existing regional reimbursement structure and to inform a long-term plan designed to reduce rate disparity among EEC's current reimbursement rates and the 75th percentile of market prices.

2.7.10 Goals for the next Biennium -

Effective Date: 01-OCT-11

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). What are the Lead Agency's goals for the administration of the CCDF subsidy program in the coming Biennium? For example, what progress does the State/Territory expect to make on continuing improved services to parents and providers, continuity of care for children, improving outreach to parents and providers, building or expanding information technology systems, or revising rate setting policies or practices):

In 2011, EEC anticipates promulgating a new set of child care financial assistance regulations that will supersede regulations that were implemented in 2006. Over the next biennium, EEC will develop policies and procedures to implement and enforce the new regulations, including training subsidy administrators on the changes. In addition, EEC is in the process of procuring a new financial assistance tracking and billing system, which will unify the administration of the existing voucher and contract systems. EEC will develop policies and procedures for implementing the new system and provide training to all users, including internal and external stakeholders.

PART 3

Health and Safety and Quality Improvement Activities

3.1. Activities to Ensure the Health and Safety of Children in Child Care (Component #1)

This section is intended to collect information on how Lead Agencies meet the statutory and regulatory provisions related to licensing and health and safety requirements. The CCDBG statute and the CCDF regulations address health and safety primarily in two ways.

First, Lead Agencies shall certify that they have in effect licensing requirements applicable to child care services provided within the area served by the Lead Agency (§98.40(a)(1)). These licensing requirements need not be applied to specific types of providers of child care services (658(E)(c)(2)(E)(i). Lead Agencies must describe those licensing requirements and how they are effectively enforced. Second, Each Lead Agency shall certify that there are in effect, within the State or local law, requirements designed to protect the health and safety of children that are applicable to child care providers of services for which assistance is provided under CCDF.

The relationship between licensing requirements and health and safety requirements varies by State/Territory depending on how comprehensive the licensing system is. In some States and Territories, licensing may apply to the majority of CCDF-eligible providers and the licensing standards cover the three CCDF health and safety requirements so the State/Territory has few, if any, providers for whom they need to establish additional CCDF health and safety requirements. In other cases, States and Territories have elected to exempt large numbers of providers from licensing which means that those exempted providers who care for children receiving assistance from CCDF will have to meet to the CCDF health and safety requirements through an alternative process outside of licensing. The State/Territory may also elect to impose more stringent standards and licensing or regulatory requirements on child care providers of services for which assistance is provided under the CCDF than the standards or requirements imposed on other child care providers. (§98.40(b)(1)) Section 3.1 asks the State/Territory to identify and describe the components of both the licensing and CCDF health and safety requirements, indicate which providers are subject to the requirements, and describe compliance and enforcement activities. (658E(c)(2)(F), §98.41)

3.1.1. Compliance with Applicable State/Territory and Local Regulatory Requirements on Licensing

Lead Agencies shall certify that they have in effect licensing requirements applicable to

child care services provided within the area served by the Lead Agency (§98.40(a)(1)). These licensing requirements need not be applied to specific types of providers of child care services (658(E)(c)(2)(E)(i). Lead Agencies must describe those licensing requirements and how they are effectively enforced.

Definition: Licensing requirements are defined as regulatory requirements, including registration or certification requirements established under State, local, or tribal law, necessary for a provider to legally operate and provide child care services in a State or locality (§98.2). This does not include registration or certification requirements solely for child care providers to be eligible to participate in the CCDF program. Those requirements will be addressed in 3.1.2.

Effective Date: 01-OCT-11

a) Is the Lead Agency responsible for child care licensing? (§98.11(a))

☒ Yes.

☐ No.

Please identify the State or local (if applicable) entity/agency responsible for licensing:

b) **Provide a brief overview** of the relationship between the licensing requirements and CCDF health and safety requirements in your State/Territory. At a minimum, describe whether the State/Territory's licensing requirements serve as the CCDF health and safety requirements.

For licensed programs, EEC's licensing regulations serve as the CCDF health and safety requirements. For licensed exempt programs seeking to provide CCDF funded early education and care services, the entity must adhere to the standards set forth in the EEC licensing regulations.

c) CCDF identifies and defines four categories of care: child care centers, family child care homes, group child care homes and in-home child care providers (§98.2). The CCDF definition for each category is listed below. Within each CCDF category of care, please identify which types of providers are exempt from licensing in your State/Territory in the chart below.

CCDF Category of Care	CCDF Definition (§98.2)	Are any providers in your State/Territory which fall under this CCDF category exempt from licensing?

Center-Based Child Care	Center-based child care providers are defined as a provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parent(s)' work.	<p>Describe which types of center-based settings are exempt from licensing in your State/Territory.</p> <p>For example, some jurisdictions exempt school-based centers, centers operated by religious organizations, summer camps, or Head Start programs</p> <p>Pre-schools run by the local public school or that are part of a private educational system are exempt from EEC licensure; also schools, such as Sunday schools, devoted entirely to religious education, "drop in" programs and occasional care are exempt. Summer camps, which are regulated by the Department of Public Health, are also exempt from EEC licensure.</p>
<p>Group Home Child Care</p> <p>N/A. Check if your State/Territory does not have group home child care.</p> <p><input type="checkbox"/></p>	Group home child care provider is defined as two or more individuals who provide child care services for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parent(s)' work.	<p>Describe which types of group homes are exempt from licensing:</p> <p>If the care is an informal cooperative arrangement between neighbors or is occasional care, then it is exempt. This care is also exempt if the individual is a caregiver for children only related to the caregiver.</p>
Family Child Care	Family child care provider is defined as one individual who provides child care services for fewer than 24 hours per day per child, as the sole caregiver, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parent(s)'s work. Reminder - Do not check if family child care home providers simply must register or be certified to participate in the CCDF program separate from the State/Territory regulatory requirements.	<p>Describe which types of family child care home providers are exempt from licensing:</p> <p>If the care is an informal cooperative arrangement between neighbors or is occasional care, then it is exempt. This care is also exempt if the individual is a caregiver for children only related to the caregiver.</p>

In-Home Care	In-home child care provider is defined as an individual who provides child care services in the child's own home. Reminder - Do not respond if in-home child care providers simply must register or be certified to participate in the CCDF program separate from the State/Territory regulatory requirements.	Describe which types of in-home child care providers are exempt from licensing: All in-home child care providers are exempt from the Commonwealth's licensing requirements.
--------------	---	---

Note: In lieu of submitting or attaching licensing regulations to certify the requirements of §98.40(a)(1), Lead Agencies may provide their licensing regulations to the National Resource Center for Health and Safety in Child Care and Early Education. Please check the NRCKid's website at <http://nrckids.org/> to verify the accuracy of your licensing regulations and provide any updates to the National Resource Center. **Check this box to indicate that the licensing requirements were submitted and verified at NRCKid's:**
☒

d) **Indicate** whether your State/Territory licensing requirements include any of the following four indicators for each category of care*.

*Source: National Resource Center for Health and Safety in Child Care and Early Education. (2003) Stepping Stones to Using Caring for Our Children: National Health and Safety Performance Standards, 2nd Ed. Health Resources and Services Administration, Maternal and Child Health Bureau. Available online: <http://nrckids.org/stepping>

Indicator	Center-Based Child Care	Group Home Child Care	Family Child Care	In-Home Care
-----------	-------------------------	-----------------------	-------------------	--------------

Do the licensing requirements include child:staff ratios and group sizes? If yes, specify age group, where appropriate:	<input checked="" type="checkbox"/> Child:staff ratio requirement:	<input checked="" type="checkbox"/> Child:staff ratio requirement:	<input checked="" type="checkbox"/> Child:staff ratio requirement:	<input type="checkbox"/> Child:staff ratio requirement:
	For infants, the child to staff ratio is 3:1. For toddlers, the child to staff ratio is 4:1. For pre-school aged children in full-day programs, the child to staff ratio is 10:1. For pre-school aged children in half-day programs, the child to staff ratio is 12:1. For kindergarten programs, the child to staff ratio is 15:1. For school-age programs, the child to staff ratio is 13:1.	The child to staff for group home programs only serving children under the age of 2 is 6:2. For programs with no more than 6 children under the age of 2, including no more than 3 infants, the child to staff ratio is 10:2. For programs with up to 6 infants, any additional child must be 15 months or older, the child to staff ratio is 10:3.	The child to staff ratio for family child care programs is 6:1, provided that no more than 3 children are under the age of 2, of which at least one child must be walking independently. If the program has three children under the age of 3, any additional child must be older than 24 months. The child to staff ratio may be increased to 8:1 provided that any child enrolled over the capacity limit of 6 must be a school-aged child.	<input type="checkbox"/> Group size requirement:
	<input checked="" type="checkbox"/> Group size requirement:	<input checked="" type="checkbox"/> Group size requirement:	<input checked="" type="checkbox"/> Group size requirement:	<input type="checkbox"/> No requirements.
	<input type="checkbox"/> No requirements.	<input type="checkbox"/> No requirements.	<input type="checkbox"/> No requirements.	<input type="checkbox"/> No requirements.

For infant programs, group size is limited to 7 children. For toddler programs, group size is limited to 9 children. For full-day pre-school programs, group size is limited to 20 children. For half-day pre-school programs, group size is limited to 24 children. For kindergarten programs, group size is limited to 30 children. For school-aged programs, group size is limited to 26 children.



No requirements.

Generally, up to 6 children, consistent with the age restrictions stated in the child to staff ratio requirement above. If the program serves school-aged children, the group size may be increased to up to 8 children, consistent with the age restrictions stated in the child to staff ratio requirement above.



No requirements.

Do the licensing requirements identify specific experience and educational **credentials for child care directors?**

<input checked="" type="checkbox"/>	High school/GED	<input type="checkbox"/>	High school/GED	<input type="checkbox"/>	High school/GED
<input checked="" type="checkbox"/>	Child Development Associate (CDA)	<input type="checkbox"/>	Child Development Associate (CDA)	<input type="checkbox"/>	Child Development Associate (CDA)
<input checked="" type="checkbox"/>	State/ Territory Credential	<input type="checkbox"/>	State/ Territory Credential	<input type="checkbox"/>	State/ Territory Credential
<input checked="" type="checkbox"/>	Associate's degree	<input type="checkbox"/>	Associate's degree	<input type="checkbox"/>	Associate's degree
<input checked="" type="checkbox"/>	Bachelor's degree	<input type="checkbox"/>	Bachelor's degree	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	No credential required for licensing	<input type="checkbox"/>	No credential required for licensing	<input type="checkbox"/>	No credential required for licensing
<input checked="" type="checkbox"/>	Other:	<input checked="" type="checkbox"/>	Other:	<input checked="" type="checkbox"/>	Other:
	EEC licensing regulations balance work experience with formal education and college level course work in early education and care. In this framework, the required		Not applicable -- there are no child care directors in the Massachusetts family child care system.		Not applicable -- there are no child care directors in the Massachusetts family child care system.

Do the licensing requirements identify specific experience and educational credentials for child care teachers?	<input checked="" type="checkbox"/> High school/GED	<input checked="" type="checkbox"/> High school/GED	<input checked="" type="checkbox"/> High school/GED	<input type="checkbox"/> High school/GED
	<input checked="" type="checkbox"/> Child Development Associate (CDA)	<input checked="" type="checkbox"/> Child Development Associate (CDA)	<input checked="" type="checkbox"/> Child Development Associate (CDA)	<input type="checkbox"/> Child Development Associate (CDA)
	<input checked="" type="checkbox"/> State/ Territory Credential	<input checked="" type="checkbox"/> State/ Territory Credential	<input checked="" type="checkbox"/> State/ Territory Credential	<input type="checkbox"/> State/ Territory Credential
	<input checked="" type="checkbox"/> Associate's degree	<input checked="" type="checkbox"/> Associate's degree	<input checked="" type="checkbox"/> Associate's degree	<input type="checkbox"/> Associate's degree
	<input checked="" type="checkbox"/> Bachelor's degree	<input checked="" type="checkbox"/> Bachelor's degree	<input checked="" type="checkbox"/> Bachelor's degree	<input type="checkbox"/> Bachelor's degree
	<input type="checkbox"/> No credential required for licensing	<input type="checkbox"/> No credential required for licensing	<input type="checkbox"/> No credential required for licensing	<input type="checkbox"/> No credential required for licensing
	<input checked="" type="checkbox"/> Other:	<input checked="" type="checkbox"/> Other:	<input checked="" type="checkbox"/> Other:	<input type="checkbox"/> Other:
	EEC licensing regulations balance work experience with formal education and college level course work in early education and care.	EEC licensing regulations balance work experience with formal education and college level course work in early education and care.	EEC licensing regulations balance work experience with formal education and college level course work in early education and care.	

Do the licensing requirements specify that directors and caregivers must attain a specific number of training hours per year ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At least 30 training hours required in first year	At least 30 training hours required in first year	At least 30 training hours required in first year	At least 30 training hours required in first year
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At least 24 training hours per year after first year	At least 24 training hours per year after first year	At least 24 training hours per year after first year	At least 24 training hours per year after first year
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No training requirement	No training requirement	No training requirement	No training requirement
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other:	Other:	Other:	Other:
	Between 5 and 20 hours per year depending on hours worked and program size. At least 1/3 of the required professional development must address diverse learners.	Between 5 and 10 hours per year depending on hours worked. At least 1/3 of the required professional development must address diverse learners.	Between 5 and 10 hours per year depending on hours worked. At least 1/3 of the required professional development must address diverse learners.	

e) Do you expect the licensing requirements for child care providers to change in FY2012-2013?

Describe:

☒ No.

3.1.2. Compliance with Applicable State/Territory and Local Regulatory Requirements on Health and Safety

Each Lead Agency shall certify that there are in effect, within the State or local law, requirements designed to protect the health and safety of children that are applicable to child care providers of services for which assistance is provided under CCDF. Such

requirements shall include the prevention and control of infectious diseases (including immunization), building and physical premises safety, and minimum health and safety training appropriate to the provider setting. These health and safety requirements apply to all providers caring for children receiving CCDF services and which also may be covered by the licensing requirements. (658E(c)(2)(F), §98.41)

Effective Date: 01-OCT-11

a) **Describe** the Lead Agency's health and safety requirements for prevention and control of infectious disease in effect for child care providers of services for which assistance is provided under CCDF using the table below. (658E(c)(2)(F)(i), §98.41(a)(1))

For each health and safety requirement checked, identify which providers under the CCDF category must meet the requirement. Check all that apply.				
The Lead Agency requires:	Center-based child care providers	Family child care home providers	Group home child care providers	In-home child care providers
<input checked="" type="checkbox"/> Physical exam or health statement for providers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Physical exam or health statement for children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tuberculosis check for providers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tuberculosis check for children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Provider immunizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Child immunizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<input checked="" type="checkbox"/> Hand-washing policy for providers and children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Diapering policy and procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Providers to submit a self-certification or complete health and safety checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Providers to meet the requirements of another oversight entity that fulfill the CCDF health and safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe:				

b) **Describe** the Lead Agency's health and safety requirements for building and physical premises safety, including policies and practices to protect from environmental hazards, in effect for child care providers of services for which assistance is provided under CCDF using the table below. (658E(c)(2)(F)(ii), §98.41(a)(2))

The Lead Agency requires:	Center-based child care providers	Family child care home providers	Group home child care providers	In-home child care providers
<input checked="" type="checkbox"/> Fire inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Building inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input checked="" type="checkbox"/> Health inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Inaccessibility of toxic substances policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Safe sleep policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Tobacco exposure reduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Transportation policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Providers to submit a self-certification or complete health and safety checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Providers to meet the requirements of another oversight entity that fulfill the CCDF health and safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Other. Describe: Oral health, tooth brushing policy.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

c) **Describe** the Lead Agency's health and safety requirements for health and safety training in effect for child care providers of services for which assistance is provided under CCDF using the table below. (658E(c)(2)(F)(iii), §98.41(a)(3))

CCDF Categories of Care	Health and safety training requirements	Pre-Service	On-Going
-------------------------	---	-------------	----------

Child Care Centers	CPR (Child Care Centers)	The licensee must ensure that at least one educator currently certified in age-appropriate cardiopulmonary resuscitation (CPR) is present at any and all times when children are in care.	The licensee must continue to ensure that at least one educator currently certified in age-appropriate cardiopulmonary resuscitation (CPR) is present at any and all times when children are in care. CPR training must be renewed annually.
	First Aid (Child Care Centers)	The licensee must ensure that at least one educator currently certified in first aid is present at any and all times when children are in care.	The licensee must continue to ensure that at least one educator currently certified in first aid is present at any and all times when children are in care.
	Training on infectious diseases (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.
	SIDS prevention (i.e., safe sleep) (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.

	Medication administration (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area. Moreover, licensees must ensure that at least staff member, specifically trained in this health and safety topic area, is present at all times.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area. Moreover, licensees must ensure that at least one staff member, specifically trained in this health and safety topic area, is present at all times.
	Mandatory reporting of suspected abuse or neglect (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.
	Child development (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area. Additionally, completion of a child growth and development course is a requirement for educators seeking to qualify as a lead teacher or higher in center-based/group child care settings.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area. Additionally, completion of a child growth and development course is a requirement for educators seeking to qualify as a lead teacher or higher in center-based/group child care settings.

	Supervision of children (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.
	Behavior management (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.
	Nutrition (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.
	Breastfeeding (Child Care Centers)	N/A	N/A
	Physical activity (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.

	Working with children with special needs or disabilities (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator on-going obligations for in-service trainings, which may include specific training opportunities in this topic area.
	Emergency preparedness and response (Child Care Centers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area. Moreover, the regulations expressly state that all educators must be trained in the program's emergency and evacuation procedures.	Regulations describe licensee and educator on-going obligations for in-service training, which may include specific training opportunities in this topic area. Moreover, the regulations expressly state that all educators must be trained in the program's emergency and evacuation procedures.
	<div>Other. (Child Care Centers)</div> <div>Describe: Licensed, center-based early education and care programs are required to engage the services of a health care consultant.</div>	N/A	N/A

Group Home Child Care	CPR (Group Home Child Care)	The licensee must ensure that at least one educator currently certified in age-appropriate cardiopulmonary resuscitation (CPR) is present at any and all times when children are in care.	The licensee continue to must ensure that at least one educator currently certified in age-appropriate cardiopulmonary resuscitation (CPR) is present at any and all times when children are in care. CPR training must be renewed annually.
	First Aid (Group Home Child Care)	The licensee must ensure that at least one educator currently certified in first aid is present at any and all times when children are in care.	The licensee must continue to ensure that at least one educator currently certified in first aid is present at any and all times when children are in care.
	Training on infectious diseases (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.
	SIDS prevention (i.e., safe sleep) (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.

	Medication administration (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area. Moreover, licensees must ensure that at least one staff member, specifically trained in this health and safety topic area, is present at all times.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area. Moreover, licensees must ensure that at least one staff member, specifically trained in this health and safety topic area, is present at all times.
	Mandatory reporting of suspected abuse or neglect (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.
	Child development (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.
	Supervision of children (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.

	Behavior management (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.
	Nutrition (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.
	Breastfeeding (Group Home Child Care)	N/A	N/A
	Physical activity (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.
	Working with children with special needs or disabilities (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area.

	Emergency preparedness and response (Group Home Child Care)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area. Moreover, the regulations expressly state that all educators must be trained in the program's emergency and evacuation procedures.	Regulations describe licensee and educator obligations for in-service trainings, which may include specific training opportunities for this topic area. Moreover, the regulations expressly state that all educators must be trained in the program's emergency and evacuation procedures.
	Other. (Group Home Child Care)	N/A	N/A
	Describe: N/A		
Family Child Care Providers	CPR (Family Child Care Providers)	The licensee must ensure that at least one educator currently certified in age-appropriate cardiopulmonary resuscitation (CPR) is present at any and all times when children are in care.	The licensee must continue ensure that at least one educator currently certified in age-appropriate cardiopulmonary resuscitation (CPR) is present at any and all times when children are in care. CPR CPR training must be renewed annually.
	First Aid (Family Child Care Providers)	The licensee must ensure that at least one educator currently certified in first aid is present at any and all times when children are in care.	The licensee must continue to ensure that at least one educator currently certified in first aid is present at any and all times when children are in care.

	Training on infectious diseases (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	SIDS prevention (i.e., safe sleep) (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	Medication administration (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area. Moreover, licensees must ensure that at least one staff member, specifically trained in this health and safety area, is present at all times.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area. Moreover, licensees must ensure that at least one staff member, specifically trained in this health and safety area, is present at all times.
	Mandatory reporting of suspected abuse or neglect (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.

	Child development (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	Supervision of children (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	Behavior management (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	Nutrition (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	Breastfeeding (Family Child Care Providers)	N/A	N/A

	Physical activity (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	Working with children with special needs or disabilities (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area.
	Emergency preparedness and response (Family Child Care Providers)	Regulations describe licensee and educator obligations for pre-service trainings and orientation, which include an overview and discussion related to this health and safety topic area. Moreover, the regulations expressly state that all educators must be trained in the program's emergency and evacuation procedures.	Regulations describe licensee and educator obligations for in-service training, which may include specific training opportunities in this health and safety topic area. Moreover, the regulations expressly state that all educators must be trained in the program's emergency and evacuation procedures.
	Other. (Family Child Care Providers)	N/A	N/A
	Describe: N/A		
In-Home Child Care Providers	CPR (In-Home Child Care Providers)	N/A	N/A
	First Aid (In-Home Child Care Providers)	N/A	N/A
	Training on infectious diseases (In-Home Child Care Providers)	N/A	N/A

	SIDS prevention (i.e., safe sleep) (In-Home Child Care Providers)	N/A	N/A
	Medication administration (In-Home Child Care Providers)	N/A	N/A
	Mandatory reporting of suspected abuse or neglect (In-Home Child Care Providers)	N/A	N/A
	Child development (In-Home Child Care Providers)	N/A	N/A
	Supervision of children (In-Home Child Care Providers)	N/A	N/A
	Behavior management (In-Home Child Care Providers)	N/A	N/A
	Nutrition (In-Home Child Care Providers)	N/A	N/A
	Breastfeeding (In-Home Child Care Providers)	N/A	N/A
	Physical activity (In-Home Child Care Providers)	N/A	N/A
	Working with children with special needs or disabilities (In-Home Child Care Providers)	N/A	N/A
	Emergency preparedness and response (In-Home Child Care Providers)	N/A	N/A
	Other. (In-Home Child Care Providers)	N/A	N/A
	Describe: N/A		

d) CCDF allows Lead Agencies to exempt relative providers (grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles) from these health and safety requirements. What are the Lead Agency's requirements for relative providers? (§98.41(A)(ii))(A))

- ☐ All relative providers are subject to the same health and safety requirements as described in 3.1.2a-c, as appropriate; there are no exceptions for relatives.
- ☒ Relative providers are NOT required to meet any health and safety requirements as described in 3.1.2a-c, as appropriate.
- ☐ Relative providers are subject to certain requirements.

Describe the different requirements:

e) Provide a web address for the State/Territory's health and safety requirements, if available:
http://www.mass.gov/Eoedu/docs/EEC/regs_policies/20100122_606_cmr.pdf

3.1.3 Enforcement of Licensing Requirements

Each Lead Agency is required to provide a detailed description of the State/Territory's licensing requirements and how its licensing requirements are effectively enforced. (658E(c)(2)(E), §98.40(a)(2)) The Lead Agency is also required to certify that that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with the applicable health and safety requirements. (658E(c)(2)(G), §98.41(d))

Describe the State/Territory's policies for effective enforcement of the licensing requirements using questions 3.1.3a through 3.1.3e below. This description includes whether and how the State/Territory uses visits (announced and unannounced), background checks, and any other enforcement policies and practices for the licensing requirements.

a) Does your State/Territory include **announced** and/or **unannounced** visits in its policies as a way to effectively enforce the licensing requirements?

Effective Date: 01-OCT-11

- ☒ Yes. If "Yes" please refer to the chart below and check all that apply.
- ☐ No.

CCDF Categories of Care	Frequency of Routine Announced Visits	Frequency of Routine Unannounced Visits
-------------------------	---------------------------------------	---

<input checked="" type="checkbox"/> <p>Center-Based Child Care</p>	<input type="checkbox"/> <p>Once a Year</p> <input type="checkbox"/> <p>More than Once a Year</p> <input checked="" type="checkbox"/> <p>Once Every Two Years</p> <input checked="" type="checkbox"/> <p>Other.</p> <p>Describe: For new licensees, an initial 6 month visit, then once every two years.</p>	<input type="checkbox"/> <p>Once a Year</p> <input type="checkbox"/> <p>More than Once a Year</p> <input type="checkbox"/> <p>Once Every Two Years</p> <input checked="" type="checkbox"/> <p>Other.</p> <p>Describe: As needed.</p>
<input checked="" type="checkbox"/> <p>Group Home Child Care</p>	<input type="checkbox"/> <p>Once a Year</p> <input type="checkbox"/> <p>More than Once a Year</p> <input checked="" type="checkbox"/> <p>Once Every Two Years</p> <input checked="" type="checkbox"/> <p>Other.</p> <p>Describe: For new licensees, an initial 6 month visit, then once every three years.</p>	<input type="checkbox"/> <p>Once a Year</p> <input type="checkbox"/> <p>More than Once a Year</p> <input type="checkbox"/> <p>Once Every Two Years</p> <input checked="" type="checkbox"/> <p>Other.</p> <p>Describe: As needed.</p>
<input checked="" type="checkbox"/> <p>Family Child Care Home</p>	<input type="checkbox"/> <p>Once a Year</p> <input type="checkbox"/> <p>More than Once a Year</p> <input checked="" type="checkbox"/> <p>Once Every Two Years</p> <input checked="" type="checkbox"/> <p>Other.</p> <p>Describe: For new licensees, an initial 6 month visit, then once every three years.</p>	<input type="checkbox"/> <p>Once a Year</p> <input type="checkbox"/> <p>More than Once a Year</p> <input type="checkbox"/> <p>Once Every Two Years</p> <input type="checkbox"/> <p>Other.</p> <p>Describe: As needed.</p>

<input type="checkbox"/> In-Home Child Care	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Once a Year
	<input type="checkbox"/> More than Once a Year	<input type="checkbox"/> More than Once a Year
	<input type="checkbox"/> Once Every Two Years	<input type="checkbox"/> Once Every Two Years
	<input type="checkbox"/> Other.	<input type="checkbox"/> Other.
	Describe:	Describe:

b) Does your State/Territory have any of the following procedures in place for effective enforcement of the licensing requirements? If procedures differ based on the category of care, please indicate how in the "Describe" box.

☒ Yes. If "Yes" please refer to the chart below and check all that apply.

☐ No.

Licensing Procedures	Describe which procedures are used by the State/Territory for enforcement of the licensing requirements.
The State/Territory requires providers to attend or participate in training relating to opening a child care facility prior to issuing a license.	<input checked="" type="checkbox"/> Yes.
	Describe: Orientation required for all new licensees.
	<input type="checkbox"/> No.
	<input checked="" type="checkbox"/> Other.
	Describe: The Department also requires additional pre-licensing meetings and visits to the program.

<p>Licensing staff has procedures in place to address violations found in an inspection.</p>	<div><input checked="" type="checkbox"/></div> <p>Providers are required to submit plans to correct violations cited during inspections.</p> <div><input checked="" type="checkbox"/></div> <p>Licensing staff approve the plans of correction submitted by providers.</p> <div><input checked="" type="checkbox"/></div> <p>Licensing staff verify correction of violation.</p> <div><input checked="" type="checkbox"/></div> <p>Licensing staff provide technical assistance regarding how to comply with a regulation.</p> <div><input type="checkbox"/></div> <p>No procedures in place.</p> <div><input type="checkbox"/></div> <p>Other.</p> <p>Describe:</p>
<p>Licensing staff has procedures in place to issue a negative sanction to a noncompliant facility.</p>	<div><input checked="" type="checkbox"/></div> <p>Provisional or probationary license</p> <div><input checked="" type="checkbox"/></div> <p>License revocation or non-renewal</p> <div><input type="checkbox"/></div> <p>Injunctions through court</p> <div><input checked="" type="checkbox"/></div> <p>Emergency or immediate closure not through court action</p> <div><input checked="" type="checkbox"/></div> <p>Fines for regulatory violations</p> <div><input type="checkbox"/></div> <p>No procedures in place.</p> <div><input checked="" type="checkbox"/></div> <p>Other.</p> <p>Describe:</p> <p>Imposition of sanctions against the license (i.e., enrollment freeze, licensed capacity reductions, etc.).</p>

<p>The State/Territory has procedures in place to respond to illegally operating child care facilities.</p>	<div><input checked="" type="checkbox"/></div> <p>Cease and desist action</p> <div><input checked="" type="checkbox"/></div> <p>Injunction</p> <div><input type="checkbox"/></div> <p>Emergency or immediate closure not through court action</p> <div><input checked="" type="checkbox"/></div> <p>Fines</p> <div><input type="checkbox"/></div> <p>No procedures in place.</p> <div><input checked="" type="checkbox"/></div> <p>Other.</p> <p>Describe:</p> <p>Unlicensed child care is a criminal offense in Massachusetts, which may subject violators to incarceration.</p>
<p>The State/Territory has procedures in place for providers to appeal licensing enforcement actions.</p>	<div><input checked="" type="checkbox"/></div> <p>Yes.</p> <p>Describe:</p> <p>Sanctions may be appealed by filing a request for administrative reconsideration with the EEC General Counsel. Emergency suspensions, revocations, probationary status actions and/or fines may be appealed by requesting an administrative hearing through the Commonwealth's Division of Administrative Law Appeals.</p> <div><input type="checkbox"/></div> <p>No.</p> <div><input type="checkbox"/></div> <p>Other.</p> <p>Describe:</p>

c) Describe what types of licensing violations, if any, would make a provider ineligible to participate in CCDF:

EEC may make probationary, suspend, refuse to renew, revoke, or refuse to issue a license for any of the following grounds: (1) failure to comply with any regulation, correction order, sanction; (2) failure to comply with suspension, agreement or probation terms; (3) failure to pay a fine; (4) submission of false or misleading statements or reports to EEC; (5) refusing to admit EEC staff to conduct an inspection or investigation; or (6) failure to obtain a license prior to opening a program or facility or prior to changing the location of a program. In addition, EEC may issue a suspension, without a prior hearing, in an emergency situation, which endangers the life, health or safety of children.

d) Does your State/Territory use **background checks** as a way to effectively enforce the licensing requirements?

☒ Yes.

If "Yes" please use refer to the chart below to identify who is required to have background checks, what types of checks, and with what frequency. Please **also provide a brief overview** of the State/Territory's process for conducting background checks for child care. For example, describe what types of violations would make providers ineligible for CCDF, funding for background checks, and the process for providers to appeal background check findings.

The EEC Background Record Check (BRC) process is fully detailed in EEC's Background Record Check Regulations found at 606 CMR 14.00 and further explained in a technical assistance paper issued by EEC. Briefly, there are two categories of disqualifying information: Presumptive and Discretionary. Presumptive crimes are found in Table A and include convictions and pending charges for very serious crimes. In order to even be considered for review, an applicant must obtain a letter from a criminal justice official or qualified mental health provider explaining that the person does not represent a threat to children. If such a letter is received the applicant may then undergo discretionary review. All dismissed charges in both Table A and B and all Table B convictions and pending charges are considered discretionary and all DCF supported 51Bs are discretionary. A discretionary review will take into account the following factors: 1) number of violations; 2) how long ago was the last violation; 3) age of the applicant when the violation occurred; 4) seriousness of the violation and its relationship to the welfare of children; and 5) any evidence of rehabilitation. An applicant for an EEC license may appeal the adverse finding under M.G.L. c. 30A and request an administrative hearing before a Magistrate.

☐ No.

CCDF Categories of Care	Types of Background Check	Frequency
-------------------------	---------------------------	-----------

<div> <input checked="" type="checkbox"/> </div> <div> Center-Based Child Care </div> <div> <p>Who is subject to background checks for center-based care? For example, director, teaching staff, non-teaching staff, volunteers:</p> <p>Any person seeking employment, or a position as a regular volunteer, or any person currently employed or serving as a regular volunteer, to provide services for or on behalf of EEC or its licensed and/or funded programs and who has the potential for unsupervised contact with children; any applicant for family child care, or large family child care licenses, all their household members who are 15 years of age or older, all persons 15 years of age or older regularly on their premises, and applicants for approval as certified or regular assistants; applicants to provide in-home, non-relative subsidized child care; and applicants for approval as foster parents, all their household members who are 15 years of age or older and all regular visitors who are 15 years of age or older.</p> </div>	<div> <input checked="" type="checkbox"/> </div> <div> Child Abuse Registry </div> <div> </div> <div> <input checked="" type="checkbox"/> </div> <div> State/Territory Criminal Background </div> <div> </div> <div> <input type="checkbox"/> </div> <div> FBI Criminal Background (e.g., fingerprint) </div> <div> </div> <div> <input type="checkbox"/> </div> <div> Sex Offender Registry </div> <div> </div>	<div> <input checked="" type="checkbox"/> </div> <div> Initial Entrance into the System </div> <div> <input type="checkbox"/> </div> <div> Checks Conducted Annually </div> <div> <input checked="" type="checkbox"/> </div> <div> Other. </div> <div> Describe: </div> <div> At each subsequent licensing renewal. </div> <div> <input checked="" type="checkbox"/> </div> <div> Initial Entrance into the System </div> <div> <input type="checkbox"/> </div> <div> Checks Conducted Annually </div> <div> <input checked="" type="checkbox"/> </div> <div> Other. </div> <div> Describe: </div> <div> At each subsequent licensing renewal. </div> <div> <input type="checkbox"/> </div> <div> Initial Entrance into the System </div> <div> <input type="checkbox"/> </div> <div> Checks Conducted Annually </div> <div> <input type="checkbox"/> </div> <div> Other. </div> <div> Describe: </div> <div> <input type="checkbox"/> </div> <div> Initial Entrance into the System </div> <div> <input type="checkbox"/> </div> <div> Checks Conducted Annually </div> <div> <input type="checkbox"/> </div> <div> Other. </div> <div> Describe: </div>
---	--	---

<input checked="" type="checkbox"/> <p>Group Child Care Homes</p> <p>Who is subject to background checks for group homes? For example, provider, non-provider residents of the home:</p> <p>Any person seeking employment, or a position as a regular volunteer, or any person currently employed or serving as a regular volunteer, to provide services for or on behalf of EEC or its licensed and/or funded programs and who has the potential for unsupervised contact with children; any applicant for family child care, or large family child care licenses, all their household members who are 15 years of age or older, all persons 15 years of age or older regularly on their premises, and applicants for approval as certified or regular assistants; applicants to provide in-home, non-relative subsidized child care; and applicants for approval as foster parents, all their household members who are 15 years of age or older and all regular visitors who are 15 years of age or older.</p>	<input checked="" type="checkbox"/> <p>Child Abuse Registry</p>	<input checked="" type="checkbox"/> <p>Initial Entrance into the System</p> <input type="checkbox"/> <p>Checks Conducted Annually</p> <input checked="" type="checkbox"/> <p>Other.</p> <p>Describe: At each subsequent licensing renewal.</p>
	<input checked="" type="checkbox"/> <p>State/Territory Criminal Background</p>	<input checked="" type="checkbox"/> <p>Initial Entrance into the System</p> <input type="checkbox"/> <p>Checks Conducted Annually</p> <input checked="" type="checkbox"/> <p>Other.</p> <p>Describe: At each subsequent licensing renewal.</p>
	<input type="checkbox"/> <p>FBI Criminal Background (e.g., fingerprint)</p>	<input type="checkbox"/> <p>Initial Entrance into the System</p> <input type="checkbox"/> <p>Checks Conducted Annually</p> <input type="checkbox"/> <p>Other.</p> <p>Describe:</p>
	<input type="checkbox"/> <p>Sex Offender Registry</p>	<input type="checkbox"/> <p>Initial Entrance into the System</p> <input type="checkbox"/> <p>Checks Conducted Annually</p> <input type="checkbox"/> <p>Other.</p> <p>Describe:</p>

<input checked="" type="checkbox"/> Family Child Care Homes Who is subject to background checks for family child care homes? For example, provider, non-provider residents of the home: Any person seeking employment, or a position as a regular volunteer, or any person currently employed or serving as a regular volunteer, to provide services for or on behalf of EEC or its licensed and/or funded programs and who has the potential for unsupervised contact with children; any applicant for family child care, or large family child care licenses, all their household members who are 15 years of age or older, all persons 15 years of age or older regularly on their premises, and applicants for approval as certified or regular assistants; applicants to provide in-home, non-relative subsidized child care; and applicants for approval as foster parents, all their household members who are 15 years of age or older and all regular visitors who are 15 years of age or older.	<input checked="" type="checkbox"/> Child Abuse Registry	<input checked="" type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input checked="" type="checkbox"/> Other. Describe: At each subsequent licensing renewal.
	<input checked="" type="checkbox"/> State/Territory Criminal Background	<input checked="" type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input checked="" type="checkbox"/> Other. Describe: At each subsequent licensing renewal.
	<input type="checkbox"/> FBI Criminal Background (e.g., fingerprint)	<input type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input type="checkbox"/> Other. Describe:
	<input type="checkbox"/> Sex Offender Registry	<input type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input type="checkbox"/> Other. Describe:

<input checked="" type="checkbox"/> In-Home Child Care Providers Who is subject to background checks for in-home child care? For example, provider, non-provider residents of the home: In-home, non-relative providers.	<input checked="" type="checkbox"/> Child Abuse Registry	<input checked="" type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input checked="" type="checkbox"/> Other. Describe: Any time the provider provides care to a different child.
	<input checked="" type="checkbox"/> State/Territory Criminal Background	<input checked="" type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input checked="" type="checkbox"/> Other. Describe: Any time the provider provides care to a different child.
	<input type="checkbox"/> FBI Criminal Background (e.g., fingerprint)	<input type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input type="checkbox"/> Other. Describe:
	<input type="checkbox"/> Sex Offender Registry	<input type="checkbox"/> Initial Entrance into the System <input type="checkbox"/> Checks Conducted Annually <input type="checkbox"/> Other. Describe:

e) If not performing visits (announced or unannounced) or background checks, describe how the State/Territory will ensure that its licensing requirements are effectively enforced per the CCDF regulations? (658E(c)(2)(E), §98.40(a)(2)):

N/A

f) Does the State/Territory disseminate information to parents and the public, including the use of on-line tools or other "search tools," about child care program licensing status and compliance records?

☒ Yes.

Describe:

The Child Care Search function on EEC's website not only assists families in locating licensed child care programs and services in their service area, but also includes information regarding the existence of certain sanctions that may have been imposed on a program for various licensing violations.

☐ No.

3.1.4 Describe the State/Territory's policies for effective enforcement of the CCDF health and safety requirements.

Effective Date: 01-OCT-11

For providers who care for children receiving CCDF assistance and who are NOT subject to the enforcement procedures described above for licensed providers, please describe the health and safety enforcement measures in place. Include in this description whether and how the State/Territory uses on-site visits (announced and unannounced) and background checks and any other enforcement policies and practices for the health and safety requirements.

To ensure that all children are in safe and secure child care environments, EEC requires that CORI and DCF background record checks be completed for all non-relative, in-home care providers. EEC also requires all non-relative, in-home providers to be at least 18 years old and limits the number of children such providers can care for to six or less. EEC requires all in-home relative providers to attend an orientation and training session conducted by the CCR&Rs prior to receiving any state reimbursements for providing care. These trainings cover topics such as health and safety issues, age appropriate activities and appropriate child guidance techniques. As part of the orientations, the CCR&Rs provide information on how to become a licensed child care provider and educational resources available to them in their community. Licensed-exempt providers, such as public school pre-school programs, seeking to provide early education and care services through the EEC contract or voucher program must agree to meet all health and safety requirements, as a condition of receiving any funding from the Department.

3.1.5 Does the State/Territory encourage or require child care programs to conduct developmental screening and referral for children participating in child care programs? Lead Agencies are not required to conduct developmental screenings of children, but are encouraged to work with child care providers to promote screening in the

areas of physical health (including vision and hearing), mental health, oral health, and developmental disabilities..

Effective Date: 01-OCT-11

☒ Yes.

Describe

EEC prioritizes the use of development screening through its competitive procurement system by awarding points to those who use developmental screening who seek to obtain contracts to provide early education and care services through the income-eligible contract and/or the priority populations contract (i.e., supportive child care, teen parent child care, or homeless child care). The QRIS program also accounts for the added value of use of developmental screenings in early education and care by requiring the use of screenings at Level 3 and Level 4. In addition, UPK grantees are required to use formative assessment tools in their programs as a condition of grant funding and are encouraged to implement developmental screening tools, as well.

a) If yes, are training, resources and supports offered to programs to assist them in ensuring that children receive appropriate developmental screenings?

☒ Yes.

Describe

QRIS participants are eligible for QRIS Quality Improvement Grants, which may be used, subject to appropriation, to help programs progress along the QRIS. As such, these grants funds could be used by programs to purchase developmental training tools/materials and/or for training on the use of developmental tools to inform program curriculum. Additionally, the terms of the UPK grant expressly state that UPK funds may be used by grantees to support assessment and/or developmental screening activities, including training. EEC has also contracted with a vendor to provide assessment and screening trainings statewide. Technical assistance and mentoring, as well as distribution of tools, may be provided with these assessment and screening grant funds.

☐ No

☐ Other.

Describe

b) If yes, are resources and supports provided to programs to help them understand how families are referred to indicated services and how to work with the health, mental health, and developmental disabilities agencies to support children when follow-up to screening is needed?

☐ Yes.

Describe

☒ No

☐ Other.

Describe

☐ No

☐ Other.

Describe

3.1.6 Data & Performance Measures on Licensing and Health and Safety

Compliance - What data elements, if any, does the State/Territory currently have access to related to licensing compliance? What, if any, performance measures does the Lead Agency use for ensuring health and safety? The purpose of these questions is for Lead Agencies to provide a description of their capacity to provide information, not to require Lead Agencies to collect or report this information. For any data elements checked in (a) below, Lead Agencies may provide an optional description about the data they have access to (e.g., the Lead Agency may have data for only licensed programs, only programs caring for children receiving CCDF subsidies, only providers participating in quality improvement systems, or only for certain age groups (e.g., infants and toddlers or school-age children)).

Effective Date: 01-OCT-11

a) **Data on licensing and health and safety.** Indicate if the Lead Agency or another agency has access to data on:

☒ Number of licensed programs.

Describe (optional):

The Department has access to the number of licensed programs by type of care and capacities for infants, toddlers, pre-school, school age and mixed groups.

☒ Numbers of programs operating that are legally exempt from licensing.

Describe (optional):

The Department has access to the number of programs that are legally exempt from licensing.

☒ Number of programs whose licenses were suspended or revoked due to non-compliance.

Describe (optional):

The Department has access to the number of licensed programs that were subjected to legal orders including sanction, suspension and revocation and who have been issued non-compliance reports by regulation code.

☒ Number of injuries and fatalities in child care as defined by the State/Territory.

Describe (optional):

The Department tracks the number of injuries requiring hospital visits and fatalities by regulatory code.

☒ Number of monitoring visits received by programs.

Describe (optional):

The Department tracks the number of monitoring visits by programs and license status of programs.

☒ Caseload of licensing staff.

Describe (optional):

The Department tracks the number of licensors and caseload of each as well as number of monitoring visits by staff by month.

☒ Number of programs revoked from CCDF due to non-compliance with health and safety requirements.

Describe (optional):

The Department tracks the the number of legal orders issued seeking licensing revocations.

☒ Other.

Describe:

The Department tracks the number of regulatory non-compliances by program as a means of assessing quality of program.

☐ None.

b) **Performance measurement.** What, if any, performance measures does the State/Territory use in its licensing system to monitor compliance with CCDF health and safety requirements?

The Department has a dedicated data system that records number of regulatory non-compliances related to child health and safety requirements. A number above the mean could result in enforcement action on behalf of the agency up to and including revocation of the license.

c) **Evaluation.** What, if any, are the State/Territory's plans for evaluation related to

licensing and health and safety? Evaluation can include efforts related to monitoring implementation of an initiative, validation of standards or assessment tools, or looking at outcomes in programs or the system and may be ongoing or conducted periodically. The Department plans to develop a risk instrument to provide for an objective analysis of licensee's performance during a licensing period. Agency has implemented a QRIS system that includes licensing and health and safety standards.

3.1.7 Goals for the next Biennium -

Effective Date: 01-OCT-11

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). Lead Agencies are not required to establish a goal for each sub-section of 3.1. What are the Lead Agency's goals for the licensing and health and safety system in the coming biennium? What progress does the State/Territory expect to make on core areas (e.g. licensing standards, monitoring visits or other effective enforcement, improved technical assistance, or fewer serious non-compliances?)

In January 2010, EEC implemented a new set of health and safety licensing regulations that replaced regulations that were implemented in 1997. In the summer of 2011, EEC anticipates the development of a new risk management tool, which will result in the implementation of new visit protocols by targeting announced and unannounced visits to programs identified as posing a higher risk to the health and safety of children. This tool, along with the new visit protocols, will assist the Department in more effectively enforcing the new regulations and better utilizing existing staff resources.

3.2 Establishing Voluntary Early Learning Guidelines (Component #2)

For purposes of this section, voluntary early learning guidelines include the expectations for what children should know (content) and be able to do (skills). The term *early learning guidelines* (ELGs) refers to age-appropriate developmental learning guidelines for infants and toddlers and school-age children. These guidelines are voluntary in that States/Territory are not mandated to develop such guidelines or implement them in a specified manner.

3.2.1 Has the State/Territory developed voluntary early learning guidelines for children? Check any early learning guidelines the State/Territory has developed.

- ☒ Birth-to-three
☒ Three-to-five
☐ Five years and older
☐ None. **Skip to 3.2.6.**

If yes, insert web addresses, where possible:

(1) http://www.eec.state.ma.us/docs1/Workforce_Dev/Layout.pdf; and (2)

http://www.eec.state.ma.us/docs1/research_planning/ta_guideprelearnexper.pdf

Which State/Territory agency is the lead for the early learning guidelines?

The Department of Early Education and Care (EEC)

3.2.2 Do the early learning guidelines cover a range of domains across physical, cognitive, and social and emotional development? Check all that apply for each age group as applicable in the chart below. Because States vary in their domain names and which domains to include, we have used the domains identified in the Head Start Child Development and Early Learning Framework for reference purposes.

Effective Date: 01-OCT-11

Domains	Birth-to-Three ELGs	Three-to-Five ELGs	Five and Older ELGs
Physical development and health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social and emotional development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approaches to learning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Logic and reasoning (e.g., problem-solving)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Literacy knowledge and skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mathematics knowledge and skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science knowledge and skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Creative arts expression (e.g., music, art, drama)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social studies knowledge and skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

English language development (for dual language learners)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List any domains not covered in the above:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other. Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.2.3 To whom are the early learning guidelines disseminated and in what manner? Check all audiences and methods that your State/Territory has chosen to use in the chart below.

Effective Date: 01-OCT-11

	Information Dissemination	Voluntary Training	Mandatory Training
Parents in the child care subsidy system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents using child care more broadly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practitioners in child care centers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Providers in family child care homes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practitioners in Head Start	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practitioners in Early Head Start	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practitioners in public Pre-K program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practitioners in elementary schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other. List:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.2.4 Are voluntary early learning guidelines incorporated into other parts of the child care system? Check which ways, if any, the State/Territory incorporates its early learning guidelines into other parts of the child care system.

Effective Date: 01-OCT-11

- ☒ To define the content of training required to meet licensing requirements
- ☒ To define the content of training required for program quality improvement standards (e.g., QRIS standards)
- ☐ To define the content of training required for the career lattice or professional credential
- ☐ To require programs in licensing standards to develop curriculum/learning activities based on the voluntary ELGs

- ☒ To require programs in quality improvement standards to develop curriculum/learning activities based on the voluntary ELGs
 - ☒ To develop State-/Territory -approved curricula
 - ☐ Other.
- List:

☐ None.

3.2.5 Are voluntary early learning guidelines aligned with into other parts of the child care system? Check the standards, if any, with which the State/Territory aligns its early learning guidelines.

Effective Date: 01-OCT-11

- ☒ Cross-walked to align with Head Start Outcomes Framework
- ☒ Cross-walked to align with K-12 content standards
- ☒ Cross-walked to align with State/Territory pre-k standards
- ☒ Cross-walked with accreditation standards
- ☐ Other.

☐ None.

3.2.6 Describe how your State/Territory uses ongoing assessments and measures of school readiness assessment using the following series of questions. In this section, assessment is framed with two distinct purposes/tools - 1) ongoing assessment of children's progress within the classroom to improve and individualize instruction (this corresponds to 3.2.6a) and 2) assessments conducted at kindergarten entry to inform policymakers about the school readiness of children across the State on a broad range of domains, used to guide program initiatives (this corresponds to 3.2.6b).

In the description for each Yes response, please include a) who administers, and b) how often assessments are conducted, and c) what assessment tools are used.

Effective Date: 01-OCT-11

a) Are programs required to conduct ongoing assessments of children's progress of children using valid, reliable and age-appropriate tools aligned with the early learning guidelines or other child standards?

☒ Yes.

Describe:

As programs participating in QRIS work to advance to higher levels of quality, the Commonwealth's QRIS Standards require use of formative assessment tools. In order to achieve a QRIS Rating of Level 3 in the Massachusetts QRIS, center and school based programs are required to use formative assessment tools. In order to achieve a QRIS Rating of Level 3 in the Massachusetts QRIS, family

child programs are required to use formative assessment tools. As described in part b-1 below, all programs, including center/school-based and family child care, are encouraged to use the information from on-going assessments to improve practice and to address children's needs.

In addition to QRIS, the Universal Pre-Kindergarten (UPK) grant program requires grantees to provide developmentally appropriate programs, as evidenced by use of one of four EEC approved assessment tools, for at least one year: (1) Work Sampling, (2) High Scope Child Observation Record (COR), (3) Teaching Strategies Creative Curriculum Developmental Continuum or GOLD, or (4) Ages and Stages.

b-1) If yes, are programs encouraged to use information from ongoing assessments to improve practice and individual children's needs?

☒ Yes.

Describe:

For center-based and school aged programs participating in QRIS in Massachusetts.

Level 3 of the QRIS standards requires programs to use formative assessment to set goals for individual children across all developmental domains.

- Level 4 of the QRIS standards requires programs to use formative assessment to inform curriculum planning and to use results to monitor each child's progress, as well as to inform program decision making (e.g., curriculum content, strategies for improved staff implementation, and professional development.

For family child care programs participating in QRIS in Massachusetts:

- Level 3 of the QRIS standards requires programs to, either directly or through a network or system, use screening tools, progress reports, formative assessments, and other information gathered to set goals for individual children across developmental domains.
- Level 4 of the QRIS standards requires programs to, either directly or through a network or system, use screening tools, progress reports, formative assessments, and other information gathered to inform curriculum planning and use results to monitor each child's progress across developmental domains.

For UPK grantees, the Departments anticipates that funds related to child assessments will be used by grantees to improve curriculum and professional development opportunities for staff.

☐ No

☒ Other.

Describe:

EEC's licensing regulations require programs to periodically prepare progress reports on the progress of each child in the program. The program must offer parents a conference to discuss the content of the report. A copy of the progress report must be given to the parent and a copy kept in the child's record.

Frequency. For infants and children with identified special needs the progress report must be prepared every three months. For toddlers and preschoolers, the progress report must be prepared every six months. For school age children, the progress report must be prepared at least annually, at the midpoint of the child's program year.

Content. The progress report must be based on observations and documentation of the child's progress in a range of activities over time and may include samples of the child's work. For children younger than school age, the progress report must address the development and growth of the child including but not limited to the developmental domains of Cognitive, Social/Emotional, Language and Fine and Gross Motor and Life Skills. For school age children, the progress report must address the child's growth and

development within the parameters of the program's statement of purpose.
All educators, specialists and consultants working with the child in the program must be offered an opportunity to contribute to the progress report of the child.

Use of Progress Reports. Educators shall use progress reports to adapt the program to the children's individual strengths, interests, and needs; to maintain ongoing communication with the child's family, and; with parental permission, to facilitate the child's transition to another early education and care program or to kindergarten, as appropriate.

In addition, EEC emphasizes the importance of child assessments through procurement practices. Specifically, vendors that received contracts through the recent Income Eligible or Priority Populations (e.g., specialized contracts for families involved in the Commonwealth's child welfare system, homeless families or families headed by teen parents) procurements were required to describe their child assessment practices by responding to each of the following questions: (1) identify assessment tool(s) used for each age group or state why an assessment tool is not used for a specific age group or in the program; (2) indicate if the tool was developed in-house or commercially developed (if developed in-house briefly describe the development process and training); (3) describe the frequency with which assessments are conducted; (4) describe how assessment results are used to inform curriculum and plan instruction; (5) describe how assessment results are used to inform professional development; (6) describe how assessment results are used to communicate child progress, including during transitions; (7) describe how assessment files and data are managed; and (8) describe how you connect your curriculum and assessment.

Through a competitive procurement, EEC also awarded a grant to provide training and assessment tools to programs, in order to support the implementation of assessment systems and screening tools in settings serving preschool children across the Commonwealth. This grant supports the coordination of ongoing coaching and mentoring in programs being trained to help ensure educators are supported as they integrate assessment and screening into their programs and planning. By investing in training, materials, and mentoring on use of child assessment tools, EEC seeks to make child assessment and screening sustainable practices in the early education and care field.

b-2) If yes, is information on child's progress reported to parents?

☒ Yes.

Describe:

EEC regulations require that parents be provided with a copy of the report and/or an opportunity to discuss its content.

☐ No

☐ Other.

Describe:

☐ No

☐ Other.

Describe:

b) Does the State/Territory use tools that are valid, reliable and age-appropriate to track the readiness of children as they enter kindergarten?

☐ Yes.

Describe:

c-1) If yes, do the tools cover the developmental domains identified in 3.2.2?

☐ Yes.

Describe:

☐ No

☐ Other.

Describe:

c-2) If yes, are the tools used on all children or samples of children?

☐ All children.

Describe:

☐ Samples of children.

Describe:

☐ Other.

Describe:

c-3) If yes, is the information from the school readiness measures used to target program quality improvement activities?

☐ Yes.

Describe:

☐ No

☐ Other.

Describe:

☒ No

☐ Other.
Describe:

c) Is school readiness information linked to the statewide longitudinal data system (SLDS, program of the Department of Education)?

☐ Yes.

Describe:

☒ No

☐ Not applicable. State does not have an SLDS.

3.2.7 Data & Performance Measures on Voluntary Early Learning Guidelines (Click for additional instructions)

Effective Date: 01-OCT-11

a) **Data on voluntary early learning guidelines.** Indicate if the Lead Agency or another agency has access to data on:

☒ Number/percentage of child care providers trained on ELG's for preschool aged children.
Describe (optional):

EEC is able to report on the number/percentage of providers who take an on-line course or who meet this requirement as part of QRIS or UPK quality initiatives.

☒ Number/percentage of child care providers trained on ELG's for infants and toddlers.
Describe (optional):

EEC is able to report on the number/percentage of providers who take an on-line course or who meet this requirement as part of QRIS or UPK quality initiatives.

☒ Number of programs using ELG's in planning for their work.
Describe (optional):

EEC is able to report on the number of programs that met this QRIS requirement.

☐ Number of parents trained on or served in family support programs that use ELG's. Describe (optional):

☐ Other. Describe:

☐ None.

b) **Performance measurement.** What, if any, are the Lead Agency's performance measures related to dissemination and implementation of the early learning guidelines?

N/A

c) **Evaluation.** What are the State/Territory's plans, if any, for evaluation related to early learning guidelines? Evaluation can include efforts related to monitoring implementation of an initiative validation of standards or program assessment tools, or looking at outcomes in programs or the system and may be ongoing or conducted periodically.

N/A

3.2.8 Goals for the next Biennium -

Effective Date: 01-OCT-11

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). What are the Lead Agency's goals for using voluntary early learning guidelines in the coming biennium? What progress does the Lead Agency expect to make related to early learning guidelines?

In line with the Board's strategic direction to create a workforce system that provides resources, supports, expectations, core competencies that lead to positive outcomes for children, EEC will assist educators in the Massachusetts early education and care mixed delivery system to become familiar with the infant and toddler and preschool guidelines, in order to understand their value and use in written documentation of their goals, curriculum plans and discussions with families through: (1) collaboration with higher education to build online college courses that can be taken for college credit, continuing education credits or meet their annual professional development requirements; (2) collaboration initiatives with Head Start and Elementary and Secondary Education that offer training through the regional readiness centers; (3) collaborations with Head Start in aligning performance standards, guidelines and Massachusetts common core standards with formative assessments; (4) partnerships with state agencies, including the Department of Public Health for training initiatives, such as medication training and early intervention; (5) leadership training regarding pre-kindergarten to grade 3 alignment; and (6) dissemination of the guidelines online at the EEC website. EEC will assist families and

communities to become familiar with the infant and toddler and preschool guidelines, and understand their value and use through: (1) making them available online at the EEC website; and (2) disseminating a brief and highlighted version of infant and toddler guidelines. In addition, EEC will develop resources for use of the Office of Child Care's and the Office of Head Start's "A Guide to Effective Consultation with Settings Serving Infants, Toddlers, and their Families" to assist consultants working with infants and toddlers in the Commonwealth to conduct self-assessments on core knowledge, competencies and dispositions.

3.3 Creating Pathways to Excellence for Child Care Programs through Program Quality Improvement Activities (Component #3) (Click for additional instructions)

Effective Date: 01-OCT-11

a) Describe which entities are involved in planning and administering the program quality improvement activities in 3.3, including State/Territory entities and local or community level entities.

In January 2011, EEC launched the Massachusetts Quality Rating and Improvement System (QRIS). The entities involved in the planning and administration of the QRIS, included EEC, along with the Board of Early Education and Care, the Advisory Council, and the Department's community level partners, including, but not limited to, Wheelock College, United Way of Massachusetts Bay and Merrimack Valley, and Community Advocates for Young Learners (CAYL) Institute. In addition to the QRIS, EEC coordinates with multiple state, local and private agencies to improve the quality of and access to early education and care programs and services in Massachusetts. Examples of the Department's coordination efforts include, but are not limited to: (1) Educator and Provider Support grantees - to continue to build upon the successes of its system of professional development opportunities to the early education and care and out of school time workforce in three core areas: educator and provider planning, coaching and mentoring, and competency development; (2) Early Childhood Mental Health grantees - to provide mental health consultation services through a statewide system of mental health supports for children and families; (3) Coordinated Family and Community Engagement grantees - to support a statewide system of support for children, families and educators by providing all families with referrals for access to comprehensive services and supports that strengthen families and promote optimal child development; (4) Universal Pre-Kindergarten grantees – to promote school readiness and positive outcomes for children; to support and enhance the quality of services for children, especially for low-income children or children living in underperforming school districts; to maximize parent choice by ensuring participation from all program types within a mixed public and private service delivery system; to support the use of child assessment systems/tools to ensure that programs are effectively measuring children's progress across all developmental domains and using this information to inform practice; and to inform the longer-term implementation of a program of universally accessible, high-quality early childhood education; (5) Assessment grantees – to provide training and assessment tools to programs to support the implementation of formative and observational assessment systems and screening tools in settings serving preschool children across the Commonwealth; (6) QRIS Program Quality Improvement Grantees -- to offer funding to support programs to advance towards a higher level on the QRIS system; and (7) Head Start Supplemental grantees - to continue to support Head Start and Early Head Start in providing quality education and comprehensive services to children and families.

3.3.1 Element 1 - Program Standards

Definition - For purposes of this section, program standards refers to the expectations for quality, or quality indicators, which identify different levels of and pathways to improved quality. Minimum licensing standards and health and safety requirements provided in section 3.1 are also program standards but in this section, we focus on those standards that build upon and go beyond those minimum requirements.

Effective Date: 01-OCT-11

a) Does your State/Territory's have quality improvement standards that include indicators covering the following areas beyond what is required for licensing? Check any indicators, if any, that your State/Territory has chosen to establish.

- ☐ Ratios and group size
- ☒ Health, nutrition and safety
- ☒ Learning environment and curriculum
- ☒ Staff/Provider qualifications and professional development
- ☒ Teacher/providers-child relationships
- ☒ Teacher/provider instructional practices
- ☒ Family partnerships and family strengthening
- ☒ Community relationships
- ☒ Administration and management
- ☒ Developmental screenings
- ☒ Child assessment for the purposes of individualizing instruction and/or targeting program improvement
- ☒ Cultural competence
- ☐ Other.

Describe:

☐ None. If checked, **skip to 3.3.2.**

b) Does your State/Territory have quality improvement standards with provisions about the care of any of these groups of children? Check any provisions your State/Territory has chosen to establish.

- ☒ Children with special needs as defined by your State/Territory
- ☒ Infants and toddlers
- ☒ School-age children
- ☒ Children who are dual language learners
- ☐ None

c) How do your State/Territory's quality standards link to State/Territory licensing requirements? Check any links between your State/Territory's quality standards and licensing requirements.

- ☐ Licensing is a pre-requisite for participation

- ☒ Licensing is the first tier of the quality levels
- ☐ State/Territory license is a "rated" license.
- ☐ Other.

Describe:

- ☐ Not linked.

d) Do your State/Territory's quality improvement standards align with or have reciprocity with any of the following standards? Check any alignment, if any, between your State/Territory's quality standards and other standards.

- ☒ Programs that meet State/Territory pre-k standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, or there is a reciprocal agreement between pre-k and the quality improvement system)
- ☒ Programs that meet Federal Head Start Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, or there is a reciprocal agreement between Head Start and the quality improvement system)
- ☒ Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, or an alternative pathway to meeting the standards)
- ☐ Other.

Describe:

- ☐ None.

3.3.2 Element 2 - Supports to Programs to Improve Quality

Definition - For purposes of this section, supports to programs to improve quality refers to such activities as technical assistance and consultation services for programs to assist in meeting child care quality improvement standards.

Effective Date: 01-OCT-11

a) Check which types of and for what purposes the State/Territory uses supports to child care programs, if any, in the following chart. If none, **skip to 3.3.3.**

- ☐ None. **skip to 3.3.3.**

Types and Purposes of Support	Information or Written Materials	Training	On-Site Consultation
-------------------------------	----------------------------------	----------	----------------------

<input checked="" type="checkbox"/> Attaining and maintaining licensing compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Attaining and maintaining quality improvement standards beyond licensing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Attaining and maintaining accreditation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Providing targeted technical assistance in specialized content areas:			
Health and safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Infant/toddler care	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School-age care	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inclusion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teaching dual language learners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mental health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business management practices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other. Describe:			
Providing targeted technical assistance in the following areas: curriculum, formative assessment, developmental assessment using QRIS measurement tools, ERS and EEC core competencies.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

b) Methods used to customize quality improvement supports to the needs of individual programs include:

- ☒ Program improvement plans
- ☒ Technical assistance on the use of program assessment tools
- ☒ Other.

Describe:

In addition, EEC offers opportunities for coaching and/or mentoring supports for programs receiving quality improvement grants, and technical assistance on individual professional development plans (IPDP).

c) Is technical assistance linked to entering the QRIS or targeted to help programs forward on QRIS?

☒ Yes.

Describe:

The MA QRIS went into full implementation in January 2011. To assist interested programs in the initial implementation of the program, technical assistance is available to support programs in entering the system. These opportunities, in addition to the supports identified in the table at 3.3.2(a) above, are designed to help programs progress within the QRIS.

☐ No

☐ Other.

Describe:

3.3.3 Element 3 - Financial Incentives and Supports

Definition - For purposes of this section, financial incentives refers to the types of monetary supports offered to programs in meeting and sustaining licensing and QRIS or other child care quality improvement standards for programs.

Effective Date: 01-OCT-11

a) Identify which types of financial incentives are offered and to which providers in the following chart. Check which incentives and supports, if any, the State/Territory chooses to offer. If none, **skip to 3.3.4.**

☐ None. **skip to 3.3.4.**

Types of Financial Incentives and Supports for Programs	Child Care Centers	Child Care Homes	License-Exempt Providers
<div><input type="checkbox"/></div> Grants to programs to meet or maintain licensing	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>

<input checked="" type="checkbox"/> Grants to programs to meet QRIS or similar quality level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> One-time awards or bonuses on completion of quality standard attainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tiered reimbursement tied to quality for children receiving subsidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> On-going, periodic grants or stipends tied to maintaining quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tax credits tied to meeting program quality standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other. Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.3.4 - Element 4 - Quality Assurance and Monitoring

Definition - For purposes of this section, quality assurance and monitoring refers to the ways that the State/Territory measures program quality for the purposes of its QRIS or other quality improvement system and the methods for measuring that the child care quality improvement standards for programs are met initially and maintained over time.

Effective Date: 01-OCT-11

a) What tools, if any, does the State/Territory use to measure and monitor the quality of programs? Check all that apply and briefly describe using the chart below, including which programs are required to participate and the frequency of assessments. **If none, skip to 3.3.5.**

☐ None. skip to 3.3.5.

Types of Program Quality Assessment Tools	Child Care Centers	Child Care Homes	License-Exempt Providers
<input checked="" type="checkbox"/> Environment Rating Scales (e.g., ECERS, ITERS, SACERS, FDCRS) Describe, including frequency of assessments. <div>All programs must complete a self-assessment through an ERS tool (ITERS-R, ECERS-R, FCCERS-R, SACERS) at Level 2 of the QRIS for all classroom settings. Programs pursuing Level 3 require observations by an ERS reliable rater. Re-assessment must be completed as programs pursue next QRIS level. Observations scores may not be older than 12 months from the time of QRIS application.</div>	<input checked="" type="checkbox"/> Infant/Toddler <input checked="" type="checkbox"/> Preschool <input checked="" type="checkbox"/> School-Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Classroom Assessment Scoring System (CLASS) Describe, including frequency of assessments. <div>CLASS may be completed when programs progress to the next QRIS level. CLASS scores are valid for 24 months. CLASS re-assessment must be completed by programs seeking to advance to the next QRIS Level.</div>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Program Administration Scale (PAS) for child care centers or Business Administration Scale (BAS) for family child care homes Describe, including frequency of assessments. <div>PAS/BAS scores are submitted to meet QRIS standards criteria and are reviewed at time of application submission. PAS/BAS scores valid for a maximum of 24 months. PAS/BAS re-assessment must be completed by programs seeking to advance to the next QRIS Level.</div>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<input checked="" type="checkbox"/> Customized instrument, including submission of written documentation, developed for State/Territory quality improvement system. This may include instruments developed for quality improvements in 21st Century Learning Center programs Describe, including frequency of assessments. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> The Massachusetts QRIS Program established three sets of standards based on program type (i.e., center-based child care, family child care, or after-school/out of school child care). The QRIS standards for each program type are organized in five categories: (1) Curriculum and Learning; (2) Safe Indoor and Outdoor Environments; (3) Workforce Qualifications and Professional Development; (4) Family and Community Engagement; and (5) Leadership, Management and Administration. The QRIS standards also outline multiple measurement methods that programs are required to use to demonstrate how they meet each standard. In addition to the program quality assessment tools described in this section (3.3.4), programs must complete a self-assessment and submit written documentation, as detailed in the categories for each standard. The written documentation is measured and verified using the criteria established in each set of standards, and is valid for up to 24 months, unless otherwise specified. </div>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Other. Describe: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Other tools utilized in the Massachusetts QRIS to effectively measure program process quality indicators (i.e., teacher child interactions) and structural quality indicators (i.e., program administration and leadership), include: Arnett-Caregiver Interaction Scale, which are maintained annually by programs; the APT Self Assessment Observation Tool, which must be completed as programs pursue the next QRIS Level, and the Strengthening Families Program Self-Assessment, which must be completed for programs participating at Level 2 of the QRIS program. </div>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

b) What steps, if any, has the State/Territory taken to align quality assurance and monitoring across funding streams and sectors in order to minimize duplication?

- ☒ Have a mechanism to track different quality assessments/monitoring activities to avoid duplication
- ☐ Include QRIS or other quality reviews as part of licensing enforcement
- ☒ Have compliance monitoring in one sector (e.g., Head Start/Early Head Start, State/Territory pre-k) serve as validation for compliance with quality improvement system (e.g., QRIS) without further review
- ☒ Have monitoring for meeting accreditation standards serve as validation for compliance

with quality improvement system (e.g., QRIS) without further review

☐ Other.

Describe:

☐ None.

3.3.5 - Element 5 - Outreach and Consumer Education

Definition - For purposes of this section, outreach and consumer education refers to the strategies used to promote the child care quality improvement standards to parents, programs and the general public.

Effective Date: 01-OCT-11

a) Does the State/Territory use symbols or simple icons to communicate levels of quality for child care programs beyond what may communicated to parents about licensing status and licensing compliance as reported in 3.1.3? (e.g. stars, or gold/silver/bronze levels).

☒ Yes. If yes, how is it used?

☐

Resource and referral/consumer education services use with parents seeking care

☐

Parents enrolling in child care subsidy are educated about the system and the quality level of the provider that they are selecting

☐

Searchable database on the web

☐

Voluntarily, visibly posted in programs

☐

Mandatory to post visibly in programs

☐

Used in marketing and public awareness campaigns

☒

Other.

Describe:

EEC has been engaged in a Strategic Communications Campaign since August 2010 to create an overarching statewide communication infrastructure and message to specifically raise public awareness and understanding regarding the importance of quality early education and care which includes the development of communication strategies for QRIS. Currently, QRIS outreach activities have focused on outreach to programs and stakeholders to support meaningful participation in the system. EEC anticipates that the identified strategies listed in 3.3.5 will be fully operational and or in stages of development during the upcoming biennium.

☐ No. If no, **skip to 3.3.6.**

b) Does the State/Territory use any forms of media to reach parents and the public to communicate about levels of quality for child care programs? Check which forms, if any, the State/Territory uses to communicate levels of quality for child care programs.

☐

Print

☐

Radio

☐

Television

☒

Web

☐

Telephone

☐

Social Marketing

☐

Other.

Describe:

☐

None.

c) Describe any targeted outreach for culturally and linguistically diverse families.

EEC launched a communications strategy infrastructure campaign with the United Way of Massachusetts Bay and Merrimack Valley and The Frameworks Institute. This project was designed to create and implement a communications strategy that advocates for and conveys the value of early education and care to stakeholders, consumers and the general public while positioning EEC as a national education leader.

3.3.6. Quality Rating and Improvement System (QRIS)

Effective Date: 01-OCT-11

a) **Based on the five key elements of a QRIS described above in 3.3.1 through 3.3.5,** does your State/Territory have a quality rating and improvement system (QRIS) or similar quality improvement system in place?

☒ Yes, the State/Territory has a QRIS or similar quality improvement system that includes linked activities in all five elements operating State/Territory-wide.



Participation is voluntary for:

any provider type identified in 3.3.6(b) below that is interested in participation.



Participation is mandatory for:

specific programs participating in specific EEC grant and/or contracts that require participation in QRIS as a condition of the grant or contract funding (i.e., UPK grantees, Income Eligible contract providers, Priority Populations contract providers, and voucher providers).

☐ Yes, the State/Territory has a QRIS or similar quality improvement system that includes linked activities in all five elements operating as a pilot or in a few localities but not State/Territory-wide.

☐ No, the State/Territory does not have a QRIS or similar quality improvement system that includes linked activities in all five elements.



State/Territory is in the development phase

☐ State/Territory has no plans for development



Other.

Describe:

--

b) If yes to 3.3.6a, **CHECK** the types of providers eligible to participate in the QRIS:



Child care centers



Group child care homes



Family child care homes



In-home child care



License exempt providers



Early Head Start programs



Head Start programs



Pre-kindergarten programs



School-age programs



Other.

Describe:

3.3.7. If the State/Territory has or will have any quality improvement strategies for targeted groups of providers (e.g., relative caregivers or caregivers who are legally exempt from licensing) that are not described in your responses to any question in section 3.3 above,

Effective Date: 01-OCT-11

please describe:

N/A

3.3.8 Data & Performance Measures on Program Quality (Click for additional instructions)

Effective Date: 01-OCT-11

a) Data on program quality. Indicate if the Lead Agency or another agency has access to data on:



Data on the quality level for individual programs (e.g. QRIS level) as defined by your State/Territory.

Describe:

EEC currently collects data to assess the quality of individual programs participating in QRIS, as defined by the measurements in the state's Quality Rating and Improvement Standards.



Number of programs that move program quality levels annually (up or down).

Describe:

EEC is currently collecting baseline data as programs enter the QRIS system during this initial year of QRIS implementation, and will have the capacity to provide this level of data in subsequent years.



Program scores on program assessment instruments.

List instruments:

Program Administration Scale (PAS) Business Administration Scale (BAS) and The APT Self Assessment Observation Tool.

Describe:

Programs participating in QRIS report their self-assessed scores using these assessment instruments.



Classroom scores on program assessment instruments.

List instruments:

ERS tools (ITERS-R, ECERS-R, FCCERS-R, SACERS).

Describe:

Programs participating in QRIS report their self-assessed classroom score data. The data collection system has capacity to gather ERS reliable rater classroom scores for programs participating in QRIS.



Qualifications for teachers or caregivers within each program.

Describe:

EEC's Professional Qualification Registry (PQR) collects information for educators working in programs licensed by EEC and license exempt programs participating in QRIS. The Department's licensing regulations require EEC-licensed programs to have staff register in PQR annually. Licensed-exempt programs (i.e., public school preschools) are also required to register their staff as a condition for participating in various EEC funding initiatives, including, but not limited to, QRIS or UPK.



Number/Percentage of children receiving CCDF assistance in licensed care.

Describe:

EEC is able to report on the number of children receiving CCDF assistance in licensed or license-exempt programs.



Number/percentage of children receiving CCDF assistance who attend care at each of the tiers of the quality as defined by the State/Territory



Number/Percentage of programs receiving financial assistance to meet higher program standards.

Describe:

EEC is able to report on the number and percentage of programs receiving financial assistance based on QRIS level.



Other.

Describe:

In January 2011, EEC launched QRIS. Data systems are currently in place that will provide access to data on the quality level for individual programs for PAS and BAS, classroom scores on Environment Rating Scales, qualifications for educators with in each program in Professional Qualifications Registry, and number/percentage of programs receiving financial assistance to meet higher program standards through QRIS. Baseline data is currently collected.



None.

b) **Performance measurement.** What, if any, are the Lead Agency's performance measures on program quality?

The Department intends to increase participation in QRIS by 5% by June 30, 2013. The Department will measure increased participation by either new entrants into the QRIS or by existing programs that have progressed to higher levels in the QRIS.

c) **Evaluation.** What, if any, are the State/Territory's plans for evaluation related to program quality? Evaluation can include efforts related to monitoring implementation of an initiative, validation of standards or assessment tools, or looking at outcomes in programs or the system and may be ongoing or conducted periodically.

After two years of full implementation of QRIS in the Commonwealth, the Department will conduct a validation study on the QRIS Standards. In addition, the Head Start State Advisory Council needs assessment will assist the Department in evaluating program quality, by assessing the understanding of program quality in the educator/provider community and through a parent study. EEC is also working with New York University to implement child assessment tools throughout the Commonwealth, including the Peabody Picture Vocabulary Test, Fourth Edition (PPVT-4); Woodcock Johnson Achievement Kit (Applied Problems); Emotional Regulation; and Assessment Preschool Self-Regulation Assessment (pencil tap & balance beam), which will assist the Department in measuring child growth using evidence based measures.

3.3.9 Goals for the next Biennium -

Effective Date: 01-OCT-11

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). Lead Agencies are not required to establish a goal for each sub -section in 3.3. What are the State/Territory's goals for the program quality improvement system in the coming biennium? What progress does the State/Territory expect to make across the five key elements for quality improvement systems?

EEC fully implemented the Massachusetts Quality Rating and Improvement System (QRIS) in January 2011. As of March 2011 approximately 1,045 applications had been completed. EEC anticipates that program participation in QRIS will increase by 5% over the next year through linking participation as a requirement to grant and contract funding sources that programs receive from EEC. In addition, outreach and consumer information will be expanded through enhancements to the EEC website, the development of an on-line in-service module and expanding Regional Informational Forum opportunities for programs and families to learn more about QRIS.

3.4 Pathways to Excellence for the Workforce - Professional Development Systems and Workforce Initiatives (Component #4)

Pathways to excellence for the workforce builds on the significant investments States and Territories have made in the area of professional development systems to ensure a well-qualified workforce with opportunities for growth from entry level through master teacher, with an increasing emphasis on the many additional roles in the child care system (e.g. adult educators such as consultants, technical assistance providers, trainers, and higher education faculty). In this section, States and Territories provide a self-assessment on current professional development and workforce activities and describe their goals for the upcoming Biennium.

For purposes of this section, States and Territories will respond according to five key elements for workforce systems:

- 1) Core Knowledge and Competencies
- 2) Career Pathways (or Career Lattice)
- 3) Professional Development Capacity
- 4) Access to Professional Development
- 5) Compensation, Benefits and Workforce Conditions

Effective Date: 01-OCT-11

a) Describe which entities are involved in planning and administering the activities in Section 3.4, including State/Territory entities and local or community level entities.

EEC is committed to working across systems and relies on collaboration with experts and stakeholders such as ESE, DPH, DHE, the Children's Trust Fund, EOHHS, early education and out of school time educators, higher education, CCR&Rs, public schools, and other agencies or entities in both the public and private sectors to develop and address the key components of its workforce development system. For example, EEC's Core Competencies were first developed by a task force of over 50 experts in workforce development, early education, and out of school time, which was led by EEC, the United Way of Massachusetts Bay and Merrimack Valley, and the CAYL Institute. EEC's Core Competencies were later refined by a working group consisting of members from EEC's legislatively required Advisory Council. Similarly, the same groups did groundwork for EEC's career ladder and their efforts were advanced through a partnership with the Bessie Tarrt Wilson Initiative for Children. EEC also looked to a collaborative partnership model to assess and respond to professional development needs of the workforce. The procurement for educator and provider support (EPS) services required stakeholders to bid as regional partnerships that formalized collaboration across two and four year colleges and both regional and local community agencies. EEC acted on recommendations from other stakeholders in the field in developing and designing its Professional Qualifications (PQ) Registry which was launched in June 2010. Focus groups contributed to the look and feel of this on-line application. The PQ Registry is gathering a wealth of data on the compensation, benefits, education and experience of the early education and out of school time workforce. This information will enable EEC to focus its resources for maximum benefit to the educators who are working with Massachusetts children and their families.

3.4.1 Workforce Element 1 - Core Knowledge and Competencies

Definition - For purposes of this section, core knowledge and competencies (CKCs) refers to the expectations for what the workforce should know (content) and be able to do (skills) in their role working with and/or on behalf of children and their families. These CKCs provide a foundation for professional development design (including instructional practices) and other quality improvement efforts.

Effective Date: 01-OCT-11

a) Has the State/Territory developed core knowledge and competencies (CKCs) for practitioners working with and/or on behalf of children?

☒ Yes

☐ No, the State/Territory has not developed core knowledge and competencies. **Skip to question 3.4.2.**

☐ Other.

Describe:

http://www.eec.state.ma.us/docs1/prof_devel/core_comp_packet.pdf

b) Check which of the following teaching and learning topics, if any, are covered in the CKCs.

☒ Child growth, development and learning

☒ Health, nutrition, and safety

☒ Learning environment and curriculum

☒ Interactions with children

☒ Family and community relationships

☒ Professionalism and leadership

☒ Observation and assessment

☒ Program planning and management

☒ Diversity

☐ Other.

Describe:

☐ None.

c) Are the CKCs incorporated into other parts of the child care system? Check which ways, if any, the State/Territory incorporates its CKCs into other parts of the child care system.

- ☐ To define the content of training required to meet licensing requirements
- ☒ To define the content of training required for program quality improvement standards (as reported in section 3.3)
- ☒ To define the content of training required for the career lattice or credential
- ☐ To correspond to the early learning guidelines
- ☒ To define curriculum and degree requirements at institutions of higher education
- ☐ Other.

Describe:

☐ None.

d) Are the CKCs aligned with other State/Territory or national standards? Check which ways, if any, the State/Territory aligns its CKCs with other standards.

- ☐ Cross-walked with the Child Development Associate (CDA) competencies
- ☐ Cross-walked with national teacher preparation standards (e.g., NAEYC standards for early childhood professional preparation, National Board of Professional Teaching Standards, Head Start SOLAR staff skills indicators)
- ☐ Cross-walked with apprenticeship competencies
- ☒ Other.

Describe:

Cross-walked with qualifications in the regulations and in QRIS.

☐ None.

e) Check for which roles, if any, the State/Territory developed supplemental or specialized competencies.

- ☒ Staff working directly with children in centers, including aides, assistants, teachers, master teachers.

Describe:

Core competencies address all levels of teaching staff in center-based programs.

- ☒ Providers working directly with children in family child care homes, including aides and assistants.

Describe:

Core competencies address all levels of staff in family child care homes.

- ☒ Administrators in centers (including educational coordinators, directors).

Describe:

Administrative qualifications are addressed at the “advanced” competency level.

☐ Technical assistance providers (including mentors, coaches, consultants, home visitors, etc.).

Describe:

☐ Education and training staff (such as trainers, CCR&R staff, faculty).

Describe:

☐ Other.

Describe:

☐ None.

f) Check if the State/Territory has developed any supplemental or specialized competencies for practitioners/providers working with the following ages.

☐ Birth-to-three

☐ Three-to-five

☐ Five and older

☒ Other.

Describe:

Competencies address children from birth through school age. Specialized competencies are imbedded in the appropriate section.

☐ None.

3.4.2 Workforce Element 2 - Career Pathways

Definition - For purposes of this section, career pathways (or career lattice) defines the options and sequence of qualifications and ongoing professional development to work with children. Career pathways assist professionals in understanding their career options and identify steps for advancement for the workforce recognizing and rewarding higher levels of preparation and mastery of practice to promote higher quality services for children.

a) Does the State/Territory have a career pathway which defines the sequence of qualifications related to professional development (education, training and technical assistance) and experience required to work with children?

☒ Yes.

Describe:

A basic career ladder has been developed and endorsed by the Commonwealth's Board of Early Education and Care, which made be used as a model and as a resource for programs.

☐ No, the State/Territory has not developed a career pathway. **Skip to question 3.4.3.**

http://www.eec.state.ma.us/docs1/prof_devel/20110512_career_ladder_table.pdf

b) Check for which roles, if any, the career pathway (or lattice) include qualifications, specializations or credentials.

☒ Staff working directly with children in centers, including aides, assistants, teachers, master teachers.

Describe:

Ladder applies to all staff working directly with children in center-based programs

☒ Providers working directly with children in family child care homes, including aides and assistants.

Describe:

Ladder applies to all staff working directly with children in family child care homes

☒ Administrators in centers (including educational coordinators, directors).

Describe:

Ladder applies to program directors and those responsible for the curriculum or professional development of their staff

☐ Technical assistance providers (including mentors, coaches, consultants, home visitors, etc.).

Describe:

☐ Education and training staff (such as trainers, CCR&R staff, faculty).

Describe:

☐ Other.

Describe:

☐ None.

c) Does the career pathway (or lattice) include specializations or credentials, if any, for working with any of the following children?

☐ Infants and toddlers

☐ Preschoolers

☐ School-age children

☐ Dual language learners

☐ Children with disabilities, children with developmental delays, and children with other special needs

☒ Other.

Describe:

Administrative qualifications are addressed at the “advanced” competency level

☐ None.

d) In what ways, if any, is the career pathway (or lattice) used?

☒ Voluntary guide and planning resource

☐ Required placement for all practitioners and providers working in programs that are licensed or regulated in the State/Territory to serve children birth to 13

☐ Required placement for all practitioners working in programs that receive public funds to serve children birth to 13

☐ Required placement for adult educators (i.e., those that provide training, education and/or technical assistance)

☐ Required placement for participation in scholarship and/or other incentive and support programs

☐ Required placement for participation in the QRIS or other quality improvement system

☐ Other.

Describe:

☐ None.

e) Are individuals' qualifications, professional development, and work experience verified prior to placement on the career pathway (or lattice?)?

☐ Yes.

If yes, describe:

☒ No.

3.4.3 Workforce Element 3 - Professional Development Capacity

Definition - For purposes of this section, professional development incorporates higher education, training and technical assistance. Higher education capacity refers to capability of the higher education system to meet the needs of the diverse workforce including the provision of content that addresses the full range of development and needs of children. Training and technical assistance capacity refers to capability of the training and technical assistance system to meet the needs of the diverse workforce including the provision of content that addresses the full range of development and needs of children.

Effective Date: 01-OCT-11

a) Has the State/Territory assessed the availability of degree programs in early-childhood education, school-age care or youth development, and related fields in the State/Territory (e.g., both physical location and distance-based, accessibility to practitioners, etc.)?

☒ Yes.

If yes, describe:

The Department embarked upon a two-phased Institutions of Higher Education (IHE) Mapping Project to gather detailed information on early childhood education and related degrees to ease the process for the early education and out-of-school time workforce in selecting a degree and IHE to further their professional development through education. Phase 1 of the project mapped the current network of two and four year public and select private IHEs in the Commonwealth that offer a program of study in early childhood education (ECE), elementary education or a program in a related field that leads to a certificate and/or an associate's or bachelor's degree. Through this phase of the project, EEC developed a school profile and a searchable database of required coursework in ECE degree programs. Phase 2 of the project compared early childhood degree and certificate program coursework at each participating IHE. The intended goal of this phase is to facilitate the transfer of credits between IHEs by identifying a common course theme across institutions and mapping these courses to one or more of the EEC Core Competency areas. pped tmaps the current network of two and four year public and select private Institutions of Higher Education (IHEs) in Massachusetts that offer an Early Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required courseworkmaps the current network of two and four year public and select private Institutions of Higher Education (IHEs) in

Massachusetts that offer an Early Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required coursework. The IHE Mapping Project maps the current network of two and four year public and select private Institutions of Higher Education (IHEs) in Massachusetts that offer an Early Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required coursework. The IHE Mapping Project maps the current network of two and four year public and select private Institutions of Higher Education (IHEs) in Massachusetts that offer an Early Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required coursework. The IHE Mapping Project maps the current network of two and four year public and select private Institutions of Higher Education (IHEs) in Massachusetts that offer an Early Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required coursework. The IHE Mapping Project maps the current network of two and four year public and select private Institutions of Higher Education (IHEs) in Massachusetts that offer an Early Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required coursework. The IHE Mapping Project maps the current network of two and four year public and select private Institutions of Higher Education (IHEs) in Massachusetts that offer an Early Childhood Education (ECE) program of study, elementary education program or program in a related field that leads to a certificate, and/or an associate's or a bachelor's degree. The project includes a school profile for each school surveyed and a searchable database of ECE degree program required coursework.

☐ No.

b) Has the State/Territory assessed the availability of early-childhood and school-age and related training and technical assistance programs in the State/Territory (e.g., both physical location and distance-based, degree level, etc.)?

☒ Yes.

If yes, describe:

EEC awarded 6 individual grants to regional Educator and Provider Support (EPS) Partnerships across the Commonwealth. The grant required that the EPS partners to assess the professional development needs in their region of the state and to develop a calendar of corresponding opportunities for the year, in order to project the coursework that they would provide under these EPS grants. The result is a catalog of over three hundred professional development opportunities that will be offered from July 1, 2011 to June 30, 2012, including 123 college and 207 continuing education courses. This course catalog is a resource to help early education and out of school time educators and their programs map their professional growth based on their needs and interests. Courses within this catalog are intended to support the professional development of educators and providers at all levels of their careers. Course opportunities in this catalog align with EEC's Licensing Regulations, EEC's Core Competencies, MA Curriculum Frameworks, EEC's Guidelines for Preschool Learning Experiences, and MA Early Learning Guidelines for Infants and Toddlers, and support the MA Quality Rating and Improvement System (QRIS). The catalog links the professional development of educators to the guidelines and standards governing the quality of the programs children in the Commonwealth attend. The catalog can be accessed at:

http://www.eec.state.ma.us/docs1/Workforce_Dev/20110630_fy2012_edu_provider_crse_catalog.pdf

In addition to the EPS catalog of professional development opportunities, EEC maintains an on-line professional development calendar. This calendar includes the professional development opportunities from the EPS partnerships, as described above, as well as professional development opportunities from private entities, EPS partnership members that are not funded by the EPS grants and non-credited opportunities (i.e., potential provider meetings, etc.). This calendar, which is located on EEC's website, is searchable by region of the state, course name, course location, course category, credit type, targeted age group, targeted child care setting type, and education or professional experience. This calendar can be accessed at:

<http://www.eec.state.ma.us/ProfessionalDevelopment/WebFindTraining.aspx>

☐ No.

c) What quality assurance mechanisms, if any, are in place for the degree programs and courses offered by the State/Territory institutions?

- ☒ Standards set by the institution
- ☒ Standards set by the State/Territory higher education board
- ☒ Standards set by program accreditors
- ☐ Other.

Describe:

☐ None.

d) What quality assurance mechanisms, if any, are in place for the training and technical assistance programs offered by the State/Territory?

☐ Training approval process.

Describe:

☐ Trainer approval process.

Describe:

☒ Training and/or technical assistance evaluations.

Describe:

EEC requires participant evaluations for all training that it funds or lists on its professional development calendar.

☐ Other.
Describe:

☐ None.

e) Does the State/Territory have articulation agreements in place across and within institutions of higher education?

☒ Yes.

If yes, describe:

EEC recently worked with the MA Department of Higher Education to revise the Early Childhood Education Transfer Compact. The Compact allows graduates of a state community college to begin a bachelor's degree in early education or Prek-2 teacher licensure as a junior at a state university.

☐ No.

f) Does the State/Territory have articulation agreements that translate training and/or technical assistance into higher education credit?

☒ Yes.

If yes, describe:

Several individual colleges have policies for translating Continuing Education Units (CEUs) and/or CDAs into college credit.

☐ No.

3.4.4 Workforce Element 4 - Access to Professional Development

Definition - For purposes of this section, access to professional development (training, education and technical assistance) refers to the degree to which practitioners are made aware of, and receive supports and assistance to utilize, professional development opportunities.

Effective Date: 01-OCT-11

a) Does the State/Territory have professional development opportunities accessible for professionals in various or all sectors of the early childhood and school-age field?

- ☒ Yes. If yes, for which sectors?
- ☒ Child care
 - ☒ Head Start/Early Head Start
 - ☒ Pre-Kindergarten
 - ☒ Public schools
 - ☒ Early intervention/special education
 - ☒ Other.

Describe:

After school and out of school time programs

☐ No.

b) Does the State/Territory have a State/Territory-wide, coordinated and easily accessible clearinghouse of information about professional development opportunities available to all members of the early childhood and school-age workforce? Lead Agencies are not required to have a professional development system, but States/Territories may develop such clearinghouses to promote access to professional development opportunities.

☒ Yes.

If yes, describe:

Yes, as stated in Question 3.4.3(b), EEC asked its 6 regional Educator and Provider Support (EPS) Partnerships to project the coursework that they would provide under their grants. The result is a catalog of over three hundred professional development opportunities that will be offered from July 1, 2011 to June 30, 2012, including 123 college and 207 continuing education courses. This course catalog is a resource to help early education and out of school time educators and their programs map their professional growth based on their needs and interests. Courses within this catalog are intended to support the professional development of educators and providers at all levels of their careers. Course opportunities in this catalog align with EEC's Licensing Regulations, EEC's Core Competencies, MA Curriculum Frameworks, EEC's Guidelines for Preschool Learning Experiences, and MA Early Learning Guidelines for Infants and Toddlers, and support the MA Quality Rating and Improvement System (QRIS). The catalog links the professional development of educators to the guidelines and standards governing the quality of the programs children in Massachusetts attend. The catalog can be accessed at:

http://www.eec.state.ma.us/docs1/Workforce_Dev/20110630_fy2012_edu_provider_crse_catalog.pdf

In addition to the EPS catalog of professional development opportunities, EEC maintains an on-line professional development calendar. This calendar includes the professional development opportunities from the EPS partnerships, as described above, as well as professional development opportunities from private entities, EPS partnership members that are not funded by the EPS grants and non-credited opportunities (i.e., potential provider meetings, etc.). This calendar, which is located on EEC's website, is searchable by region of the state, course name, course location, course category, credit type, targeted age group, targeted child care setting type, and education or professional experience. This calendar can be accessed at:

<http://www.eec.state.ma.us/ProfessionalDevelopment/WebFindTraining.aspx>

☐ No.

<http://www.eec.state.ma.us/ProfessionalDevelopment/WebFindTraining.aspx>

c) What supports, if any, does the State/Territory provide to promote access to training and education activities?

☒ Scholarships.

Describe:

EEC and the Massachusetts Department of Higher Education jointly administer a scholarship program for Early Childhood Educators (ECE). Subject to available funding, the ECE scholarship program has awarded on average \$3.2M annually in scholarships to early childhood educators in the Commonwealth.

☒ Free training and education.

Describe:

Several training opportunities and informational sessions are offered at no charge.

☐ Reimbursement for training and education expenses.

Describe:

☐ Grants.

Describe:

☐ Loans.

Describe:

☐ Loan forgiveness programs.

Describe:

☐ Substitute pools.

Describe:

☐ Release time.

Describe:

☐ Other.

Describe:

☐ None.

d) Does the State/Territory have career advisors for early childhood and school-age practitioners?

☒ Yes.

If yes, describe:

Career advising is one of the required functions performed by the 6 regional EPS grantees.

☐ No.

e) Does the State/Territory have mentors, coaches, consultants, and/or other specialists available to provide technical assistance to the workforce?

☒ Yes.

If yes, describe:

Coaching and mentoring are a critical responsibility of the 6 regional EPS grantees. In accordance with the express terms of the EPS grant, EPS partners are required to allocate at least 25% of their annual budget to coaching and mentoring activities.

☐ No.

3.4.5 Workforce Element 5 - Compensation, Benefits and Workforce

ConditionsDefinition - For purposes of this section, rewards for education and training refers to any financial supports provided to practitioners for participating in and completing education or training or for increasing compensation.

a) Does the State/Territory have a salary or wage scale for various professional roles?

☐ Yes.

If yes, describe:

☒ No.

b) Does the State/Territory provide financial rewards for participation in professional development, such as one-time salary bonuses for completing a training or education program?

☐ Yes.

If yes, describe:

☒ No.

c) Does the State/Territory provide sustained financial support on a periodic, predictable basis, such as annual wage supplements, based on the highest level of training and education achieved?

☐ Yes.

If yes, describe:

☒ No.

d) Does the State/Territory have a program to offer or facilitate benefits (e.g. health insurance coverage, retirement, etc.) to the workforce?

☐ Yes.

If yes, describe:

☒ No.

3.4.6 Data & Performance Measures on the Child Care Workforce - What data elements, if any, does the State/Territory currently have access to related to the child care workforce? What, if any, does the State/Territory use for performance measures on professional development and workforce initiatives? The purpose of these questions is for Lead Agencies to provide a description of their capacity to provide information, not to require Lead Agencies to collect or report this information. For any data elements checked in (a) below, Lead Agencies may provide an optional description about the data they have access to (e.g., the Lead Agency may have data for only licensed programs, only programs caring for children receiving CCDF subsidies, only providers participating in quality improvement systems, or only for certain age groups (e.g., infants and toddlers or school-age children)).

Effective Date: 01-OCT-11

a) Data on the child care workforce. Indicate if the Lead Agency or another agency has access to data on:

☒ Data on the size of the child care workforce.
Describe (optional):

In June 2010, EEC launched its Professional Qualifications Registry. All educators working in licensed programs and those working in programs that participate in initiatives like QRIS must register annually, in accordance with the Department's licensing regulations.

☒ Data on the demographic characteristics of practitioners or providers working directly with children.
Describe (optional):

Data on the demographic characteristics of early childhood educators in the Commonwealth is collected by the Professional Qualifications Registry.

☒ Records of individual teachers or caregivers and their qualifications.
Describe (optional):

Records of individual educators and their qualifications are collected by the Professional Qualifications Registry. This data is also collected by EEC's Professional Certification process for teachers in center-based programs.

☒ Retention rates.
Describe (optional):

Retention rate data on the early childhood workforce is collected by the Professional Qualifications Registry.

☒ Records of individual professional development specialists and their qualifications.

Describe (optional):

Records of individual professional development specialists and their qualifications are collected by the Professional Qualifications Registry.

☒ Qualifications of teachers or caregivers linked to the programs in which they teach.
Describe (optional):

The qualifications of individual early childhood educators are linked to the programs in which the educators teach through the Professional Qualifications Registry.

☒ Number of scholarships awarded .
Describe (optional):

As stated in Question 3.4.4. (c), the Department awards scholarships to early childhood educators in the Commonwealth and has access to data on the number of scholarships awarded on an annual basis.

☐ Number of individuals receiving bonuses or other financial rewards or incentives.
Describe (optional):

☒ Number of credentials and degrees conferred annually.
Describe (optional):

Through the Professional Qualifications Registry, the Department has access to data on the number of credentials and degrees conferred annually.

☒ Data on T/TA completion or attrition rates.
Describe (optional):

Through the Professional Qualifications Registry, the Department has access to data on training and technical assistance completed, as well as attrition rates of early childhood educators in the Commonwealth.

☒ Data on degree completion or attrition rates.
Describe (optional):

Through the Professional Qualifications Registry, the Department has access to data on degree completion and attrition rates.

☒ Other.
Describe:

In addition, the Professional Qualifications Registry collects and maintains data on educator compensation rates in the Commonwealth.

☐ None.

b) Does the State/Territory have a workforce data system, such as a workforce registry, which tracks workforce demographics, compensation, and qualifications and ongoing professional development for practitioners working with children birth to age 13?

Definition - For purposes of this section, a workforce data system refers to a system, such as a workforce registry, that tracks the size and characteristics of the child care workforce, including longitudinal data to monitor changes over time. The data system also can produce records to validate and verify qualifications or ongoing professional development for licensing, accreditation, QRIS, wage incentives, and credentials.

☒ Yes.

b-1) If yes, which roles are included in the workforce data system? For each role checked, indicate in your description whether participation is voluntary or mandatory.

☒ Staff working directly with children in centers, including aides, assistants, teachers, master teachers.

Describe:

For staff working in licensed programs, the Department's licensing regulations require all staff to annually register in the Professional Qualifications Registry. For staff working in licensed exempt programs that may be receiving program quality improvement funds or participating in other quality improvement initiatives with the Department (i.e., QRIS programs), annual registration in the Professional Qualification Registry may also be required.

☒ Providers working directly with children in family child care homes, including aides and assistants.

Describe:

For staff working in licensed programs, the Department's licensing regulations require all staff to annually register in the Professional Qualifications Registry. For staff working in license-exempt programs that may be receiving program quality improvement funds or participating in other quality improvement initiatives with the Department (i.e., QRIS programs), annual registration in the Professional Qualification Registry may also be required.

☒ Administrators in centers (including educational coordinators, directors).

Describe:

For staff working in licensed programs, the Department's licensing regulations require all staff to annually register in the Professional Qualifications Registry. For staff working in license-exempt programs that may be receiving program quality improvement funds or participating in other quality improvement initiatives with the Department (i.e., QRIS programs), annual registration in the Professional Qualification Registry may also be required.

☒ Technical assistance providers (including mentors, coaches, consultants, home visitors, etc.).
Describe:

Technical assistance providers are not required to register in the Department's Professional Qualifications Registry, but are encouraged to do so.

☒ Education and training staff (such as trainers, CCR&R staff, faculty).
Describe:

Education and training staff are not required to register in the Department's Professional Qualifications Registry, but are encouraged to do so.

☐ Other.
Describe:

☐ None.

b-2) Does the workforce data system apply to:

☒ all practitioners working in programs that are licensed or regulated by the State/Territory to serve children birth to 13?

☐ all practitioners working in programs that receive public funds to serve children birth to age 13?

☐ No.

c) **Performance measurement.** What, if any, performance measures does the State/Territory use related to its workforce and professional development systems?

As stated in 3.4.6(a) above, EEC launched a mandatory Professional Qualifications Registry for all educators working in center based programs and family child care homes in June 2010. Educators must register annually. The data being gathered by the Registry will enable EEC to set realistic benchmarks for the professional growth of the early education and out of school time workforce and the overall professional development system that align with the QRIS standards. In addition, the 6 regional Educator and Provider Support (EPS) grantees submit monthly data reports that permit ongoing monitoring of the delivery of professional development. The data from the grantees includes the number of educators who completed an Individual Professional Development Plan, the number that participated in college courses or receive coaching and mentoring help, the number of programs involved with accreditation and similar measures.

d) **Evaluation.** What, if any, are the State/Territory's plans for evaluation related to its workforce and professional development systems? Evaluation can include efforts related to monitoring implementation of an initiative, validation of standards or assessment tools,

or looking at outcomes in programs or the system and may be ongoing or conducted periodically.

EEC is evaluating the data gathered by its PQ Registry to better understand the size, demographics, qualifications, and needs of the workforce. This data will help evaluate the effectiveness of current activities and plan future initiatives.

3.4.7 Goals for the next Biennium -

Effective Date: 01-OCT-11

In this section, Lead Agencies are asked to identify at least one goal for the upcoming biennium. Lead Agencies are encouraged to include measurable and achievable goals. Lead Agencies may include existing goals (e.g., already identified in a State strategic plan or established by the Governor for a Lead Agency). ACF will target technical assistance efforts to help Lead Agencies achieve their goal(s). Lead Agencies are not required to establish a goal for each sub-section in 3.4. What are the State/Territory's goals for the building the professional development system and improving conditions for the workforce in the coming biennium? What progress does the State/Territory expect to make across the five key elements for the workforce and professional development system described above?

Core Knowledge and Competencies: EEC will continue to assist educators in the Massachusetts early education and care mixed delivery system to become familiar with the Massachusetts Core Competencies and to understand how to use them to assess their strengths and identify areas of need by:

- expanding collaborations with higher education to develop and make readily available online college-level courses, which include course topics related to the Department's Core Competencies, that can be taken for college credit, continuing education credits or meet their annual professional development requirements;
- continuing to work with higher education, including regional Readiness Centers, and regional educator and provider support (EPS) partnerships to assure that all professional development opportunities, including on-line courses, identify which of the eight (8) areas of competency are addressed;
- translating resources into other languages to support the diversity of the early education and out of school time workforce. For example, EEC is developing a Spanish version of the on-line course on the course on the core competencies developed by UMass Boston;
- continuing to identify and develop resources that enable educators whose primary language is not English to obtain core knowledge while learning the English they need to access a broader array of professional development opportunities; and
- working with the Head Start State Collaboration Office to cross-walk the MA core frameworks, the Head Start standards, and formative assessment tools, in order to align the knowledge and competencies contained in each of the aforementioned standards/tools.

Career Pathways: EEC will continue to work through its EPS grantees to provide educators with intentional professional development as evidenced in Individual Professional Development Plans (IPDPs) and with the coaching, mentoring and competency development necessary to achieve their professional goals. EEC will assist early education and care programs in the mixed delivery system in charting internal career advancement using the attainment of core knowledge and increased competency tied to increased responsibility and in planning their professional growth by:

- offering the basic career ladder for use as a resource and a template to design individual career ladders within both center-based and home-based programs serving children from birth to age 14;
- providing on-going training on the purpose and use of the career ladder; and
- working with community partners to refine the existing the career ladder to include incremental salary ranges based on educator competency and responsibility.

Professional Development Capacity: EEC will assist educators in the Massachusetts mixed early education and care system with access to ECE degree programs and assist them with degree attainment by:

- working to gather and publicize the professional development opportunities that the EPS grantees will offer in the coming year so that programs and educators can plan their professional growth and advancement with certainty. The projected catalog for FY 12 includes 300 professional development opportunities and EEC anticipates that at least that many will be offered in subsequent years;
- imbedding expertise in programs by training instructional leaders within programs as trainers on topics like early literacy, infant/toddler development, or assessment so they can change practice in their program and also provide support to other programs;
- using the QRIS system as a visible connection between program quality and the education and competency of the staff that work in those programs by illustrating the benefits of investing in and facilitating the professional growth of program staff;
- linking professional development opportunities and initiatives to meet specific standards on the Massachusetts QRIS;
- fostering the cross system linkages needed to expand access to higher education for educators, including those whose primary language is not English, by sustaining collaborations between EPS partnerships and the EOE Readiness Centers;
- connecting EPS grantees, IHEs and others to emphasize the importance of training educators in STEM related curricula in early education and out of school time programs;
- collaborating with MA Head Start Collaboration Office and higher education to complete the mapping project to assess capacity of individual institutions of higher education (IHEs) to support early educators regarding: articulation agreements, professional development and career advancement plans and practices;
- developing outreach strategies and statewide partnerships with IHEs that ensure information about (degree) programs are available to educators; and
- collaborating with higher education on transferability of courses between colleges.

Compensation, Benefits and Workforce Conditions: As noted, EEC completed an initial career ladder. One result will be to provide a basis and a context for initiatives that address the compensation and benefits available to the workforce by:

- reviewing the Department's subsidy reimbursement rates and considering changes to achieve optimal services and increased program quality; and
- annually updating the Professional Qualifications Registry, in order to provide EEC with current information on the salaries and benefits of the early education and out of school time workforce.

Data & Performance Measures on the Child Care Workforce: EEC will continue to develop, refine, and improve the Registry based on data received and feedback from the field by:

- refining the PQ Registry computer application to make it more user friendly for educators and programs;
- continuing outreach to educators and programs to increase entry of workforce data into the Professional Qualifications Registry; and
- analyzing registry data routinely, in order to generate reports on workforce trends and workforce needs.



Commonwealth of Massachusetts
Department of Early Education and Care (EEC)

SHERRI KILLINS
COMMISSIONER

EEC FINANCIAL ASSISTANCE

PARENT CO-PAYMENT TABLE

Parent Co-Payment Schedule is used to determine the parent's co-payment once the family is determined to be eligible and is being enrolled in an early education and care program.

Step 2: Use This Form to Determine Parent Co-Payment

1. Find the column with the family's size written at the top.
2. Read down the column until you come to the correct income bracket.
3. Then read directly across to the right until you are under the "Daily Fee" column.

GROSS MONTHLY INCOME									PARENT CO-PAYMENT				FEE LEVEL
Family of Two	Family of Three	Family of Four	Family of Five	Family of Six	Family of Seven	Family of Eight	Family of Nine	Daily Fee	Weekly Fee	Daily Fee SACC Blended	Weekly Fee SACC Blended		
\$ 0-971	\$ 0-1180	\$ 0-1421	\$ 0-1663	\$ 0-1905	\$ 0-2146	\$ 0-2387	\$ 0-2630	\$ -	\$ -	\$ -	\$ -	1	
\$ 972-1095	\$ 1181-1260	\$ 1422-1499	\$ 1664-1729	\$ 1906-1980	\$ 2147-2205	\$ 2388-2450	\$ 2631-2675	\$ 2.00	\$ 10.00	\$ 1.20	\$ 6.00	2	
\$ 1096-1219	\$ 1261-1340	\$ 1500-1575	\$ 1740-1825	\$ 1981-2080	\$ 2206-2315	\$ 2451-2575	\$ 2676-2775	\$ 3.00	\$ 13.00	\$ 1.80	\$ 9.00	3	
\$ 1220-1380	\$ 1341-1420	\$ 1576-1675	\$ 1826-1900	\$ 2081-2180	\$ 2316-2550	\$ 2576-2700	\$ 2776-2825	\$ 4.50	\$ 22.50	\$ 2.70	\$ 13.50	4	
\$ 1381-1457	\$ 1421-1529	\$ 1676-1799	\$ 1901-2087	\$ 2181-2380	\$ 2551-2675	\$ 2701-2800	\$ 2826-2940	\$ 5.50	\$ 27.50	\$ 3.30	\$ 16.50	5	
\$ 1458-1540	\$ 1530-1675	\$ 1800-1900	\$ 2088-2150	\$ 2381-2500	\$ 2676-2800	\$ 2801-2900	\$ 2941-3050	\$ 6.50	\$ 32.50	\$ 3.90	\$ 19.50	6	
\$ 1541-1634	\$ 1676-1760	\$ 1901-2000	\$ 2151-2260	\$ 2501-2650	\$ 2801-2900	\$ 2901-3000	\$ 3051-3125	\$ 7.50	\$ 37.50	\$ 4.50	\$ 22.50	7	
\$ 1635-1725	\$ 1761-1850	\$ 2001-2175	\$ 2261-2435	\$ 2651-2800	\$ 2901-3000	\$ 3001-3100	\$ 3126-3242	\$ 8.00	\$ 40.00	\$ 4.80	\$ 24.00	8	
\$ 1726-1843	\$ 1851-1931	\$ 2176-2250	\$ 2436-2550	\$ 2801-3000	\$ 3001-3100	\$ 3101-3200	\$ 3243-3340	\$ 8.50	\$ 42.50	\$ 5.10	\$ 25.50	9	
\$ 1844-1986	\$ 1932-2414	\$ 2251-2874	\$ 2551-3333	\$ 3001-3793	\$ 3101-3879	\$ 3201-3966	\$ 3341-4052	\$ 9.00	\$ 45.00	\$ 5.40	\$ 27.00	10	
\$ 1987-2186	\$ 2415-2476	\$ 2875-3130	\$ 3334-3550	\$ 3794-3900	\$ 3880-4030	\$ 3967-4100	\$ 4053-4125	\$ 12.50	\$ 62.50	\$ 7.50	\$ 37.50	11	
\$ 2187-2286	\$ 2477-2676	\$ 3131-3340	\$ 3551-3800	\$ 3901-4000	\$ 4031-4132	\$ 4101-4199	\$ 4126-4249	\$ 15.00	\$ 75.00	\$ 9.00	\$ 45.00	12	
\$ 2287-2429	\$ 2677-2876	\$ 3341-3550	\$ 3801-4100	\$ 4001-4199	\$ 4133-4350	\$ 4200-4499	\$ 4250-4599	\$ 16.50	\$ 82.50	\$ 9.90	\$ 49.50	13	
\$ 2430-2573	\$ 2877-3076	\$ 3551-3760	\$ 4101-4363	\$ 4200-4500	\$ 4351-4700	\$ 4500-4799	\$ 4600-4899	\$ 17.50	\$ 87.50	\$ 10.50	\$ 52.50	14	
\$ 2574-2717	\$ 3077-3276	\$ 3761-3970	\$ 4364-4607	\$ 4501-4966	\$ 4701-4998	\$ 4800-5099	\$ 4900-5149	\$ 19.00	\$ 95.00	\$ 11.40	\$ 57.00	15	
\$ 2718-2860	\$ 3278-3477	\$ 3971-4180	\$ 4608-4851	\$ 4967-5444	\$ 4999-5549	\$ 5100-5650	\$ 5150-5699	\$ 20.50	\$ 102.50	\$ 12.30	\$ 61.50	16	
\$ 2861-3004	\$ 3478-3677	\$ 4181-4490	\$ 4852-5095	\$ 5445-5939	\$ 5550-6074	\$ 5651-6209	\$ 5700-6344	\$ 22.00	\$ 110.00	\$ 13.20	\$ 66.00	17	
\$ 3005-3132	\$ 3678-3869	\$ 4491-4606	\$ 5096-5342	\$ 5940-6079	\$ 6075-6217	\$ 6210-6355	\$ 6345-6494	\$ 23.00	\$ 115.00	\$ 13.80	\$ 69.00	18	
\$ 3133-3322	\$ 3870-4104	\$ 4607-4885	\$ 5343-5667	\$ 6080-6433	\$ 6218-6595	\$ 6356-6743	\$ 6495-6887	\$ 24.00	\$ 120.00	\$ 14.40	\$ 72.00	19	
\$ 3323-3410	\$ 4105-4210	\$ 4886-5012	\$ 5668-5812	\$ 6434-6615	\$ 6596-6765	\$ 6744-6915	\$ 6888-7066	\$ 25.00	\$ 125.00	\$ 15.00	\$ 75.00	20	
\$ 3411-3549	\$ 4211-4380	\$ 5013-5214	\$ 5813-6047	\$ 6616-6883	\$ 6766-7039	\$ 6916-7195	\$ 7067-7350	\$ 26.00	\$ 130.00	\$ 15.60	\$ 78.00	21	
\$ 3550-3685	\$ 4381-4551	\$ 5215-5418	\$ 6048-6285	\$ 6884-7153	\$ 7040-7314	\$ 7196-7477	\$ 7351-7639	\$ 27.00	\$ 135.00	\$ 16.20	\$ 81.00	22	
\$ 3686-3908	\$ 4552-4828	\$ 5419-5747	\$ 6286-6666	\$ 7154-7586	\$ 7315-7758	\$ 7478-7932	\$ 7640-8103	\$ 28.00	\$ 140.00	\$ 16.80	\$ 84.00	23	
\$ 3909-4885	\$ 4829-6035	\$ 5748-7184	\$ 6667-8333	\$ 7587-9483	\$ 7759-9698	\$ 7933-9915	\$ 8104-10129	\$ 29.00	\$ 145.00	\$ 17.40	\$ 87.00	24	
\$ 4886-5150	\$ 6036-6325	\$ 7185-7550	\$ 8334-8750	\$ 9484-9950	\$ 9699-10300	\$ 9916-10400	\$ 10130-10650	\$ 32.00	\$ 160.00	\$ 19.20	\$ 96.00	25	
\$ 5151-5400	\$ 6326-6625	\$ 7551-7900	\$ 8751-9200	\$ 9951-10400	\$ 10301-10750	\$ 10401-10900	\$ 10651-11150	\$ 35.00	\$ 175.00	\$ 21.00	\$ 105.00	26	
\$ 5401-5650	\$ 6626-6925	\$ 7901-8250	\$ 9201-9550	\$ 10401-10950	\$ 10751-11150	\$ 10901-11400	\$ 11151-11650	\$ 38.00	\$ 190.00	\$ 22.80	\$ 114.00	27	
\$ 5651-5849	\$ 6925-7225	\$ 8251-8601	\$ 9551-9978	\$ 10951-11353	\$ 11151-11611	\$ 11401-11869	\$ 11651-12126	\$ 41.00	\$ 205.00	\$ 24.60	\$ 123.00	28	



Commonwealth of Massachusetts
Department of Early Education and Care (EEC)
PARENT CO-PAYMENT TABLE

SHERRI KILLINS
COMMISSIONER

Step 2: Determining Parent Co-Payment (for families larger than nine)

1. Find the column with the family's size written at the top.
 2. Read down the column until you come to the correct income bracket.
 3. Then read directly across to the right until you are under the "Daily Fee" column.
- This will show you the parent co-pay pertaining to that family size and income.

GROSS MONTHLY INCOME			PARENT CO-PAYMENT				FEE LEVEL
Family of Ten	Family of Eleven	Family of Twelve	Daily Fee	Weekly Fee	Daily Fee SACC Blended	Weekly Fee SACC Blended	
\$ 0-2871	\$ 0-3113	\$ 0-3355	\$ -	\$ -	\$ -	\$ -	1
\$ 2872-2925	\$ 3114-3165	\$ 3356-3425	\$ 2.00	\$ 10.00	\$ 1.20	\$ 6.00	2
\$ 2926-3025	\$ 3166-3275	\$ 3426-3550	\$ 3.00	\$ 15.00	\$ 1.80	\$ 9.00	3
\$ 3026-3125	\$ 3276-3375	\$ 3551-3650	\$ 4.50	\$ 22.50	\$ 2.70	\$ 13.50	4
\$ 3126-3225	\$ 3276-3375	\$ 3651-3750	\$ 5.50	\$ 27.50	\$ 3.30	\$ 16.50	5
\$ 3226-3325	\$ 3376-3475	\$ 3751-3850	\$ 6.50	\$ 32.50	\$ 3.90	\$ 19.50	6
\$ 3326-3425	\$ 3476-3575	\$ 3851-3950	\$ 7.50	\$ 37.50	\$ 4.50	\$ 22.50	7
\$ 3426-3525	\$ 3576-3675	\$ 3951-4050	\$ 8.00	\$ 40.00	\$ 4.80	\$ 24.00	8
\$ 3526-3625	\$ 3676-3775	\$ 4051-4150	\$ 8.50	\$ 42.50	\$ 5.10	\$ 25.50	9
\$ 3626-4138	\$ 3776-4224	\$ 4151-4310	\$ 9.00	\$ 45.00	\$ 5.40	\$ 27.00	10
\$ 4139-4210	\$ 4225-4300	\$ 4311-4400	\$ 12.50	\$ 62.50	\$ 7.50	\$ 37.50	11
\$ 4211-4325	\$ 4301-4400	\$ 4401-4500	\$ 15.00	\$ 75.00	\$ 9.00	\$ 45.00	12
\$ 4326-4650	\$ 4401-4725	\$ 4501-4825	\$ 16.50	\$ 82.50	\$ 9.90	\$ 49.50	13
\$ 4651-4950	\$ 4726-5025	\$ 4826-5125	\$ 17.50	\$ 87.50	\$ 10.50	\$ 52.50	14
\$ 4951-5200	\$ 5026-5275	\$ 5126-5350	\$ 19.00	\$ 95.00	\$ 11.40	\$ 57.00	15
\$ 5201-5750	\$ 5276-5825	\$ 5351-5900	\$ 20.50	\$ 102.50	\$ 12.30	\$ 61.50	16
\$ 5751-6400	\$ 5826-6475	\$ 5901-6550	\$ 22.00	\$ 110.00	\$ 13.20	\$ 66.00	17
\$ 6401-6550	\$ 6476-6625	\$ 6551-6700	\$ 23.00	\$ 115.00	\$ 13.80	\$ 69.00	18
\$ 6551-7034	\$ 6626-7181	\$ 6701-7327	\$ 24.00	\$ 120.00	\$ 14.40	\$ 72.00	19
\$ 7035-7150	\$ 7182-7300	\$ 7328-7450	\$ 25.00	\$ 125.00	\$ 15.00	\$ 75.00	20
\$ 7151-7500	\$ 7301-7650	\$ 7451-7800	\$ 26.00	\$ 130.00	\$ 15.60	\$ 78.00	21
\$ 7501-7700	\$ 7651-7775	\$ 7801-7925	\$ 27.00	\$ 135.00	\$ 16.20	\$ 81.00	22
\$ 7701-8275	\$ 7776-8448	\$ 7926-8620	\$ 28.00	\$ 140.00	\$ 16.80	\$ 84.00	23
\$ 8276-10344	\$ 8448-10500	\$ 8621-10775	\$ 29.00	\$ 145.00	\$ 17.40	\$ 87.00	24
\$ 10345-10856	\$ 10561-11080	\$ 10776-11300	\$ 32.00	\$ 160.00	\$ 19.20	\$ 96.00	25
\$ 10857-11365	\$ 11081-11600	\$ 11301-11840	\$ 35.00	\$ 175.00	\$ 21.00	\$ 105.00	26
\$ 11366-11875	\$ 11601-12125	\$ 11841-12370	\$ 38.00	\$ 190.00	\$ 22.80	\$ 114.00	27
\$ 11876-12387	\$ 12126-12645	\$ 12371-12903	\$ 41.00	\$ 205.00	\$ 24.60	\$ 123.00	28



Regular Child Care Voucher

Commonwealth of Massachusetts

Printed on: 05/11/2011

Section I: Parent/Guardian Information

Name (Last, First, M.I.)	DOE, JANE	CCRA	PACE INC CHILD CARE WORK	Service Code	3B
Address	1 SOMEWHERE ST.	Home Telephone	(508) 000-0000 Ext.		
City/Town	SOMEWHERE	State	MA	ZIP	00000
		School / Work Telephone	()-		

Section II: Child Care Provider Information

Umbrella Name	PROVIDER 1	Provider Name	PROVIDER 1		
Name (Last, First, M.I.)	1, PROVIDER	Name (Last, First, M.I.)			
Address	1 EASY ST.	Address	1 EASY ST.		
City/Town	SOMEWHERE	State	MA	Zip	0000
City/Town	SOMEWHERE	State	MA	Zip	0000
Telephone		Fax:		Telephone	
		Fax:			

Section III: Placement Information

Start Date 05/09/2011 End Date 05/31/2011

Section IV: Child(ren) to receive care from the Child Care Provider

Client ID	Names	Date of Birth	Prog Type	S	M	T	W	Th	F	S	Rate	Parent Fee	Trans Fee
WL-DL	CHILD 1 DOE	12/13/2005	PS		F	F	F	F	F		\$25.00	\$9.00	\$0.00

Section V: Parent / Guardian Signature and Agreement

The CCRA staff has discussed with me State Department of Early Education and Care (EEC) licensing and registration regulations for center-based programs and family day care homes. I understand that certain programs are not subject to licensing regulations. I have made an informed choice of the child care provider named on this voucher and agree to hold the State, the child care program and the CCRA harmless from any injury or neglect to my child(ren) which results while in the care of the child care provider.

I understand that I am responsible for renewing this voucher at least two weeks prior to the end date specified in Section V below and agree to inform the CCRA staff and the child care provider within ten (10) business day if my income, family size or service need changes. I agree to give the CCRA and the day care provider a minimum of fourteen (14) calendar days written notice of my intent to change providers or to terminate services. I understand that failure to pay the assessed parent fee to the provider may mean a loss of child care services.

I understand that payment of this voucher and the availability of child care services are contingent upon continued appropriation of funds by the Legislature and agree not to make any claims against the Commonwealth of Massachusetts or PACE INC CHILD CARE WORKS arising out of failure to pay due to lack of appropriated funds. I have read or have read to me this Agreement and I understand and accept its terms. I have been informed of my rights to a fair hearing should my child care benefits be reduced or terminated.

Parent / Guardian Signature _____ Date _____

Section VI: Authorization

Authorized by _____ Date _____

Agency PACE INC CHILD CARE WORKS
105 WILLIAM ST FL 4
NEW BEDFORD, MA 02740

Telephone (508) 999-9930

Attachment 2.7.1 – Payment Rates, effective July 1, 2011

Prices for Center-Based Care

Region	Age Group	EEC Rate	25 th Percentile	30 th Percentile	40 th Percentile	50 th Percentile	60 th Percentile	75 th Percentile	EEC Market Access Rate
Western	Infant	\$47.90	\$46.00	\$47.70	\$50.00	\$52.00	\$55.60	\$64.60	30.70%
	Toddler	\$43.20	\$45.00	\$45.15	\$46.00	\$49.00	\$52.00	\$58.20	12.30%
	Preschool	\$33.40	\$33.90	\$34.00	\$35.00	\$36.00	\$39.00	\$44.00	7.30%
Central	Infant	\$49.20	\$50.80	\$50.80	\$50.80	\$53.50	\$58.00	\$65.80	12.70%
	Toddler	\$44.20	\$46.00	\$48.00	\$49.20	\$50.00	\$54.40	\$60.00	16.50%
	Preschool	\$33.40	\$36.25	\$37.00	\$38.88	\$40.00	\$44.00	\$51.00	11.00%
N.E.	Infant	\$54.95	\$63.93	\$65.27	\$66.80	\$70.00	\$72.00	\$80.00	4.50%
	Toddler	\$49.55	\$55.00	\$56.58	\$60.60	\$62.00	\$65.00	\$73.80	4.10%
	Preschool	\$35.65	\$40.00	\$42.40	\$46.00	\$48.04	\$50.40	\$57.00	3.40%
Metro	Infant	\$59.50	\$67.67	\$70.00	\$72.00	\$75.00	\$78.60	\$84.00	10.40%
	Toddler	\$52.85	\$61.00	\$64.40	\$68.00	\$70.60	\$75.00	\$81.76	6.90%
	Preschool	\$36.70	\$48.08	\$50.00	\$54.00	\$57.80	\$60.97	\$66.51	5.70%
S.E.	Infant	\$47.90	\$48.00	\$49.00	\$49.00	\$50.00	\$52.00	\$58.40	17.40%
	Toddler	\$44.20	\$45.00	\$46.00	\$47.00	\$47.00	\$48.00	\$53.80	7.60%
	Preschool	\$33.40	\$35.00	\$36.00	\$37.00	\$39.00	\$41.34	\$46.00	6.50%
Boston	Infant	\$54.55	\$55.00	\$59.00	\$62.00	\$65.00	\$68.00	\$79.00	14.70%
	Toddler	\$48.40	\$50.00	\$52.00	\$57.00	\$60.00	\$63.00	\$76.11	12.80%
	Preschool	\$36.70	\$37.00	\$37.00	\$39.00	\$45.00	\$49.71	\$60.00	5.10%

Prices for Family Child Care

Region	Age Group	EEC Rate	25 th Percentile	30 th Percentile	40 th Percentile	50 th Percentile	60 th Percentile	75 th Percentile	EEC Market Access Rate
Western	Infant	\$30.10	\$30.00	\$31.00	\$33.00	\$35.00	\$35.00	\$37.00	29.20%
	Toddler	\$30.10	\$30.00	\$30.00	\$30.00	\$32.00	\$35.00	\$35.00	42.70%
	Over Age Two	\$26.40	\$30.00	\$30.00	\$30.00	\$32.00	\$33.80	\$35.00	9.20%
Central	Infant	\$31.80	\$35.00	\$35.00	\$38.00	\$40.00	\$40.00	\$48.00	13.10%
	Toddler	\$31.80	\$32.00	\$33.80	\$35.00	\$40.00	\$40.00	\$45.00	19.60%
	Over Age Two	\$26.40	\$32.00	\$34.00	\$35.00	\$36.00	\$40.00	\$44.00	9.90%
N.E.	Infant	\$31.50	\$30.00	\$30.00	\$33.00	\$35.50	\$42.00	\$50.00	35.00%
	Toddler	\$31.50	\$30.00	\$30.00	\$35.00	\$40.00	\$48.75	\$50.80	33.60%
	Over Age Two	\$27.85	\$28.00	\$29.00	\$30.00	\$35.00	\$40.00	\$50.00	21.50%
Metro	Infant	\$34.35	\$50.00	\$50.00	\$52.50	\$57.50	\$60.00	\$65.00	4.20%
	Toddler	\$34.35	\$46.50	\$50.00	\$50.00	\$56.00	\$60.00	\$65.00	5.20%
	Over Age Two	\$27.85	\$45.00	\$50.00	\$50.00	\$55.00	\$60.00	\$66.00	0.90%
S.E.	Infant	\$31.80	\$35.00	\$36.00	\$40.00	\$40.00	\$45.00	\$50.00	13.40%
	Toddler	\$31.80	\$35.00	\$35.00	\$36.00	\$40.00	\$40.00	\$45.00	18.50%
	Over Age Two	\$26.40	\$35.00	\$35.00	\$40.00	\$40.00	\$40.00	\$45.00	3.40%
Boston	Infant	\$31.50	\$30.00	\$32.00	\$33.00	\$35.00	\$36.00	\$40.00	28.10%
	Toddler	\$31.50	\$30.00	\$30.00	\$32.00	\$34.00	\$35.00	\$40.00	36.70%
	Over Age Two	\$27.85	\$28.00	\$30.00	\$30.00	\$30.00	\$32.00	\$35.00	15.90%

Prices for Out-of-School-Time Care

Region	Age Group	EEC Rate	25 th Percentile	30 th Percentile	40 th Percentile	50 th Percentile	60 th Percentile	75 th Percentile	EEC Market Access Rate
Western	Before School	\$7.25	\$7.25	\$7.40	\$7.85	\$8.00	\$10.00	\$12.00	24.30%
	After School	\$15.25	\$14.00	\$15.00	\$15.00	\$15.00	\$16.00	\$17.50	52.70%
	Full Day Holiday	\$30.70	\$30.00	\$30.70	\$33.90	\$35.00	\$35.00	\$38.00	26.00%
	Full Day Summer	\$30.70	\$30.70	\$32.00	\$33.90	\$34.00	\$38.00	\$42.00	20.80%
Central	Before School	\$7.25	\$7.20	\$8.00	\$8.00	\$10.00	\$10.00	\$10.85	26.20%
	After School	\$15.25	\$15.00	\$17.28	\$18.00	\$19.60	\$20.00	\$22.80	25.20%
	Full Day Holiday	\$30.70	\$30.00	\$33.00	\$33.60	\$38.00	\$38.00	\$40.00	25.10%
	Full Day Summer	\$30.70	\$29.80	\$30.00	\$33.00	\$33.60	\$38.88	\$40.00	30.40%
N.E.	Before School	\$7.70	\$8.00	\$8.00	\$8.00	\$10.00	\$12.00	\$12.01	17.90%
	After School	\$17.05	\$18.00	\$18.24	\$19.00	\$20.00	\$21.00	\$22.00	17.30%
	Full Day Holiday	\$31.75	\$28.00	\$29.00	\$35.00	\$35.00	\$40.00	\$40.40	34.00%
	Full Day Summer	\$31.75	\$28.00	\$30.00	\$37.00	\$40.00	\$40.00	\$44.00	36.00%
Metro	Before School	\$7.90	\$6.80	\$6.93	\$7.83	\$9.00	\$9.24	\$12.00	43.70%
	After School	\$17.50	\$19.50	\$19.60	\$20.00	\$21.94	\$24.00	\$26.33	7.10%
	Full Day Holiday	\$32.65	\$40.00	\$40.00	\$44.00	\$50.00	\$52.00	\$55.00	19.90%
	Full Day Summer	\$32.65	\$39.00	\$40.00	\$44.00	\$52.00	\$53.00	\$56.50	12.70%
S.E.	Before School	\$7.25	\$7.00	\$7.00	\$7.00	\$7.25	\$9.00	\$12.50	43.40%
	After School	\$15.25	\$15.00	\$15.00	\$15.25	\$18.00	\$19.85	\$22.50	35.80%
	Full Day Holiday	\$30.70	\$30.70	\$32.00	\$35.00	\$35.00	\$37.00	\$40.00	21.50%
	Full Day Summer	\$30.70	\$26.00	\$30.70	\$33.40	\$35.00	\$35.00	\$37.00	28.10%
Boston	Before School	\$7.90	\$7.20	\$7.20	\$7.20	\$9.00	\$9.00	\$16.00	47.80%
	After School	\$17.50	\$18.00	\$18.00	\$18.00	\$20.00	\$21.00	\$22.50	23.30%
	Full Day Holiday	\$32.65	\$22.50	\$23.00	\$28.00	\$32.65	\$35.00	\$40.00	45.90%
	Full Day Summer	\$32.65	\$29.00	\$30.00	\$32.65	\$35.20	\$40.00	\$42.00	34.70%

Prices for In-Home Child Care

Type of In-Home Child Care	Part-Time Rate ¹	Full-Time Rate ²
In-Home/Relative	\$8.00	\$15.00
In-Home/Non-Relative	\$8.00	\$15.00

¹ Informal care for less than 6 hours per day is considered part-time child care.

² In-Home Care for 6 or more hours per day is considered full-time child care.

Overview of Survey Design

This study provides EEC with a statistically credible analysis of market prices in each region of the state and across all program types and will assist EEC in evaluating the adequacy of rates for the purpose of demonstrating equal access to child care for low-income families. The study was designed to estimate private market prices for all types of licensed child care (center-based care, out-of-school-time care and family child care providers) and for all age groups (infants, toddlers, preschool children and school-age children) within each of EEC's six rate regions (See Map on Page 2).

EEC and the research team opted to conduct this year's study based on a random sample of approximately 4,800 child care programs across the state, including approximately 2,000 center-based and out-of-school-time programs and 2,800 family child care providers. The sampling plan focused on licensed child care programs in the priced child care market. The sample was stratified by geographic region, using EEC's six rate regions, and by the type of care. Additional efforts also were applied to ensure that the sample was representative of the age groups served by center-based and out-of-school-time programs within each region.

To maximize awareness and participation, the survey included a comprehensive outreach campaign that included multiple mailings, e-mail, web announcements and intensive phone-based outreach. As a result, response rates were high. Approximately 90% of center-based and out-of-school-time programs and 78% of family child care providers responded. Only 1% of center-based programs and only 2% of family child care providers refused to participate.

EEC contracted with a research team, headed by Kenley Branscome, to conduct this year's

market price survey. The study was conducted in partnership with Public Consulting Group (PCG) and the Massachusetts Child Care Resource and Referral (CCR&R) Network. PCG provided survey design and statistical analysis services throughout the project. EEC contracted with the CCR&R Network to collect the data for the survey. The design work for the survey began in October of 2010, data collection began in late December of 2010, and the survey was completed at the end of February 2011.

Overview of Key Observations

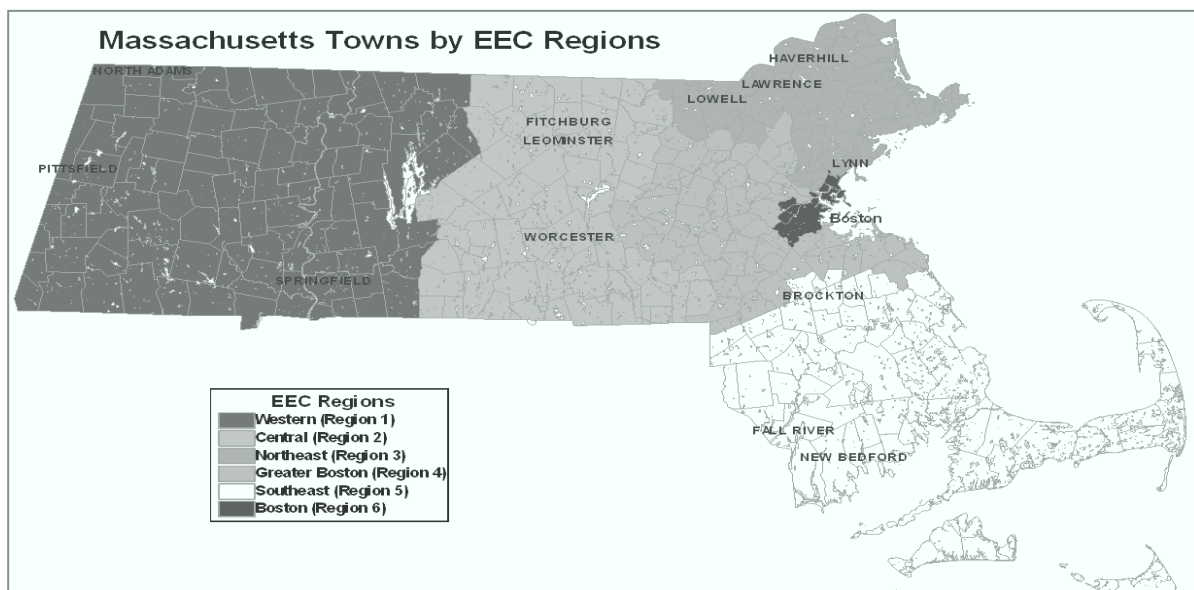
After analyzing the survey results, the research team observed the following:

- o Current EEC rates are below the 75th percentile in all regions. Rates are below the 50th percentile in all regions, except for after-school care in the Western Region .
- o Prices decrease significantly in center-based settings as the age of the child increases, while prices in family child care settings decrease less as the age of child increases.
- o Overall, child care prices increased at a slower pace during the last two years, as compared to the price increases reported in the previous market price survey.
- o Prices for center-based care are highest in the Boston, Metro and Northeastern regions and lowest in the Western, Central and Southeastern regions.
- o Prices for family child care are highest in the Metro region and lowest in the Boston and Western regions.

Additional Analysis

In response to additional questions raised by EEC and the Board of Early Education and Care, the research team will also prepare additional analyses that address the following questions:

- To what extent do child care prices vary among towns within EEC's existing rate regions?
- For families with children under six, to what extent do child care prices vary as a percentage of median family income in communities throughout the state?
- To what extent do the 75th price percentiles vary with EEC reimbursement rates among communities throughout the state? Which communities have the largest gaps between the 75th percentile and the EEC rate? Which communities have 75th percentiles that are equal to or lower than the EEC rate?



Appendix A – Survey Scripts

Massachusetts Child Care Market Price Survey – 2010 - Child Care Centers

Your program has been selected to participate in a market price survey that the Massachusetts Department of Early Education and Care (EEC) is conducting this year. This study is designed to give all stakeholders who care about child care in Massachusetts a complete, up-to-date, and accurate picture of the prices that families pay for early education and care services. It will tell us how much programs charge families that pay for their own child care and how these prices vary depending on where families live, how old their children are, and what types of programs they choose. The survey is short, with only seven questions, and should take only a few minutes to complete.

EEC will not publish any individual responses identifying your name or your program's name. We will ensure that all stakeholders have access to the summarized results of the survey. We expect to post the final results of the survey on the EEC website later this year.

If you have any questions about this survey, please feel free to e-mail MarketPriceSurvey@gmail.com or call 857-334-4966 <mailto:>. Thank you for participating!

Please provide us with the following program information:

Program Name:	_____	Contact Person:	_____
Program Address:	_____	Program Zip Code:	_____

1. In the last 3 months have you enrolled any full fee paying children at your center?

Please note that these are children whose families are not using voucher or subsidy rates, sliding scale rates, employee discounts, sibling discounts or any other discounted rates.

_____ Yes _____ No

If their answer is NO, they are done with the survey. Thank you message pops up. If their answer is YES, then continue to question two.

2. Please identify the time your program normally opens and closes each day.

Please note that we are interested only with a standard day, not evening hours if they are considered a separate shift.

What is the earliest time that children can arrive at your program? __:__ am
What is the latest time that children can leave your program each day? __:__ pm

3. Please check the days of the week that your program is normally open for full-day care.

Monday	_____	Thursday	_____
Tuesday	_____	Friday	_____
Wednesday	_____		

Attachment 2.7.4. Market Rate Survey (MRS) – MRS Summary of Results and Instrument

4. What is the **maximum** amount your center charges for **full-time** care for each age group? Please ignore voucher or subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Please complete the question using the prices that your program would typically charge or quote a parent. Please only provide information for the price categories that your program typically uses.

Infants (6 weeks to 15 months)

Hourly	\$ __	Full day	\$ __
Weekly	\$ __	Monthly	\$ __

Toddlers (16 months to 33 months)

Hourly	\$ __	Full day	\$ __
Weekly	\$ __	Monthly	\$ __

Preschoolers (34 months to 5 years)

Hourly	\$ __	Full day	\$ __
Weekly	\$ __	Monthly	\$ __

5. Please share with us your **desired full time capacity** for each age group. Please note that the desired capacity should not exceed licensed capacity.

_____ Infants

_____ Toddlers

_____ Preschoolers

Absentee Policies

6. When a child enrolled in your program is absent on days when your program is open, does your program still charge the family for the days missed? Please select only one.

- ☐ Yes, with no exceptions.
- ☐ Yes, with some exceptions.
- ☐ No, the program typically does not charge a family for the days a child is absent.

7. How many absences does your program typically allow a child to have during one month before the program reassigns the slot to another child?

- ☐ 1 to 5
- ☐ 6 to 10
- ☐ More than 10
- ☐ Slots are typically not reassigned, as long as the parent pays for the days missed.

Massachusetts Child Care Market Price Survey – 2010
Family Child Care

Your family child care program has been selected to participate in a market price survey that the Massachusetts Department of Early Education and Care (EEC) is conducting this year. This study is designed to give all stakeholders who care about child care in Massachusetts a complete, up-to-date, and accurate picture of the prices that families pay for early education and care services. It will tell us how much programs charge families that pay for their own child care and how these prices vary depending on where families live, how old their children are, and what types of programs they choose. The survey is short, with only seven questions, and should take only a few minutes to complete.

EEC will not publish any individual responses identifying your name or your program's name. We will ensure that all stakeholders have access to the summarized results of the survey. We expect to post the final results of the survey on the EEC website later this year.

If you have any questions about this survey, please feel free to e-mail MarketPriceSurvey@gmail.com or call 857-334-4966 <mailto:>. Thank you for participating!

Please provide us with the following program information:

Program Name: _____	Contact Person: _____
Program Address: _____	Program Zip Code: _____

1. In the last 3 months have you enrolled any full fee paying children in your family child care program?

Please note that these are children whose families are not using voucher/subsidy rates, sliding scale rates, employee discounts, sibling discounts or any other discounted rates.

_____ Yes _____ No

If their answer is NO, they are done with the survey. Thank you message pops up. If their answer is YES, then continue to question two.

2. Please identify the time your program normally opens and closes each day.

Please note that we are interested only with a standard day, not evening hours if they are considered a separate shift.

What is the earliest time that children can arrive at your program? __: __ am

What is the latest time that children can leave your program each day? __: __ pm

3. Please check the days of the week that your program is normally open for full-day care.

Monday _____	Thursday _____
Tuesday _____	Friday _____
Wednesday _____	

Attachment 2.7.4. Market Rate Survey (MRS) – MRS Summary of Results and Instrument

4. What is the **maximum** amount your center charges for **full-time** care for each age group? Please ignore voucher or subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Please complete the question using the prices that your program would typically charge or quote a parent. Please only provide information for the price categories that your program typically uses.

Infants

Hourly	\$ __	Full day	\$ __
Weekly	\$ __	Monthly	\$ __

Toddlers

Hourly	\$ __	Full day	\$ __
Weekly	\$ __	Monthly	\$ __

Children Over Two

Hourly	\$ __	Full day	\$ __
Weekly	\$ __	Monthly	\$ __

5. Please share with us your **desired full time capacity** for each age group. Please note that the desired capacity should not exceed licensed capacity.

_____ Infants _____ Toddlers _____ Preschoolers (Children Over 2)

Absentee Policies

6. When a child enrolled in your program is absent on a day when your program is open, does your program still charge the family for the days missed? Please select only one.
- ☐ Yes, with no exceptions.
 - ☐ Yes, with some exceptions.
 - ☐ No, the program typically does not charge a family for the days a child is absent.
7. How many absences does your program typically allow a child to have during one month before the program reassigns the slot to another child?
- ☐ 1 to 5
 - ☐ 6 to 10
 - ☐ More than 10
 - ☐ Slots are typically not reassigned, as long as the parent pays for the days missed.

**Massachusetts Child Care Market Price Survey – 2010
School-Age Programs**

Your school-age child care program has been selected to participate in a market price survey that the Massachusetts Department of Early Education and Care (EEC) is conducting this year. This study is designed to give all stakeholders who care about child care in Massachusetts a complete, up-to-date, and accurate picture of the prices that families pay for early education and care services. It will tell us how much programs charge families that pay for their own child care, and how these prices vary depending on where families live, how old their children are, and what types of programs they choose. The survey is short, with only eight questions, and should take only a few minutes to complete.

EEC will not publish any individual responses identifying your name or your program's name. We will ensure that all stakeholders have access to the summarized results of the survey. We expect to post the results of the survey on the EEC website later this year.

If you have any questions about this survey, please feel free to e-mail MarketPriceSurvey@gmail.com or call 857-334-4966 [mailto:](mailto:MarketPriceSurvey@gmail.com). Thank you for participating!

Please provide us with the following program information:

Program Name:	_____	Contact Person:	_____
Program Address:	_____	Program Zip Code:	_____

1. In the last 3 months have you enrolled any full fee paying children at your school-age program?

Please note that these are children whose families are not using voucher or subsidy rates, sliding scale rates, employee discounts, sibling discounts or any other discounted rates.

_____Yes _____No

If their answer is NO, they are done with the survey. Thank you message pops up. If their answer is YES, then continue to question two.

2. Does your program offer a **before-school** session?

_____Yes _____No

If their answer is NO, the program proceeds to Question Three. If yes continue rest of Question Two.

Attachment 2.7.4. Market Rate Survey (MRS) – MRS Summary of Results and Instrument

- A. Please identify the time your **before-school** program normally opens and closes each day during the school year.

Please do not include the times that children may arrive for a Kindergarten wrap-around program.

What is the earliest time that children can arrive at your before-school program?

__:__ am

What is the latest time that children can leave your before-school program?

__:__ pm

- B. Please check the days that your **before-school** program is normally open during the school year.

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

- C. What is the maximum amount you charge full fee paying families for **before-school** sessions? Please ignore voucher or subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Please complete the question using the prices that your program would typically charge or quote a parent. Please only provide information for the price categories that your program typically uses.

Hourly	\$ _____	Daily	\$ _____
Weekly	\$ _____	Monthly	\$ _____

3. Does your program offer an **after-school** session?

_____Yes _____No

If their answer is NO, the program proceeds to Question Four. If yes continue rest of Question Three.

- A. Please identify the time your **after-school** program normally opens and closes each day during the school year.

What is the earliest time that children can arrive at your after-school program? __:__ am

What is the latest time that children can leave your after-school program? __:__ pm

- B. Please check the days that your **after-school** program is normally open during the school year.

Monday	_____	Thursday	_____
Tuesday	_____	Friday	_____
Wednesday	_____		

Attachment 2.7.4. Market Rate Survey (MRS) – MRS Summary of Results and Instrument

- C. What is the maximum amount you charge full fee paying families for **after-school** sessions? Please ignore voucher or subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Please complete the question using the prices that your program would typically charge or quote a parent. Please only provide information for the price categories that your program typically uses.

Hourly	\$ _____	Daily	\$ _____
Weekly	\$ _____	Monthly	\$ _____

4. Does your school-age program offer **full-day** sessions during holidays and vacations during the school year?

_____ Yes _____ No

If their answer is NO, the program proceeds to Question Five. If yes continue rest of Question Four.

- A. We want to confirm the hours during which your **full-day** school-age program normally opens and closes during the school year.

What is the earliest time that children can arrive at your full-day program? __:__ am

What is the latest time that children can leave your full-day program? __:__ pm

- B. Please check the days of the week that your **full-day** school-age program is normally open during the school year.

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

- C. What is the maximum amount you charge full fee paying families for **full-day** school-age sessions during the school year? Please ignore voucher or subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Please complete the question using the prices that your program would typically charge or quote a parent. Please only provide information for the price categories that your program typically uses.

Hourly	\$ _____	Daily	\$ _____
Weekly	\$ _____	Monthly	\$ _____

5. Please share with us your **desired full-time capacity** for each type of school-age session that your program offers. Please note that the desired capacity should not exceed licensed capacity.

_____ Before-School	_____ After-School	_____ Full-Day _____
_____ Vacation/Holidays)		

Absentee Policies

6. When a child enrolled in your school-age program is absent on days when your program is open, does your program still charge the family for the days missed? Please select only one.

- ☐ Yes, with no exceptions.
- ☐ Yes, with some exceptions.
- ☐ No, the program typically does not charge a family for the days a child is absent.

8. How many absences does your program typically allow a child to have during one month before the program reassigns the slot to another child?

- ☐ 1 to 5
- ☐ 6 to 10
- ☐ More than 10
- ☐ Slots are typically not reassigned, as long as the parent pays for the days missed.