THE DEPARTMENT OF EARLY EDUCATION AND CARE
NOTICE OF DENIAL OF CHILD CARE FINANCIAL ASSISTANCE

_____ YES NO _____ _____
NOTICE DATE DENIAL AT REAUTHORIZATION? *(circle one)* FID or HHID

To: _____
PARENT(s) NAME(s)

_____
ADDRESS CITY STATE ZIP CODE

_____ _____
PHONE NUMBER E-MAIL ADDRESS

From: _____ _____
FAMILY ACCESS ADMINISTRATOR AGENCY NAME FAMILY ACCESS ADMINISTRATOR STAFF MEMBER

_____ _____
PHONE NUMBER E-MAIL ADDRESS

This notice is to inform you that your financial assistance for early education and care is **DENIED** for:

_____
NAME(S) OF CHILD(REN)

for the following reason(s) allowed under 606 CMR 10.10(1) (**must check all that apply**):

- ☐ Lack of Service Need
- ☐ Failure to meet Financial Eligibility
- ☐ Outstanding, Unpaid Parent Fee Balance
- ☐ Failure to Submit Required Documentation
- ☐ Substantiated Fraud
- ☐ Disqualification pursuant to 606 CMR 10.12
- ☐ Abandonment of Subsidy
- ☐ Residency outside the Commonwealth

Your child care financial assistance is being denied because (attach additional pages if necessary):

_____

_____

For Denials at Reauthorization Only

Your financial assistance for care for the children identified above ends on: _____
DATE (EFFECTIVE DATE OF DENIAL)

You have the right to request a review by EEC of the DENIAL of your child care financial assistance.

The rules governing EEC child care financial assistance are found in EEC's regulations (606 CMR 10.00) and policies, which are available at https://www.mass.gov/guides/child-care-subsidy-management-and-ccfa. You can also ask us for a copy.

How to Appeal: Send a completed Request for Review form and a copy of this notice to EEC by mail, email, or fax using the contact information provided below. **The deadline to appeal is 30 days from the Notice Date**. However, if your child(ren) is currently receiving financial assistance for child care, you are entitled to have your financial assistance for child care continued pending the outcome of a request for review. **For financial assistance care to continue, your request for review must be received by EEC before the Effective Date of Denial above**. You must also meet other eligibility criteria, including but not limited to paying all undisputed fees. The purpose of the review process is to determine if the Family Access Administrator or EEC acted in accordance with the child care financial assistance laws of the Commonwealth. The review process is not designed to grant exceptions to existing regulations. You may have any person you choose, including an attorney, help you at any stage of the review process. If you have questions for EEC about this action, you may contact EEC at:

Request for Review, Department of Early Education and Care
50 Milk Street, 14th Floor, Boston, MA 02109
E-mail: EECSubsidyManagement@mass.gov | Fax: (617) 988-2451

If you have any questions about this action, please speak with the Family Access Administrator listed above. If you have questions for EEC about this action, you must submit a Request for Review form.