



## POLICY ADVISORY

**Title:** MyChildCareMA Release and Interim Policy Consolidation

**Policy Number:** CCFA-26-04

**Release Date:** May 6, 2026

**Effective Date:** May 6, 2026

**Policy Link:** [[Child Care Financial Assistance Program: Income Eligible Policies](#)]

[[Child Care Financial Assistance Program: Department of Transitional Assistance-Related Policies](#)]

[[Child Care Financial Assistance Program: Department of Children and Families-Related Policies](#)]

[[Child Care Financial Assistance Program: Waitlist Procedures](#)]

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## OVERVIEW

The Massachusetts Department of Early Education and Care (EEC) continues to modernize the Child Care Financial Assistance (CCFA) program in the Commonwealth and is proud to announce the launch of **MyChildCareMA**, a new digital portal and case management system.

Effective May 6, 2026, families applying for child care financial assistance must apply using the new portal. In addition, Family Access Administrators (FAAs) will no longer use the current waitlist system, KinderWait, and will now use MyChildCareMA to manage all waitlist applications and funding offers.

To support this change, we have updated our CCFA policies and written new procedures to match the features of the new system. Policy and system training was provided in April 2026 to help FAAs prepare for this transition.

EEC has also combined the Child Care Financial Assistance 2023 Interim Policies with policy changes released after October 1, 2023 into the following three (3) documents:

- Child Care Financial Assistance Program: Income Eligible Policies
- Child Care Financial Assistance Program: Department of Transitional Assistance-Related Policies

- Child Care Financial Assistance Program: Department of Children and Families-Related Policies

This consolidation means that all CCFA related policy updates issued through policy advisories since October 2023 are now fully integrated into these documents. These policy documents must be used to find information about any policies updated since October 1, 2023.

## APPLICABILITY

This notice provides guidance to families who are applying for or receiving Child Care Financial Assistance (CCFA) and Family Access Administrators (FAAs) helping families apply for and manage CCFA.

## KEY UPDATES

### MYCHILDCAREMA PORTAL:

The initial release of the portal introduces several key features to improve the experience for both families and staff:

- **Self-service application:** families can now complete an application for the MA centralized waitlist for child care financial assistance through MyChildCareMA, EEC's new application and waitlist management portal on the MyMassGov state services platform.
- **Waitlist Management:** Family Access Administrators will use the administrative side of the portal to help families apply, manage families on the waitlist, and offer funding.
- **Digital Waitlist Experience:** families will provide information about their household, upload documents to verify eligibility, and receive notices directly through the portal.
- **Legacy Data Migration:** information for families already on the waitlist has been moved from KinderWait into the new MyChildCareMA system, preserving their original application date and seniority.

### CHILD CARE FINANCIAL ASSISTANCE PROGRAM: WAITLIST PROCEDURES

To support the transition to the new system and policies, EEC is releasing the following procedural guidance for FAAs:

- **Operational Waitlist Procedure Guide:** Provides clear "how-to" instructions and expectations to support FAAs in implementing the new waitlist policies in their day-to-day work.
- **MyChildCareMA User Manual:** Provides technical, step-by-step instructions for navigating the portal and managing cases within the system.

- **Training Support:** Includes access to self-paced training videos and system-release materials to assist with the May 2026 launch.

## **CHILD CARE FINANCIAL ASSISTANCE PROGRAM: INCOME ELIGIBLE, DCF, & DTA POLICIES**

### **CHILD CARE FINANCIAL ASSISTANCE PROGRAM POLICY DOCUMENTS**

EEC has updated and consolidated policy manuals for the three CCFA program types: Income Eligible, Department of Transitional Assistance (DTA)-Related, and Department of Children and Families (DCF)-Related programs. Each document is built upon the respective 2023 Interim Policies and incorporates all subsequent policy changes issued through policy advisories, along with clarifications shared during 2025 trainings.

#### **Income Eligible Policies**

In addition to incorporating all policy updates, the Income Eligible policy document includes significant updates to waitlist management:

- “Soft eligibility” has been removed. Families must now verify that they are likely eligible by providing proof of identity, Massachusetts residency, and all gross household income.
- Policies for application submission, application review, and waitlist management have been updated.
- This section introduces a new, more family-friendly format designed to make policies easier for families to understand and serves as a model for future policy documents.

#### **Policy Updates Included Across Documents**

The consolidated policy documents reflect updates from the following policy releases, as applicable to each program type. The policy guidance documents listed below are now obsolete.

- *Interim Income Eligible Child Care Financial Assistance Program Policies* (effective October 1, 2023)
- *Interim DTA-related Child Care Financial Assistance Program Policies* (effective October 1, 2023)
- *Interim DCF-Related Child Care Financial Assistance Program Policies* (effective October 1, 2023)
- *Policy Advisory – CCFA-25-03 - Interim Income Eligible, Department of Children and Families (DCF), and Department of Transitional Assistance (DTA) Child Care Financial Assistance Policies* (effective April 30, 2024)
- *Policy Advisory – CCFA-25-03 - Interim Income Eligible and Department of Transitional Assistance (DTA) Child Care Financial Assistance Policies* (effective April 1, 2025)
- *Policy Advisory - CCFA-26-01 - Interim Income Eligible Child Care Financial Assistance Policies* (effective January 1, 2026)

## RESOURCES

Procedures, system guides, and additional supports are available to assist both FAAs and families.

- MyChildCareMA system training videos and user manual are available to FAAs directly. FAAs should reach out to their assigned Family Access Specialist if they need access or support.
- Please visit EEC's [CCFA Hub](#) for the most recent regulations, interim policies, policy advisories and training resources on child care financial assistance
- For assistance with the implementation or interpretation of these Child Care Financial Assistance policies, contact EEC at [eeccsubsidymanagement@mass.gov](mailto:eeccsubsidymanagement@mass.gov).
- Resources and supports for access and credentials to MyMassGov can be found at <https://www.mass.gov/mymassgov-help-center>
- Families who are interested in applying for CCFA through MyChildCareMA can learn more about the process and program rules at: <https://www.mass.gov/how-to/apply-for-funds-to-help-pay-for-child-care>