EEC maintains a centralized statewide wait list for early education and child care financial assistance. Families may be added to the waitlist by a Child Care Resource and Referral Agency (CCR&R), a Contracted Child Care Provider or by calling Mass 211 (dial "2-1-1" from your phone). If you wish to place your name on EEC's waitlist, you will be asked for the following information:

* All household members, (i.e., parents/guardians and all dependent children);
* Service need (i.e., participation in an approved activity) for each parent/guardian such as employment, education or training, job search, or disability of parent; and
* Total **gross** household income including both earned and unearned income, such as wages, SSI, child support (monetary and in-kind), rental income, TAFDC, etc.

You should report any changes in the above information to your waitlist agent or request removal if you no longer need child care financial assistance. You may also update your waitlist record, view your status and see your notification history on-line. Please contact Mass 211 (dial "2-1-1" from your phone) to access the on-line tool.

While on the waitlist, you will receive various communications from EEC, including:

* ***Confirmation Letter*** - this letter will confirm the date your name was placed on the waitlist (application date), how many of your children are placed on the waitlist, and also provide you with a Household ID. Your Household ID should be used when referring to your waitlist application.
* ***Renewal Letter*** - you will receive this letter if you have not updated your waitlist record in the previous 12 months.
* ***Removal Letter*** - you will receive this letter if you request to be removed from the waitlist, if you have been deemed ineligible for child care financial assistance, or you refuse three funding offers.

**If you fail to respond to any waitlist letter, your family will be removed from the waitlist.** If you contact a waitlist agent within 30 days of removal, your name may be placed back on the waitlist with your original application date. If you contact a waitlist agent after 30 days of removal, you will be placed back on the waitlist with a new application date, reflecting the date of your reinstatement.

When funding does become available, you will receive a Funding Availability letter for either an income eligible contracted slot or a voucher:

* Income Eligible Contracted Slot: a subsidized slot available through a specific early education and care program.
* Voucher: a subsidy available through your local CCR&R that can be used at any early education and care program that holds an agreement with the CCR&R to accept state subsidy payments.

Funding Availability Letters are issued on a first come, first served basis according to waitlist application dates. Please understand that it is very difficult to determine when child care financial assistance may become available. Be advised that EEC only pays a portion of the daily child care cost and that you may be assigned a co-payment (parent fee) based on your total household income.