



## EEC Contracted Provider - Fiscal Drop In Session

July 11, 2025

### Uniform Financial Reports (UFR)

1. **Based on the UFR Audit and Preparation Manual for FY2025, the EEC Special Instructions indicate that we do not have to report Schedule B's by age group, is that correct?**

Yes. EEC has redefined the definition of program based on the Contract type: Income Eligible (IE) Program (including Parents Under 24 (PU24) and Families Experiencing Homelessness (FEH)) and the Department of Children and Families (DCF) program and not by age groups.

2. **How are the unit rate contracts for 7/1 -9/30/24 to be reported. Combined with the unit rates 10/1-24 - 6/30/25 or separated?**

**The Unit Rate contracts from 7/1/2024 through 9/30/2024 will have to follow the requirements detailed in the UFR Audit and Preparation Manual for FY2024.** The requirement indicates Contractors must report Schedule B's by Age.

**The Unit Rate and Cost Reimbursement contracts from 10/1/2024 through 6/30/2025 will have to follow the requirements detailed in the UFR Audit and Preparation Manual for FY2025.** The requirements indicate Contractors must report Schedule B's by IE (including PU24 and FEH) and DCF.

3. **Do I submit my UFR extension requests to EEC?**

UFR Request for Extensions must be filed with the Massachusetts Operations Service Division (OSD) **30 days before the UFR due date**. Once the request for extension is received by OSD, EEC will be notified for approval. UFR request for extensions must not be sent to EEC directly.

4. **How do I file a UFR extension with OSD?**

Contract Providers must use the link below to submit a UFR request for extension:

[https://maosd.formstack.com/forms/ufr\\_extension\\_allocation\\_waiver\\_forms](https://maosd.formstack.com/forms/ufr_extension_allocation_waiver_forms)

**5. How do we report on the Workforce 3C grants?**

The Commonwealth Cares for Children grant (C3) is not a federal grant but through state funds, therefore not required to be reported in the UFR. Providers are paid through a third-party vendor and not directly through EEC. EEC does not provide OSD with reporting on C3 dollars.

**6. If workforce C3 grants are not to be reported on schedule B's, then, should be reported on schedule A (admin column - line 6R -other grants?)**

At this time, EEC is not requiring C3 grantees to report grant funds in the UFR.

**7. What is the timeframe on paying back surplus (if any)?**

OSD will inform EEC if there is a surplus on the Unit Rate Contract. EEC will work with the provider on the next steps on the surplus funds.

**8. Where can I find additional resources on filing a UFR?**

[Information and Resources on the Uniform Financial Reports | Mass.gov](#)

**9. Where can I send any questions related to the UFR process?**

Questions can be sent to [EECAuditIP@mass.gov](mailto:EECAuditIP@mass.gov).