MASSACHUSETTS
Department of
Early Education and Care

Flexible Closure Balances

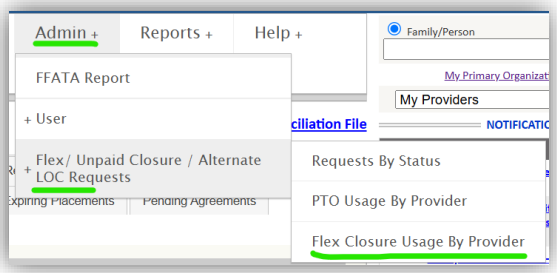
This document should be referenced for understanding how to review the flexible closure balances for a provider eligible for Flexible Closures with the option of substitute care.

> *Please note that the flexible closure balances displayed on this page only pertain to the Substitute Care Closure requests. For flexible closures on CBC providers please refer to the provider details page to review the closures by Provider like how you review paid closures.*

How to navigate to the Flexible Closure balances page in CCFA?

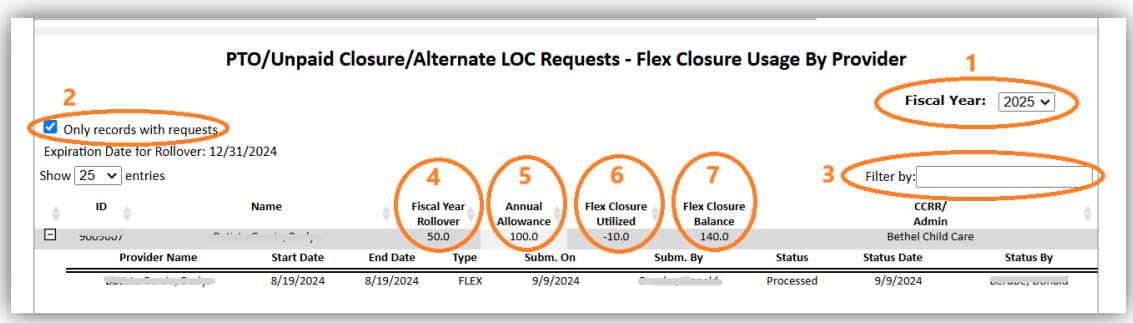
You can navigate to this page via the following menu path

Admin > Flex/ Unpaid Closure / Alternate LOC Requests > Flex Closure Usage by Provider



What is displayed on the page and how do I interpret the information on the page?

Here is an explanation of what you see on the page and what each of the highlighted items means:



1. **Fiscal Year** – Select the FY for which you are reviewing the data for. For Flexible closures selecting anything prior to 2025 will not show any data as the flexible closures are only available FY25 or later. Always defaults to current FY, unless you are in the accounts payable period (July/August of each FY) when it would default to the prior FY.

2. **'Only Records with Requests'-** this checkbox is not selected by default. However, if you check the box, data on the page will be filtered to only include providers that have Flex closure requests in the selected FY.

3. **Filter by** – This field can be used to look for specific details within the list of providers on the page. For example, if you are looking for a provider name/OID or a specific date you can type that under this field to narrow the list of the providers.

4. **Fiscal Year Rollover** – The amount listed under this would the rollover from prior FY for the providers
    a. For FY25 the rollover would include:
        i. Any unused PTO days from prior FY
        ii. 5 additional Retroactive Flex days (50 Hours) added by EEC for Prior FY for providers with contract/voucher agreements in FY24
        iii. These days need to be used by 12/31/2024
    b. For FY26 or later the rollover would include:
        i. Up to 3 unused Flexible Closures from prior FY
        ii. These days need to be used by September 30 of the current FY.

5. **Annual Allowance** – This is the flexible closure allowance for current FY
    a. 10 days (100 hours)
    b. For FY25 the allowance also includes
        i. Any PTO days used in July 2024 (now converted to Flexible Closures) that were entered in CCFA on or before 10/10/2024

ii. Any Licensing/EEC Approved Closure (LAPTO) days (entered with a comment as Flex Closure) used in July 2024 and entered in CCFA on or before 10/10/2024

Example: The provider has 7 days used in FY25, however 2 of those were in July 2024 and hence the Annual Allowance has been updated to reflect those days from July.

				100.0	120.0	-70.0	150.0		
	Provider Name	Start Date	End Date	Type	Subm. On	Subm. By	Status	Status Date	Status By
		7/5/2024	7/5/2024	FLEX	7/27/2024		Processed	8/5/2024	
		7/8/2024	7/8/2024	FLEX	7/27/2024		Processed	8/5/2024	
		8/19/2024	8/23/2024	FLEX	8/15/2024		Processed	8/15/2024	

iii. Please note that any days backdated for July 2024 and entered after 10/10/2024 would not be included in this adjustment for in the annual allowances and those days will count towards the Flex closure usage.

6. **Flex Closure Utilized** – This shows the flexible closures used in the current FY

7. **Flex Closure Balance** – This shows the balance of closure days available in the current FY.
   a. Flex Closure Balance = (Fiscal Year Rollover + Annual Allowance) – Flex Closures Utilized

If you see any issues with Flexible closure balances based on the guidance above, please submit a helpdesk ticket with the pertinent details.