

Department of Early Education and Care
POLICY VERIFICATION STATEMENT

Program Name _____

The undersigned certifies by his/her signature that the Office has been advised of and provided copies of all documents listed on this statement which have been revised since the last license renewal application.

Documents listed in bold type must be submitted at each renewal.

102 CMR 3.03(1)(a):

1. ☐ **statement of purpose as required by 102 CMR 3.04(1);**
2. ☐ statement of the ownership of the program, including **names and addresses of** all owners, or in the case of corporations, **the officers** as required by 102 CMR 3.04(2)(a)2;
3. ☐ projected one year operating **budget**, and; documentation of sufficient funds for at least 3 months;
For an operating agency, a **current audited financial report, appropriate fiscal portions of contracts if any, and a statement of the current rate of payment** as set by the Commonwealth, if applicable **or evidence of prequalification.**
4. ☐ **description of the intended staffing** of the facility or program on a 24 hour per day, seven day per week basis including availability of on-call staff, **statement of ratio** for all shifts and **four (4) weeks of staffing** schedules, as required by 3.07(2)b;
5. ☐ **organizational table**, as required by 102 CMR 3.04(2)(c);
6. ☐ **policy and procedure for internal investigations** of child abuse and neglect as required by 102 CMR 3.04(3)(e);
7. ☐ procedures regarding complaints and grievances, as required by 102 CMR 3.04(3)(i);
8. ☐ personnel policies, as required by 102 CMR 3.04(6)(a);
9. ☐ job descriptions, as required by 102 CMR 3.04(6)(c);
10. ☐ salary ranges, as required by 102 CMR 3.04(6)(d);
11. ☐ plan for using volunteers, as required by 102 CMR 3.04(6)(g);
12. ☐ plan for staff orientation and training as required by 102 CMR 3.04(7) and restraint training curricula, as required by 102 CMR 3.04(7)(a)(1);
13. ☐ plan for referral services, as required by 102 CMR 3.05(1)(i);
14. ☐ agreement with the placement agency, purchaser of services and parent or guardian, as required by 102 CMR 3.05(2)(d); Please submit a copy of the placement agreement;
15. ☐ evidence of ability to comply with 102 CMR 3.05(4)(a), including a copy of the **advanced degree person's resume and a sample service plan template;**
16. ☐ plan for family work, as required by 102 CMR 3.06(2);
17. ☐ plan for social, psychological and psychiatric services, as required by 102 CMR 3.06(3);
18. ☐ plan for meeting the emergency medical needs of children and **evidence of access to emergency mental health services**, as required by 102 CMR 3.06(4)(a) and 3.06(3)(a);
19. ☐ plan for health services, as required by 102 CMR 3.06(4);
20. ☐ **evidence of access to schools** for the provision of any necessary educational services;
21. ☐ plan for administration of medication, as required by 102 CMR 3.06(4)(k);
22. ☐ plan for educational services, as required by 102 CMR 3.06(5);
23. ☐ plan for vocational services, as required by 102 CMR 3.06(6);
24. ☐ plan for recreational services, as required by 102 CMR 3.06(7);
25. ☐ plan for follow-up services, as required by 102 CMR 3.06(12);
26. ☐ plan for nutritional services, as required by 102 CMR 3.07(6), **submit four weeks of menus;**

27. ☐ **behavior management policy**, including physical restraint curriculum, as required by 102 CMR 3.07(7);
28. ☐ allowance policy, as required by 102 CMR 3.07(8)(b);
29. ☐ visiting, mail and telephone policies, as required by 102 CMR 3.07(9) and including procedures required by 102 CMR 3.07(9)(f)1 and 2;
30. ☐ runaway procedures, as required by 102 CMR 3.07(10);
31. ☐ policy describing search procedures, as required by 102 CMR 3.07(11);
32. ☐ plan for transportation, including ratio, as required by 102 CMR 3.07(12), including: **documentation of insurance coverage**, as required by 102 CMR 3.07(12)(g);
33. ☐ **current Certificate of Inspection or Use and Occupancy Permit** issued by the Department of Public Safety or the local building inspector, as required by 102 CMR 3.08(1)(a);
34. ☐ **report from the appropriate health inspector** documenting that the facility or program is in compliance with 105 CMR 410.000 (Chapter II of the State Sanitary Code) as required by 102 CMR 3.08(1)(b);
35. ☐ documentation that the facility or program has had a **Fire Inspection** by the local fire department, as required by 102 CMR 3.08(1)(c);
36. ☐ **plan detailing procedures for meeting potential emergencies as required by 102 CMR 3.08(2)(a);**
37. ☐ documentation of lead-free paint inspection if applicable, on the approved form as required by 102 CMR 3.08(4)(b);
38. ☐ plan for monitoring student safety around swimming areas, if applicable, as required by 102 CMR 3.08(5)(g);
39. ☐ evidence of compliance with St. 1983, c. 233, Revenue Enforcement and Protection Program (REAP) on a form provided by the Department with the initial application (tax certification statement as part of application);
40. ☐ the applicant's completed CORI affidavit. **If designated CORI reviewer has changed since the last renewal study, please submit a new CORI request (blue sheet) for the new reviewer;**
Completed variance request form for any variance the program is seeking to renew.
Please provide the name of the Restraint Coordinator for your program along with the names of all Safety committee members and their titles.

In addition, for temporary shelter home programs: 102 CMR 3.03(1)(b)

1. ☐ statement identifying qualifications of shelter home parents as required by 102 CMR 3.09(2);
2. ☐ physical requirements for shelter homes as required by 102 CMR 3.09(3);
3. ☐ **plan for orientation of shelter home parents** as required by 102 CMR 3.09(4);
4. ☐ procedures for completion of shelter home assessments and approval of shelter homes as required by 102 CMR 3.09(5);
5. ☐ plan for ongoing training of shelter home parents as required by 102 CMR 3.09(8);
6. ☐ general **shelter home parent agreement** and **agreement upon placement of an individual child** as required by 102 CMR 3.09(9)(a) and (b).

I attest that all documents not provided herein are on file with the Department of Early Education and Care and reflect current agency policy and procedures. Additional documents may be requested by your licenser at the time of renewal.

Signature of Applicant or Designee

Date