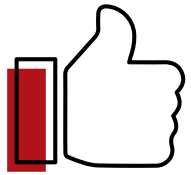
Provider Experience

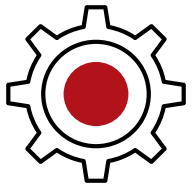
Welcome!

While waiting for others to join, check your Zoom settings and drop your full name, role and organization in the chat.



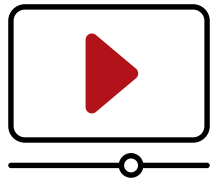
Find "Raise Hand"

- In meeting controls, click “Reactions”
- Click raise hand to ask a question or answer a prompt



Update Your Name

- In meeting controls, click “Participants”
- Hover over your name, click "..."
- Click "rename" to update to your First Name & Last Name



Technical Trouble?

- Send a message to the EEC Host: Meaghan Blanton

Housekeeping



Please feel welcome to place questions in the chat

Questions will be gathered for a holistic FAQ document that will be distributed after all training is completed



When asked for feedback or comments by facilitators throughout the session, please “raise your hand” to be called on



Please keep your microphone on mute to reduce feedback until you are looking to make a statement or ask a question

Today's Agenda

Today's training will cover the phases of the Provider Experience with Child Care Financial Assistance

Topic
Introductions & Housekeeping
Provider Experience: Overview & Background
Enrollment and Attendance
Reimbursement Based on Enrollment
BREAK
Deep Dive: Self-Employment
BREAK
Deep Dive: Transportation
Training Conclusion

Introductions: EEC Team

- **Tyreese Nicolas**, Deputy Commissioner of Family Access & Engagement
- **Bethanie Glass**, Director of Child Care Financial Assistance
- **Alicia Siryon-Wells,** Associate Commissioner of Audit Resolution

- **Audit Team**
  - Chet Stone, Subsidy and Transportation Compliance Monitor
  - Randy Wong, Subsidy and Transportation Compliance Monitor
  - Frank Ray, Fiscal Monitor
  - Joyce Nkwah, Grant & Subsidy Fiscal Monitor

Today's Course Objectives

By the end of this course, you will be able to…

- Articulate the changes to the regulations, policies, and procedures connected to the provider experience: Enrollment and Attendance, Reimbursement Based on Enrollment, Self-Employment, and Transportation.
- Execute procedures associated with Enrollment and Attendance, Reimbursement Based on Enrollment, Self-Employment, and Transportation to drive the policies and regulations forward
- Understand how the new regulations, policies, and procedures impact how you work with families, and how families will work with our various partners – you!

The Provider Experience

What is the Provider Experience?

The Provider Experience covers the practices required to maintain the quality and regulatory compliance required to maintain the efficacy of the Child Care Financial Assistance program.

Type of Providers

Enrollment and Attendance

Reimbursement Based on Enrollment

Self-Employment

Transportation

Each topic will explore key areas:

- Policy and procedures covering both the current and future state (what has changed)
- How to communicate with families, where applicable
- Implications for your day-to-day work in CCFA.

Provider Experience Process Map



Eligibility and Authorization is complete.



Enrolled child begins care.



Provider tracks attended and non-attended days.



Monthly attendance and billing is completed in CCFA System.



EEC approves billing and submits payment.



Process repeats as children are enrolled and attendance, billing, and payment is completed.

Types of Providers and Agreements

Contracted providers and Family Child Care Systems

- Contracted providers and Family Child Care Systems are required to sign a Commonwealth of Massachusetts Standard Contract Agreement with EEC.
- Contract Agreements with EEC are only available through a procurement process as required by the Commonwealth of Massachusetts's Operations Service Division (OSD).
- Family Child Care Providers accepting contract slots are required to sign a System agreement with a Family Child System.

Child Care Resource and Referral Agencies (CCRR)

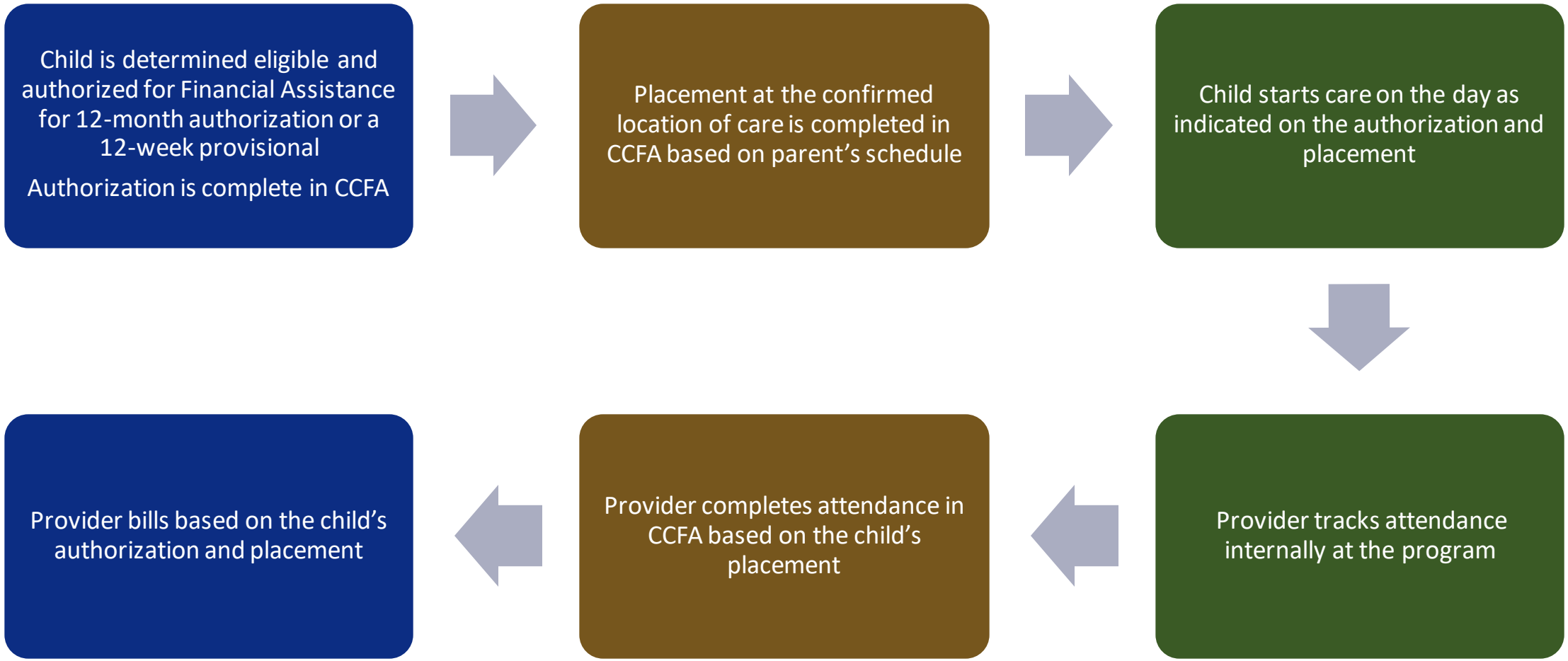
- Initiates agreements with Providers accepting vouchers through a Voucher Agreement
- Providers can sign a Voucher Agreement with a CCRRs at any time.
  - Where there is an Umbrella organization that has multiple provider locations of care across more than one CCRR Region, a separate voucher agreement must be completed with that respective CCRR.
- Funded early education and care providers are required to obtain and submit to the CCRR a copy of a current and valid Certificate of Eligibility for Funding issued by EEC.

Family Access Administrators

A person or organization authorized or designated by EEC to conduct eligibility determinations for child care financial assistance, subject to EEC oversight and review. Current authorized entities include Contracted Child Care Educators/Providers and CCRRs.

Enrollment and Attendance

Enrollment-Based Attendance Overview



From Authorization to Attendance

Authorization

- Verification of eligibility is complete.
- Authorization is entered into CCFA.
- File is sent to Secondary Approver for review and approval.
  - File can be hard copy or electronic.
  - If rejected, all corrections are made to ensure final approval.
  - Authorization can be pushed forward up to 3 weeks if family is not ready to start care.

Placement

- Upon final approval of Authorization in CCFA, a placement is created based on family's schedule and service need.
- Fee Agreement and Voucher (if applicable) is generated and sent to parent for signature. (Electronically or Hard Copy)
- Final documents are placed in child's file or electronic filing system.

Attendance

- Child's placement begins and provider tracks attendance.
- Internal tracking of child's attendance and absences is completed in accordance with EEC Financial Assistance Policies and EEC Licensing Policies.
- Programs must counsel families on the Financial Assistance Absence policies.

From Attendance to CCFA Entry

Attendance Review

- Prior to entry into CCFA, internal reviews should be completed.
- Confirm absences are tracked accurately.
- Confirm child is still placed at the program.
- Confirm **if** any potential adjustments are needed.

Second Attendance Review prior to CCFA Entry

- Based on program's internal attendance policies.
- Provides additional confirmation of complete and accurate billing.

Entry into CCFA

- Providers should enter their own attendance
- Org Admins can enter attendance for providers under umbrella.
  - Contract Provider: FCC, Center Based
  - Voucher Providers should complete their own attendance.
  - Entry can be done daily, weekly, or monthly.

Key Attendance and Absence Reminders

- For enrollment-based attendance, use "*AS SCHEDULED*" when possible.
  - Absences should still be entered into CCFA.
  - School Age will require accurate attendance tracking in CCFA based on the placement.
- EEC will continue to pay for child care while the child has an active placement and follows EEC's attendance and payment policies.
- The family must continue to pay their parent fee for all days the child(ren) is absent.
- FAA instructions for absences and Approved Break in Care
  - Terminations on child's placement can be issued in the following circumstances
    - 30 consecutive unexplained absences, a two-week termination notice may be issued on the 31st day.
    - 45 non-attended days including unexplained absences, a two-week termination notice may be issued on the 46th day.
    - **The Termination ONLY applies to the child's placement, NO CHANGE SHOULD BE MADE TO THE AUTHORIZATION.**
  - EEC does not pay when there is an Approved Break In Care.
  - The placement must be terminated with Approved Break in Care as the reason.
- Absences related to DCF children
  - Ongoing communication with DCF Case worker when excessive absences occur.
  - If DCF child is terminated, a new referral will have to be issued.

Reimbursement Based on Enrollment

Reimbursement Process for Contract Providers



Completion and review of internal Attendance.



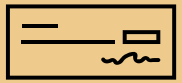
Review and verification of approved closures, absences, and PTO is confirmed.



Data entry completed in CCFA based on the EEC Reimbursement Policies and Procedures.



Contract Providers submit to EEC and the CCRR via a Vendor Certification.



EEC makes direct payment to Contract Provider.

CCRRs make direct payment to Contract Provider (once EEC reimburses CCRR).



Contract Provider confirms payment and reviews for accuracy.

Reimbursement Process for Voucher Providers



Completion and review of internal Attendance.



Review and verification of approved closures and absences

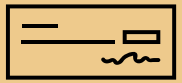


Data entry completed in CCFA based on the EEC Reimbursement Process.



Voucher Providers submits billing to CCRR on designated day.

CCRRs reviews and confirms billing and submits to EEC.



EEC makes direct payment to CCRRs.

CCRRs make direct payment to Voucher Providers



Voucher Provider confirms payment and reviews for accuracy.

Reimbursement Based on Enrollment Policy

Providers will be reimbursed up to the maximum daily reimbursement rate shown on the current rate chart as calculated for the region and type of care provided, based on family authorization and child(ren) schedule.

Full-Time Care

Reimbursement for child care services for families authorized for full-time care is paid based on the child's schedule. If child schedule is full time, reimbursement will be at 100% of the EEC daily rate.

Part-Time Care

Reimbursement for child care services for families authorized for part-time care is paid based on the child's schedule. If child schedule is daily part time, reimbursement will be at 60% of the EEC daily rate.

School-Aged Child Care

Reimbursement for School Age Children: On days when school is in session, school age Children enrolled care shall only be reimbursed for Before and/or After School rates. School Age children in Family Child Care shall be reimbursed at the Part Day Rate.

School Closure Only

Reimbursement for School Closure Only: On days when child attends the provider will be reimbursed.

Reimbursement Based on Enrollment Procedure

Providers will be reimbursed at the contracted (daily) rate, less required fees, for actual utilization, unless otherwise stated in EEC policy

Utilization:
number of enrolled slots multiplied by the number of service days in a given month

Service days include:
- enrolled days (present and absent)
- approved closure days
- approved holidays
- approved emergency closures

- Family child care systems must pay family child care providers who have an agreement with the system at a rate equal to or greater than the regional rate for Family Child Care based on the age of the child (less than or over 2 years old)
- A full-day rate is paid when the child is authorized and scheduled for full-time care
- 60% of the full-day rate is paid when the child is authorized and scheduled for part-time care.
  - Providers will be paid when school is in session for Before and/or After School rates. Family Child Care shall be paid at the Part Day Rate.

Paying Based on Enrollment for Early Education Providers: Key Reminders

Providers will bill based on the child's enrollment (the hours agreed upon between the parent and provider) including schedule changes.

Providers may not enroll, and EEC will not pay for, financial assistance for a family before the beginning date indicated on the family's voucher or, if the child is in a contracted slot, before the beginning date indicated on the signed Financial Assistance and Fee Agreement.

If a child(ren) attends past the family's authorization end date, the family CANNOT be held financially responsible for this oversight UNLESS the family enters and signs a private pay agreement with the provider prior to the family's authorization ending.

EEC will not pay for child care services provided beyond the family's authorized end date, as indicated on the family's voucher or signed Financial Assistance and Fee Agreement, or for care provided contrary to EEC regulations and policies.

Paying Based on Enrollment for School Age: Key Reminders

- On days when school is in session, EEC will pay for before- and/or after-school rates or part day rates for family child care providers serving school age children.
  - EEC does not pay for school age child care services received during the school day, even if a school department provides remote or hybrid school.
- On days when school is not in session, EEC will pay providers full days rates for children with intermittent placements. This includes
  - Early Release days
  - School Vacation days and School Holidays (provider is open)
  - School Closure Days
  - Summer and Winter Breaks
  - Days that the early education and care provider was scheduled to provide full day care under one of the eligible categories above but had an Emergency Closure, pursuant to the Emergency Closure policy.
- A child attending public kindergarten is considered a school age child.
- Providers serving families with 5-year old children who are enrolled in preschool (instead of Kindergarten in the local school district) will be reimbursed at the preschool rate, less any parent fees.

Approved Closures

What's the Same

- EEC will pay for care during an approved closure. Approved closures are:
  - **Holidays and professional development days**
  - **Emergency closures including Partial Paid Emergency Closure**
- Emergency Closure Process
  - All Holidays and Professional Development Days must be submitted on the schedule approved by EEC on an annual basis.
    - Contracted Child Care Educators/Providers and FCC Systems submit the schedule to EEC.
    - Voucher Only Child Care Educators/Providers submit their schedule to the CCRR.
  - Payment for emergency closures is **limited to three consecutive days**, unless otherwise approved by EEC.
    - Contracted providers seeking approval of more than three consecutive days shall submit an approval request to EECSubsidyManagement@mass.gov for review by the Contracts Team.
    - Voucher-only providers seeking approval of more than three consecutive days shall submit an approval request to their CCRR. The CCRR will request approval from EEC on their behalf by emailing EECSubsidyManagement@mass.gov.
- Documentation must be maintained on file.
- Emergency Closure beyond three consecutive days without EEC approval may result in denial of reimbursement.
- EEC will pay parent fees for the duration of approved emergency closures.
- Emergency Closure reimbursement is not dependent on providers charging private pay families.

What's New



- New Closure type: **Early Release/School Day Closure**
  - Allows for School Age Child to be paid for the full day when there is an Early Release Day regardless of the number of hours.

Early Release/School Day Closure Reimbursement

Allows for overlapping placements when SA child AS placement is 'regular placement' and attends FT hours due to early release in afternoon program.
If child has BS placement at different provider, provider will be able to bill for BS.

The provider with the Intermittent placement, the parent pays the full time parent fee.

Allows for SA child to attend designated AS program full day when there is an early release day.

Provider is paid for Full day
Parent pays the full-time parent fee.

Allows for SA child to attend designated AS program full day when there is an early release day. If child does not attend, child is not marked absent. Provider can enter closure code

Provider is paid for Full day
EEC pays parent fee

Enrollment Code Updates

Former Code	Former Attendance Type Description	New Enrollment Codes	New Attendance Type Description
A0	Attended - No Transportation	EN0	Enrolled - No Transportation
A1	Attended - 1-Way Transportation	EN1	Enrolled - One Way Transportation
A2	Attended - 2-Way Transportation	EN2	Enrolled - Two Way Transportation
IF0	Intermittent Full Time No Transportation	IEN0	Enrolled Intermittent - No Transportation
IF1	Intermittent Full Time 1 Way Transportation	IEN1	Enrolled Intermittent - One Way Transportation
IF2	Intermittent Full Time 2 Way Transportation	IEN2	Enrolled Intermittent - Two Way Transportation
IP0	Intermittent Part Time No Transportation	IEP0	Additional will be added to accommodate PT intermittent.
IP1	Intermittent Part Time 1 Way Transportation	IEP1	
IP2	Intermittent Part Time 2 Way Transportation	IEP2	
IFF0	Intermittent Flexible Full Time No Transport	EF0	Enrolled Full Time - No Transportation
IFP0	Intermittent Flexible Part Time No Transport	EP0	Enrolled Part Time - No Transportation
IFF1	Intermittent Flexible Full-Time One-Way Transport	EF1	Enrolled Full Time - One Way Transportation
IFP1	Intermittent Flexible Part Time One Way Transport	EP1	Enrolled Part Time - One Way Transportation
IFF2	Intermittent Flexible Full-Time Two-Way Transport	EF2	Enrolled Full Time - Two Way Transportation
IFP2	Intermittent Flexible Part Time Two Way Transport	EP2	Enrolled Part Time - Two Way Transportation

Enrollment Code Updates

Former Code	Former Attendance Type Description	New Enrollment Codes	New Attendance Type Description
FA0	Flexible Attendance No Transport	EN0	Enrolled - No Transportation
FA1	Flexible Attendance One Way Transport	EN1	Enrolled - One Way Transportation
FA2	Flexible Attendance Two Way Transport	EN2	Enrolled - Two Way Transportation
FF0	Flexible Full Time No Transport	EF0	Enrolled Full Time - No Transportation
FF1	Flexible Full-Time One-Way Transport	EF1	Enrolled Full Time - One Way Transportation
FF2	Flexible Full-Time Two-Way Transport	EF2	Enrolled Full Time - Two Way Transportation
FP0	Flexible Part Time No Transport	EP0	Enrolled Part Time - No Transportation
FP1	Flexible Part Time One Way Transport	EP1	Enrolled Part Time - One Way Transportation
FP2	Flexible Part Time Two Way Transport	EP2	Enrolled Part Time - Two Way Transportation
FA0	Flexible Attendance No Transport	EN0	Enrolled - No Transportation
FA1	Flexible Attendance One Way Transport	EN1	Enrolled - One Way Transportation
FA2	Flexible Attendance Two Way Transport	EN2	Enrolled - Two Way Transportation
FF0	Flexible Full Time No Transport	EF0	Enrolled Full Time - No Transportation
FF1	Flexible Full-Time One-Way Transport	EF1	Enrolled Full Time - One Way Transportation
FF2	Flexible Full-Time Two-Way Transport	EF2	Enrolled Full Time - Two Way Transportation

Enrollment Codes (No changes)

CCFA Code	Attendance Type		Reimbursement Results
PR	Provider Refused Service	No change	(Not Billable)
RS	Parent Refused Service	No change	
CF0	Approved Closure (Full) No Transport	No change	payment based on schedule
CF1	Approved Closure (Full) One Way Transport	No change	payment based on schedule
CF2	Approved Closure (Full) Two Way Transport	No change	payment based on schedule
CP0	Approved Closure (Part) No Transport	No change	payment based on schedule
CP1	Approved Closure (Part) One Way Transport	No change	payment based on schedule
CP2	Approved Closure (Part) Two Way Transport	No change	payment based on schedule
IC0	Intermittent Closure No Transport	No change	allows for PS or SA child to be in care full day, payment is not based on schedule if authorized for FT
IC1	Intermittent Closure One Way Transport	No change	allows for PS or SA child to be in care full day, payment is not based on schedule if authorized for FT
IC2	Intermittent Closure Two Way Transport	No change	allows for PS or SA child to be in care full day, payment is not based on schedule if authorized for FT

Substitute Care Reimbursement

Reminder:

- EEC will only provide payment to one provider at a time. Families cannot hold enrollment at one early education and care provider while the child attends another early education and care provider.
- EEC will not provide payment for a child to receive early education and care services with two providers for an overlapping period of time.

- **If a family's provider is unavailable to provide care and substitute care is provided, payment is made only to the substitute provider.**
  - Substitute care must occur within the same umbrella organization or Family Child Care System, program type, schedule, and region as the primary early education and care provider.
  - Center-based early education and care providers may close one location and offer substitute care at another location, but EEC will only provide payment once since both locations would be under the same umbrella.
- **EEC may pay both the primary and substitute providers in the following circumstances**
  - ***Paid Time Off (PTO):*** Family Child Care (FCC) Providers may take Paid Time Off (PTO) days in accordance with the Paid Time Off (PTO) Policy for Financial Assistance FCC Providers.
    - EEC will provide payment for both the PTO day and for any substitute care provided on that day.
  - ***Emergency Closures***: EEC will provide payment for both the primary and substitute early education and care provider during Emergency Closures, so long as substitute care meets the additional requirements detailed for substitute care.
    - Partial Emergency Closures, such as for a single classroom that is part of the larger program, are not eligible for substitute care.
    - Center-based early education and care providers who close one location and offer substitute care at another location may use Substitute Care Module, but EEC will only provide payment once since both locations would be under the same umbrella.

Reimbursement During Investigations: FCC Providers

- When an allegation, incident, injury, or criminal charge involving an EEC licensed Family Child Care (FCC) Program requires an investigation by EEC and/or other state agencies, EEC may request that the FCC Provider voluntarily put the program license into inactive status, pending the outcome of any associated investigation(s).
- EEC will only be requesting that an FCC provider go into inactive status in the most serious cases.
  - FCC providers with an inactive status pending investigation are not eligible to receive financial assistance reimbursement payments during pending investigations. This includes any grant payments.
- The issuance of an Emergency Suspension, Revocation, or Refusal to Renew legal order to the FCC Provider, or the voluntary surrender of the license by the FCC Provider, will immediately cease any further reimbursement payments to the FCC provider past the date of the legal order or voluntary surrender.
- EEC reserves the right to recoup payment in the event that reimbursement was prepaid.

If a program appears to be facing financial or administrative challenges, Family Access Administrators must report concerns promptly to the Deputy Commissioner for Family Access and Engagement.

Offering Discounts and scholarships

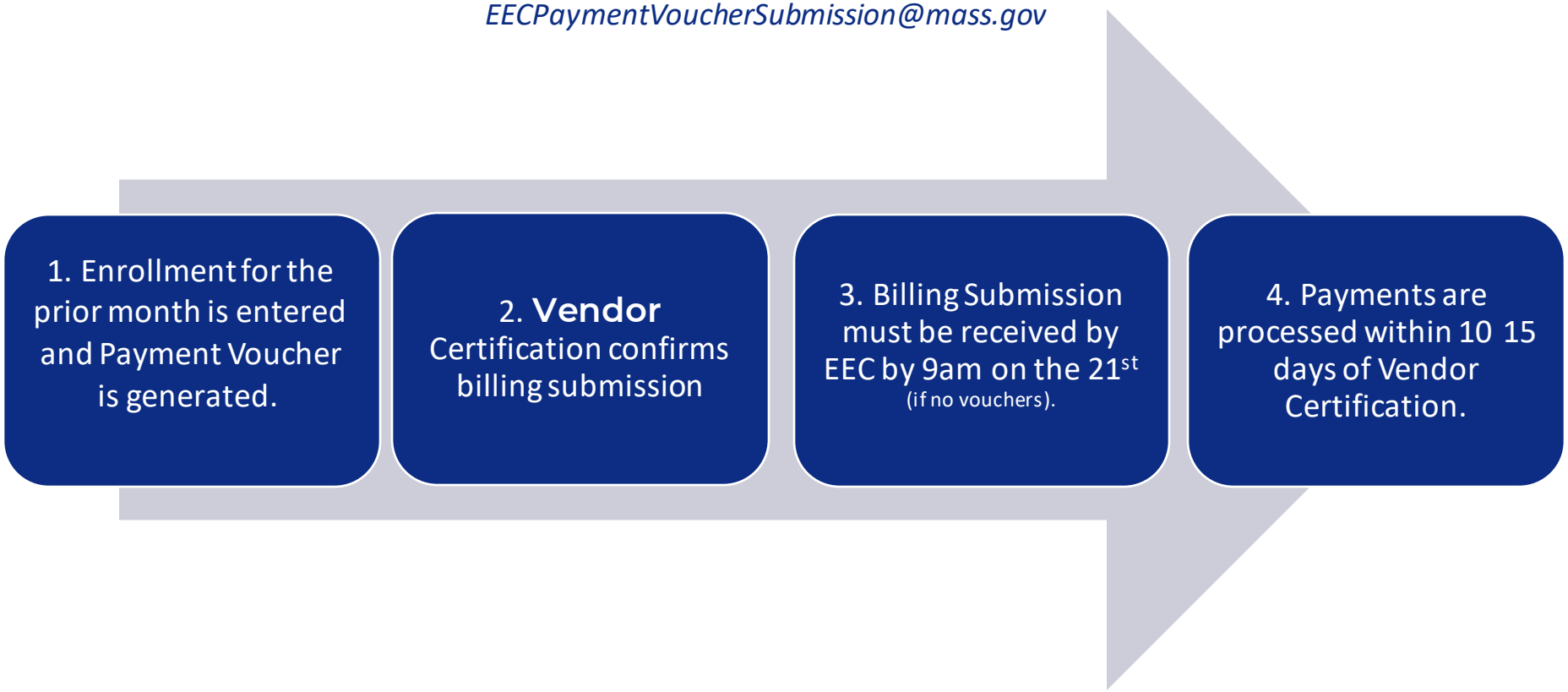
- EEC will not be enforcing the requirement* that early education and care provider charge private families a rate equal to or higher than the state subsidized rate.
  - Tuition Rates should be published in provider handbook.
- Early education and care providers will have flexibility in the charging of private pay families and allows the offering of discounts (including employee discounts), tuition waivers, etc., without requiring restricted revenue to cover the differential cost of care.
  - Ensure policies surrounding discounts and scholarships are clear and published.

*Price Limitation Law (CMR 801)

Issuing Payments: Contract Provider Process

Contracted early education and care must utilize EEC's Child Care Financial Assistance (CCFA) System to complete and submit billing for services rendered.

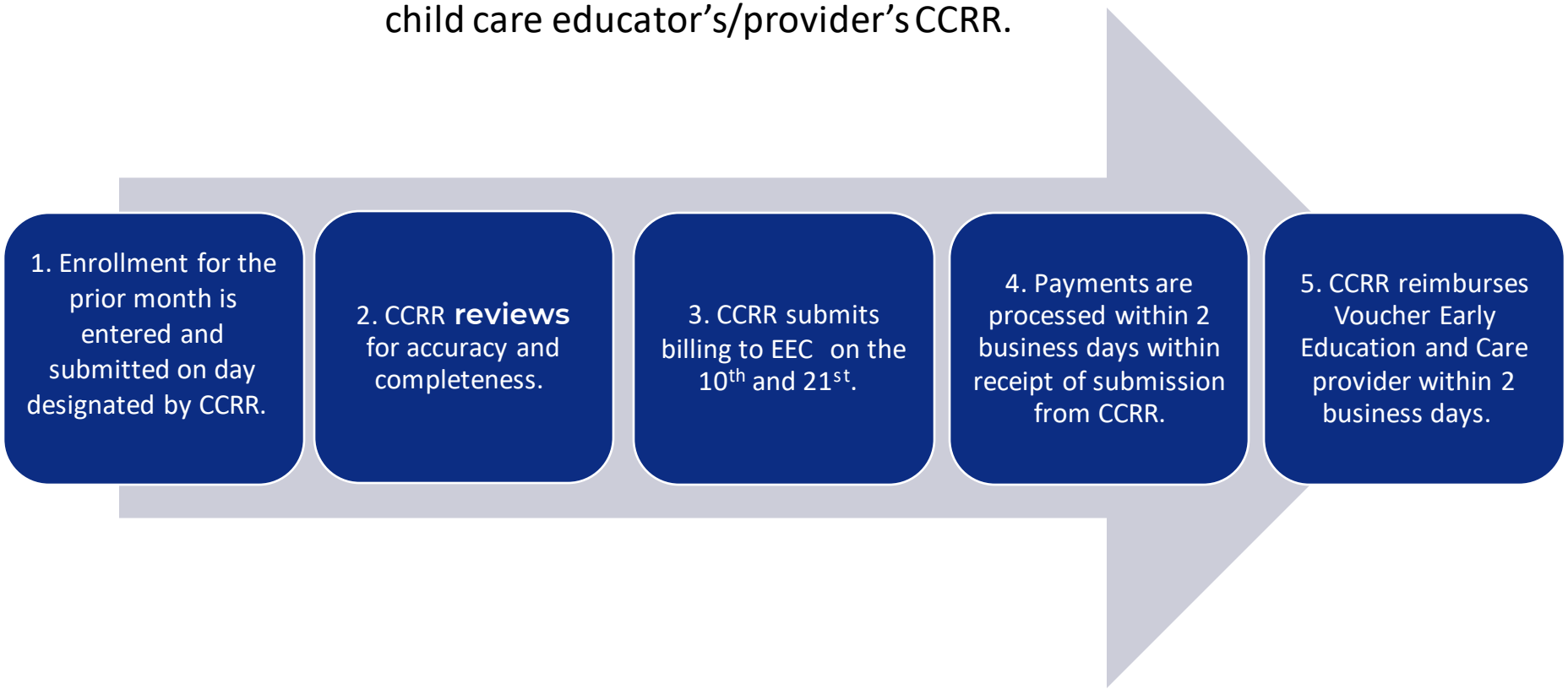
For the Payment Vouchers that are not generated from CCFA (i.e special needs, 3rd trimester and CCRR management billing), please scan your Payment Voucher(s) (no hard copy is required) with attached back-up to EEC's designated Accounting Unit mailbox at: EECPaymentVoucherSubmission@mass.gov



Issuing Payments: Voucher Provider Process

All voucher early education and care providers must utilize EEC's Child Care Financial Assistance (CCFA) System to complete and submit monthly billing for prior month's services.

All voucher billing is reviewed and approved by the voucher child care educator's/provider's CCRR.



IE Flex Pool and Supportive Expansion

EEC Contract Providers continue to have access to the Income Eligible Flex Pool and DCF Expansion.

- Prior to the pandemic, there was a 5% cap on the flex pool
- The pandemic allowed for the cap to be lifted to help boost enrollment
- Now, providers can add unlimited contracted slots within their licensed capacity as long as they align with the age requirements of their current contract
- Flex pool and Supportive Expansion can only be used for IE and DCF placements
- Flex pool and Expansion gives the provider flexibility and promotes continuity of care for children (e.g., if a child ages out, provider can use flex pool until a permanent slot becomes available)

Special Needs Flexible Spending

- The program is for temporary funding to support a child with special needs with staff training, equipment or the cost of hiring a one-on-one aid
- Programs are responsible for applying for Special Needs Flexible funding, send completed application to EECSubsidyManagement@mass.gov
- Billing for approved Special Needs services and 3rd Trimester services are not generated by CCFA and do not produce a PV.
- For these two services, providers are required to complete a PV and scan the PV including the required back-up documentation, to EEC's designated Accounting Unit mailbox at:
  - EECPaymentVoucherSubmission@mass.gov
  - No hard copies are required.

Denial of Reimbursement or Payment Holds

EEC may deny reimbursement of child care services when:

- The care provided does not meet EEC health and safety standards; and/or
- The early education and care provider fails to follow EEC regulations, policies, procedures, or contract requirements.

EEC may hold reimbursement of child care services when:

- Completion of any audit related adjustments; or
- Sanctions issued by MA Operations Service Division (OSD); or
- Non submission of required Contract documents by the designated deadline.

Key Takeaways

- Enrolled and Attending!!
  - Child is authorized, placed, attending, and meets the criteria for monthly reimbursement.
- Communication with the family is critical when it comes to the schedule they need for care.
- Family Access Administrators must pay close attention to School Age attendance code to ensure complete and accurate billing.
- Family Access Administrators will be informed as to when the CCFA System will be updated with new attendance codes.
  - Additional trainings will be held on processes within the CCFA system.
- Ensure to pay close attention to all designated deadlines set by EEC.

We will return from break at 11:12!

Deep Dive:
Self Employment

Self-Employment Policy

Previous Self Employment income and service need requirements:

- *Initial Authorizations*
  - Three (3) Months of Reporting Earnings Form
  - Federal Taxes
  - Tax Transcripts
  - Receipts documenting income and Expenses

- *Reauthorization*
  - Federal Taxes
  - Tax Transcripts

NEW

Reduction of documentation requirements:

- Only one of the following is needed for income and service need at Initial and/or Reauthorization
  - One (1) Month of Reporting Earnings Form; or
  - Paystubs;
  - Tax Documentation; or
  - Service Contract

Identifying Self-Employment

Types of Self-Employment

An individual is self-employed if he/she:

- Earns income directly from his/her own business;
- Is responsible for obtaining or providing a service or product;
- Cannot be discharged from their employment by someone else;
- Is not required to have federal income tax, Social Security tax, and Medicare tax payments withheld from their earnings; or
- Is not required to complete an IRS W-4 form for an employer.

Most common Types of Self-Employment:

- Ride Share/Delivery: Uber, Lyft, Door Dash,
- Social Media Influences/Creators,
- Independent contractors

Other Examples:

- Sole proprietorship
- Partnerships
- Corporation
- S-Corporations

Documentation Requirements: Step 1

Establishing Self-Employment

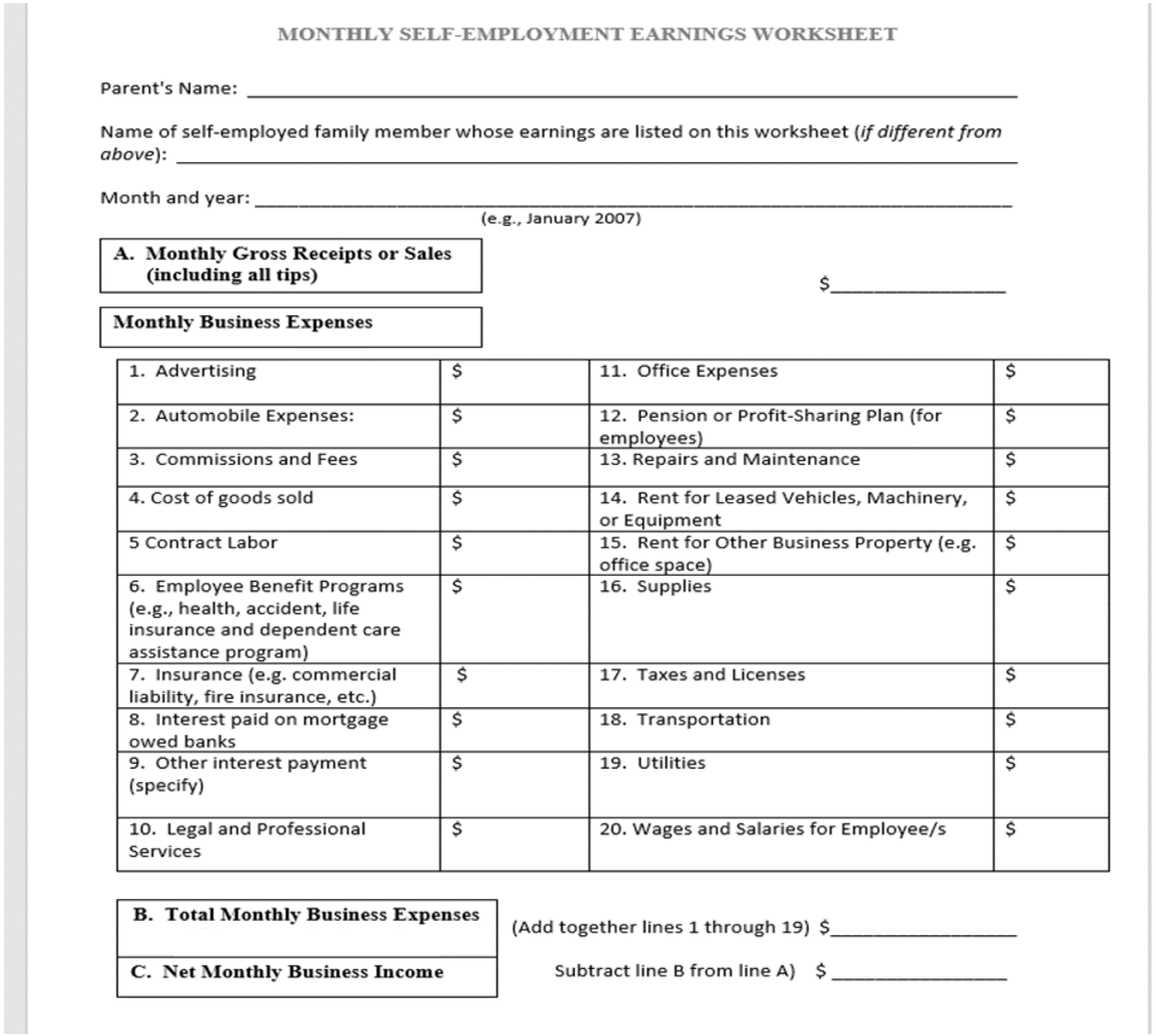
To verify the self-employment business, families must submit business records that verifies their self-employment business.

Copies of business records, such as:

- Registration with the Massachusetts Department of Revenue;
- Doing Business As (DBA) certificate;
- Required licenses;
- Certificate of incorporation; or
- Other documentation verifying the business
  - Tax Registration certificate from the city where the Parent lives.
  - Proof of Estimated quarterly taxes paid.
  - Bank Statement showing Business Checking Account.
  - Documentation from US Patent and Trademark Office (USPTO) showing business name.

Completing the Earnings Worksheet: Step 2

1. Top section of the Worksheet must be fully complete:
   a. Primary Parent's name.
   b. Name of self-employed family member if not the primary parent
   c. The month and year income was earned.
2. **Section A:** Enter total gross income or sales (including tips).
   a. Supporting documentation is not required.
3. **Section B:** Enter applicable and allowable monthly business expenses.
   a. Refer to Allowable Expenses definitions.
   b. Supporting documentation is not required.
4. **Section C:** Total the expenses and deduct that amount from the gross receipts (Section A). This is the Family's *Net Monthly Business Income*



MONTHLY SELF-EMPLOYMENT EARNINGS WORKSHEET

Parent's Name: _____

Name of self-employed family member whose earnings are listed on this worksheet (*if different from above*): _____

Month and year: _____
(e.g., January 2007)

A. Monthly Gross Receipts or Sales (including all tips) $_____

Monthly Business Expenses

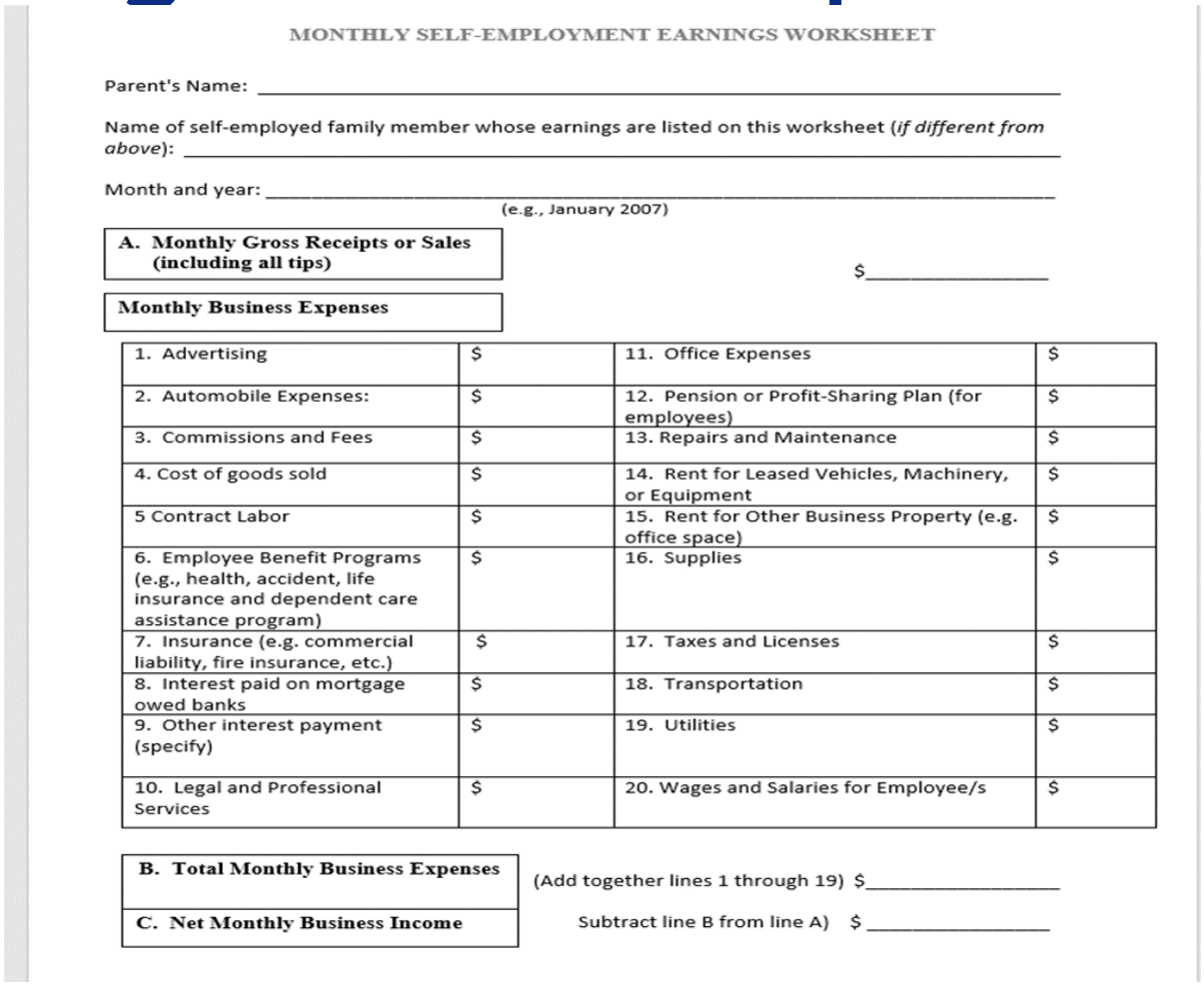
1. Advertising	$	11. Office Expenses	$
2. Automobile Expenses:	$	12. Pension or Profit-Sharing Plan (for employees)	$
3. Commissions and Fees	$	13. Repairs and Maintenance	$
4. Cost of goods sold	$	14. Rent for Leased Vehicles, Machinery, or Equipment	$
5 Contract Labor	$	15. Rent for Other Business Property (e.g. office space)	$
6. Employee Benefit Programs (e.g., health, accident, life insurance and dependent care assistance program)	$	16. Supplies	$
7. Insurance (e.g. commercial liability, fire insurance, etc.)	$	17. Taxes and Licenses	$
8. Interest paid on mortgage owed banks	$	18. Transportation	$
9. Other interest payment (specify)	$	19. Utilities	$
10. Legal and Professional Services	$	20. Wages and Salaries for Employee/s	$

B. Total Monthly Business Expenses (Add together lines 1 through 19) $_____

C. Net Monthly Business Income Subtract line B from line A) $_____

Process for Determining Income: Step 3

1. If parent provides 1 month of income, the service need calculation will be the Net Monthly Income divided by 4.33.
   a. That amount is then divided by the minimum wage (see section for minimum wage information) to get the hours per week.
2. If the parent meets the minimum activity requirements, a 12-month authorization is issued.
3. If the parent does not meet the minimum activity requirements, a Provisional Authorization is issued so the parent can obtain an allowable activity.



MONTHLY SELF-EMPLOYMENT EARNINGS WORKSHEET

Parent's Name: _____

Name of self-employed family member whose earnings are listed on this worksheet (*if different from above*): _____

Month and year: _____
(e.g., January 2007)

A. Monthly Gross Receipts or Sales (including all tips) $_____

Monthly Business Expenses

1. Advertising	$	11. Office Expenses	$
2. Automobile Expenses:	$	12. Pension or Profit-Sharing Plan (for employees)	$
3. Commissions and Fees	$	13. Repairs and Maintenance	$
4. Cost of goods sold	$	14. Rent for Leased Vehicles, Machinery, or Equipment	$
5 Contract Labor	$	15. Rent for Other Business Property (e.g. office space)	$
6. Employee Benefit Programs (e.g., health, accident, life insurance and dependent care assistance program)	$	16. Supplies	$
7. Insurance (e.g. commercial liability, fire insurance, etc.)	$	17. Taxes and Licenses	$
8. Interest paid on mortgage owed banks	$	18. Transportation	$
9. Other interest payment (specify)	$	19. Utilities	$
10. Legal and Professional Services	$	20. Wages and Salaries for Employee/s	$

B. Total Monthly Business Expenses (Add together lines 1 through 19) $_____

C. Net Monthly Business Income Subtract line B from line A) $ _____

Process for Determining Income and Service Need hours: Step 4

Example #1: Using the Self Employment Reporting Earning Form

EXAMPLE A:

Parent provides Self-Employment Earnings Worksheets for the prior 1 months which includes deductions. When calculating income and service need hours minus the allowable expenses.

(Family size for this example is 2).

$5,540.99 gross income for March minus $1,580 in allowable expenses = $3,960.99(Net Monthly Business Income)

$3,960.00 / 4.33 = $914.55/ $15.00 (2023 Minimum wage) = 60 hours per week

ELIGIBLE for full time care.

EXAMPLE B:

At initial authorization, parent provides Self-Employment Earnings Worksheets for the prior 1 month which includes no deductions. (Family size for this example is 2).

$4,500 for March (Net Monthly Business Income) = Income is over the 50% SMI, therefore

Family is INELIGIBLE.

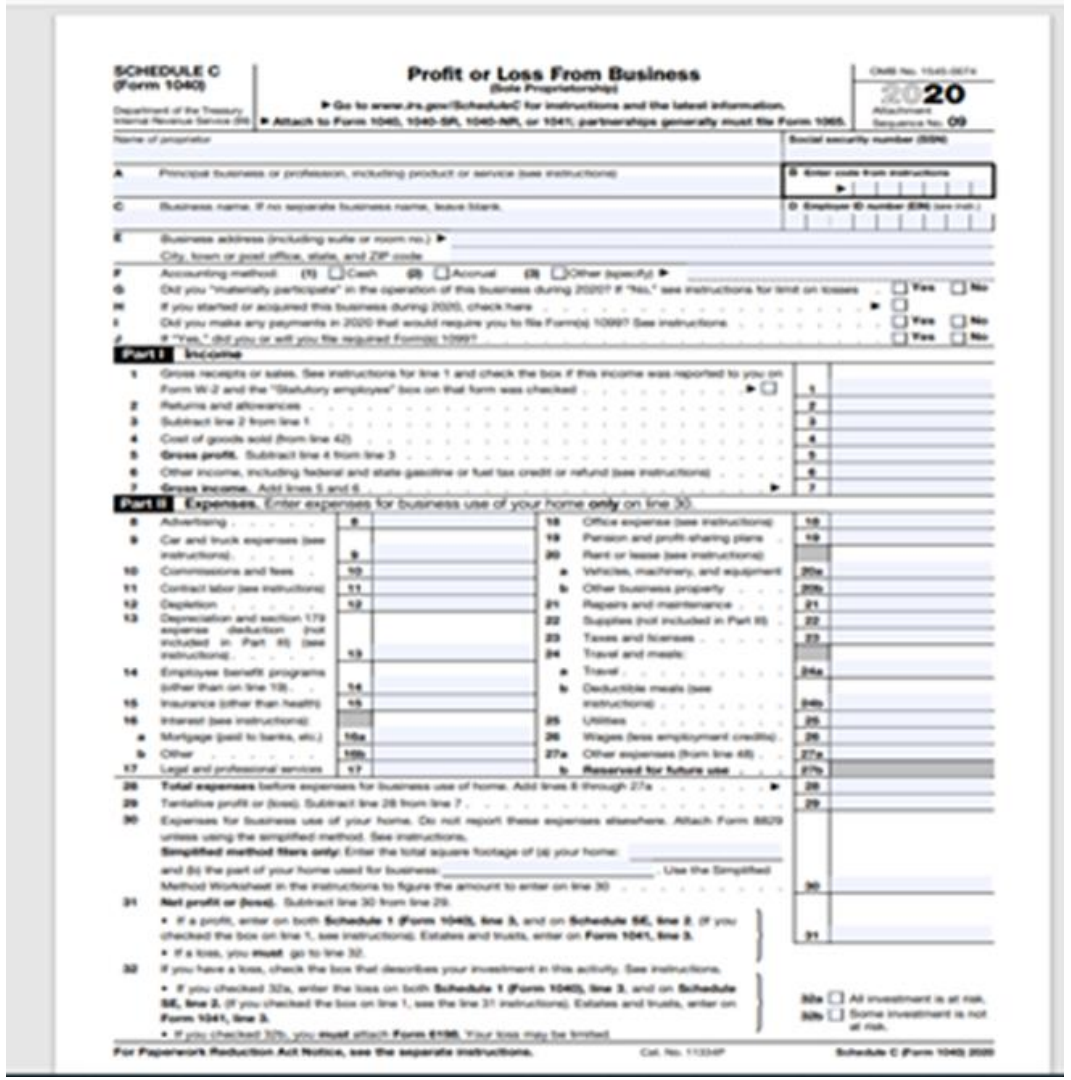
Determine income and service need using taxes

Copies of most recent federal tax returns, including all applicable schedules. These forms and schedules include, but not limited to:

- 1040: U.S. Individual Income Tax Return
- Schedule C: Profit or Loss from Business
- Schedule E: Supplemental income and Loss

General procedures for calculating self-employment income when a parent provides a Federal return or Tax Transcript as verification:

1. Identify the gross profit and net profit reported on the appropriate schedule.
2. Review the deductions claimed by the parent to determine if the deductions are allowable.
3. If there are deductions that are not allowable, add the amount of those deductions to the net profit. This includes deductions not allowable in accordance with the self-employment expenses.
4. The net profit, plus the amount of any non-allowable deductions, will equal the parent's self-employment income which will be used to determine both eligibility and the number of hours of care.



SCHEDULE C (Form 1040)

Profit or Loss From Business

(Sole Proprietorship)

2020

Part I Income

Part II Expenses. Enter expenses for business use of your home only on line 30.

For Paperwork Reduction Act Notice, see the separate instructions.

Schedule C (Form 1040) 2020

Process for Determining Income using Taxes

Example #2: Using Tax Documentation

EXAMPLE A:

Parent provides 1040: U.S. Individual Income Tax Return that includes the Schedule C, Profit or Loss from Business information.

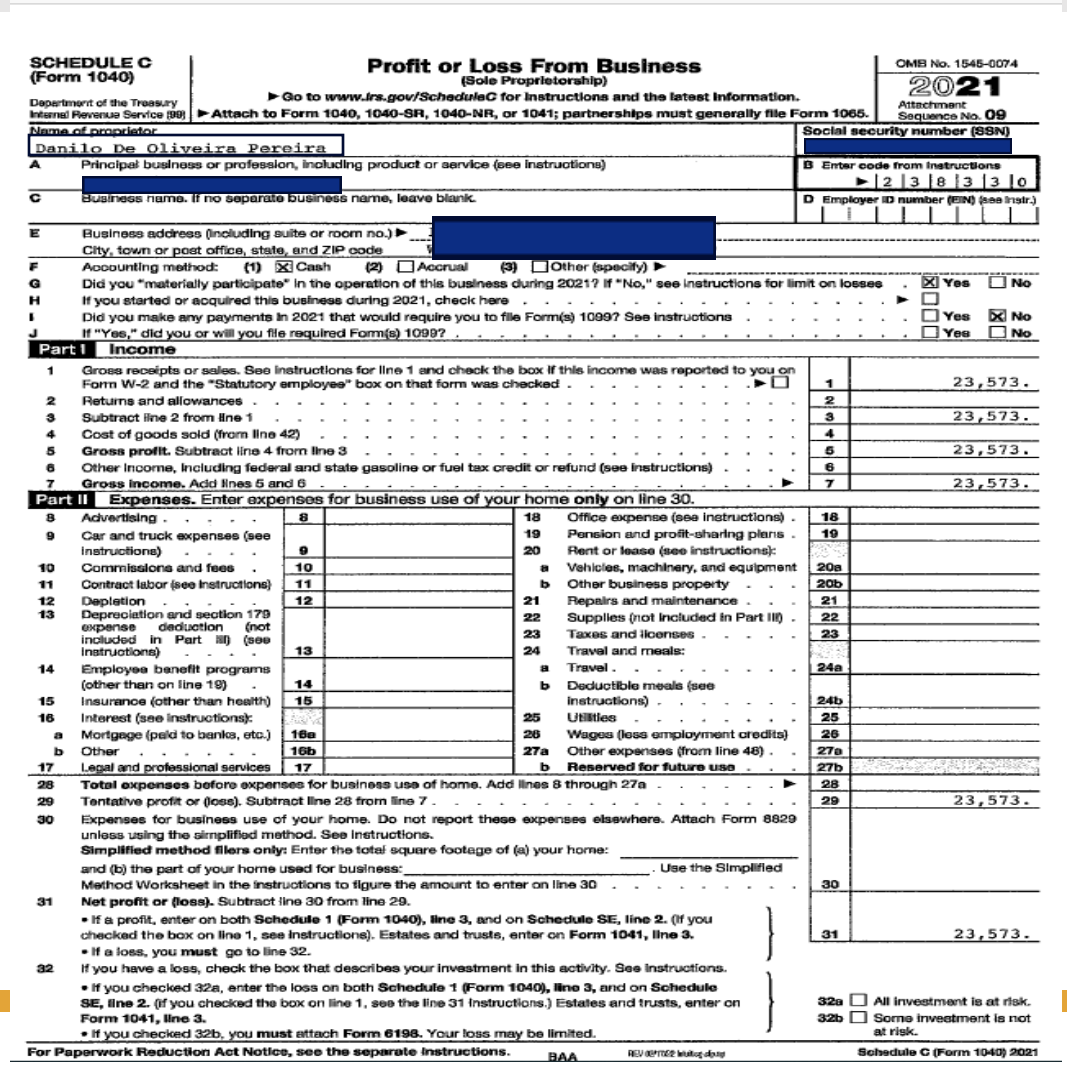
When calculating income and service need hours, Part I, Gross Income is reviewed, and Part II Expenses is reviewed for allowable expenses.

(Family size for this example is 3).

$23,573 gross income minus $0.00 in allowable expenses = **$23,573** (Net Yearly Business Income)

$23,573/ 52= $453.32/ $15.00 (2023 Minimum wage) = **30** hours per week

ELIGIBLE for full time care.



SCHEDULE C (Form 1040) — Profit or Loss From Business (Sole Proprietorship) — 2021

Department of the Treasury, Internal Revenue Service (99)

▶ Go to www.irs.gov/ScheduleC for instructions and the latest information.

▶ Attach to Form 1040, 1040-SR, 1040-NR, or 1041; partnerships must generally file Form 1065.

OMB No. 1545-0074 — Attachment Sequence No. 09

Name of proprietor: Danilo De Oliveira Pereira — Social security number (SSN): [redacted]

A Principal business or profession, including product or service (see instructions): [redacted] — B Enter code from instructions: ▶ 238330

C Business name. If no separate business name, leave blank. — D Employer ID number (EIN) (see instr.)

E Business address (including suite or room no.) ▶ [redacted]

City, town or post office, state, and ZIP code

F Accounting method: (1) ☒ Cash (2) ☐ Accrual (3) ☐ Other (specify) ▶

G Did you "materially participate" in the operation of this business during 2021? If "No," see instructions for limit on losses — ☒ Yes ☐ No

H If you started or acquired this business during 2021, check here ▶ ☐

I Did you make any payments in 2021 that would require you to file Form(s) 1099? See instructions — ☐ Yes ☒ No

J If "Yes," did you or will you file required Form(s) 1099? — ☐ Yes ☐ No

Part I Income

1	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked ▶ ☐	1	23,573.
2	Returns and allowances	2	
3	Subtract line 2 from line 1	3	23,573.
4	Cost of goods sold (from line 42)	4	
5	**Gross profit.** Subtract line 4 from line 3	5	23,573.
6	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6	
7	**Gross income.** Add lines 5 and 6 ▶	7	23,573.

Part II Expenses. Enter expenses for business use of your home **only** on line 30.

8	Advertising	8		18	Office expense (see instructions)	18	
9	Car and truck expenses (see instructions)	9		19	Pension and profit-sharing plans	19	
10	Commissions and fees	10		20	Rent or lease (see instructions):		
11	Contract labor (see instructions)	11		a	Vehicles, machinery, and equipment	20a	
12	Depletion	12		b	Other business property	20b	
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	13		21	Repairs and maintenance	21	
14	Employee benefit programs (other than on line 19)	14		22	Supplies (not included in Part III)	22	
15	Insurance (other than health)	15		23	Taxes and licenses	23	
16	Interest (see instructions):			24	Travel and meals:		
a	Mortgage (paid to banks, etc.)	16a		a	Travel	24a	
b	Other	16b		b	Deductible meals (see instructions)	24b	
17	Legal and professional services	17		25	Utilities	25	
				26	Wages (less employment credits)	26	
				27a	Other expenses (from line 48)	27a	
				b	**Reserved for future use**	27b	
28	**Total expenses** before expenses for business use of home. Add lines 8 through 27a ▶					28	
29	Tentative profit or (loss). Subtract line 28 from line 7					29	23,573.
30	Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method. See instructions. **Simplified method filers only:** Enter the total square footage of (a) your home: _____ and (b) the part of your home used for business: _____. Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30					30	
31	**Net profit or (loss).** Subtract line 30 from line 29. • If a profit, enter on both **Schedule 1 (Form 1040), line 3,** and on **Schedule SE, line 2.** (If you checked the box on line 1, see instructions). Estates and trusts, enter on **Form 1041, line 3.** • If a loss, you **must** go to line 32.					31	23,573.
32	If you have a loss, check the box that describes your investment in this activity. See instructions. • If you checked 32a, enter the loss on both **Schedule 1 (Form 1040), line 3,** and on **Schedule SE, line 2.** (If you checked the box on line 1, see the line 31 instructions.) Estates and trusts, enter on **Form 1041, line 3.** • If you checked 32b, you **must** attach **Form 6198.** Your loss may be limited.					32a ☐ All investment is at risk. 32b ☐ Some investment is not at risk.	

For Paperwork Reduction Act Notice, see the separate instructions. BAA — Schedule C (Form 1040) 2021

Process for Determining Income using Statements

Example #3: RideShare/Delivery Statements

EXAMPLE A: Family submitted one month of their Uber Pay statement. This statement contains the Gross Payment, Expenses, Fees, and Taxes, and the Net Payout.

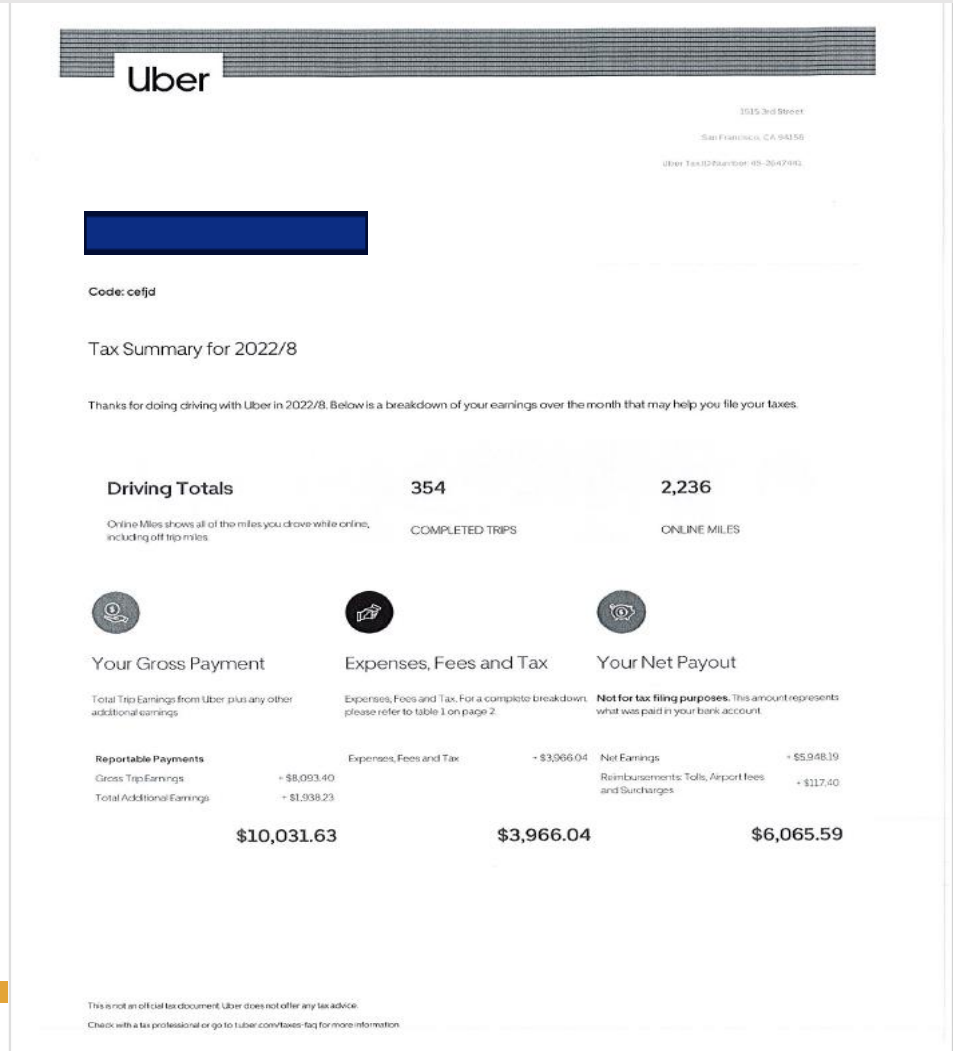
When calculating income and service need, the net payout can be used to determine income. (*Assumption is the expenses, fees, and taxes are allowable deductions*).

(Family size is 5)

$6,065.59/4.33= $1,400.83 (Weekly income)

$1,400.83/$15 (MA State Minimum Wage)= 93 hours per week.

ELIGIBLE for full time care.



Uber

[redacted]

Code: cefjd

Tax Summary for 2022/8

Thanks for doing driving with Uber in 2022/8. Below is a breakdown of your earnings over the month that may help you file your taxes.

Driving Totals	354	2,236
Online Miles shows all of the miles you drove while online, including off trip miles	COMPLETED TRIPS	ONLINE MILES

Your Gross Payment	Expenses, Fees and Tax	Your Net Payout
Total Trip Earnings from Uber plus any other additional earnings	Expenses, Fees and Tax. For a complete breakdown, please refer to table 1 on page 2	**Not for tax filing purposes.** This amount represents what was paid in your bank account
Reportable Payments	Expenses, Fees and Tax + $3,966.04	Net Earnings + $5,948.19
Gross Trip Earnings + $8,093.40		Reimbursements: Tolls, Airport fees and Surcharges + $117.40
Total Additional Earnings + $1,938.23		
$10,031.63	$3,966.04	$6,065.59

This is not an official tax document. Uber does not offer any tax advice.
Check with a tax professional or go to t.uber.com/taxes-faq for more information.

Process for Determining Income using a Service Contract

EXAMPLE A: Family submitted a Service Contract Form from Comm of MA. This contract contains parent's information as the contractor, the services being provided, the total amount the parent will be paid and the terms of service.

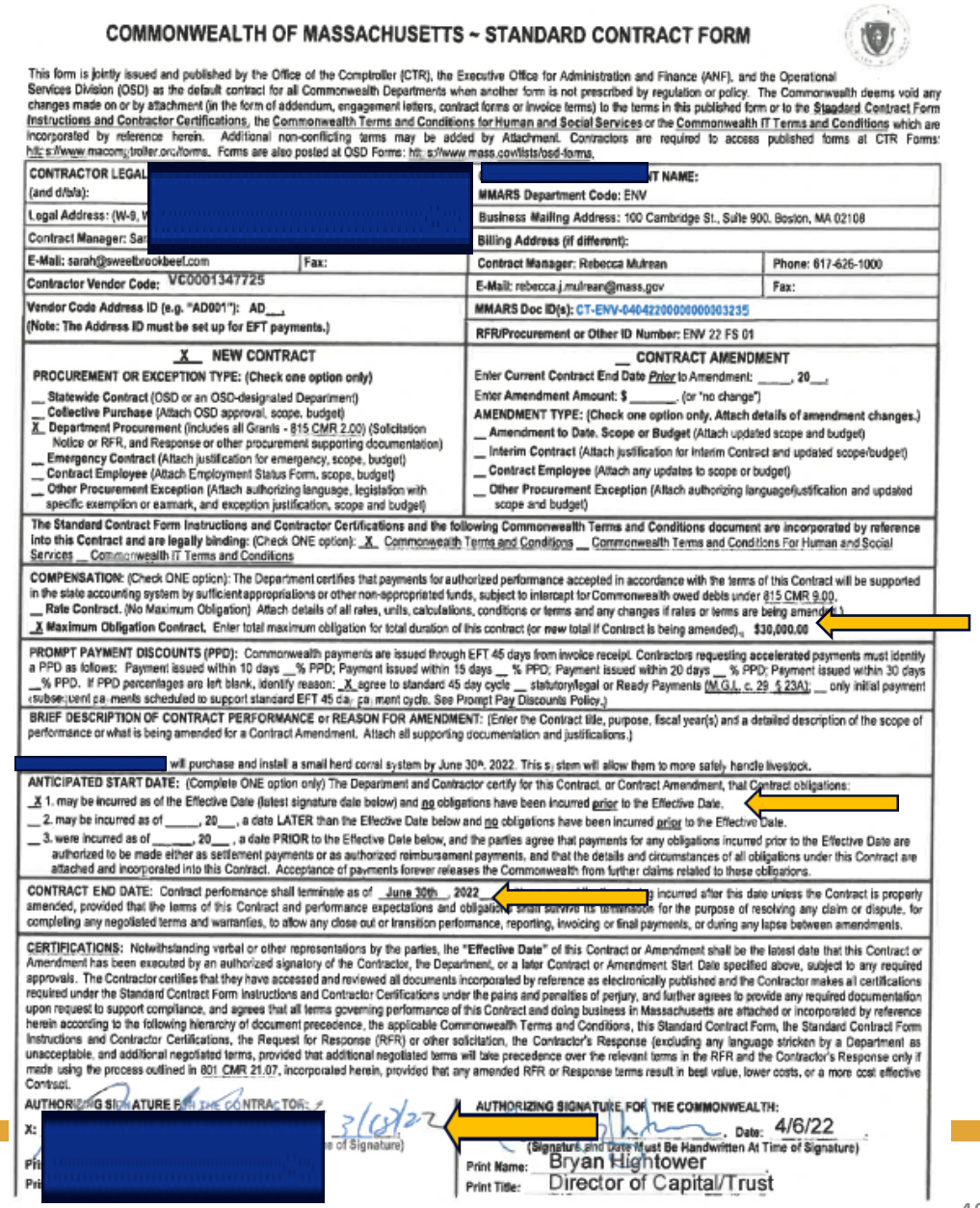
When calculating income and service need, the Maximum Obligation can be used to determine income. However, the effective start and end date must be reviewed.

(Family size is 3)

$30,000/14 (weeks)= $2,142.85 (Weekly income)

$2,142.85/$15 (MA State Minimum Wage)= 142 hours per week.

ELIGIBLE for full time care.



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: http://www.macomptroller.org/forms. Forms are also posted at OSD Forms: http://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL (and d/b/a): [redacted]	IT NAME: MMARS Department Code: ENV
Legal Address: (W-9, [redacted]	Business Mailing Address: 100 Cambridge St., Suite 900, Boston, MA 02108
Contract Manager: Sar[redacted]	Billing Address (if different):
E-Mail: sarah@sweetbrookbeef.com Fax:	Contract Manager: Rebecca Mulrean Phone: 617-626-1000
Contractor Vendor Code: VC0001347725	E-Mail: rebecca.j.mulrean@mass.gov Fax:
Vendor Code Address ID (e.g. "AD001"): AD___ (Note: The Address ID must be set up for EFT payments.)	MMARS Doc ID(s): CT-ENV-04042200000000003235
	RFR/Procurement or Other ID Number: ENV 22 FS 01

X NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ Statewide Contract (OSD or an OSD-designated Department)
__ Collective Purchase (Attach OSD approval, scope, budget)
X Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
__ Emergency Contract (Attach justification for emergency, scope, budget)
__ Contract Employee (Attach Employment Status Form, scope, budget)
__ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

__ CONTRACT AMENDMENT

Enter Current Contract End Date Prior to Amendment: ____, 20__.
Enter Amendment Amount: $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)

__ Amendment to Date, Scope or Budget (Attach updated scope and budget)
__ Interim Contract (Attach justification for Interim Contract and updated scope/budget)
__ Contract Employee (Attach any updates to scope or budget)
__ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ Commonwealth IT Terms and Conditions

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
X Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). $30,000.00

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)

[redacted] will purchase and install a small herd corral system by June 30th, 2022. This system will allow them to more safely handle livestock.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30th, 2022 [illegible] incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: [redacted] 3/08/22 (Date: Signature) Print Name: [redacted] Print Title: [redacted]

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: [redacted] Date: 4/6/22 (Signature and Date Must Be Handwritten At Time of Signature) Print Name: Bryan Hightower Print Title: Director of Capital/Trust

Additional Self-Employment Income Examples

- Paystubs
  - Families who own a corporation can be paid by that corporation through paystubs.
    - Paystubs must include the following:
      - Deduction of State and Federal taxes
      - Hours work for the time period
      - FAA will use the allowable number of paystubs and income calculation.

- Other applicable documentation
  - Families can provide other sources of documentation that reflects the services being provided.
    - *Example:* 1099 Employee
    - Documentation must include:
      - Name of the parent and service or vendor
      - Payment time period
      - Hours worked or total pay.



True Worship Music School

[redacted]

Time Sheet

Name [redacted]

Timeframe 10/01/2022 to 10/31/2022

Submitted on 11/1/2022

						Saturday 10/1/2022	Totals
Hours						5.00	5.00
week 1	Monday 10/3/2022	Tuesday 10/4/2022	Wednesday 10/5/2022	Thursday 10/6/2022	Friday 10/7/2022	Saturday 10/8/2022	Totals
Hours	8		9.00	9.00	8.00	5.00	38.65
Week 2	Monday 10/10/2022	Tuesday 10/11/2022	Wednesday 10/12/2022	Thursday 10/13/2022	Friday 10/14/2022	Saturday 10/15/2022	Totals
Hours	9.00		9.00	9.00	8.00	5.00	40.00
Week 3	Monday 10/17/2022	Tuesday 10/18/2022	Wednesday 10/19/2022	Thursday 10/20/2022	Friday 10/21/2022	Saturday 10/22/2022	Totals
Hours	9.00		9.00	9.00	8.00	5.00	40.00
Week 4	Monday 10/24/2022	Tuesday 10/25/2022	Wednesday 10/26/2022	Thursday 10/27/2022	Friday 10/28/2022	10/29/2022	Totals
Hours	9.00		9.00	9.00	8.00	5.00	40.00
	Monday 10/31/2022						Totals
Hours	0.00						0.00
Total hrs						163.65	

Billing rate (hourly) 22.00

$3,600

If the documents do not contain enough information to service income or service need, FAA can have families complete the Reporting Earnings Form.

When to issue a provisional authorization:

If a self-employed family provides a reported earnings form or any other allowable documentation that includes:

- Income for less than 1 month,
- no income or
- does not equate to enough activity hours

the Family Access Administrator can issue a provisional authorization.

EXAMPLE A:

At initial authorization, parent provides Self-Employment Earnings Worksheets for the current month as the parent just started working. Worksheet includes no deductions. . (Family size for this example is 4).

$1,000 gross income for March minus $0.00 in allowable expenses = $1,000(Net Monthly Business Income)

$1,000 / 4.33 = $230.95/ $15.00 (2023 Minimum wage) = **15 hours per week**

Parent does not meet the requirements for a 12-month Authorization; a 12-week provisional authorization can be granted.

Bringing the Process to Life and Key Takeaways

- New Self Employment policies and procedures provide flexibility for Self-employed families
  - Simplifies the process for Family Access Administrators.
- CCFA functionality is currently up to date with adding only one (1) month of income for self-employed families.

Family Access Administrators can move forward with the new self-employment process.

Deep Dive: Transportation

Transportation Compliance – Key Regulations

- Registry of Motor Vehicle (RMV) compliance for drivers and vehicles
  - Driver license, 7D/School Bus driver certificate
  - Vehicle registration, insurance, annual vehicle inspection, 7D/School Bus inspection
  - Records available even if subcontracted transportation service
- EEC Background Record Check
  - RMV or other background checks not sufficient
- EEC training
  - Annual StrongStart Transporting Children
  - First Aid/CPR
  - Policies and Regulations

Types of Transportation

Operated by the Provider

Provider employs the drivers using owned/leased
RMV approved 7D/School Bus vehicles

Has a contract to one or more transportation companies;
drivers are not employees
RMV approved 7D/School Bus vehicles

Operated through a subcontract

Provided through Public Transportation

Charlie Card/Pass program offered through a Regional Transit Authority

Transportation Policy: Key Updates

- In the new Child Care Financial Assistance Procedures is a section Managing Transportation Services that incorporates the previous Appendix E Transportation expectations
- Regular travel time to increase to 60 minutes per trip
- Transportation addendum remains
- Priority Populations transportation requirement remains waived
- Alternative transportation supports remains
- Charlie Card/Pass option
- EEC Transportation Policy on attendance, post-trip inspection and parent notification remains

Transportation Billing

- Transportation billing should correspond to Transportation Passenger Log and classroom attendance sheet
- Transportation will be reimbursed the approved rates whenever the provider incurs a transportation expense for subsidized children.
  - Must be authorized to receive reimbursements
  - Incurred costs is when costs have already been spent to transport the child

Transportation Reimbursement Rates: $12.00 One Way, $18.00 Two Way

What can you bill for?	What can't you bill for?
• All one- or two-way transportation for any EEC subsidized child approved for transportation to which the child received actual service • All one- or two-way transportation to which the driver attempts to pick up child but child is absent • Public Transportation or other Car Share Services; Uber/Lyft/Taxi (when accompanied by parent or guardian)	• Child's placement ends at a program • Walking program

Preparing for a Transportation Compliance Review

Required documents for monitoring visit:

- Based on sample list of children billed for a specific service month
  - Parent need forms for each child
  - Passenger logs
  - Attendance records
  - DCF Referrals indicating "transportation needed" *(need can change anything throughout authorization period).*
- Transportation Plan and Transportation Oversight Plan
- Driver and Monitor files with all required documentation for both review month and current (as of the review date).
- Required documents for all vehicles used for Transportation for both review month and current (as of the review date).
- Contracts with all Transportation companies utilized.
- Transportation Billing Procedures

Key Reminders

- **Additional Information**
  - Go to EEC webpage: Transportation of children in early childhood programs | Mass.gov
- **Transportation incident reporting**
  - Contract Providers and Family Child Care Systems notify EEC Regional Office and/or Transportation Compliance Monitor

Summary

- Defined the Enrollment-Based attendance with new CCFA attendance codes (Coming Soon!).
  - Clarified practices that ensures complete and accurate attendance based on family's placement and schedule.

- Discussed the updates to the Self-Employment procedures which includes minimizing documentation requirements and how to determine income and service need.

- Offered key reminders on Transportation Compliance policy and procedures.

EEC Reform Training Program Overview – What to Expect

To complete the EEC Reform Training Program, you will need to attend all four courses:

1

Principles of Engagement

Training Dates:
October 30th – November 3rd

2

Family Journey

Training Dates:
November 9th – November 21st

3

Provider Experience

Training Dates:
December 5th – December 21th

4

Program Integrity & Administrative Procedures

Training Dates:
December 12th – 15th

In addition to these live courses, we will be providing additional resources to support your learning:

- **Virtual Office Hours** At least one session per week
- **Frequently Asked Questions (FAQ)** Guide
- **Quick Reference Guides**
- **Recorded Trainings** to reference on your own

THANK YOU

For your time today and your ongoing commitment to the children and families of the Commonwealth!

Who's Here Today

Mass 211

Child Care Resource and Referral Agencies

Contracted Providers

Department of Early Education and Care employees

Partner Agencies



We will be back from break at 10:55am!