



Dear Child Care Voucher Provider:

It is that time of year again! Enclosed please find the paperwork for renewing your Voucher Provider Agreement. You should have a new Voucher Services Agreement, Contact Information form, a Rate Certification form, EEC rate chart, W-9, Holiday/Closure form, a NACCRRware Provider Update form, Transportation Agreement, and Withdrawal Form. Please note that electronic copies of the documents contained in this packet will be posted on our website.

- Please review **carefully** the “new” EEC Voucher Services Agreement as it has been updated for fiscal year (FY) 2018.
- Please look at the holiday/closure form and review the instructions **very carefully**.
- Please include your current license and your published rates, along with your current handbook as part of your submission.
- Remember that you **MUST** notify us if you accept any child at a **rate lower than what you are receiving from the state**. This may cause a reduction in the rate that the state will pay you, unless you can demonstrate that you have sufficient funds from a donor, in writing, for the purpose of covering any gaps between the reduced rate and the EEC rate. Examples of a low rate include, but are not limited to, any discounts, including sibling/employee, scholarships, or a rate reduction for a specific family.
- There is a Rate Certification form enclosed. This form is used to determine your eligibility for any rate increases offered by the state. **In order to qualify for the following rate increases, you must complete the Rate Certification form and your private rate must be equal to or above the new regional maximum.**
 - Effective April 1, 2017, the state increased the infant and toddler rates in any region that was below the Market Rate 50th Percentile. Enclosed is the rate chart effective April 1st. In order to be eligible for this rate increase, your private rates certified at this renewal must be higher than the new EEC rate.
 - Please note that the state expects to increase rates again effective July 1, 2017. Details on any future increase and Rate Certification forms will be sent separately once any additional increases are formalized and implemented by EEC. You may wish to take this future increase into consideration if you are increasing your private rates.
- Please complete the NACCRRAware survey to ensure that your information is accurate and up-to-date in our database. This must be returned with your other paperwork to renew your Voucher Services Agreement. There is an on-line option if you would prefer. You can contact Deena at dmallard@cacci.cc for more information on how to access your record on-line. If you choose the on-line option, please send the survey back and write completed on-line. **BE SURE**

TO COMPLETE THE ON-LINE VERSION **before** you return the survey with the note that you completed it on-line.

- If you provide transportation, please sign the enclosed transportation addendum and submit it along with a copy of your transportation contract and policies. This must include the rates charged for this service.
- If you no longer wish to participate in the voucher program this year, please complete the enclosed Withdrawal Form and return to our office.
- There is a new Confirmation of Provider form enclosed. Please review this form. It should be given to any family who wishes to enroll in your program on a voucher. The family needs to bring this form with them to our office. There is a new question relative to how many absences you are willing to accept when enrolling a child transferring from another program. This would apply only to children who are changing providers, not to brand new children. Remember that EEC will pay only for 30 absences in a in a 6 month rolling period of time.

All paperwork must be received in our office no later than May 31, 2017 in order to ensure no disruption in your voucher payments.

Please return this packet to:

Child Care Network 372 North Street Hyannis, MA 02601

Attn: Beth Gaffney, bethg@cacci.cc

We want to thank you for your patience and for your work in helping us to resolve issues and reconcile all the FY16 payments in CCFA. **We want to remind you that it is important to collect all parent fees owed by families and to notify us if a family falls behind in payments.** We also want to remind you that if you send any voucher debt to a collection agency, you may not pass on the costs of the collection agency to the voucher parent. You may collect only the parent fees owed.

You can contact Dotti at dmcdevitt@cacci.cc with any questions about completing this packet.

As always, we are most appreciative of the care you provide to the children of the Commonwealth and we look forward to working with you next year!

Sincerely,

Beth Gaffney
Program Director

372 North Street • Hyannis, MA 02601
Telephone: 508-778-9470 or 1-888-530-2430