

EEC WAITLIST FOR CHILD CARE FINANCIAL ASSISTANCE
PARENT INFORMATION SHEET

EEC maintains a statewide Waitlist for child care financial assistance. Families may be added to the waitlist by any waitlist agent which includes, but is not limited to, Child Care Resource and Referral Agency (CCR&R), Contracted Child Care Provider or Mass 211. Families requesting to place their name on EEC's waitlist will need to provide the following:

- Information on all household members, (i.e. parents/guardians and all dependent children);
- Information on service need (i.e., participation in an approved activity) for each parent/guardian such as employment, education or training, job search, or disability of parent;
- Total gross household income including both earned and unearned income, such as wages, SSI, child support, rental income, TAFDC, etc.

You should notify a waitlist agent to report any changes to your waiting list record or if you no longer need assistance with child care. You may also update your application, view your status and see notification history on-line. Contact Mass211 for information to access this on-line tool.

While on the waiting list, you will receive various communications from EEC, including:

- **CONFIRMATION LETTER** - this letter will confirm the date your name was placed on the waitlist (application date), how many children have been placed on the waitlist, and also give you a Household ID. This Household ID should be used when referring to your waitlist application;
- **RENEWAL LETTERS** - this letter is sent to families whose waiting list record has not been updated in the previous 12 months. You must respond to this letter to remain on the waitlist;
- **REMOVAL LETTER** - you will receive this letter if you request to be removed from the waitlist or you have been deemed ineligible.

If you fail to respond to any waiting list letters, your family will be removed from the waiting list. If you contact a waitlist agent within 30 days of your name being removed, your name may be placed back on the waitlist with your original application date. After 30 days, you will be placed back on the waitlist with a current application date.

When funding does become available, families will receive a Funding Availability letter for either an income eligible contract or a voucher through the CCR&R:

- Income Eligible Contract: Subsidized slots available through specific child care Programs.
- Voucher: Subsidies available through your local CCR&R and can be used at any child care program that holds a contract with the CCR&R to accept state subsidy payments.

These letters will be issued on a first come, first served basis according to waiting list application dates. Please understand that it is very difficult to determine how long it will take for funding to become available. Be advised that EEC may only pay a portion of the daily child care cost and that you may be assigned a co-payment (parent fee) based on your total household income.