

**THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE
INITIAL VERIFICATION OF DISABILITY/SPECIAL NEED OF PARENT COVER LETTER**

Dear Parent:

The Department of Early Education and Care (EEC) is the Lead Agency in the Commonwealth responsible for administering the Child Care Development Fund (CCDF), which is a federal block grant that provides financial assistance to low-income, working families seeking high quality early education and out of school time care programs in Massachusetts. Federal and state regulations establish maximum household income thresholds and require Parents to participate in an approved service need activity, including work, education or training program.¹

Financial Assistance for child care, may be provided to Massachusetts families that meet EEC's income eligibility criteria and confirm that they are participating in an approved service activity of employment, education and/or training. You have been authorized for 12 weeks to confirm that you meet EEC's income and service need criteria. At your initial authorization, you stated that you are not currently employed, seeking employment or participating in an education or training program and are unable to do so based on a disability/special need.

Attached is the Disability/Special Need of Parent verification form. If you are requesting that your service need be approved based on your disability/special need, you must have your disability/special need confirmed and the proper health care practitioner must complete the attached verification form and provide a supplemental letter addressing all the points listed in question 9. The form **MUST** be returned to:

The Financial Assistance Unit
Department of Early Education and Care
50 Milk Street, 14th Floor
Boston, MA 02109
or by faxing to 617-988-2451

The verification form and supplemental letter must be received by EEC within one month of your initial 12 week authorization and placement. Once it is received by EEC it will be reviewed and a determination of your eligibility will be made. Four weeks prior to the end of your current 12 week authorization, EEC will affirm or deny your ongoing eligibility to receive child care with a service need of disability/special need.

If EEC approves you to receive a 12 month authorization, you must return to your Subsidy Administrator to have a new authorization issued to you. If EEC does NOT approve the authorization, your care placement will end on the last day of the 12 week authorization unless you provide documentation of another acceptable service need.

If you have any questions about this form, you may contact the Financial Assistance Unit at EEC at 617-988-6600.

Sincerely,
The Department of Early Education and Care

¹ See 45 CFR 98.20 and 606 CMR 10.04.