

**THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE
VERIFICATION OF DISABILITY/SPECIAL NEED OF PARENT RENEWAL 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 previously authorized for subsidized child care based on a disability/special need.

Attached is the Disability/Special Need of Parent verification form. If you are requesting that your subsidized child care continue to 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 at least 8 weeks prior to the end date of your current authorization. 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 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 another 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 your current 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.