



**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2006- 57**  
**December 15, 2006**

**To:** Transitional Assistance Office Staff  
**From:**  John Augeri, Assistant Commissioner for Field Operations  
**Re:** TAFDC: Early Education and Care (EEC) Additional Policy Changes

**Background**

Field Operations Memo 2006-47 informed DTA staff about Department of Early Education and Care (EEC) policy changes to its child care services that became effective November 3, 2006. Those changes did not impact DTA policies and procedures.

EEC has informed DTA of additional policy changes made to reduce the Child Care Resource & Referral (CCR&R) agencies' duplication of documentation, and to cut down on the issuance of short term vouchers to DTA recipients. These changes also became effective on November 3, 2006.

**Purpose of Memo**

This memo is informational only to alert TAO staff about additional EEC policy changes which will streamline voucher services for TAFDC recipients.

**EEC Instructions to the CCR&Rs**

EEC has instructed the CCR&Rs as follows:

**Write child care vouchers to match the DTA Child Care Referral notice:**

The CCR&Rs will use the DTA Child Care Referral notice to determine the child care service needs of TAFDC recipients. The recipient no longer needs to provide to the CCR&R any additional documentation of the ESP activity, activity hours of participation, or the start and end date of the activity. The current EEC policy instructs the CCR&Rs to write child care vouchers for the days and number of hours indicated on the DTA Child Care Referral notice.

**EEC Instructions  
to CCR&Rs  
(continued)**

As before, the CCR&Rs should include additional child care hours on the vouchers for travel time to and from an activity, if the child care vendor does not provide transportation.

**REMINDER:** AU Managers must not estimate for recipients the number of child care hours they will receive. The CCR&R will tell the recipient the actual hours of child care services they will receive when the voucher is issued.

**Accept Information on the Child Care Referral notice:**

CCR&Rs will accept information on the Department issued Child Care Referral notice relating to a TAFDC recipient's income (**Current Monthly Grant** and **Other Income Received** as reported on the notice); residence, relationship (to the child requiring care), and social security information, as proof of the recipient's child care eligibility, without requiring additional verifications.

To clarify any unclear or discrepant information, the CCR&R will contact the AU Manager to correct the information. The CCR&R will not require recipients to obtain a new referral from DTA. This EEC policy change is to eliminate unnecessary recipient visits to the CCR&R and to DTA.

Previously, EEC announced a policy change to grant full time child care for students taking 12 credit hours of post-secondary education. (See Field Operations Memo 2006- 47). To facilitate this policy, EEC asks that AU Managers note on the Child Care Referral notice the number of credit hours *per course* taken by TAFDC recipients in a post-educational component. If this information is not available, AU Managers should instruct recipients to fax or take their class schedule to the CCR&R.

**Questions**

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If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

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