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**Executive Office of Health and Human Services**  
**Department of Transitional Assistance**

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**Online Guide Transmittal 2024-13**  
**February 20, 2024**

**To:** Department of Transitional Assistance Staff

**From:** *KP* Sarah Stuart, Associate Commissioner for Change Management  
*for SS*

**Re:** Cross Programs– DTA Child Care Updates

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**Overview**

DTA and the Department of Early Education and Care (EEC) continue to work in partnership to meet the child care needs of families who are receiving TAFDC and/or SNAP and are engaging in work, education, training programs or other service need. Effective October 1, 2023, EEC released new regulations, including changes affecting DTA-related child care. These regulation changes aim to simplify family access to child care financial assistance.

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**Purpose**

The purpose of this Online Guide Transmittal advises staff about:

- the EEC child care regulation revisions pertinent to DTA clients
  - the addition of shelter placement as an approved child care need
  - changes in Child Care Resource and Referral (CCRR) agency processes when receiving a DTA child care referral
  - Online Guide page updates to reflect the changes in child care policy
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**EEC Child Care  
Policy Changes**

The following policy changes have a direct impact on DTA-related child care:

- The CCRR family access administrator must attempt to connect with the family within three days of receiving a DTA referral via email
- Increased support for families from the CCRR in finding appropriate care and completing the subsidy process
- Access to Transitional Child Care (TCC) has expanded to 24 months from case closure for former TAFDC clients requesting a referral.
- No parent fee for the first 12 months of Transitional Child Care for former TAFDC families.

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**DTA Staff  
Responsibilities**

DTA staff must continue to review with clients their eligibility for Pathways programs and supports, including child care. If a client is requesting child care, staff must determine eligibility and issue the most appropriate referral type. DTA staff must ensure that:

- case information including best phone number, address, and email address is verified with the client
- the referral is emailed to the CCRR
- clients are informed to expect the CCRR family access administrator to contact them within 3 days to begin the authorization process

If a client is residing in a shelter and unable to participate in a program due to being homeless or due to DTA not having an appropriate Pathways to Work activity available, a TAFDC Approved Activity child care referral must be provided, if the parent needs child care.

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**Revised Online  
Guide Pages**

**Topic:** Pathways to Work  
**Book:** Support Services  
**Chapter:** Child Care  
**Page:** Introduction to Child Care Services

**Topic:** Pathways to Work  
**Book:** Support Services  
**Chapter:** Child Care  
**Page:** Eligibility for Child Care

**Topic:** Pathways to Work  
**Book:** Support Services  
**Chapter:** Child Care  
**Page:** Child Care for SNAP Path to Work Participants

**Topic:** Pathways to Work  
**Book:** Support Services  
**Chapter:** Child Care  
**Page:** Transitional Child Care

**Topic:** Pathways to Work  
**Book:** Support Services  
**Chapter:** Child Care  
**Page:** Working with the CCRR

**Topic:** Pathways to Work  
**Book:** Support Services  
**Chapter:** Child Care  
**Page:** Completing a Child Care Referral

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**Questions**

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to [DTA.Procedural Issues](#).

Systems issues should be directed to the Systems Support Help Desk.

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