

Child Care Choices of Boston

A program of Action for Boston Community Development, Inc.

PARENT RESPONSIBILITIES-For Income Eligible Vouchers

As a client of Child Care Choices of Boston (CCCB), participating in the Voucher Child Care program, funded by the Massachusetts Department of Early Care and Education (DEEC), there are state guidelines that you must follow. Your Parent Services Specialist will explain the guidelines listed below to you. You are encouraged to ask questions and read the information *AGAIN* on your own.

ALL VOUCHER RECIPIENTS MUST READ AND SIGN

I _____ agree and understand that:
(Print Name of Parent/Guardian)

CHANGES AFFECTING THE VOUCHER ELIGIBILITY

1) I must notify CCCB within five (5) business days of any change in income, family size or service need (service need could include paid employment, participation in job search, education and training, loss of employment, decrease in work hours and parental incapacity). In the event that CCCB is not notified, this may result in loss of my child care voucher.

2) I must notify my day care provider and CCCB, two (2) weeks in advance of my decision to change child care providers if I choose to change before the end date listed on my voucher. Notice *MUST* be given in writing. If I fail to give notice, both the voucher program and I will be responsible for paying the old child care provider for the two (2) weeks from the date that notice was given, whether or not I use the care available. The voucher will *NOT* pay for a new child care provider until that notice period expires.

INCOME AND SERVICE NEED

3) As an Income Eligible voucher recipient, I must either:

- a.) Work a total of 30 hours or more in order to receive full-time care.
- b.) Work a total of 20 hours but less than 30 in order to receive part-time care.
- c.) Attend school or training for the above stated hours (excluding all types of graduate, medical or law school courses).

4) In addition to change in service need, I must notify CCCB within five (5) business days of any circumstances that could affect my income, including marriage, receipt of child support, disability or other income.

5) If I am working, I must provide to CCCB the proper income verification of four (4) weeks worth of pay stubs or copies of employment checks in order for my voucher to be initiated, renewed and for my parent fee to be assessed correctly. I will also need a letter on company letterhead signed by the employer, stating weekly hours and rate of pay. This will be accepted **ONE TIME** only for new employees. Once CCCB receives that letter, a temporary voucher will be written for a period of eight (8) weeks (enough time to collect four (4) weeks of pay stubs).

6) In order to continue to be eligible for a voucher after loss of employment, I must notify CCCB within five (5) business days in order to continue my child care voucher under JOB SEARCH eligibility. This voucher is for a period of two (2) months within a twelve (12) month period.

PARENT FEES

7) I am responsible for paying an income-based fee, which will be assessed by my Parent Services Specialist and indicated on the voucher, directly to my child care provider. Non-payment of parent fees may result in the loss of child care services.

8) I am responsible for paying a security deposit equal to one week parent fee only, as well as the first week co-payment fee to any new provider. It is my responsibility to find out what the provider's payment policies are and obtain, for my records, a receipt for all fees paid to my provider. If you have questions regarding additional fees requested by the provider, you may contact a Parent Services Specialist at CCCB.

9) I am responsible for knowing about and paying a parent fee during the 14 holidays and other closures approved by the state. Licensed providers are eligible to be paid for up to 14 holidays and closure days. Ask your provider for the list of these days.

10) I am also responsible for paying my parent fee on the days that my child does not attend child care, whether he/she is out sick, on vacation, or for any other reason, unless my fee is waived in advance by my child care provider.

VOUCHER RENEWAL

11) It is my responsibility to renew my voucher with CCCB at least two (2) weeks prior to the end date on my voucher. Vouchers are written for period of up to one year, unless there is a question of eligibility or inadequate documentation. All DTA vouchers are written based on the start and end date indicated on the child care referral issued by a DTA caseworker.

12) I understand that if the voucher expires, CCCB will **NOT** pay for any care provided past that date. I may be held responsible for all costs incurred if I continue to use care after my voucher has ended.

13) I understand that if I fail to renew my child care voucher, I will have to place my child (ren) on the Income Eligible Waitlist to receive a child care voucher in the future.

VOUCHER TERMINATION

14) I understand my voucher will be terminated for the following reasons:

- Failure to renew before the end date.
- Failure to provide proper documentation for renewal.
- Providing false or fraudulent documentation upon reassessment.
- Failure to abide by all Department of Early Education and Care policies.
- Improper conduct and/or violation of CCCB office policies.

15) If I fail to renew, this may result in termination of my child care subsidy and may require that I be placed on the Income Eligible Waitlist at the time that I call.

Signature of Parent/Guardian: _____ Date: _____

CCCB encourages you to ask questions of its staff and providers when you are unsure of your rights and responsibilities as a voucher participant.

