The Department of Early Education and Care's
New Child Care Financial Assistance System

CCFA Handy Sheet for New Users

CCFA: EEC's New Subsidy Management System

The Department of Early Education and Care (EEC) provides financial assistance for families in need who meet eligibility criteria so they may attend a high quality early education and care program. Annually, EEC administers approximately $500 million in funding to programs who serve these children. EEC has developed a new system for managing these subsidy awards: the Child Care Financial Assistance system (CCFA).

CCFA is a single system that manages both vouchers and contracts for financial assistance. On July 1, 2015, CCFA replaced both eCCIMS and CCIMS for all current and new authorizations and placements. Attendance and billing for **services that are provided on or after July 1, 2015 must be entered into CCFA.** Attendance and billing, as well as adjustments to attendance and billing, for **services provided before July 1, 2015 must be entered into eCCIMS/CCIMS.** This is essential to ensure proper and timely payments.

Don't Forget!

CCFA will not change how or when EEC will reimburse providers who enroll children through child care subsidies.

Providers who use CCFA as directed will be paid according to schedule.

How to Access CCFA

CCFA is a web-based platform. You must have a computer with internet access and a web browser in order to access CCFA.

EEC issues a CCFA login and password to the CCFA Administrator for each Contracted Provider or Child Care Resource and Referral Agency (CCR&R). The CCFA Administrator is the designated authority for overseeing CCFA use in their organization. The CCFA Administrator sets up the CCFA User Profile for their organization and then grants access to authorized users within the organization. CCFA Administrators from Contracted Providers and CCR&Rs who need a CCFA user login and password for their organization should email a request to eechelpdesk@massmail.state.ma.us (For directions on how to set up a CCFA organization profile or add a CCFA user, please refer to these user guides at www.mass.gov/eec/ccfa/userguides. See next page for more information on CCFA user guides.)

"Voucher Only" providers need to contact their CCR&R Administrator for a CCFA new user login and password. The directory of CCR&R Administrators is online at www.mass.gov/eec/ccfa.ccrr.

To log into the CCFA website go to https://ccfa.eec.state.ma.us/ and enter your user name and password.