



Financial Assistance System

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

Overview of Financial Assistance for Early Education and Care

The Massachusetts Department of Early Education and Care (EEC) provides financial assistance for low-income and other families in need who meet eligibility requirements, so that their child/children may attend a high quality early education and care program. EEC subsidizes programs that provide child care services to eligible children. Two separate systems were established for programs to request reimbursement from EEC: CCIMS for voucher subsidies, and eCCIMS for contract subsidies. Annually EEC administers \$500 million in subsidy awards through these two systems.

CCFA: The New Subsidy Management System

EEC has developed a single platform for managing subsidy awards: the new Child Care Financial Assistance system (CCFA). The CCFA is a web-based system that combines the functionality of CCIMS and eCCIMS into one platform with uniform application of child care financial assistance policies and requirements. CCFA utilizes "modules" similar to the legacy systems for the major reimbursement functions: intake, eligibility, placement, attendance and billing. CCFA is expected to go live **on July 1, 2015.**

CCFA does not change the eligibility requirements for a child care subsidy.

Families receiving a subsidy who continue to meet eligibility requirements will maintain their subsidy.

CCFA Benefits

- Reduces data entry time through ability to pre-fill and re-use family information.
- Reduces paperwork through online submission of attendance.
- Offers easier access to users as a web-based platform.



CCFA Design, Development and Implementation

The CCFA development team engaged extensively with users and key stakeholders in designing, testing, refining, and finalizing the new system. The CCFA development team provided regular status updates on the development of the CCFA through daily calls with end users, newsletters, postings on eCCIMS and EEC's website, and both in-person and virtual meetings.

CCFA Implementation Timeline

The CCFA is expected to go live on **July 1, 2015.**

Please note that once CCFA goes live, attendance and billing for services that are provided on or after the "go live date" must be entered into CCFA. Attendance and billing, as well as adjustments to attendance and billing, for services prior to the "go live" date must be entered into eCCIMS/CCIMS. This is essential to ensuring proper and timely payments.

CCFA goes live on July 1, 2015.



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Accessing CCFA

Prior to the CCFA "go live" date, EEC will provide administrators at the contracted provider lead agencies and child care resource and referral agencies (CCR&Rs) with new user accounts and instructions for logging into the CCFA. These administrators will be able to add CCFA user logins for authorized individuals in their organization.

CCFA Training and Resources

TRAINING

It is imperative that all users of the new CCFA complete training before CCFA goes live on **July 1, 2015!**

Requirements for Contracted Providers and CCR&Rs:

Contracted Providers and CCR&Rs need to complete training on all five CCFA modules: Intake, Authorization, Placement, Attendance and Billing. During the month of June, EEC will provide training sessions across the state that cover all five modules in one day. EEC will also offer webinars on these modules to supplement the in-person trainings. EEC will send the in-person training and webinar dates, locations, and registration instructions to Contracted Providers and CCR&Rs. EEC will also post this information on the CCFA website at www.mass.gov/eec/ccfa.

Requirements for "Voucher Only" Providers:

Providers who accept only vouchers and do not have any contracted slots (i.e., "Voucher Only" Providers) need to complete training on the CCFA Attendance modules. EEC has developed a video that instructs "Voucher Only" Providers on how to enter attendance in CCFA. "Voucher Only" Providers must work with their child care resource and referral agency (CCR&R) administrator to complete this training. The CCR&R administrator contacts are online at: www.mass.gov/eec/ccfa/ccrr.

User guides are also available in the "Help" section of the CCFA system.

Still Have Questions?



For technical questions or issues related to the CCFA, send an email to eechelpdesk@massmail.state.ma.us or call **617.988.2450**

For more detailed information about the new CCFA, please visit the CCFA resources page at:

www.mass.gov/eec/ccfa

Stay tuned for additional updates from EEC on the new CCFA System implementation!