



**Child Care Resource Center, Inc.  
130 Bishop Allen Drive, Cambridge MA 02139**

**Becoming a Voucher Provider**

In order to be reimbursed for child care services for families with a voucher in the towns served by the Child Care Resource Center (CCRC), a provider must complete a Voucher Provider Agreement with CCRC and provide other required materials. The provider must first be licensed by the Department of Early Care and Education or be exempt from license by EEC. Some towns are “delegated communities” and are licensed by their local Board of Public Health so their license is not from EEC.

Please contact us and let us know of your interest in becoming a voucher provider so we can discuss the process and answer any questions you may have about the program. You can call us at (617) 547-1063 ext. 204 or email us at [voucherproviders@ccrcinc.org](mailto:voucherproviders@ccrcinc.org).

As part of our voucher authorization process, CCRC will visit all providers who wish to have a Voucher Provider Agreement with us. In accordance with Department of Early Education and Care policy, the purpose of these visits will be:

- to see your program and fill out an information sheet,
- to complete the Voucher Provider Agreement and provide technical assistance on voucher policy, and
- to provide technical assistance on other provider issues as needed.

One of CCRC’s Provider Specialists will call you to schedule this visit. CCRC is not the state licensing agency which has the power to license or investigate child care providers. This responsibility remains with the Department of Early Education and Care. However, if licensing violations are observed in the course of a site visit, it will be necessary for CCRC to report these violations to EEC. In such cases, you will be notified in writing.

Please review the Voucher Provider Agreement and additional materials included in this packet. Prior to the CCRC visit, please complete the following:

- a Voucher Provider Agreement,
- a Voucher Provider Holiday/Closure Schedule form,
- a Voucher Provider Contact/Mailing Information form,
- the attached policies (you do not need to use these forms if you have your own written policies available), and
- a copy of your parent handbook or similar document.

In addition we will need:

- a copy of your current EEC license or evidence of exemption from licensing,
- a copy of your current public rate information, and
- a W-9 tax document.

Please visit the EEC website at [www.eec.state.ma.us](http://www.eec.state.ma.us) to see current EEC reimbursement rates. We look forward to meeting and working together with you.