

MEMO

To: Early Education and Care Providers Serving Children with Vouchers
From: Charline Vaughan, Subsidy Services Director
Date: August 30, 2010
Re: Impact of change in CCRC service area on voucher billing

If you serve any children with vouchers who live in Quincy, Braintree, Cohasset, Hingham, Hull, Milton, Norwell, Randolph, Scituate, Weymouth, this memo outlines information about your voucher billing and services for children in your care. If you do not serve any children with vouchers from these towns, you are not affected.

CCRC has worked with EEC to adjust the service area for voucher management in Region 4. Effective September 1, Community Cares for Kids (CCK), a program of Quincy Community Action Programs (QCAP), will resume providing voucher management and information & referral services for families in Quincy, Braintree, Weymouth, Randolph, Milton, Hingham, Norwell, Scituate, Cohasset, and Hull.

CCRC staffs are working closely with EEC and with CCK to ensure that the transfer will not cause families to experience disruption in care and that provider billing will not be delayed.

VOUCHER BILLING

- ❖ For services provided in July and August 2010, CCRC will be responsible for voucher billing and payment. Your enclosed August RFRs should be returned to CCRC by September 10th for payment by September 30th. RFR's received after the 10th will be processed in the following month. Any questions about these RFRs should go to Emilia Goncalves, Voucher Billing Specialist, 617-547-1063 x 204, goncalvese@ccrcinc.org.
- ❖ For the months of September and on, CCK will be responsible for voucher billing for children in Quincy, Braintree, Weymouth, Randolph, Milton, Hingham, Norwell, Scituate, Cohasset, and Hull. You will receive September RFRs from CCK and will submit your completed billing to them for payment.

VOUCHER RENEWALS AND CHANGES

- ❖ CCK will resume writing new vouchers and handling renewals and changes on September 1st. Voucher files and data are expected to be transferred to CCK by Tuesday, September 7th.
- ❖ Prior to the transfer, EEC will automatically extend all income eligible vouchers due to expire before September 30th for at least 30 days. This extension will not apply to job search or to DTA vouchers. Parents with these types of vouchers will need to make an appointment for reassessment with CCK.
- ❖ Vouchers for children who are starting a school age program in September must be changed. If you are a school age provider, we encourage you to email a list of the children with vouchers who will be in your program to vaughanc@ccrcinc.org **as soon as possible**. We will work to make as many of those changes as possible before data is transferred. CCK will continue with this work after the data transfer.

If you have any questions, please contact Charline Vaughan, Subsidy Services Director, at 617-547-1063 ext.241 or vaughanc@ccrcinc.org.