



Provider Agreement Renewal Checklist & Instructions

All information must be returned by mail and received by June 30, 2011.
Original signatures are required. Faxed Agreements will not be accepted.

To Renew your Provider Agreement for FY2012 you must return the following materials available on our website at www.ccrinc.org/voucherproviders.shtml

- Voucher Provider Agreement**

Agreement must be signed by the appropriate agency or program representative. If your agency/system includes multiple program sites or providers, one Agreement can be returned for the agency/system with each individual program site or provider listed on the last page.
- Voucher Provider Holiday Closure Schedule Form**
 - Programs may be closed for up to 14 days a year.
 - List all days your program is closed for holidays or other reasons.
 - You cannot count a holiday or other date for voucher payment if you do not also charge private paying families for that date.
 - You must include two professional development days.
 - If all programs that are part of your agency/system follow the same schedule, you may complete just one form. If they do not, you must return a form for each individual program site/provider.
- Voucher Provider Contact Mailing Information Form**
 - You must return a Contact Mailing Information Form for each individual program site or provider.
- Copy of current EEC license(s) or letter from EEC regarding expired license status, OR Letter of Exemption.**
 - You must return a License or other EEC documentation for each individual program site or provider.
- Private rate schedule for 2011-2012**
 - Private rate schedule is required and can be in the form of a brochure, a page from a parent handbook, or typed on letterhead.
 - If your program/agency provides services under an EEC contract, you may provide a copy of the EEC service contract page with rate information instead.
- Changes in late pick-up, snow closure, or abuse & neglect policies, if applicable, or a copy of parent handbook including all these policies.**
 - Policy templates can be found at www.ccrinc.org/voucherproviders.shtml
- IRS W-9 Form**

If you have any questions about completing your FY2010 Provider Agreement or other required forms, please call Emilia Goncalves at 617-547-1063 extension 204 or email voucherproviders@ccrcinc.org.