



DEADLINE: June 30, 2011

Dear Voucher Provider,

The end of the fiscal year is approaching and it is time to renew your Voucher Provider Agreement for the coming year (FY2012). To save time and resources, we have put all the required forms on our website. We have sent information to all the provider email addresses we have in the system. You are receiving this letter by regular mail because we do not have an email address for your program.

If you have access to the internet you can find all the information and materials you need to renew your Voucher Agreement on our website at: www.cccinc.org/voucherproviders.shtml. Please be sure to include your email address when you return the required forms. If you do not have access to the internet or use email, call us at 617-547-1063 x201 to ask for a Voucher Renewal Packet by mail.

If you are not the person in your agency that is responsible for voucher billing or enrollment, please forward this information to the proper person. If you work in a program that is part of a larger agency or if you are a family child care provider affiliated with a system, check with your agency or system to find out whether you need to complete these forms or whether they will be done by the central office.

This year the Department of Early Education and Care has created a new voucher manual and provider agreement. Please read the provider agreement completely. EEC has made a lot of changes in the language to bring the agreement up-to-date with changes in regulations and policies. Please complete and return your FY2012 Voucher Provider Agreement and other required forms to us AS SOON AS POSSIBLE and by June 30, 2011 at the latest. We suggest that you refer to the Voucher Provider Renewal Checklist (on the back of this letter) to ensure that your submission is complete.

Note: If your agency operates more than one program site, you can now submit just one Provider Agreement with all the sites that are covered by that Agreement listed on the last page. Likewise, if all your programs follow the same schedule, the Provider Holiday Closure Schedule form only has to be completed once. If they follow different schedules, you will need to provide a Provider Holiday Closure Schedule form for each site. You are still required to complete a separate Voucher Provider Contact/Mailing Information form for each individual program site or provider.

Once CCRC processes your renewal paperwork, you will receive copies of your signed Voucher Provider Agreement, approved Voucher Provider Holiday Closure Schedule form, and rate page.

We appreciate your participation in the voucher program and thank you for your commitment to serving low-income families. These families and their children benefit greatly from the type of stable, high quality education and care that you provide. If you have any questions about completing your Provider Agreement or other required forms, please call Emilia Goncalves at 617-547-1063 x204 or email voucherproviders@cccinc.org.

Sincerely,

Charline Vaughan
Subsidy Services Director

Please return all forms to:
Child Care Resource Center
130 Bishop Allen Drive
Cambridge, MA 02139
Attention: Emilia Goncalves