

DCF Child Care: 9S Voucher Process for Caregivers

Caregivers should follow the process outlined below to obtain DCF 9S vouchers:

1. Discuss your interest in a DCF voucher with your Social Worker.
2. The DCF Social Worker will complete a DCF Child Care Authorization Form for each child.
3. DCF will send the DCF Authorization Form directly to the Child Care Resource and Referral Agencies (CCR&R) that services your town. The CCR&Rs are responsible for processing child care vouchers for the Department of Early Education and Care (EEC) in the community. **This email will include the referral and serves as DCF's approval of a 9-S voucher for the child(ren) referred. Please note: the full process needs to be completed before a voucher is issued.**
4. The Social Worker will notify you of this approval and discuss the voucher process with you including the 90 day limit for securing the voucher. They will also let you know the CCR&R handling your referral.
5. The CCR&R staff will contact you by phone, email or mail to provide instructions on the process of acquiring the voucher and to see if you need assistance.

If you have already secured a spot with a program that accepts vouchers, skip to step 8.

6. If you need assistance with the child care search. The CCR&R can provide an individualized consultation session and based on your family's needs, a listing of child care programs called "referrals" will be generated for you to start your search. This can be done in over the phone with the CCR&R.

Mass 211 can also provide this service. Simply dial 2-1-1 and follow prompts for child care. This service is available 24/7 in multiple languages. Hearing impaired callers can use Mass Relay (7-1-1). Simply dial 7-1-1. You can also visit them at www.mass211.org

7. You will now need to secure a spot at a program of your choice in the community. If you reach the 90 day limit and need more time, please let your Social Worker and the CCR&R know.
8. Once you have secured a spot in the program of your choice, the provider accepting the child will need to complete a **Confirmation of Provider Form**. This form will need to be sent to the CCR&R by you or the program for a voucher to be issued.
9. You will now need to set up a meeting (over the phone or via video chat) with the CCR&R to present photo ID and to have the necessary paperwork completed. **Please note: your Social Worker cannot sign any paperwork on your behalf.** At this time a voucher will be issued to the program with a start date. **If this step is not completed, the voucher has not been issued and the children should not start the program even if a program says it is okay. EEC will not pay for child care prior to the voucher start date.**

Please note: Ongoing communication with your Social Worker and the CCR&R are important to this process.