



The Commonwealth of Massachusetts Department of Early Education and Care

Procedure Bulletin 2018 - July

EEC Licensing Procedure
LPRO-18-004

Title: Application for Family Child Care Licensure
-New License
-Renewal License

For use by: Family Child Care

Effective date: July 25, 2018

Supersedes: New Family Child Care Applicant (FCCNewApplicants20110516)

Purpose:

This procedure shall set forth the required steps to complete the following transactions pertaining to Family Child Care Programs:

- A. Application for New License
- B. Application for License Renewal

A. Application for New License

An applicant must complete the following steps in order to obtain a new Family Child Care license.

Step 1: The potential licensee must contact his or her EEC Regional Office to register for and attend a Potential Provider Meeting (“PPM”).

Step 2: Following successful completion of the PPM, the potential licensee must contact the EEC Regional Office for assistance in setting up a new account for the EEC Licensing and

Education Analytic Database Provider Portal (“EEC LEAD Portal”). Once EEC LEAD Portal access is requested, a licenser will be assigned to the application.

Step 3: Upon completion of the PPM, the potential licensee must submit a new application transaction using the EEC LEAD Portal. All appropriate documentation must be submitted to EEC via the EEC LEAD Portal, including all documentation required by 606 CMR 7.03(1) and 606 CMR 7.03(5) and the application must be fully complete for review by an EEC licenser within ninety days of initial submission.

Step 4: Upon completion of the application transaction, the potential licensee will be instructed to submit the application fee by mail to the EEC Regional Office. The licensee will receive an email containing an electronic link to the Tax Certification document, which must be filled out, signed electronically, and returned to EEC. The licensee, as well as all listed household members and persons regularly on the premises, will receive emails with links to background record check (“BRC”) consent forms which must be filled out, signed electronically, and returned to EEC.

Step 5: Once the application is complete and the fee has been received and documented in LEAD by EEC, and the Tax Certification statement and BRC consent forms have been received by EEC, the transaction will be “in review” and a licenser will be assigned to the program. The licenser will review the application and submitted materials, and may contact the prospective licensee for more information or additional materials.

Step 6: Once the licenser is satisfied that the application is complete and all materials satisfy regulatory requirements, the licenser will schedule an **announced** pre-licensing visit. During this visit, the licenser will use the FCC Pre-Licensing Visit Tool to assess the program’s readiness for a family child care license. Visits will be documented in LEAD and providers will be notified about visit outcomes, including any items that need to be corrected, via the EEC LEAD Portal.

Step 7: After the prospective licensee corrects all items following the pre-licensing visit, the licenser may issue a three-year family child care license to the prospective licensee.

Step 8: Once the license is issued and the program is in operation, the licenser will follow the guidelines set forth in the Differential Licensing Handbook to determine the visit schedule for the program.

B. Application for License Renewal

A licensee must complete the following steps in order to renew his or her family child care license:

Step 1: Although the licensee will be notified well in advance of the license expiration date through notifications in the EEC LEAD Portal, the licensee is ultimately responsible to know the license expiration date. The renewal date is prominently displayed on the EEC LEAD Portal home page, as is the countdown for when the renewal application is due.

Step 2: The licensee must file an application for license renewal through the EEC LEAD Portal, and submit the application renewal fee to the EEC Regional Office, **no less than thirty days prior to the date of expiration of the program's current license**. If the renewal application and fee are submitted prior to the thirty day expiration, the program will be permitted to continue operation during the renewal transaction, even if the transaction extends beyond the current license's expiration date.

Step 3: A renewal visit task will be sent to the licensor via the EEC LEAD Portal four months ahead of an expiration of an individual license. The licensor will schedule an unannounced renewal visit and will use the visit tool recommended by LEAD based on the Differential Licensing Lifecycle. It is possible that a renewal visit may occur prior to a renewal transaction being submitted.

Step 4: Once the licensee has submitted an acceptable plan for compliance, a renewal license will be issued. Renewal licenses will maintain the same expiration month and day. For example, if a license expires on June 10, 2019, the next expiration would be June 10, 2022. If the renewal application was received less than 30 days from the date of expiration, and the issue date is later than the license expiration date, the expiration date for the new license will still be three years from the prior expiration date as in the example above.