



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

DEVAL L. PATRICK
Governor


JUDYANN BIGBY, M.D.
Secretary

TIMOTHY P. MURRAY
Lieutenant Governor

JULIA E. KEHOE
Commissioner

Field Operations Memo 2008-17
March 31, 2008

To: Transitional Assistance Office Staff

From:  John Augeri, Assistant Commissioner for Field Operations

Re: Homeless Child Care: Revised Child Care Resource and Referral (CCR&R) Shelter Contact List

Overview

Field Operations Memo 2007-62 informed TAO Staff about a list, entitled *Child Care Resource and Referral (CCR&R) Shelter Contact List*. This list was compiled by the Department of Early Education and Care (EEC) and DTA for use in the homeless child care referral process. The list was sent electronically to TAOs with the memo.

The contact information on the list identifies names, telephone and fax numbers, and other information, for CCR&Rs and the corresponding shelters in each CCR&R service area.

Because of staffing and other changes that occur at the CCR&Rs and shelters, EEC and shelters will periodically revise their contact information making it necessary for the list to be reissued.

Purpose of Memo

This memo:

- reissues the list with current revisions made by EEC to contact information for CCR&Rs and shelters;
 - provides EEC's website link to access the current list and future lists as they are revised; and
-

**Purpose of
Memo
(continued)**

- informs TAO staff of the shelter contact information revision process.
-

**Accessing
and Revising
the List**

Although a revised list is being sent electronically with this memo, future versions of the contact list should be accessed through the EEC website link: http://www.eec.state.ma.us/docs/Final_CCRR_and_Shelter_Contact_List.xls. EEC designated staff will periodically update the latest information on this link. The link will always contain the most current information and will have an “as of date” in the title to identify the most current update.

Updated shelter contact information will be e-mailed by the Housing and Homeless Services Unit to EEC designated staff when changes are reported by the shelters to the Housing and Homeless Services Unit. As a result, AU Managers and Homeless Coordinators should access the online list to ensure that the most current information is used.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.
