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William D. O'Leary
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Field Operations Memo 97-57
October 1, 1997

To: Local Office Staff

From: Joyce Sampson
Assistant Commissioner for Field Operations

Re: ESP Child Care Service Procedures Beginning October 1, 1997

Background

Section 239 of the Massachusetts FY98 budget establishes the Office of Child Care Services (OCCS), formerly the Office for Children (OFC), as the lead state agency to administer day care services within the jurisdiction of the Executive Office of Health and Human Services. OCCS is authorized and directed to:

- set regulations related to day care,
- establish voucher payment rates and the terms of provider contracts,
- establish and update the sliding fee scale for income-eligible day care as necessary,
- administer state and federal day care funds,
- enter into interagency service agreements for the administration of the child care system, and
- communicate with other state entities to better coordinate the delivery of services to children.

The Office of Child Care Services is now working with the Executive Office of Health and Human Services, the Department of Transitional Assistance, and the Department of Social Services with the specific goal of consolidating and centralizing day care administrative functions within OCCS.

**Background
(Cont.)**

The Department has entered into an Interagency Service Agreement (ISA) with OCCS. This Field Operations Memo conveys the substance of the ISA.

Highlights

The principal child care functions to be carried out by DTA field staff, which will remain the same, are to:

- provide information about available child care services,
- determine eligibility for child care,
- issue Child Care Authorizations (CCAs),
- monitor attendance at the approved ESP activities (which establish the "service need" for child care), and
- communicate with Child Care Resource Agencies (CCRAs) who will issue vouchers after receiving CCAs.

Under the Interagency Service Agreement (ISA), DTA workers will continue all of the functions listed above, as agents for OCCS.

The ISA also provides for the transfer of the Department's Child Care Unit to the jurisdiction of OCCS, effective October 1, 1997. This includes the physical relocation of eight staff members to the McCormack Building, One Ashburton Place, Boston, effective October 6, 1997.

Questions

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