



The Commonwealth of Massachusetts

Department of Early Education and Care

Suspension, Revocation, and Refusal to Renew an EECCP Approval	Field Operations Policy - EECCP
Effective Date: April 17, 2020	

Policy Statement

EEC has the authority to take action when an EECCP does not operate in compliance with applicable laws, order, policies, and requirements. An EECCP's approval may be suspended or revoked at any time by EEC. Through this policy, EEC seeks to outline the policy and procedure for taking action upon an EECCP approval.

Suspending, revoking, or refusing to renew an approval to operate an EECCP

EEC may suspend, revoke, or refuse to renew an approval to operate an EECCP for a variety of reasons, including but not limited to the following, as applicable:

1. Failure or refusal to comply with all applicable provisions of the requirements specified in the guidance and policies regarding exempt emergency child care, including but not limited to participation on daily attendance reporting calls;
2. Violation of the terms and conditions of an approval to operate an EECCP;
3. Use of fraud or misrepresentation in obtaining an approval to operate an EECCP or in the subsequent operation of the EECCP site;
4. Refusal to furnish the Department with files, reports, or records, as required by EEC;
5. Refusal to permit an authorized representative of the Department to gain admission to the EECCP premises or to conduct an inspection¹ or investigation during the center's operating hours;
6. Any activity, policy, or staff conduct that adversely affects or presents a serious hazard to the health, safety, well-being, or development of a child attending an EECCP; and
7. A determination by EEC's Investigation Unit that children in the EECCP are at risk of harm.

Process for Taking Action Upon and EECCP

Unless there is a serious risk to children, EEC will address initial concerns through conversations with the program's point of contact to discuss and support the EECCP in developing a plan to resolve the concern. If EEC determines that additional action is required against an EECCP, EEC shall provide written notice to the designated program contact to notify the program that EEC intends to suspend, revoke, or refuse to

¹ Inspection visits to EECCPs will be limited and virtual, when needed and appropriate.

renew an approval following suspension. The notice shall specify EEC's reasons for such action and any additional conditions applicable.

If EEC suspends an EECCP's approval in order to prevent the imminent risk of harm to children served by the EECCP, EEC may reinstate the suspended approval upon the EECCP's compliance with all applicable requirements and policies.

If EEC revokes or refuses to renew an approval to operate an EECCP following a suspension, the EECCP shall be prohibited from reapplying for approval to operate an EECCP for the duration of the COVID-19 State of Emergency.

If EEC determines to it will be necessary to suspend, revoke, or refuse to renew an approval to operate and EECCP following suspension, the provision of emergency child care must cease immediately, the EECCP status will be changed to closed in the LEAD system, they will not appear on the public website, and they will not be eligible to receive funding for emergency child care services.

Upon notification by EEC of an action against the EECCP's approval, the EECCP shall notify each child's family that have utilized or intend to utilize emergency care. Families may reach out to EEC if support is needed to identify alternative EECCP services.

In some cases, EEC may require an EECCP to submit a corrective action plan indicating the time frame and the actions the EECCP shall take to comply with all applicable requirements and policies.