

Region 2 Educator and Provider Support Partnership (Center for Childcare Careers)
Child Development Associate (CDA) Fee Reimbursement Form
July 2016 – June 2017

Contact Name: _____ Request Date: _____

REQUIRED: Professional Qualifications Registry Number: _____

Program Name: _____

Site Address: _____

City: _____ State: _____ Zip: _____

Telephone number: _____ Email Address: _____

Reimbursement to be issued to: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Family Child Care System Name (if applicable): _____

Providers or Programs must attach:

- 1) **evidence of fee payment with a copy of a cancelled check, credit card slip/statement or another approved type of receipt of payment.**
- 2) **copy of CDA certificate**

Please Note: Upon request of CCC, provider must share a copy of the application packet for review. Fee is paid once during the CDA 3 year cycle. In such case as a provider misses a deadline or does not attain CDA Certification by the National Council for Professional Recognition, the provider is not eligible to apply for reimbursement for another fee within the cycle time frame.

Child Development Associate (please check the appropriate fee paid)

	Fee	Eligible Reimbursement
_____ Application CDA	\$425.00	\$212.50
_____ Renewal CDA-paper	\$150.00	\$75.00
_____ Renewal CDA-online	\$125.00	\$62.50

For (check one):

- | | |
|--|--|
| <input type="checkbox"/> Family Child Care | <input type="checkbox"/> Bilingual Family Child Care |
| <input type="checkbox"/> Center-based Infant/Toddler | <input type="checkbox"/> Bilingual Center-based Infant/Toddler |
| <input type="checkbox"/> Center-based Preschool | <input type="checkbox"/> Bilingual Center-based Preschool |

Date started CDA process (month/year): _____

Date submitted CDA Application (month/year): _____

Center for Childcare Careers Approval (Signature): _____

Date: _____

Funding is provided by a grant from the Dept. of Early Education & Care. Reimbursement is available on a rolling basis until EEC and private funds are depleted. Requests for reimbursement are limited to for any CDA fees paid between July 1, 2016 – June 30, 2017 and must be submitted. **NO LATER THAN June 30, 2017.** Please allow 4-6 weeks from processing to receive a check. You will receive the check from the Family Services of Central MA fiscal dept. Please contact our office with any questions.

Submit Form and Documentation to:
Center for Childcare Careers/Family Services
Attention: Lynn Adams
31 Harvard St., Worcester, MA 01609
Phone (508) 757-1503 or (800) 278-1503 ext 213
Fax (508) 791-4755
Email: ladams@cccfscm.org