

Process for Obtaining a Quincy Community Action Program (QCAP) Voucher for Extended Day Program Services

1. The parent contacts Quincy Community Action Program (QCAP) at 617-657-5305 to schedule an appointment for how to obtain a voucher.
2. The parent meets with QCAP and provides all necessary documents.
3. The parent must choose a provider for the voucher (Norwood Extended Day Program)
4. The parent is given a "Confirmation Provider Form" from QCAP that is to be given to the program's financial analyst (Samantha Stone) for completion.
5. Once Samantha completes the form it is returned to the parent to sign and send to QCAP with any other requested paperwork.
6. QCAP approves the voucher and notifies both Norwood Financial Analyst and the parent. The voucher states the terms of the agreement including date issued, date expires, amount of the voucher, and which program(s) the student can attend (Before or After School care or both).
7. Norwood Extended Day schedules the student for the day they can start services. ***ALL VOUCHERS MUST BE IN PLACE BEFORE A STUDENT CAN START ATTENDING THE EXTENDED DAY PROGRAM***

