

March 20, 2020

**COVID-19 Public Health Emergency
Temporary Attendance Exemption Policy**

LICENSED CHILD CARE AND LICENSE-EXEMPT CHILD CARE PROVIDERS:

POLICY STATEMENT:

To encourage subsidized child care programs to provide services during unforeseen, extraordinary circumstances and to lessen the financial impact of those events which are beyond the control of the programs, licensed child care centers, licensed child care homes, licensed exempt centers and licensed exempt homes may apply for an attendance exemption when an extraordinary event is responsible for substantially less than normal attendance. By claiming an exemption, the provider attests staff will continue to be paid for all scheduled work hours regardless of closure or reduction in services.

DEFINITIONS:

For the purposes of the COVID-19 Public Health Emergency, an extraordinary event is described as:

- An epidemic such that 20% or more of the children are absent on the same day or days during the month.
- A forced closure by a local health department of local unit of government
- A forced closure by a local health department due to exposure of COVID-19
- A voluntary closure based on the decision of the program owner or board of directors
- Other extraordinary circumstances which will be individually examined by DCFS child care staff (Day Care Service Eligibility)

APPLICABILITY:

This policy applies to licensed child care centers and homes and licensed exempt centers and homes.

DURATION:

This emergency policy will be in place for the service months of March and April 2020 unless extended through written notice by IDHS and/or DCFS.

PROCEDURES:

To receive the exemption, providers should complete the COVID-19 ATTENDANCE EXEMPTION FORM and submit it with the monthly billing certificates to their local DCFS Day Care Service Eligibility team/Social Service Community Planner (SSCP).

Licensed Exempt homes will not be required to complete the exemption form.

Prior approval of DCFS will not be required in order to obtain the exemption unless the reason for the exemption specifically requires DCFS approval.

FORM:

COVID-19 ATTENDANCE EXEMPTION FORM (attached)