



Illinois Department of Human Services

JB Pritzker, Governor

Grace B. Hou, Secretary

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

**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, to include; licensed child care centers, licensed child care homes, license-exempt centers, and license-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 IDHS Child Care Staff

**APPLICABILITY:** This policy applies to licensed child care centers and homes and license-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.

**FORM:** COVID-19 ATTENDANCE EXEMPTION FORM

### PROCEDURES:

- Licensed and license-exempt child care programs paid through the certificate program or site administered programs are eligible to receive an attendance exemption to lessen the financial impact of certain events which are beyond the control of the program.
- To receive the exemption, providers should complete the COVID-19 ATTENDANCE EXEMPTION FORM and submit it with the monthly billing certificates to the local Child Care Resource and Referral (CCR&R).
- Site administered programs should submit the form with the monthly MER.
- For home providers that use the telephone billing system, a completed COVID-19 Attendance Exemption Form should be completed and submitted to your local CCR&R on the same day you enter your certificates.
- License-exempt homes will not be required to complete the exemption form.
- Prior approval of IDHS will not be required in order to obtain the exemption unless the reason for the exemption specifically requires IDHS approval (*see definitions*).



# COVID-19 ATTENDANCE EXEMPTION FORM

**REQUESTED for the Month of \_\_\_\_\_, 2020**

**Program Name:** \_\_\_\_\_

**15-Digit Child Care Management (CCMS) Provide ID:** \_\_\_\_\_

**Person Completing Request:** \_\_\_\_\_

**Position of Person Completing Request:** \_\_\_\_\_

**Reason for exemption** (*check as many as apply*):

Low student attendance due to epidemic

Dates of low attendance: \_\_\_\_\_

Forced closure by local health department or local unit of government

Dates of closure: \_\_\_\_\_

Forced closure due to presence of COVID-19 exposure

Dates of closure: \_\_\_\_\_

Voluntary closure based on decision of  Owner  Board (*check one*)

Dates of closure: \_\_\_\_\_

I certify this is a true and actual accounting of the monthly attendance for my program and I understand that by requesting full payment for eligible days of care I agree to pay my staff for all scheduled work hours, regardless of closure or reductions in services.

**Signature of Authorized Representative:** \_\_\_\_\_

*IDHS works cooperatively with the Department of Employment Security and may validate receipt of unemployment compensation. Funds obtained through a false certification will be subject to investigation and recoupment and may result in termination from participation in the Child Care Assistance Program.*

*Please fully investigate the federal emergency relief funds available to individuals and small businesses. This includes expanded unemployment benefits, emergency grants and forgivable loans and refundable tax credits. It may be more beneficial to you and/or your staff than claiming the attendance exemption. More information can be found here: [www2.illinois.gov/sites/OECD/Pages/COVID-19.aspx](http://www2.illinois.gov/sites/OECD/Pages/COVID-19.aspx)*