Dear Child Care Provider,

The State of Illinois and SEIU, the union representing CCAP home child care providers, recently reached an agreement on implementation of a 4.26% increase in the child care payment rates for home child care providers. Pursuant to the agreement between the State and SEIU, the new rates are now in effect for all services provided beginning April 1, 2019 and going forward. CCAP home child care providers who provided services between July 1, 2018 and March 31, 2019 will also receive backpay for the 4.26% rate increase for those services. If you provided services between July 1, 2018 and March 31, 2019 you will receive back pay as follows:

- Backpay will be calculated based on certificates for services provided between 7/1/18 and 3/31/19. You do not need to re-submit certificates or to request supplemental payments. The payments you receive will be equal to the difference between payments already issued to you and the new CCAP payment rates reflecting the 4.26% increase.
- As with normal child care payments, you will receive a separate backpay payment for each month, for each family. For example, a provider providing services for two families for each of the 9 months between July 1, 2018 and March 31, 2019, would receive 18 different backpay payments— one for each family for each month. Backpay payments will be issued on the schedule detailed below.
- Backpay payments will be issued in the same manner that you receive your regular CCAP payments (for example, paper check, direct deposit, or debit card). Information provided on the backpay warrant (service month, case, family name, deductions, additions) will be the same information as what is provided for regular CCAP payments.
- Any quality additions that you receive and any applicable union dues will be applied to your backpay payments.
- Licensed providers must complete a rate certification form and file it with their Child Care Resource and Referral Agency (CCR&R) to receive the 4.26% rate increase and backpay. License exempt providers do not need to complete a rate certification form.

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).