

# IMPORTANT CCFA GUIDANCE and POLICY UPDATE

August 21, 2020

The following modifications were deployed to Child Care Financial Assistance System (CCFA) the week ending August 21, 2020<sup>th</sup>. THIS NOTICE IS TO GIVE SUBSIDY ADMINISTRATORS SUMMARIZED INFORMATION ON THE CHANGES. COMPREHENSIVE GUIDANCE WILL BE OR HAS BEEN RELEASED THROUGH A NEW FINANCIAL ASSISTANCE POLICY GUIDE AND PROCEDURES MANUAL.

## Emergency Closures

The closure type, “No Transportation Day” (NTC)” in CCFA for the COVID-19 emergency closures for March 23<sup>rd</sup> through August 31<sup>st</sup> has been extended through **December 31<sup>st</sup>**.

Paid Time off (PTO), holidays and professional days scheduled from July 1<sup>st</sup> – December 31 31<sup>st</sup> need to be tracked manually and kept on file. Approved emergency closures after you have reopened will need to be tracked manually and kept on file. Subsidy Administrators should not worry about entering closures since there is no difference in payment.

User access to enter closures through December 31<sup>st</sup> is suspended.

## Termination Reason

The new termination reason, “COVID June-July 2020 Change of Provider” has been renamed to “COVID Change of Provider” the end date to use this termination code has been extended to December 31<sup>ST</sup>. As a reminder this termination reason should **ONLY** be used for terminations where the family has chosen to move to another provider starting June 22<sup>nd</sup> through December 31<sup>st</sup> **AND** the original provider needs to continue to be paid for the same time period. Additional policy and billing guidance will be provided at a later date.

**The following modifications to Child Care Financial Assistance System (CCFA) remain in place.**

## Parent Fee

EEC will continue to pay the parent fee, for example;

- September 2020 payments will include the parent fee for August child care services.
- October 2020 payments will include the parent fee for September child care services.
- November 2020 payments will include the parent fee for October 2020 child care services

The parent fee added to your monthly invoices will be based on the child’s attendance.

- The monthly view will reflect an extra row that details the parent fee being added back.

**The following subsidy policies continue until further notice:**

## Subsidy Policy Changes including:

- No limit on absences for children
- Streamlined reauthorization process with options to maintain subsidy even with uncertain employment or service need.
- Extended job search from 12 weeks to 26 weeks and access to provisional authorizations for all

**EEC continues to pay for all children who have confirmed enrollment, even if the child is not yet attending.**

EEC will continue paying based on a child's confirmed enrollment with a provider for the remainder of Fiscal Year 2021 with these conditions:

- Provider must confirm continued enrollment twice a month.
- Parent will have to abide by all subsidy requirements, including reauthorizing by their end date.

**The following policy change in payment for school age children is effective the start of the school calendar year.**

EEC will pay the full day rate for children attending for more than 6 hours of care, including programs that are providing space and assistance for children attending school virtually. Funding would be limited to licensed or approved programs. Summer care will continue to be paid full time until the start of the school calendar year.

Please note that EEC Audit Staff will be reviewing full time billing during this time period to ensure compliance with these conditions.

*Please forward this message to other subsidy administrative staff in your organization that do not have access to CCFA. Thank you.*