



**Department for Children and Families**  
**Child Development Division**  
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Agency of Human Services

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May 18, 2020

Dear Families,

During these challenging times we hope that your family is doing well. Governor Phil Scott announced that child care and afterschool programs may open on June 1<sup>st</sup> using additional health guidance. Information about the health guidance is available at <http://healthvermont.gov/covid19>, and clicking on “Schools and Child Care Programs.”

Child care programs are making choices about when they open and how many children they can safely care for. If your child care program is not opening or able to care for your child, and you need child care, you may call your child care referral specialist to find out what other child care options are available in your area. A list of referral agencies is attached to this letter and always available at <https://dcf.vermont.gov/cdd/ccsa>

We have heard from some families that you may not be ready for your child to return to child care. There are some options available to you to have the Child Care Financial Assistance Program continue to pay your financial assistance benefit to your *open* child care program. To use the options, you will need to call your eligibility specialist and provide any needed documentation.

SITUATION	CODE AVAILABLE	WHAT YOU SHOULD DO
Your child attends the child care program.	Your provider will bill for attendance and be paid.	You do not need to do anything.
Your child is required to stay home due to illness (related to COVID-19 or not).	Sick Code	Notify your child care program that your child is sick, and they will use this code. If you are using this code for more than one week, call your eligibility specialist to approve the use of this code for the extended period.
Your child is required to stay home due to exposure to a person who has tested positive for COVID-19.	Sick Code	Call your eligibility specialist for approval and the needed documentation.
Your child has a health condition, or other COVID-19 related concern, and you would like to wait to have them return to child care.	“U” Code	Call your eligibility specialist to approve the use of this code for the extended period. You will need to tell the the eligibility specialist: <ul style="list-style-type: none"> <li>• Why you would like your child to remain home</li> <li>• When you anticipate returning to child care</li> </ul> This code is limited to the COVID 19 response period and currently is approved for use through July 6 with the possibility of extension.

Any other reason you would like to have your child remain home with you for some additional time.	Vacation Code	Notify your child care program that you would like to use your vacation days. Each child is allowed ten vacation days each year (July 1 <sup>st</sup> – June 30 <sup>th</sup> ).
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Please call your eligibility specialist or CIS Specialized Child Care Coordinator to let them know what your child care/school age plans are to ensure they have the payment set up correctly for your provider. They can also talk about your options, and what will work best for your family. A list of eligibility agencies is attached to this letter and always available at: <https://dcf.vermont.gov/cdd/cccsa>

Thank you,



Steven Berbeco  
Deputy Commissioner