

CHILD CARE FINANCIAL ASSISTANCE PAYMENT GUIDANCE SPECIFIC TO CHILD CARE CLOSURES AND CHILD ABSENCES RELATED TO COVID-19

Revised April 9, 2020

Child care is a critical service to maintain the infrastructure of Vermont, families that may not have the option to stay home during this time, such as nurses and emergency responders need child care to ensure critical services are available. Governor Phil Scott has ordered child care programs to close effective 3/18/2020 until the Governor's Order ends to all families except essential workforce.

Child Care Financial Assistance payments from 3/16/2020 through when the Governor's Order ends will be based on children scheduled to attend and eligible for Child Care Financial Assistance and not on actual attendance. Please see details below on how to submit for payment.

CCFAP Attendance Submission Guidance for Child Absences related to the Coronavirus

If families are choosing to keep their child at home specific to concerns about the coronavirus use the following procedures for submitting attendance:

Child attends part of a week: submit the hours the child attended and do not use any codes for the remainder of the week.

Child is absent for full week: put in a "U" each day the child was scheduled to attend your program.

If your program closes related to concerns about the Coronavirus either voluntarily or due to recommendations:

If your program is open for a partial week: submit hours for all the children that attended, U codes for the children that did not attend, and leave days closed as blank. Do not use P codes.

If your program is closed for a full week: submit U codes for children based on the days, they were scheduled to attend.

U codes submitted according to these guidelines will be paid through the Child Care Financial Assistance Program. When first submitted the U codes will appear to pay zero dollars. This will be overridden by staff and will be updated by the payroll run with the amounts paid.

Approved Relative Child Care Provider Payments

There are no changes to the attendance instructions for Approved Relative Child Care Providers. No codes are approved for this type of care provider, and payments will only be made for actual attendance.

These procedures will be in effect until the Governor's order ends. At such time they may be extended or ended.