

## **Questions and Answers for Indiana Child Care Providers - March 19, 2020**

### **Grants for child care providers**

**Can any provider apply for the grant or only providers that have children with CCDF vouchers?**

Any provider who accepts CCDF is eligible to apply. The provider does not have to have a child who receives CCDF currently enrolled.

**Is the temporary grant only available for days that we are closed or when enrollment is low?**

The grant is available for either scenarios. The provider may have closed or may have low enrollment and is facing closure. These grants are meant to support programs in loss of revenue from their private pay/cash pay families.

**How long will it take to receive grant funding?**

If the grant money is approved, it will be electronically deposited into accounts in the same cycle as CCDF payments. To see those payment schedules please visit the provider website at [www.hoosierchildcare.com](http://www.hoosierchildcare.com) under payment schedule 2020.

**If I am an eligible CCDF provider and have not had a CCDF child attend or a POS machine installed how will I receive grant funding?**

You will need to access the provider website at [www.hoosierchildcare.com](http://www.hoosierchildcare.com) and complete the provider agreement and bank change forms and submit to Carrie Gray at [carrie.gray@fssa.in.gov](mailto:carrie.gray@fssa.in.gov).

**If a program closes can the program apply the personal days and also apply for the grant opportunity every two weeks?**

Yes, the program should utilize the personal days for the children that receive subsidy through CCDF and the grant funding to supplement for children that private pay.

**Are the grant funds to be used to pay the child care staff if we close?**

Yes, this funding is meant to pay the child care staff in order to retain the supply of child care even after the COVID-19 pandemic is over.

**If a provider has multiple sites does each site have to apply for the grant funding?**

Yes, each site must apply individually.

**If I am not a CCDF-eligible provider what other assistance is available?**

OECOSL will continue to work with our community based organizations as well as other state agencies to make you aware of any opportunities that might become available. Please check back frequently to the OECOSL webpage as we will update resources there.

**Will programs hear anything back once they submit the temporary assistance application?**

Yes, programs will receive an email from OECOSL once the application has been approved.

**Additional personal days**

**Will families lose their CCDF vouchers if they don't bring their children to child care during the COVID-19 outbreak?**

No, families who choose not to bring their child to child care can utilize the increase personal days to cover the absence. In addition, families will not be terminated from the program for not utilizing their swipe card during this time. All CCDF families are being given an additional 40 personal days. This gives families up to 60 personal days to help ensure CCDF eligibility in case of quarantine or if a child care center closes temporarily.

**If a child care closes and parents need to change providers do both places receive funding?**

Child cares who close can apply for a grant to support them for temporary closures. Grant applications can be found at <https://www.in.gov/fssa/carefinder/5761.htm> If a family claims a personal day at their original provider and then tries to swipe their card at a new provider both providers cannot receive payment as children can only be associated with one program at a time.

**What do I tell the CCDF and OMW families that are choosing to keep their children home during this time period? Will they need to use their own personal days to cover this time?**

Yes, families can use their increased personal days to cover their child's absence. Please keep in mind families only need to use the amount of personal days to equal 25 hours for the week. If there are questions regarding this, providers can contact their CCDF policy consultant.

**Do providers have to wait the 13 days before entering personal days into the late attendance system?**

Yes, late attendance cannot be entered in the system until the 13 day back swipe period expires.

**Do parents have to approve late attendance?**

Yes, if a parent fails to utilize their swipe card and the provider enters late attendance the parent is still required to approve it.

**If personal days are entered by the provider in the late attendance system during a closure will parents still need to go in and approve them or will they automatically be approved?**

We still want parents to go in and approve any and all late attendance. However, if this is not completed the late attendance will be approved by the Office of Early Childhood and Out-of-School Learning.

**If personal days are entered by the provider in the late attendance system during a closure will parents still need to go in and approve them or will they automatically be approved?**

We still want parents to go in and approve any and all late attendance. However, if this is not completed the late attendance will be approved by the Office of Early Childhood and Out-of-School Learning.

**What about On My Way Pre-K? Do these same policies around increased absence days apply?**

Yes, children who are eligible for On My Way Pre-K will also receive the increased absence days.

**School-age children**

**When will school age vouchers begin to be full time?**

This change became effective Sunday, March 15, 2020.

**What is the process to change a voucher for a school age child that had authorized 10 hours per week but now needs 25 hours per week?**

Any school age vouchers that were effective as of 3/15/20 will be switched to School Age Other (25 hours) until 10/3/20. OECOSL will create these internally and no action needs to be taken by providers or families.

**If school age children are in attendance at a program for more than 25 hours per week will the program receive the full time rate?**

Yes, any school age vouchers that were effective as of 3/15/20 will be switched to School Age Other (25 hours) until 10/3/20.

**Licensing/inspections/Paths to Quality**

**Will license renewals still be on the same schedule or will those be delayed?**

License renewals will be on the same schedule, OECOSL will work with providers that have closed due to the COVID-19 pandemic once they have reopened.

**What is the process if we are due for a rating visit?**

If the child care program is enrolled in PTQ, and has a PTQ rating visit that is due within the next 90 days, programs should contact the Office of Early Childhood and Out-of-School Learning to request Inactive Voluntary Status (IVS). IVS forms can be obtained from OECOSL, your PTQ Coach, or by contacting SPARK Learning Lab. For technical assistance filling out this form, please contact SPARK Learning Lab at 1-800-299-1627, or at [PTQ@indianaspark.com](mailto:PTQ@indianaspark.com) All requests will be approved by OECOSL for the maximum timeframe allowed in policy (90 Days). If additional time is needed past 90 days, programs will be considered on a case-by-case basis.

If a program experiences a sudden temporary closure and is otherwise unable to submit the proper documentation for IVS, OECOSL will complete the IVS paperwork on the program's behalf. This will allow all PTQ levels to be maintained, and all CCDF and On My Way PreK vouchers to remain active at their current levels.

**What if you are a PTQ provider and you're closing due to the Covid-19, will it affect your PTQ level?**

No, providers who close and are due for a rating visit may enter into a voluntary inactive status and their PTQ level will remain the same.

**What do I do if I don't know who my licensing consultant is?**

Please contact the Office of Early Childhood and Out-of-School Learning at 1-877-511-1144

Link to Provider resources which contains consultant map:

[https://secure.in.gov/fssa/files/OECOSL\\_Home\\_Child\\_Care\\_Consultant\\_Map.pdf](https://secure.in.gov/fssa/files/OECOSL_Home_Child_Care_Consultant_Map.pdf)

**Additional Items:**

**I have several first responder parents. If we have to close, where should I send them for childcare?**

Families may search for child care options near their homes or workplaces, or along the route of their commute, at [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) or call 800-299-1627 for assistance from an early learning referral specialist.

**Who do I contact if I have questions about the food program?**

The food program is administered by the Indiana Department of Education. For questions related to the food program you can contact Carol Markle at [cmarkle@doe.in.gov](mailto:cmarkle@doe.in.gov) or 317-232-0873.

**What should a child care program do if they need to identify temporary space to operate in to meet the needs of the community?**

If a child care has been approached to provide care for health care staff or first responders please contact OECOSL so that we can assist in getting the child care open.