



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: March 30, 2020

TO: Current Licensed and License Exempt Child Care Providers

FROM: Dr. Scott M. Koenigsknecht, Deputy Superintendent
P-20 System and Student Transitions 

SUBJECT: **UPDATED** Guidance for Child Care Providers During the COVID-19 State Emergency, including Updates for Current CDC Subsidy Providers

This memorandum provides updated guidance for licensed and licensed-exempt child care providers during the COVID-19 state emergency.

Closure Required, Expect to Serve Critical Infrastructure Workers

On March 23, Governor Whitmer signed the "Stay Home, Stay Safe" Executive Order ([EO 2020-21](#)). This order directs all Michigan businesses and operations to temporarily suspend in-person operations that are not necessary to sustain or protect life. This order also directs Michiganders to stay in their homes unless they're part of the critical infrastructure workforce.

Until this order expires, child care providers are required to close.

There is one exception. Child care providers that are willing and able to provide care to the children of critical infrastructure workers (also called essential workers) are encouraged to continue providing care when possible.

Care for Children of Critical Infrastructure Workers

If a child care provider is staying open to serve children of critical infrastructure workers:

- Parents and families are expected to self-identify as critical infrastructure workers, and child care providers are not required to determine whether parents and families qualify. For a summary of who is considered a critical infrastructure worker, click [here](#).
- If a family has two available caregivers, and only one is in the critical infrastructure workforce, the child is still eligible to be in care.

Child care providers that are remaining open are strongly encouraged to implement a symptoms monitoring protocol and more regular cleaning and disinfecting practices.

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The Michigan Department of Health and Human Services has produced guidance to assist you. Their guidance, as well as other state resources for child care providers, can be found at www.michigan.gov/coronavirus. Click "Resources" to view materials specific to child care.

What This Means for Families

There is disaster relief child care available to children whose parents/guardians have been identified as part of the critical infrastructure workforce. Families should complete the form at <https://www.helpmegrow-mi.org/essential> or call 211 if they need help locating available care. At this time, families will be charged for disaster relief child care. Note: If a family has two available caregivers, and only one is in the critical infrastructure workforce, the child is still eligible for disaster relief child care.

Families that are not part of the critical infrastructure workforce are expected to stay home with their children until the Executive Order expires. They are not eligible for disaster relief child care.

Updated Guidance for CDC Program Providers

The CDC program understands the impact this state of emergency could have on current CDC subsidy providers—including licensed and licensed-exempt sites. Therefore, these Frequently Asked Questions (FAQs) have been developed and posted to the CDC website (also attached) to clarify temporary child care billing procedures and answer other questions related to training and Great Start to Quality during this unprecedented situation. The FAQs on the CDC website will be updated as necessary as the situation evolves and new information becomes available.

Please address questions related to child care billing and payments to the CDC call center at 866-990-3227.

For questions not addressed in this memo, please contact Lisa Brewer Walraven at brewer-walravenl@michigan.gov or 517-241-6950.

Child Development and Care (CDC) FAQ for Activities March 16, 2020 – April 13, 2020

1. How should child care providers bill for child absence hours?
 - A. All child care providers play a critical role in providing safe places for children to grow and learn while supporting families in the community. We recognize the significant financial impact many providers have experienced during this state of emergency.

To help maintain licensed and licensed-exempt child care options throughout the state of emergency and beyond, the State will continue to make child care subsidy payments throughout the state of emergency for all enrolled subsidy-eligible children.

During the time period of March 16, 2020 – April 13, 2020 (Pay Periods 007, 008 and 009), providers should bill **regular child care subsidy hours** for all subsidy eligible children enrolled in their care.

- i. If you are closed, bill for the time the child would have normally been in your care.
- ii. If you are open and serving essential workers, bill for the time you are serving a subsidy-eligible child in your care and bill for all subsidy eligible children who would have normally been in your care.

Providers will need to document on their time attendance records the following statement: **Billing regular child care hours due to state of emergency declared by Governor Whitmer (COVID 19) from March 16, 2020 – April 5, 2020 and [Executive Order 2020-21](#) issued on March 23, 2020.**

2. How can I bill for school age children who need additional care?
 - A. With the closure of K-12 public schools from March 16, 2020 – April 13, 2020 the Department realizes that school age children may need to attend a child care program for additional hours. Effective Pay Period 007 (March 15 – March 28, 2020) all school age child authorizations have been increased to 90 hours biweekly to allow providers to bill for the additional care provided.

The increased authorizations will remain on the approved CDC subsidy case until the end of the 12-month authorization period. Ongoing, you should only bill for a school age child when they are in your care outside of regular school hours.
3. Will child care subsidy cases that have eligibility end dates for March 2020 or April 2020 be allowed to continue without interruption?
 - A. Yes. In order to not disrupt the continuity of care MDE and DHHS will be working together to suspend CDC case redeterminations for these two months. March 31, 2020 redeterminations will be extended to May

31, 2020, and April 30, 2020 redeterminations will be extended to June 30, 2020.

4. If I'm a license exempt provider and I can't get fingerprinted during the period of March 16, 2020 – April 13, 2020 what should I do?
 - A. If a licensed exempt provider cannot get fingerprinted due to Covid-19 restrictions implemented at the local level, the CDC office will be granting extensions. If you have questions about getting an extension, please contact the Child Care program at 866-990-3227.

5. Should Great Start to Quality Resource Centers continue to offer Great Start to Quality Orientation (GSQO) training for license exempt child care providers?
 - A. Because license exempt provider payments rely on the completion of this training, virtual training options need to be explored for all GSQO training. In addition, during this state of emergency, you may move to providing First Aid and CPR **training (infant, child, and adult)**, and suspend CPR and First Aid **certification**, which requires a practical skills component. Providers will not be certified in CPR and First Aid. The goal is for you to meet the needs of the providers in your service area who are waiting to be paid for care they are providing. Further communication and guidance will be issued from ECIC to the Great Start to Quality Resource Centers.

During this time, Great Start to Quality Resource Centers should indicate on the training sign in sheet the method of delivery for the training and whether or not you offered CPR/First Aid training or certification. Note, if a provider would like to become certified in the future, he/she could attend a stand-alone CPR/First Aid certification class and receive credit toward level two.

6. Should license exempt health and safety coaching visits continue as required to meet CDC requirements?
 - A. Between the period of March 16, 2020 and April 13, 2020 we are placing a moratorium on these visits. License-exempt providers will be given the option of a phone call to address a portion of items on the health and safety checklist, followed by the in-person portion to complete the visit. During the moratorium proper documentation must be maintained and submitted to the Department, including the reason for the visit not being completed.

7. If I have a GSQ coaching visit or infant toddler cohort meeting scheduled, should it proceed?
 - A. Between the period of March 16, 2020 and April 13, 2020 coaching visits and cohorts (to the extent possible) should be conducted via phone or email. Case notes/documentation should indicate why any coaching visits were postponed.

8. If I have a GSQ Assessment Visit scheduled, should it proceed?
 - A. Between the period of March 16, 2020 and April 13, 2020 we are placing a moratorium on these visits. During the moratorium proper documentation must be maintained, including the reason for the visit not being completed.
9. What if my rating expires between March 16, 2020 and May 7, 2020?
 - A. Programs with ratings that expire(d) between March 16-May 7, prior to EO 2020-04, will have their ratings extended by 6 weeks.
 - B. Application review and approval and Validations are still occurring during the state of emergency.
10. Should infant-toddler cohort meetings continue as planned?
 - A. We encourage you to convene the infant-toddler cohorts in your region virtually to meet the needs of the providers in your service area.
11. Should face to face training offered through the MiRegistry continue as planned?
 - A. No. Based on the Executive Order 2020-21 issued on March 23, 2020, all face to face training should stop through April 13, 2020. We encourage you to explore offering training virtually to meet the needs of the providers in your service area. If this is not an option within your area, we recommend working with your Early Childhood Support Network (ECSN) to suspend trainings during the stated period and rescheduling as soon as possible after April 13, 2020 to ensure you meet the requirements within your scope of work. Decisions made to suspend trainings must be documented in the ECSN monthly report document submitted to MDE.