



# Rhode Island Department of Human Services – Office of Child Care

## Addendum to February 2020 Child Care Assistance Program Provider Handbook

This addendum shall be in effect from June 1, 2020 through August 29, 2020.

The original Child Care Assistance Program Provider Handbook dated February 2020 is attached and made a part of this document.

The Department of Human Services in response to COVID-19 is temporarily modifying the sections as specified below.

## CCAP PROVIDER RESPONSIBILITIES

### Licensed CCAP Providers

Center-Based, Family Child Care and Group Family Child Care:

Our Department recognizes the need to thoughtfully reopen safe and developmentally appropriate child care to both support working families and ensure the economic viability of our valued providers. Based on recommendations from our public health experts, RI is exercising additional precautions to protect the health and safety of children and ensure child care programs adhere to public health protections to prevent the spread of COVID-19.

We are asking all providers to develop and submit a COVID-19 plan to the DHS Child Care Licensing team in preparation for reopening. To assist you, DHS has posted the following child care reopening webinars in English and Spanish:

- DHS Webinar for Re-Opening – for Program Directors and Family Child Care Administrators
  - [English](#)
  - [Spanish](#)
- Health and Safety Guidance for Re-Opening Child Care – for all Child Care Staff
  - [English](#)
  - [Spanish](#)

Both will discuss:

- The COVID-19 application process for reopening on June 1, 2020
- CCAP payment practices that will be in effect for 13 weeks from June 1, 2020 to August 28, 2020
- New emergency regulations, such as reducing group sizes, required screening procedures and limited movement between classrooms. (English and Spanish)
- Enhanced health and safety training administered virtually by the Center for Early Learning Professionals (English and Spanish)

For providers who submit a COVID-19 plan to reopen, they must receive approval from the Department to begin operating. These plans, and a Department approval letter, must be posted in your program in order to begin operating; COVID-19 plans should be sent to the [DHS Child Care Licensing team](#).



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## PROVIDER DUTIES/FUNCTIONS

### Attendance Submission/Approval

For CCAP licensed providers who reopen and all license exempt providers, you will not need to submit attendance for Batches 2 through 8; below are a few key points to keep in mind:

- Providers will be paid based on enrollment and not attendance for these weeks.
- Providers will temporarily be able to maintain their Pre-COVID enrollment capacity upon reopening and should only disenroll CCAP families who either lose their eligibility or decide to enroll with a new CCAP provider.
- New enrollments must be completed no later than the first week of the child's first date of attendance to ensure you are paid appropriately for the child's enrollment.
- Summer Flip has been aligned with the reopening of Licensed Providers, effective June 1<sup>st</sup> through August 29<sup>th</sup>.

### Absences

We are suspending this policy until further notice:

- **CCAP Rules and Regulations:**  
**4.8.2. Limitations of Authorized Care (1)** Once the five (5) days per month limit has been reached, no payment shall be made for periods of authorized child care in which the eligible child is not in attendance unless a good cause exemption has been granted.

### Provider Rates

CCAP licensed providers approved to reopen will see a temporary rate enhancement to support reopening costs; rates are available on the Provider Portal as well as the [DHS website](#).

School Age Enrollments will be paid at the child's summertime allotment (Need Hours) vs. their school time allotment (Authorized Hours). Please note that this means you will see an increase in payment for most of your School Age Enrollments, except for those School Age Enrollments that the Need Hours and Authorized Hours are the same. We ask that providers adhere to the timely enrollment policy referenced in the third bullet for any new School Age Enrollments; no action is required for existing School Age Enrollments.

Providers who do not reopen and are not serving CCAP children will not be reimbursed for CCAP services.

## PROVIDER RESOURCES

- [Licensed Center Temporary Rate Enhancements](#)
- Licensed Family Temporary Rate Enhancements: [English](#) / [Spanish](#)
- COVID-19 Child Care Application Plan: [English](#) / [Spanish](#)
- COVID-19 Screening Tool: [English](#) / [Spanish](#)
- Reopening Plan – FAQs: [English](#) / [Spanish](#)
- [Reopening RI](#): Scroll down to *General Workplace Guidelines, Child Care & Youth Activities* and click on *Resources*.