



Kay Ivey
Governor

State of Alabama Department of Human Resources

S. Gordon Persons Building
50 Ripley Street
P. O. Box 304000
Montgomery, Alabama 36130-4000
(334) 242-1310
www.dhr.alabama.gov



Nancy T. Buckner
Commissioner

MEMORANDUM

March 16, 2020

TO: Child Care Providers Participating on the Child Care Subsidy Program

FROM: Bernard Houston, Administrator of Child Care and Workforce Development
Child Care Services Division *Bernard Houston*

SUBJECT: Guidance on COVID-19

In light of recent developments concerning COVID-19, this memo is being sent to provide guidance for child care providers participating in the Child Care Subsidy Program.

The Department of Human Resources is encouraging all child care providers to follow guidance from the Centers for Disease Control and the Alabama Department of Public Health regarding COVID-19.

Please review the guidance below regarding the Child Care Subsidy Program as it relates to the pandemic.

1. There will be no interruption in payment to providers for children participating in the Child Care Subsidy Program.
2. Providers who must close due to COVID-19 or choose to close as a precautionary measure due to COVID-19 will be allowed to use emergency closure days until April 6th. Subsequent emergency closure days on or after April 6th may be granted by DHR on a case by case basis. Providers will continue to receive payment for emergency closure days.
3. DHR is suspending the Child Care Subsidy absentee policy until further notice. Providers will now receive payment for children who are absent more than 5 days and no doctor's excuse will be required.
4. School-age children attending child care facilities will be paid at the full time rate until April 6th.
5. If facilities remain open, all children must continue to be swiped in and out each day in order to receive the authorized payment.
6. As a reminder, possession of TAS swipe cards is not allowed by child care staff. Parents are not allowed to leave cards on the premises or allow providers to use them.

Should you have any questions, please contact Candice Keller at (334) 353-5208 or email at Candice.keller@dhr.alabama.gov.

BH/jdc

cc: Commissioner
Deputy Commissioner
District Administrative Specialists
SDHR Legal
Child Care Management Agencies