



Kay Ivey
Governor

State of Alabama Department of Human Resources

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Nancy T. Buckner
Commissioner

MEMORANDUM April 3, 2020

TO: Child Care Providers Participating in the Child Care Subsidy Program
FROM: Bernard Houston, Administrator of Child Care and Workforce Development
Child Care Services Division *Bernard Houston*
SUBJECT: Further Guidance on COVID-19

Based on continuing developments concerning the Covid-19, the Department has revised its previous memorandum dated March 31, 2020 to provide further guidance for child care providers participating in the Child Care Subsidy Program.

As a reminder, the Department of Human Resources encourages 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 revised guidance below regarding the Child Care Subsidy Program as it relates to the pandemic:

1. Effective April 6, 2020 through May 8, 2020, providers participating in the Child Care Subsidy Program will receive a weekly sustainability payment equal to 50% of all children enrolled in your facility.
2. For providers who remain open or choose to open, DHR will continue to pay the sustainability payment for enrolled children and will receive payment for all children attending, including full time pay for school-age children.
3. DHR absentee policy is being suspended through May 8, 2020. Parents will not be required to back swipe attendance in order to receive payment for children not attending.
4. Effective April 6, 2020, no additional emergency closure days will be authorized other than the five emergency closure days providers are routinely given each year.
5. Providers who choose to operate must comply with the Department's licensing standards and health orders from the State Health Officer.
6. In order to receive the regular payment for children in attendance, children must be swiped in and out each day. There are no exceptions to this mandatory swipe requirement and TAS adjustments will not be accepted for this emergency time period.
7. Contact your local Child Care Management Agency (CMA) to notify of your closure no later than April 13, 2020.
8. 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 swipe them.

Should you have any questions, please contact the Child Care Management Agency (CMA) in your region. A list of CMAs is located on the back of this memo.

BH/jdc

cc: Commissioner
Deputy Commissioner
SDHR Legal
Child Care Management Agencies

CHILD CARE MANAGEMENT AGENCIES

Regions

Huntsville/Ft Payne

CMA OF NORTH CENTRAL ALABAMA

Mary Lynn Carlton, Executive Director
Lori Gilbert, Provider Specialist
PO Box 18396
Huntsville, AL 35804
Phone: 256-534-5110
Fax: 256-534-0548
E-mail: lori.gilbert@dhr.alabama.gov

Regions

Mobile

CHILD CARE SOUTH

Natalie Nettles, Region Director
Jessica Barron, Provider Specialist
1365 Government, Suite 5
Mobile, AL 36604
Phone: 251-433-2878
Fax: 251-433-2894
E-mail: jessica.barron@dhr.alabama.gov

Regions

Jefferson

CHILD CARE CENTRAL

Janeric Johnson, Region Director
Monica Henry, Provider Specialist
85 Bagby Drive, University Building, Suite 100
Birmingham, AL 35209
Phone: 205-941-0115
Fax: 205-943-9393
E-mail: monica.henry2@dhr.alabama.gov

Regions

Montgomery
Dothan
Talladega
Tuscaloosa
Opelika

FAMILY GUIDANCE CENTER OF ALABAMA

Kathy Camp, Program Director
Sue Lanthrip, Provider Specialist
2358 Fairlane Drive
Montgomery, AL 36116
Phone: 334-270-4100
Toll Free: 1-800-499-6597
Fax: 334-244-1689
E-mail: sue.lanthrip@dhr.alabama.gov