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Nancy T. Buckner
Commissioner

MEMORANDUM October 8, 2021

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: Child Care Absences and Provider Closure Days

This memorandum serves as a reminder of policy regarding monthly absences for children participating in the child care subsidy program and provider closure days. Each child is permitted five (5) absences per calendar month. An additional five absences per calendar month are allowed with a doctor's excuse. DHR has lifted the requirement of a doctor's excuse if the absence is related to COVID-19.

Parents/guardians should back-swipe absences upon the child's return to care. If the absence is greater than ten days, parents/guardians should back-swipe the first five absences as soon as the child returns to care. Providers may then submit a Time and Attendance System (TAS) adjustment request form to be paid for the remaining five absences.

If a classroom must close for exposure to COVID-19, the absentee policy should be used in these instances. Parents should be instructed to back-swipe absences only during the time the classroom is closed. Parents should not back-swipe attendance if the entire facility is closed.

As a reminder, providers are given eighteen (18) closure days per year; five which serve as emergency closure days. Providers may use these closure days at their discretion, including closures for COVID-19. Providers must report closures to their child care consultant or licensing intake. Payment will not be authorized for failure to notify closure, nonuse of closure days, or swiping of attendance for providers reporting facility closure. Closure days will pay for all children with swipe activity from the previous 14 days.

Should you have questions, please refer them to your local Child Care Management Agency.