

March 16, 2020

IMPORTANT ANNOUNCEMENT

We are closing our offices to the public

Out of an abundance of caution for our families, providers, children and staff due to Coronavirus, we will **NOT** be conducting any in-person appointments or accepting walk-ins at our Bonita and Kearny Mesa offices starting **Tuesday March 17, 2020.**

We are asking that all documents be sent thru mail, email, fax, placed in our drop box outside of our office building, or uploaded via our website's:

- Parents, you can report changes or upload documents <u>here</u>.
- Providers, you can report changes or upload documents <u>here</u>.
- Drop box location at our Kearny Mesa Office, click here.
- Drop box location at our Bonita Office, click <u>here.</u>

Please note, that due to this temporary change in process, annual recertifications will be extended 6 months and any necessary appointments will be completed electronically or via telephone.

If you have changes or closures that you need to report, please contact your Child Care Eligibility Specialist or Provider Specialist as soon as possible via email, phone, or our website, click here.

Stay informed, continue visiting our website's news page for upcoming updates by clicking the button below:

CDA News Page

Sincerely,

The CDA Team