



March 25, 2020

## COVID-19 Emergency Provider Payment Policies

Dear Providers,

The California Department of Education (CDE) has released emergency guidance for Alternative Payment Programs on reimbursement policies during the current COVID-19 state emergency. This **temporary** guidance is effective March 18, 2020 and is set to expire on June 30, 2020 unless rescinded sooner by CDE.

The new policies are as follows:

▪ **Emergency Closure Payment**

Providers who have closed their facilities and are not providing services due to COVID-19 are eligible for up to 30 days of reimbursement after the closure of their program.

▪ **Missing Parent Signatures**

If a family has left the provider's program without signing the attendance record, CDA may accept and reimburse the provider. CDA is suspending *Missing Signature Warning letters* at this time.

▪ **Provider Unable to Submit Attendance Records**

Providers that are unable to submit an attendance record for any reason, should contact their Provider Specialist. CDA will work with providers to receive attendance records in ways that do not create a hardship for the provider and ensure public health guidelines are being met. This may include faxes, submitting electronic records via email, postal service or utilizing CDA's drop boxes.

▪ **Provider Reimbursement for Providers who have closed**

- Providers who have closed due to COVID-19 are eligible for up to 30 days reimbursement from the date they close.
- Providers will be reimbursed using the most recent (March 2020) monthly attendance record or invoice, except where otherwise provided below:
- Providers who are closed due to COVID-19 and are not able to submit their monthly attendance record or invoice shall be reimbursed based on the child's current certified need and certificate.



## Child Development Associates

*Our mission is to encourage and support the success and well-being of children, families, and the child care community.*

- For children certified with a set schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.
- For children certified with a variable schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.
- For children with a license-exempt provider, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.

***IMPORTANT: If you have closed your program and have not notified CDA, please do so immediately by contacting your Provider Specialist by phone or email.***

▪ **Provider Reimbursement for Providers who are remaining open**

Providers must continue to document attendance for those children still attending and submit attendance records per CDA's normal policies and timelines.

Providers may submit an attendance record without the parent signature if the parent is unavailable to sign due to COVID-19.

Regardless of attendance, providers **will** continue to be reimbursed for enrolled children who are not attending due to COVID-19. Reimbursement will be based on the child's most current certified need/certificate. Providers **should continue** to submit an attendance record for absent children, noting the child is absent due to COVID-19. This will help CDA expedite the provider's reimbursement for these children.

Reimbursement for all children (in attendance or absent) will be made as follows:

- For children certified with a set schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.
- For children certified with a variable schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.
- For children with a license-exempt provider, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.