



Child Care Guidance for Providers

Effective April 6 and continuing until the State of Emergency is lifted, the care provided by child care facilities will be limited to those providers who have certified that they are only providing care to the children of personnel working for essential businesses, as defined by [Governor Carney's State of Emergency](#). These providers will be designated as Emergency Child Care Sites by the Department of Services for Children, Youth, and Their Families (DSCYF).

Child care facilities may continue to operate or re-open as long as they apply **by April 3 at noon**, certifying that they will follow specific guidelines set forth by DSCYF, including existing DELACARE Regulations as well as any suspensions or modifications set forth in guidelines issued pursuant to Executive Order 38 and the State of Emergency. Additional requirements for Emergency Child Care Sites shall include the joint requirements by the Division of Public Health (DPH) and the Office of Child Care Licensing (OCCL).

As stated in Governor Carney's modification to the State of Emergency on March 22, Delaware is under a [Stay-at-Home Order](#) for those who are not conducting essential business. Effective April 6, only [employees at essential businesses](#) who are unable to work from home may use child care at a child care facility. These employees must certify to their child care provider that they qualify as essential and cannot work from home. This certification may include any of the following:

- A letter from the parent/guardian's employer stating that the business has been deemed essential by the Governor and that the employee cannot work from home;
- Presentation of the parent/guardian's work ID;
- A form signed by the parent/guardian and provider; or
- The child care facility has information confirming the parent/guardian of a child already enrolled in that facility works for an essential business. In this instance, no additional information is needed.

The Office of Child Care Licensing may request to inspect files to ensure this procedure is being followed by child care facilities.

Essential businesses are defined in Governor Carney's [fourth modification](#) to the State of Emergency order.

Financial Guidelines as of April 6, 2020

Licensed child care facilities remaining open and designated as Emergency Child Care Sites by DSCYF shall receive the following:

- Purchase of Care/Tiered Reimbursement: Continue to receive purchase of care and tiered reimbursement based on February enrollment at the normal rate of pay.
- Private Pay: Centers may continue to receive private pay payments.
- Enhanced Reimbursement: Additional “Enhanced Reimbursement” to pay to staff, purchase additional cleaning materials, purchase safety equipment, or provide staff training required to operate during the pandemic.

Child care facilities who close and agree to fully pay 100% of staff:

- Purchase of Care: Continue to receive 100% payment for POC licensed slots filled at time of closing and receive 70% of the weighted average of Infant/Toddler/All Other/School Age for vacant POC slots at time of closing. Calculations are based on licensed capacity.
- Private Facilities: If you are continuing to receive private pay, you may continue private pay. If you have vacant slots where pay is no longer applying, you receive 70% of the weighted average of Infant/Toddler/All Other/School Age. Calculations are based on licensed capacity.

Child care facilities who close and do NOT fully pay 100% of staff:

- For child care facilities who have filled POC slots at time of closing, you will continue to receive 20% payment of the POC payment for utilized slots.
- For vacant slots, you will receive 20% of 70% of the weighted Average of Infant/Toddler/All Other/School Age. Vacant slots are based on licensed capacity.

Frequently Asked Questions

1. If a family in my child care facility or home is not working for an essential business, are they to stop sending their child to care?

Yes. Starting Monday, April 6 and running until the State of Emergency is lifted, child care is reserved for the children of personnel working for essential businesses, who cannot work from home. If you do not know if someone works for an essential business, please check this [list](#) to confirm.

2. How can I continue serving the children of personnel who work for essential businesses?

Visit [this site](#) to sign up. If you have any further questions, contact your licensing specialist.

3. If I closed my child care facility, but would like to reopen it to serve those who need care, how should I proceed?

Visit [this site](#) to sign up. If you have any further questions, contact your licensing specialist.

4. What forms do I need to collect from new families enrolling in my center?

Starting on Wednesday, April 1, families will fill out a form on the [COVID-19 child care site](#). Please direct families to this link to fill out the forms.

5. What files do I need to keep for new children?

Children enrolled on or after April 6th must be enrolled using the “temporary emergency child care enrollment form” and “health history form”. These will be posted by DSCYF Wednesday. Providers must also have a Child Information Card for each child enrolled in the facility.

6. Where can I turn if I have questions?

For questions about being an Emergency Child Care Site, contact your licensing specialist, who is here to answer any questions you may have. You can also email [OCCL](#). For questions about payments, please contact Tina Shockley at Tina.Shockley@doe.k12.de.us.