

Summer 2020 Enrollment & Eligibility Guidance
for
Family Child Care Networks and Affiliated Providers
(Released July 21, 2020)

Note: This guidance applies to all Network affiliated family child care providers.

*This guidance is only applicable for **July and August 2020**. The DOE will release new guidance on enrollment and eligibility for September 2020 later this summer.*

- All Network affiliated providers will be expected to provide services, in some form, to **all** eligible children and families **currently enrolled** in their programs. **Networks should not drop any children or families from program rosters at this time.**
- **The needs and preferences of your enrolled families will likely be different, and the services provided by programs will need to reflect these differences.** Some families may not be able or ready to send their child to a program for in-person learning this summer; other families may need full day and full week care; others may be able to accommodate a more flexible schedule that includes a combination of in-person and remote learning.
- Programs may serve currently-enrolled children and families through **three potential learning models:**
 1. Full-time in-person learning;
 2. Full-time remote learning; or
 3. Blended learning (a combination of in-person learning and remote learning).
- In a child's early years, learning is most impactful when it takes place in person. **All affiliated providers should plan to provide some level of in-person learning services this summer.** We anticipate that most affiliated providers will provide a combination of the learning models listed above, depending on families' needs, group size requirements, and staffing limitations.
- If an affiliated provider is not able to re-open, the Network should request an exemption by emailing the DECE at fccsupportteam@schools.nyc.gov. The provider will be able to maintain affiliation with the Network during this time, if the exemption is approved by the DOE.
 - If an affiliated provider is not able to re-open by August 31, they will not be able to continue to receive payment for enrolled children whose families need in-person care. More guidance will follow.
- At this time, Networks in collaboration with affiliated providers must continue to provide remote learning services to all currently-enrolled children until they resume in-person services. Additional guidance may follow.
- To maximize in-person learning opportunities for currently-enrolled children, affiliated providers in consultation with their Networks may:

- Request flexibility in their operating hours for in-person services, **including providing fewer than the usual 10 hours per day. Note: All affiliated providers must provide at least 7 hours of care per day to receive full payment for the day.** Affiliated providers should discuss their programs' capacity with their Networks who will request approval from their assigned Family Child Care Support Manager. Networks and affiliated providers must clearly communicate operating hours in advance to families.
- Families who opt for full-time remote learning through the end of summer should be able to review this decision at the beginning of September, and may opt back into in-person learning if they would like to do so.
- Networks and affiliated providers are invited to submit any comments on this guidance document through the Network's assigned DECE Family Child Care Support Manager.

Priority for in-person family child care services

- **Networks should offer in-person services at affiliated providers to as many currently-enrolled families as possible**, given family needs, group size requirements, and affiliated providers' capacity.
 - In the event that it is not possible to provide extended day, in-person services to every currently-enrolled family eligible for child care assistance who requests them, Networks should prioritize in-person services to priority groups. The DOE has provided recommended priority group criteria in the table below.

Tier 1 criteria to prioritize currently-enrolled <u>families</u> for in-person summer services	
Priority 1	Protective Cases – Referrals from ACS for protective reasons.
Priority 2	Preventive Cases – Referrals from ACS or Preventive Services Agencies for preventive reasons. Foster Care cases are also included in this category.
Priority 3	<p>Cash Assistance and Transitional Child Care</p> <p>Employment – Cash Assistance (CA) recipients who are employed in an approved work activity or receiving transitional benefits.</p> <p>Training – Public Assistance (PA) recipients who are in an approved training/education program.</p> <p>Transitional Benefits – A working client whose CA case was closed because of employment.</p>

Tier 1 criteria to prioritize currently-enrolled <u>families</u> for in-person summer services	
Priority 4	<p>Domestic Violence – Families receiving services due to domestic violence.</p> <p>Homeless – Families who are homeless. For child care eligibility, the family must also be income eligible.</p>
Priority 5	<p>Employment – Employed parents/guardians who meet the “essential worker” eligibility criteria defined by the DOE Regional Enrichment Centers (RECs).</p>

- If all families in the Tier 1 priority groups who request them are provided in-person services, Networks should prioritize in-person services at affiliated providers for currently-enrolled children as follows.

Tier 2 criteria to prioritize currently-enrolled <u>children</u> for in-person summer services <u>after</u> all interested families meeting Tier 1 criteria are served	
<ul style="list-style-type: none"> • Children with Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs) • Emergent Multilingual Learners (EMLLs) - children whose home language is not English • Infants and toddlers 	
Notes	<ul style="list-style-type: none"> • Tier 2 priority <u>does not</u> include a priority for currently-enrolled siblings, unless they also belong to one of these groups. • IEP or IFSP services will be provided either through remote, teletherapy or in-person services, depending on parents’ preference and applicable health and safety considerations. Teletherapy will continue for parents who wish to remain remote, and for families who would like in-person SEIT, services can be provided at childcare locations. We are currently working with our partners in DOHMH to understand how additional in-person services will work for children with IFSPs and IEPs.

- **After Networks have ensured full-time, in-person services at affiliated providers to currently enrolled families from the above Tier 1 and Tier 2 priority groups, they should then aim to offer in-person services to any other currently-enrolled family who requests them.**
- If an affiliated provider is not able to provide in-person services to all enrolled children whose families have requested in-person services, the Network may offer the family placement with another affiliated provider with the capacity to provide in-person services to additional children.
- Networks must ensure that payment is made to the affiliated provider serving the children and in no case should Networks pay more than one affiliated provider per child.

- If a currently-enrolled family changes their preferences and wants more in-person care, the Network must prioritize the family according to the above guidance and the affiliate provider's capacity, but should not change the services for other currently-enrolled families.
- Families will have the opportunity to change their preferences for in-person and remote learning services again after the summer.
- Networks and affiliated providers should keep detailed records reflecting the days on which enrolled children received in-person services and the duration of those in-person services using existing attendance tools.
- Networks are not allowed to enroll additional new children at this time, unless they are currently under-enrolled and affiliated providers have additional capacity to provide in-person services, beyond what has been requested by their families currently enrolled.
- Any new enrollments this summer would be temporary enrollments, unless the program will have available vacancies starting September 1, 2020.
- Networks may remove children from rosters and update WES if the families have confirmed that they will no longer be needing care (i.e. family is moving).
- Networks may transfer children from one affiliated provider to another for the summer if:
 - Affiliated provider has confirmed that they will not be re-opening this summer;
 - Affiliated provider is not re-opening for in-person services by August 31; or
 - Affiliated provider is not able to provide in-person services to all children enrolled due to program capacity.
- Networks and affiliated providers can direct currently-enrolled families to DOE's Outreach team if they are not able to provide as much in-person services as the family requests and is eligible to receive. DOE's Outreach team will work with the family to see if there are any other program options available. Families can contact DOE Outreach by emailing OutreachTeam@schools.nyc.gov.

Eligibility determination for Child Care Assistance

Child Care Assistance

- Until further notice Networks and families should only submit both new child care assistance applications and recertifications via email to earlylearn@schools.nyc.gov or mail to:

NYC DOE - Office of Student Enrollment
 PO BOX 377
 Maplewood, NJ 07040

- Networks and families should not submit the same application to both the email inbox or mailing address.
- All DOE Family Welcome Centers are currently closed for in-person services. Networks and families should not plan to visit in person at this time.

- For assistance with child care applications, families and programs can also contact DOE by emailing earlylearn@schools.nyc.gov or calling 718-935-2009. Interpretation services are offered in over 200 languages.
- If due to COVID-19, families cannot obtain the required documentation for either new child care assistance applications or for eligibility redetermination, they can submit an attestation available on the [ACS Division of Child and Family Well-Being \(CFWB\) website](#).
- **Child care eligibility redetermination has been postponed due to COVID-19** for families who were originally due for eligibility redetermination in March, April, May, June and July. These families will need to submit their recertification application for redetermination according to the dates provided in the table below.

Postponed eligibility redetermination date for child care assistance due to COVID-19		
Original date for family eligibility redetermination	Revised date by which family must submit recertification packet	Revised date family will lose child care benefits if not redetermined eligible
3/31/20	7/14/20	7/29/20
4/30/20	7/14/20	7/29/20
5/31/20	8/14/20	8/29/20
6/30/20	9/13/20	9/28/20
7/31/20	10/14/20	10/29/20

- If families do not submit the completed recertification application and required documentation by their designated date, they will stop receiving child care benefits. Families and programs will receive the Notice of Intent to Discontinue Child Care Benefits, which will advise when child care benefits will be discontinued and what rights families have to appeal the action.
- At this time, the original eligibility redetermination dates for all other families remain the same.