



COVID-19 Guidance on Emergency Closures

This Management Bulletin (MB) supersedes guidance outlined in MB 10-09 and provides specific guidance related to the state-declared State of Emergency related to the coronavirus (COVID-19). These changes to statute or regulations are not permanent and apply until June 30, 2020, unless nullified or changed by the Legislature.

The CDE and the California Department of Social Services (CDSS) Community Care Licensing Division (CCLD) need up-to-date access to statewide data on childcare vacancies in programs that remain open (or reopen) and are eligible to serve families of essential workers or at-risk populations. For that reason, programs must continue to report to the State whether they are fully open, open at partial capacity, or closed during the COVID-19 pandemic.

Key Takeaways from Management Bulletin 20-11:

- Contractors who close or have low attendance during the COVID-19 state of emergency may submit the [COVID-19 Emergency Closure Request](#). Contractors must submit their request by June 1, 2020.
 - Contractors who remain open and choose not to submit an Emergency Closure Request can report absences as excused absences on their fiscal and attendance report forms.
 - For contractors that operate multiple sites, an emergency closure request can be submitted for closed sites or sites with reduced attendance even when the contractor has sites that remain open to serve children of essential workers and at-risk populations.
 - Contractors must not submit Minimum Days of Operation (MDO) reduction requests due to closures as a result of COVID-19. Contractors will instead be given credit on an approved emergency closure request.
- In addition to submitting an emergency closure request, contractors must continue to report ongoing program operational status as requested by the CDE and/or the CDSS.
- Programs that are closed must continue to accrue and report operating expenses, including program staff wages and benefits, and perform activities required by the contract, such as program quality activities.
- Contractors who enroll new children from the families of essential workers or at-risk populations will not receive emergency closure credit for those children. In summary, year-end enrollments reported on the Child Development and Nutrition Fiscal Services (CDNFS) fiscal and attendance report will be the sum of (1) enrollment prior to the emergency closure (2) emergency closure credits approved by CDE and (3) new enrollments associated with children of essential workers and at-risk populations.
- These directives apply to Family Child Care Home Education Network Providers as well as childcare centers.

- Alternative Payment (AP) contractors should continue to reimburse providers in accordance with directives in MB 20-04.

For more detailed information, please review [Management Bulletin 20-11](#) in full.