



## **CDE Management Bulletin 20-04A: Updated Guidance on Apportionment, Attendance, and Reporting Requirements**

The California Department of Education released an update to Management Bulletin 20-04, providing updates and clarifications on apportionment, attendance, and reporting during the COVID-19 pandemic. These provisions will be in effect until June 30, 2020 unless extended or rescinded sooner.

### Summary of Management Bulletin 20-04

- The CDE encourages those that can safely provide care to continue to do so.
- The deadline to submit the February 2020 monthly report or March 2020 quarterly report has been extended to May 20, 2020.
- Child Development and Nutrition Fiscal Services (CDNFS) will continue to process monthly apportionment payments to contractors.
- For center-based contractors, COVID-19 can be considered a family emergency. Contractors may include absences due to COVID-19 as excused absences.
  - Center-based contractors that have closed can find more information in [Management Bulletin 10-09](#).
- Alternative Payment (AP) contractors must reimburse providers that have closed and are not providing services for up to 30 days after closure.
- AP providers who remain open shall be reimbursed based on the certified need/certificate regardless of attendance.

### Updates in Management Bulletin 20-04A

- In no event will AP contractors who are closed be reimbursed for closures that extend beyond 30 calendar days.
- Contractors who close intermittently can be reimbursed for days of closure, as long as the closure does not exceed 30 calendar days.
- Contractors must continue to reimburse providers that remain open based on certified need regardless of attendance. Contractors must not solicit families to reduce their certified need or request a leave of absence in order to limit reimbursement to providers.

For more detailed information, please review [Management Bulletin 20-04A](#) in full.