March 25, 2020

To: All CCDF Program Providers

Re: COVID-19

To support families during COVID-19, DCCECE will allow all CCDF Program Participants, who are open, to bill above the absentee days allowed per the CCDF Participant Agreement, see Section III: H.

Once the maximum number of absentee days has been billed for March (6 allowed) and April (6 allowed), the attached Absentee Waiver form will need to be completed, in its entirety, and submitted via email to CCDFProgramParticipant@dhs.arkansas.gov.

Example 1: CCDF Program Participant 1 has billed all absentee days in March for John Doe. Provider 1 will complete the Absentee Waiver form and submit it, via email, to CCDFProgramParticipant@dhs.arkansas.gov.

Example 2: CCDF Program Participant 1 has billed all absentee days in April for John Doe. Provider 1 will complete the Absentee Waiver form and submit it, via email, to CCDFProgramParticipant@dhs.arkansas.gov.

In efforts to keep in alignment with the AR Department of Education’s schedule for public schools, CCDF Program Participants, who have or will remain open between the dates of March 13, 2020- April 17, 2020 may submit the Absentee Waiver form. All forms are due to DCCECE, via email, no later than May 1, 2020. We will continue to monitor these dates and adjust if necessary.

* The incentive payments will be extended for voucher children who are in attendance only through April 17, 2020.

If you have questions or concerns, please contact Patricia Johnson at Patricia.Johnson@dhs.arkansas.gov or 501-320-8989.

Thank you,

[Signature]

CCDF Program Administrator