

July 14, 2014



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



Child Care Emergency Preparedness and  
Response (EPR) Webinar Series

Subsidy Issues:

Planning for the Continuation of Child Care Services



# Gail B. Kelso

State Systems Specialist, Region VI  
Child Care State Systems Specialist Network  
(CCSSSN)



# Technology Notes

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- You will hear the presentation through your computer speakers
- Q&A Pod (top middle) – content questions here
- Chat Pod (bottom middle) – enter any immediate needs here

**Reminder – if you experience technical difficulties, this Webinar is being recorded and the recording will be sent to all registrants.**

# EPR Series Overview

**These six webinars support States' and Territories' development of collaborative EPR plans as framed by OCC:**

1. Creating a Plan for Child Care Services: Coordinating With Key Partners and Emergency Management Agencies;
2. **Subsidy Issues: Planning for the Continuation of Child Care Services;**
3. Licensing Requirements for Providers and Emergency Planning for Licensing Staff;
4. Training and Technical Assistance Supports for Child Care Providers;
5. Response, Recovery, and Rebuilding; and
6. Recovering: Responding to Trauma.

# EPR Series Overview

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- Speakers include federal government and state officials as well as national experts;
- States and Territories may choose sessions of interest or need;
- Participants will be asked to interact via the Chat, Polling, and Question and Answer Box;
- Webinars and resources will be archived; and
- Technical assistance is available.

# Poll Question 1: Who is with us today?

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- State and Territory Administrators and staff (social services, health, education, etc.);
- County administrators and staff (social services, health, education, etc.);
- Fire, building, health and safety officials;
- Child care resource and referral (CCR&R) agencies or other community-based organizations;
- Training or Technical Assistance (TA) providers;
- Regional Offices; or
- Other (please describe your role in the chat box).

# Today's Agenda

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- Continuation of operations:
  - Montana
- Overview of (ACF) Guidance on *Flexibility in spending CCDF Funds in Response to Federal or State Declared Emergency Situations (ACYF-IM-CC-05-03)*;
- State perspectives on policy:
  - North Carolina
  - Georgia
- *Promoting Access to Care after an Emergency or Disaster: Illustrative State CCDF Policies.*
- New Jersey's Response: An Example from NCCCSIA

# Speaker Introductions

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- Patty Butler and Sarah Adams, Montana
- Cheryl Vincent, Office of Child Care
- Jennifer M. Johnson, North Carolina
- Tamara Hall, Georgia
- Don Beltrame, National Center on Child Care Subsidy Innovation and Accountability

\*Biographies and contact information will be sent following the Webinar

# Word Cloud

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When I say the words “emergency” or “disaster,” what word comes to mind?

# Child Care EPR Planning is Important

- Planning minimizes the likelihood of injuries and death of children who are particularly vulnerable in disasters;
- Preparation can minimize the psychological impact (trauma) and can promote resilience in children and adults;
- Planning and preparation may reduce revenue lost and provider liability as well as promoting continuity of care; and
- Child care is a vital service to the community, so that the speed at which child care is able to recover speeds the overall recovery of the community.

# ACF

Administration  
for Children  
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

1. Log No: CCDF-ACF-IM-2011-01

2. Issuance Date: February 17, 2011

3. Originating Office: Office of Child Care (OCC)

4. Key Words: Child Care and Development Fund (CCDF), Emergency Preparedness and Response Planning for Child Care; CCDF Plan; Pre-Print

## INFORMATION MEMORANDUM

1. Planning for continuation of services to Child Care and Development Fund (CCDF) families;
2. Coordinating with emergency management agencies and key partners;
3. Regulatory requirements and technical assistance for child care providers;
4. Provision of temporary child care services after a disaster; and
5. Rebuilding child care after a disaster.

# 1. Planning for Continuation of Services to CCDF Families

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- A. Provisions for continuing core CCDF functions:
  - Payment;
  - Eligibility; and
  - Licensing and regulatory oversight.
- B. Assistance to families impacted by emergency;
- C. Communication plan; and
- D. Data security and storage.

# Montana

Patty Butler



Bureau Chief  
Montana Early  
Childhood Services  
Bureau

Sarah Adams



Office Support Specialist  
Montana Early  
Childhood Services  
Bureau



# Montana's Business Continuity Plan (BCP) & Early Childhood Emergency Preparedness Plan

- e·mer·gen·cy: an unforeseen combination of circumstances or the resulting state that calls for immediate action

What kinds of emergencies does Montana have?



Bannack, July 2013



Bitterroot Valley, August 2000



Yellowstone River, February 2014



Billings, June 2010

# Montana's Business Continuity Plan (BCP) and Early Childhood Emergency Preparedness Plan

## Other kinds of emergencies that Montana may face:

- Chemical emergency
- Disease or flu outbreak
- Drought
- Earthquake
- Food safety
- Heat wave
- Highway safety
- Landslide
- Poisoning
- Power outage
- Terrorism
- Thunderstorm
- Tornado
- Winter storm
- ... and more

### #1 Incident in Montana: **Power Outages**

In 2012, Montana had 6,643 outages (the most were reported in April and May)

**Power outage knocks out Frenchtown juice**

(FRENCHTOWN)- It was problems with a major transmission line that knocked out power this morning for more than a thousand customers in the western end of the Missoula Valley.

Missoula Electric Coop says the problems developed with the Northwestern Energy transmission line just before 10 a.m. Tuesday. That interrupted power service for about 1600 customers in a wide area including Frenchtown west to Huson.

It took just over half an hour for power to be restored.

Weekend outage leaves areas of Bitterroot Valley without power for hours

Storm knocked out power to 4,000 homes in Seeley Lake, Swan Valley

**AMERICAN RED CROSS: Prepare for summer thunderstorms and the power outages they bring**



Cold snaps power line in Bitterroot, cuts service to 5,900 homes

Stevensville: Cottonwood branch knocks out power to 800

NorthWestern work to cause temporary power outage in Clinton area

**Power outage, small fire hit Missoula**

MISSOULA - Thursday evening's severe weather brought lots of lightning and thunder across Western Montana.

A power outage on North Reserve Street hit several motels and restaurants at around 9 p.m., with NorthWestern Energy reporting that the lights went back on a couple of hours later.

The utility reports about 1,600 customers were without power on North Reserve as well as in the Grant Creek area. The lightning storm that moved across the area is suspected of causing the outage.



<http://www.redcross.org/prepare/disaster>



# Montana's Business Continuity Plan (BCP) and Early Childhood Emergency Preparedness Plan



**Plan Name:** HHS ESSB HCSD Early Childhood Services Bureau BCP Plan  
**Plan Type:** BCP

**Plan Location:** Leased - Helena  
 Address: 1 111 N Jackson  
 City: HELENA Zip: 59601  
**Department:** HHS  
**Division:** Human & Community Services

## Business Continuity Plan (BCP)

Focuses on services, processes, and logistics after incident

Managed by the State Continuity and Emergency Management Office (SCEMO)

Used by the State of Montana government in cases of emergency

Minimal changes once developed

## Early Childhood Emergency Preparedness Plan

Focuses on response during and after an incident

Managed by the Early Childhood Services Bureau (ECSB)

Used by the ECSB in cases of emergency

Constantly changing based on turnover, lessons learned, training, etc.



Early Childhood Services Bureau (ECSB)  
 Early Childhood Emergency Preparedness Plan  
 Federal Fiscal Year 2015



# Montana's Business Continuity Plan (BCP)

## Business Continuity Plan (BCP)

- 2010 (Goal of the Governor's Office: To develop, maintain, and exercise BCPs for every work unit within DPHHS);
- Managed by the State Continuity and Emergency Management Office (SCEMO);
- Objective of the plan is to establish and support an ongoing continuity planning process that will:
  - Evaluate the impact of significant incidents that may adversely affect the services and processes identified in this plan;
  - Develop and maintain a plan to ensure the organization can restore the services and processes according to the priority identified in this plan; and
  - Support the State Essential Functions of Government for the citizens and businesses in the State of Montana in a timely manner.
- Plan body:
  - Plan Overview (Plan Assumptions, Strategies, etc.)
  - Orders of Succession Report
  - Services and Processes in Plan (BIA) Report
  - SNAPSHOT – Business Process Analysis (BPA) & Requirements
  - Important Tasks to be Considered ATOD (At Time of Disaster)
  - Plan Specific Tasks
  - Team and Key Contact Lists
  - PLACEHOLDER – BCP Essential Records Requirements Report
  - Recovery Telecom Requirements
  - Recovery Sites and Seat Requirements
  - Critical Equipment Requirements
  - Critical Supplies Requirements



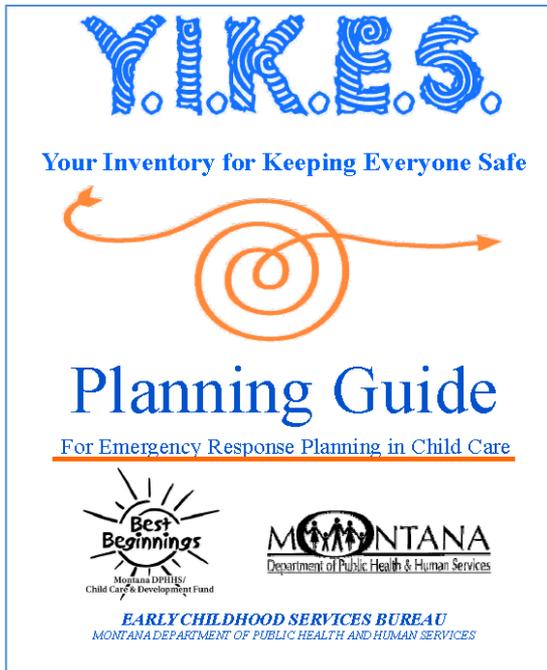
# Montana's Early Childhood Emergency Preparedness Plan

## Early Childhood Emergency Preparedness Plan

- Created before there was a standardized BCP;
- Attachment 1.6.1 of the 2014-2015 State Plan for Montana;
- Found on the ECSB website under Documents (<http://www.dphhs.mt.gov/hcsd/childcare/documents.shtml>);
- The basic procedures for handling emergency situations are outlined in this document. This document is meant to provide guidance in an emergency. The planning guide should be distributed, read, and practiced by all of the early childhood partners so the plan can be carried out efficiently and effectively when and if an emergency occurs. The emergency plan that follows is a living document and should go through constant revision based on plan tests and changes in the community; and
- Plan body:
  - ECSB Preparation Plan Overview
  - ECSB Disaster Response Plan
    - Standard Evacuation Procedures for Arcade Staff
    - Toxic Substance Emergencies
    - Earthquake Procedure
    - Building Fire Safety Guidelines
    - Flooding
    - Devastating Winds
    - Devastating Winds
    - Pandemic Flu
    - Aggressive Assailant
    - Suspicious Envelope or Package Guidelines
    - Response
    - Bomb Threat and Explosion Guidelines
    - ECSB Continuity of Operations Plan (COOP)
    - *Goal*



# How Do We Prepare and Educate Child Care Providers of Montana?

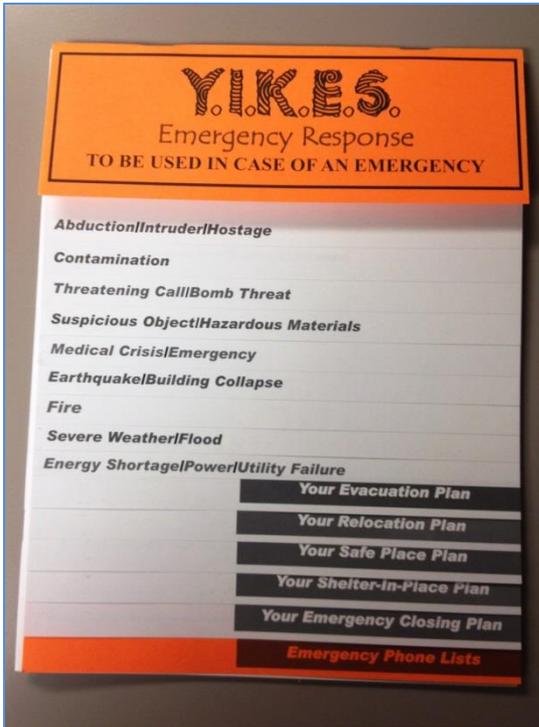


- Adapted from the State of Maine’s YIKES Planning Guide.
- Serves as a planning tool for Montana Child Care Programs. It provides basic preparedness and planning information that can be customized to fit the size and needs of your program.

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# How Do We Prepare and Educate Child Care Providers of Montana? (cont.)



**Relocation Plan**

**Neighborhood Site**  
 Address \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Access Information: \_\_\_\_\_

**Out-of-neighborhood Site**  
 Address \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Access Information: \_\_\_\_\_

**Emergency Transportation Plan:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Considerations for Transportation:**  
 \_\_\_\_\_  
 \_\_\_\_\_

Relocation Plan

Emergency Phone Lists

EMERGENCY NUMBERS		
NAME/COMPANY	CONTACT/TOWN	TELEPHONE NUMBER
FIRE		911
POLICE		911
AMBULANCE		911
POISON CONTROL		
HOSPITAL		
Health Consultant		
Oil Company		
Gas Company		
Electric Company		
Water Company		
Electrician		
Plumber		
Snow Removal		
Child Protective Services		
State Licensing		
Stress Counselor		
Out of town emergency contact		
Relocation site		



# Emergency plans are only effective if they are used

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Here are three suggestions as you begin your planning:

1. Keep it simple so that people (you, staff, parents, town officials, etc.) will be able to recall the necessary steps when faced with an emergency situation;
2. Make your plan easily available for reference; and
3. Practice ♦ Practice ♦ Practice:
  - During emergencies, thinking shuts down and people act on instinct. Once you have your plan, practice your plan so that everyone instinctively knows the right things to do.

# Cheryl Vincent

Program Specialist  
Office of Child Care



# ACF

**Administration  
for Children  
and Families**

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration on Children, Youth and Families**

**1. Log No.  
ACYF-IM-CC-05-03**

**2. Issuance Date: September 6,  
2005**

**3. Originating Office: Child Care Bureau**

**4. Key Words: Child Care and Development Fund**

**Flexibility in Spending CCDF Funds in Response to Federal or  
State Declared Emergency Situations**

# ACYF-IM-CC-05-03

**Purpose:** To provide guidance on the use of CCDF Funds in responding to federal or state declared emergency situations:

- States and Territories may take action immediately—some action may not require a plan amendment; and
- States and Territories providing aid to impacted States and Territories may also use this flexibility.

# Options

- Option A: Use quality dollars to provide immediate assistance to displaced families;
- Option B: Change the State's or Territory's eligibility or priority criteria to permit uninterrupted child care:
  - Definition of working;
  - Additional eligibility condition or priority rules; and
  - Discretion in implementation to apply to only impacted areas.

# Options (cont.)

- Option C: Broaden the State's or Territory's definition of protective services to permit emergency eligibility;
- Option D: Examine the State's or Territory's income eligibility threshold and what the State or Territory counts as income;
- Option E: Use quality dollars to provide supply-building grants to providers;

# Options (cont.)

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- Option F: Increase resources available for child care, for example by using Temporary Assistance for Needy Families (TANF) dollars; or
- Option G: Encourage States and Territories and Regional Offices to utilize services from the Child Care Technical Assistance Network (CCTAN).

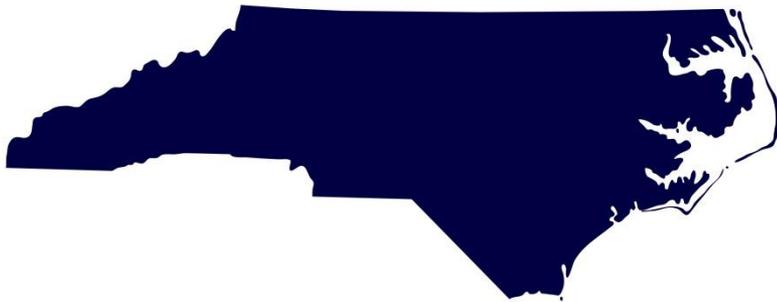
# Notice of Proposed Rulemaking (NPRM) and Subsidy and EPR Plans

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How can new requirements related to subsidy reflect the flexibility described in this IM and intentionally support emergency planning and response?

# State Policies Supporting Families in Emergency

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# North Carolina

Jennifer M. Johnson



Education and Quality Initiatives Section Chief  
North Carolina Division of Child Development and Early  
Education



# Emergency Preparedness and Response: North Carolina

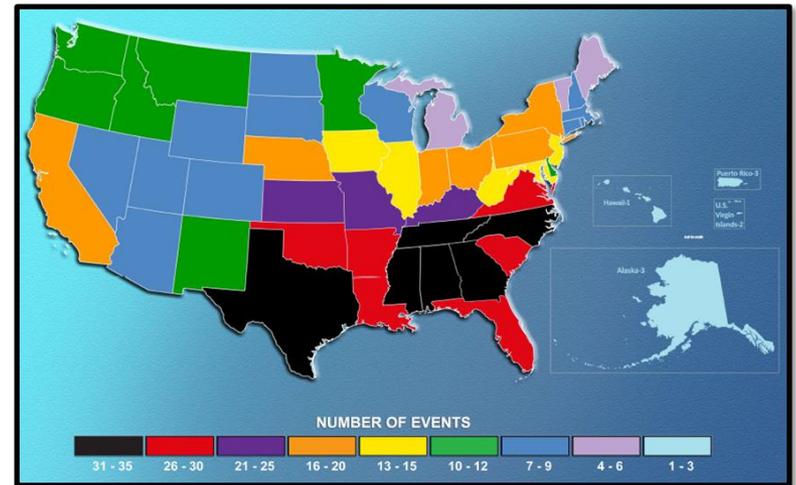
## North Carolina Data

- 7,166 Licensed programs;
- 394,180 Total capacity;
- 4,746 Programs participate in the Subsidized Child Care (SCC) program; and
- 85,314 Children served in SCC program.



# Emergency Preparedness and Response: North Carolina

- Unprecedented number of emergencies since 2011:
  - Natural;
  - Technological;
  - Human-made; and
  - Disease.



Source: National Oceanic and Atmospheric Administration:  
National Climatic Data Center

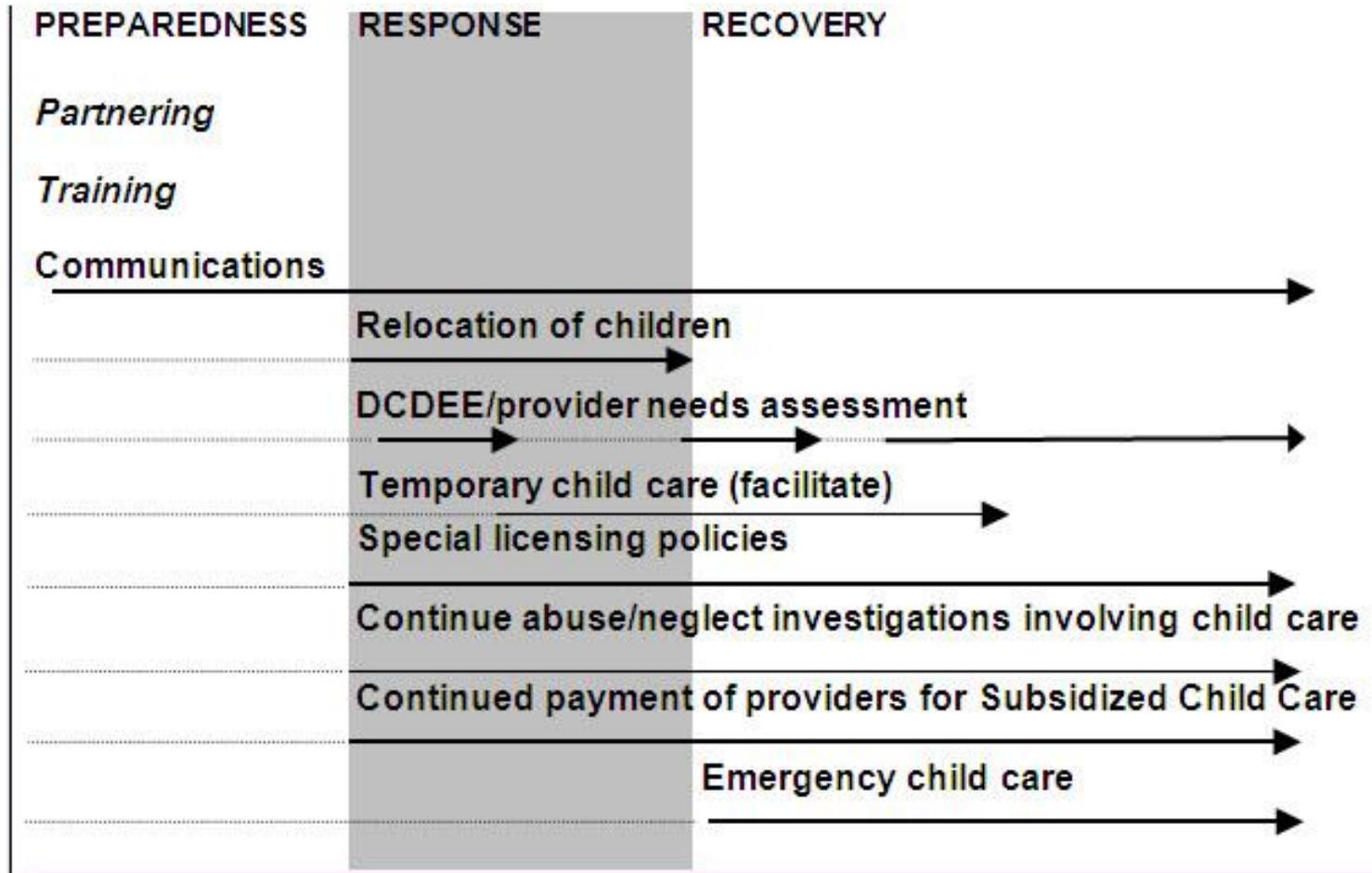


# Emergency Preparedness and Response: North Carolina

- EPR Child Care Rules;
- Standardized Web-based EPR template:
  - Individualized;
  - Includes:
    - More types of emergencies; and
    - Facility procedures for communication with families and agencies and reunification with families.



# NC Child Care EPR Plan: Overview



# DCDEE EPR Plan: Partner-led Efforts

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- Assistance to parents finding child care;
- Inspections to re-open facilities;
- General assistance to providers and license-exempt, temporary care arrangements;
- Donation collection and distribution assistance;
- Volunteer coordination; and
- Efforts to help children cope with disaster-related stress.

# NC Child Care EPR Plan: Policy Options

- Case by case basis;
- Licensing Supervisors have the authority to approve special policies; and
- Temporary unlicensed programs are allowable with minimal requirements.



Child Care Network:  
Greensboro, NC 2014

# NC Child Care EPR Plan: Continuation of Subsidy Operations

- Parent eligibility;
- Provider participation:
  - Licensed;
  - Temporary enrollment; and
  - Other eligible programs.



Butner Infant Room,  
2004

# NC Child Care EPR Plan: Continuation of Subsidy Operations

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## Procedure for Licensed Programs

- Application for Child Care – Not required;
- Emergency Child Care Voucher Form – Required:
  - Allows a handwritten alternative; and
  - Includes parent and agency information.
- Voucher form and attendance must be submitted for reimbursement.

# NC Child Care EPR Plan: Continuation of Subsidy Operations

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## Partners to Help with Function

- Division of Information and Resource Management;
- Department of Health and Human Resources  
Controller's Office;
- Office of State Controller (backup of payment capabilities);
- Automation contact with counties;
- Child Care Coordinators (county agencies); and
- NC Partnership for Children and Smart Start.



# Georgia

## Tamara Hall



Program Director

Childcare and Parent Services (CAPS)

Georgia Department of Early Care and Learning (DECAL)



# Continuity of Operations

Bright From the Start: Georgia Department of Early Care and Learning Administers:

- Childcare and Parent Services (CAPS);
- Child Care Licensing;
- Georgia Pre-K Program;
- Child and Adult Care Food Program (CACFP);
- Collaboration with the Office of Head Start; and
- Contracts with Georgia's Resource and Referral Agencies.



# Continuity of Operations – Georgia

- State of Emergency Declaration:
  - 91 counties affected; and
  - 4,231 licensed facilities impacted.
- Personnel:
  - State offices closed;
  - DECAL staff remained available; and
  - Email and phone access.
- Emergency Preparedness Committee:
  - Data collection.



# Provider Requirements – Georgia

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- Rules – Emergency Plans;
- Reporting and Documentation:
  - CCS Requirements:
    - Licensed providers; and
    - Exempt providers.



# CAPS Policy Options – Georgia

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- Eligibility Determination for Families
  - CAPS Applications:
    - COMPASS; and
    - Paper Applications.
- Deadline Extensions
  - Recertification; and
  - Required Documentation.



# CAPS Policy Options – Georgia (cont.)

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- Provider Management Agent (MAXIMUS)
  - Billing;
  - Payments; and
  - Customer Service.



# Poll Question

What policies linking subsidy to emergency are in place in your State or Territory? (select all that apply)

- Emergency as an eligibility factor;
- Waiving parent fees;
- Extending eligibility determination;
- Allowing additional time to provide documentation; or
- Extending job search.



U.S. Department of Health & Human Services

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



## Promoting Access to Care after an Emergency or Disaster: Illustrative State CCDF Policies

After an emergency or disaster, communities have to recover from the damage left behind by the event. Families and child care providers already in the child care program may need help in maintaining their eligibility for services, while other families, previously not eligible, may now be eligible for services and need child care so they can return to work or search for employment. Child Care and Development Fund (CCDF) agencies may want to have a plan in place to ensure existing families and providers continue to receive services with limited interruptions. Agencies may also want to plan for responding to an increase in demand for child care services including how they will help any new families seeking assistance who

# State or Territory Policies that Promote Continuity of Care and Reduce Barriers to Services

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- State or Territory examples include:
  - Waiving the limit to number of absence days that will be paid; and
  - Continuing to pay for care when parents cannot work due to disaster.

# CCDF Agency Initiatives to Promote Services after a Disaster or Emergency

- Excluding income received following disaster;
- Identifying emergency or disaster victims as a “priority population” for services or when enrolling from a waiting list;
- Including children experiencing state or federal disaster in the definition of “at risk” so that providers may receive a higher reimbursement rate;
- Providing authority to waive requirements; and
- Developing policy and process for grants to providers after disaster.

# Benefits of Posting Information on CCDF Agency Web Sites

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- Reducing anxiety and confusion for families and providers;
- Increasing efficiency of CCDF agency staff by reducing time spent answering the same question or providing the same information;
- Increasing CCDF agency's presence and credibility by providing up-to-date information about next steps; and
- Increasing CCDF agency's ability to convey necessary information in multiple languages.

# Don Beltrame

Senior Research Associate  
National Center on Child Care Subsidy  
Innovation and Accountability



# New Jersey Example Document



State of New Jersey

Department of Human Services  
Division of Family Development  
PO BOX 716  
Trenton, NJ 08625-0716

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

JENNIFER VELEZ  
*Commissioner*

JEANETTE PAGE-HAWKINS  
*Director*  
TEL: (609) 588-2000

**November 08, 2013**

**TO: CHILD CARE RESOURCE AND REFERRAL (CCR&R) DIRECTORS**

**SUBJECT: Superstorm Sandy Child Care Relief Program**

**DFD Instruction No. 13-11-01**

**This Instruction will impact the following programs: DFD Child Care Programs**

# New Jersey Example Document (continued)

## **Background**

The Disaster Relief Appropriations Act signed into law on January 29, 2013 provided Social Service Block Grant (SSBG) supplemental funds to New Jersey for expenses related to health services, recovery and the rebuilding of health and social service facilities, including child care facilities.

The SSBG Supplemental funds are available for social and child care services directly related to Superstorm Sandy. Making a major step toward rebuilding and recovering from Superstorm Sandy, DHS' Division of Family Development (DFD) has launched a child care assistance initiative available to child care programs impacted by Superstorm Sandy.

## **Child Care Initiatives**

The child care initiatives will be made available for Superstorm Sandy impacted families

# New Jersey Example Document (continued)

and child care programs in the most heavily impacted areas: Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union counties.

## **Purpose of Funds**

The funds have been allocated to provide child care subsidies to families.

## **Allocation of Funds**

- \$500,000 will be available for child care assistance to families directly affected and/or displaced who are having difficulty in accessing available child care administered by the Child Care Resource and Referral agencies (CCR&Rs).

## **Child Care Subsidy Program Eligibility Requirements**

- Families must have been impacted by Superstorm Sandy that occurred October 29, 2012.
- Families must reside or have resided in one of the nine impacted counties on the date of the storm.
- Families need to provide evidence of citizenship or qualifying alien status of the child(ren) needing child care services and need for service as a direct result of Superstorm Sandy.

# New Jersey Example Document (continued)

## **Guidelines and Eligibility Requirements for Child Care Subsidy**

- DFD has determined that families affected by Superstorm Sandy are a priority; therefore, these cases must be expedited.
- No means test (income test) is required.
- Families must complete a Child Care and Early Service Eligibility Application form (DHS/CC:1) and the attached certification form (CC-164), and provide proof of unemployment and residency. For those families whose documentation was destroyed due to the storm, a sworn written declaration of identity, residency, citizenship/qualifying alien status, and household composition can be accepted.
- If a parent/caretaker has lost employment and is seeking employment, a written declaration is acceptable; permanent documents will need to be submitted as soon as it is practical.
- Families are eligible for child care assistance for a period not to exceed six months.

## **Child Care Resource and Referral Agencies Role and Responsibility**

- CCR&Rs will determine families' eligibility for child care subsidy services.
- CCR&Rs must track child care services and funding spent under this initiative.
- Families will be required to complete and submit the Child Care and Early Service Eligibility Application (DHS/CC:1) and Sandy Child Care Parent Certification (form CC-164, attached).

# New Jersey Example Document (continued)

## Tracking and Reporting

- CCR&Rs will use a special system code to identify families funded through this initiative.
- Authorization of child care services should not exceed six months of care.
- CCR&Rs must submit a monthly report identifying families, period of service and amount authorized.

## Systems Modifications

CARES will be modified to accommodate child care for victims of Superstorm Sandy. This program will allow applicants in the nine designated counties to receive child care subsidies without income and employment requirements. In order to enroll these children, CARES will use the value "12" for Hurricane Child Care (HCC). These modifications will be implemented as soon as possible.

- I. On-Line Edits:
  - A. Demographics Screen
    1. Type of Referral

The CARES "H" referral type will be the referral code for these cases. The HCC (HurricaneChild Care) is the indicator for all edits, requirements and changes.

# New Jersey Example Document (continued)

- a. The "HCC" cannot be changed except by redetermination.
- b. A Referral Date will be populated with the date the Referral Type becomes "HCC."
- c. The following edit will be displayed if an invalid value is entered in Referral Type: "Referral Type must be "A", "C," "E", "K", "B", "H" or BLANK!"
- d. The following edits may be displayed when entering an "H" in the Referral Type on a current case:
  - "Case is approved cannot be changed to HCC"
  - "Case is re-determined cannot be changed to HCC"
  - "Case is pending cannot be changed to HCC"
  - "Case is terminated cannot be changed to HCC"

## 2. County

Hurricane Sandy Child Care is only available for applicants in the following nine counties:

1. Atlantic (01)
2. Bergen (02)
3. Cape May (05)
4. Essex (07)
5. Hudson (09)
6. Middlesex (12)

# New Jersey Example Document (continued)

- 7. Monmouth (13)
- 8. Ocean (15)
- 9. Union (20)

- a. The following edit will be displayed if a worker enters an invalid county:  
"County must be equal to 01, 02, 05, 07, 09, 12, 13, 15 or 20 for HCC"

## B. Income Screen

There are no income eligibility requirements, therefore all income will be waived.  
There will be no copay for these cases.

- a. The following edit will be displayed for HCC cases:  
"HCC Income Verified must equal W"

## C. Employment Screen – Primary

There are no employment eligibility requirements; therefore all employment requirements will be waived.

# New Jersey Example Document (continued)

## D. Child Screen

Child(ren) must be ages 0 to 13, or up to age 19 with special needs.  
The "H" for Hurricane Child Care will be included in the list of values for Program Code.

- a. The following edit will be displayed for HCC child(ren) when entering "W" in the child status code and the Program Code is equal to H:  
"HCC Case, Cannot Change Status Code to Waiting"
- b. The following edit will be displayed when entering a value not equal to "H" in Program Code for a child on a HCC case:  
"Program Code must be H when Referral Type is HCC"

## E. Official Use

No case will be denied, except for child aging out.

- a. When approving a Case for Hurricane Child Care, the following edit will be displayed on the Official Use Screen, when the Income Screen does not display a "W:"  
"HCC Case, Income Verified Must Equal W"

## F. Copay Screen

The following will be displayed for HCC cases: "Income for Case is Waived"

# New Jersey Example Document (continued)

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## G. Agreement

For HCC Agreements when entering the Payment Start and End Dates, the following edit will be displayed:

“Service cannot be more than 6 months”

This will force a redetermination for an HCC case after initial eligibility of 6 months and every 6 months thereafter.

## H. Redeterminations

When re-determining a HCC case the following message will appear: “Is this case remaining a HCC case?”

If yes, select yes, and HCC criteria will apply. If it is no longer a HCC case, the case will need to meet the criteria for CCAP.

# New Jersey Example Document (continued)

## II. Documents

### A. Eligibility Documents

HCC will be displayed on all Eligibility Documents, including Application for Redetermination and the Notice of Redetermination.

### B. Agreement Documents

HCC will be displayed on all Agreement Documents, including Preliminary PAPA and Parent/Provider Agreement.

## Training

NA

Please bring this information to the attention of appropriate staff. Questions may be directed to your assigned child care specialist in the Child Care Operations Unit.

Sincerely,

**SIGNED**

Jeanette Page-Hawkins  
Director

# State Options

- Option 1: Issue an emergency decree;
- Option 2: Establish a separate priority service category. This allows the Lead Agency to implement policies in the event of a local or statewide disaster; and
- Option 3: Establish an at-risk service category for victims of disasters under protective services.

# Possible or Needed Changes

What eligibility conditions should be changed or waived?

- Qualifying conditions—that is, being directly affected by the emergency;
- Identifying required forms and verification—keeping in mind that documentation must be maintained for audit purposes;
- Citizenship and residency; and
- Time standards for compliance.

# Possible or Needed Changes

- Exceptions to rules prohibiting the delivery of mail to post office boxes, businesses, or other addresses;
- Work, education, or training activity requirements;
- Determining the need for care;
- Income limits;
- Excluded income;
- Redeterminations; and
- Certificate or voucher periods.

# Consider Data, Operations, and Communication

- Determine what systems changes are needed;
- Determine how, where, and who will conduct intake;
- Determine how to coordinate with other support services and programs, including SNAP, Medicaid, TANF, State Supplement, etc.; and
- What informational materials, notices, and contact information is needed? How is the information disseminated?

# Questions for Our Presenters?

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- Type a question into the Question and Answer pod in the top center portion of your screen;
- Identify the presenter to whom you address your question or type “all;” and
- All questions will be compiled and answered as part of the EPR Plan FAQs.

# EPR Resources

## OCC Resources

- OCC's Child Care Resources for Disasters and Emergencies

Web site:

<http://www.acf.hhs.gov/programs/occ/resource/child-care-resources-for-disasters-and-emergencies>

- Includes Information Memorandums, Joint Letter to State Governors, FEMA Guidance, Checklists, Past Response Efforts, etc.

## CCTAN Resources

- CCTAN's EPR page:

<https://childcareta.acf.hhs.gov/emergency-preparedness-0>

- Includes Promoting Access document, Emergency Preparedness Planning Tool, Resource Guides, lists of State-level trainings, etc.

# Next Steps

- EPR Webinar 3: Licensing Requirements for Providers and Emergency Planning for Licensing Staff:
  - Regulations that protect children during an emergency;
  - Provider requirements during a disaster (such as reporting, closure);
  - Licensing policies and protocols that support response and recovery (such as waivers, facility assessments); and
  - Continuity of operations for the licensing agency.
- Evaluation
  - SurveyMonkey

# Conclusion

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- Development of a meaningful, specific, comprehensive emergency preparedness and response plan is a complex and time-consuming undertaking involving the engagement and commitment of numerous stakeholders.
- Subsidy policy, operations, and administration, reflect each State's or Territory's philosophical, political, and fiscal realities. However within these realities, the EPR Plan must be identified as a priority so that planning and preparation take place.

# Conclusion

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- We hope you will take examples and ideas from today's discussion into the Subsidy Meeting in Denver and beyond as you take steps towards developing your State's or Territory's Emergency Preparedness and Response Plan.
- The next Webinar: **Licensing Requirements for Providers and Emergency Planning for Licensing Staff** will be held on August 18, 2014 at 3:30 ET, 2:30 CT, 1:30 MT, 12:30 PT.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



# Thank You

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*Child Care State Systems Specialist Network*

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