

EES Policy No. 20-09-09	<b>RE: COVID-19 Child Care Memo #4</b>
<b>Policy Memo</b>	<b>Contact Persons: Sally Hargis</b>
<b>From:</b> Sandra Kimmons	<b>KEESM Reference:</b> 7600, 10200, 10260
<b>Date:</b> September 17, 2020	<b>Other:</b>
<b>Primary DCF Areas Affected: Child Care</b>	<b>Where Posted on Web:</b> <a href="http://content.dcf.ks.gov/ees/KEESM/Policy_Memo/policy_memo_list.htm">http://content.dcf.ks.gov/ees/KEESM/Policy_Memo/policy_memo_list.htm</a>

Due to the ongoing COVID-19 emergency, the provisions of EES policy Memo #20-06-07 related to additional benefits and those regarding child care case/plan closure are being extended for the duration of the declared emergency or until these policy exceptions are ended by the state.

**1. Additional benefits.** Upon request, families with current child care plans will have all child care plans for their children reevaluated to provide child care assistance for additional hours needed while those parents are working. The same considerations of parent schedules that would normally be used are to be used when determining the need for additional benefits. Additional hours/benefits shall not be authorized to duplicate benefits for any hours that have already been issued. Plans written with the original provider must be ended and new plans written with the new provider, when a new provider is used. Keep in mind that many parents who must work during this time will need extra hours above and beyond their normal working hours. Staff will use the best available information/prudent person to verify the need for these changes and will not require families to provide additional verifications. At this time, these additional benefits will be provided for the identified cases for the duration of the declared emergency or until this policy exception is ended by the state. Additional benefits for this period may be authorized back to the date the child’s regular provider closed temporarily due to the COVID-19 pandemic, provided that the family makes the request for additional benefits by the end of the second month following the month their provider temporarily closed for this reason. For example, if their regular provider closed temporarily on July 13th, the family would need to make the request for additional benefits by August 31st. If the family requests additional benefits for July, only those hours for which benefits have not already been authorized may be considered. Refer to the instructions for the process of making these additional payments that were sent separately when Policy Memo #20-03-02 was issued.

**2. Child Care Closures.** For case processed beginning upon issuance of Policy Memo #20-03-02 through June 30th, 2020, child care closure details in Policy Memo #20-03-02 apply.

Effective July 1, 2020, child care cases are not to be closed or plans ended for any reason other than the client’s request, if the household’s regular income goes over 85% of SMI, if it is known to the agency that the child is no longer in the home or any system automated closure that is done by the KEES eligibility system. This will continue for the duration of the declared emergency or until this policy exception is ended by the state and includes out of state usage, parents temporarily not using care due to pandemic concerns while the provider

remains open and failure to provide requested information/verification. This will also include situations in which any current recipient family's income goes over 85% of SMI due to working overtime or extended hours to address work/staffing issues due to the COVID-19 Pandemic disaster. This additional income is not countable, as it is not expected to continue and does not reflect their normal earnings. Therefore, that income is not representative. See KEESM 7110 for prospective budgeting.

Note: Remember that parents who have been temporarily laid off due to the COVID-19 pandemic and are expected to return to their same job are considered to be experiencing a temporary change that does not affect eligibility for child care. See KEESM 7640, item #1.