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*All new/updated information is highlighted throughout this FAQ.*

General

Q: Where can we find general information about COVID-19, including the number of cases, symptoms and tips?
A: Contact the Louisiana 211 Network by dialing 211, or text the keyword LACOVID to 898-211 for the most current information about the outbreak as it becomes available. The CDC COVID-19 website, as well as the Louisiana Department of Health website, are also helpful resources.

Q: What preventative actions can Louisiana residents take?
A: The Centers for Disease Control and Prevention and the Louisiana Department of Health recommend protecting yourself and children in your care by taking some basic precautions:
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and sanitize frequently touched objects and surfaces at least twice daily, ideally every 30 minutes.
- If you think you are sick, consult your healthcare provider.
- Take temperatures daily using a no-touch thermometer.

For child care providers, this means following hand hygiene and keeping a close eye on children and staff who are showing signs of illness. Daily observations of children are a great way of noticing illnesses/symptoms.

The CDC released updated guidance for child care programs that remain open and you are encouraged to read it in its entirety. Centers should consider the following guidance:
- Implement social distancing strategies
- Intensify cleaning and disinfection efforts
- Modify drop off and pick up procedures
- Maintain an adequate ratio of staff to children to ensure safety.
- When feasible, staff members and older children who want to wear face coverings within the facility can do so following CDC guidance. Cloth face coverings are not a requirement and should NOT be put on babies and children under age two because of the danger of suffocation.

If you think a child is showing symptoms, report it to the parent immediately. If the parent thinks the child is sick, you should encourage them to contact their doctor as soon as possible.

Q: Can centers require that parents sign waivers to ensure centers are not held responsible if a child comes into contact with COVID-19 at the center?
A: Centers should consult their attorneys in consideration of any waivers.
Q: What preventative actions can staff take within centers?
A: Staff are encouraged to implement cleaning/sanitizing practices of the following areas:
- Door handles, crash bars, doorknobs
- Entry windows
- Office counters and surfaces
- Handrails
- Sinks and drinking fountains
- Dispensers
- Desks, tables
- Bathrooms
- Anything else that is handled frequently by multiple children and staff.

Q: What do I do to clean/sanitize my center if the location has been exposed to COVID-19?
A: You should work with your local health unit for guidance.

Q: Where can we find more information about COVID-19?
A: Contact the Louisiana 211 Network by dialing 211, or text the keyword LACOVID to 898-211 for the most current information about the outbreak as it becomes available. The CDC COVID-19 website, as well as the Louisiana Department of Health website, are also helpful resources.

Q: How should centers respond to COVID-19?
A: Centers should be prepared for COVID-19 outbreaks in local communities and for individual exposure events to occur within facilities, regardless of the level of community transmission. Reference the Centers for Disease Control and Prevention’s decision tree to help determine which set of mitigation strategies may be most appropriate for your current situation.

Q. Can early learning centers provide an authorized letter enabling the purchase of essential supplies (e.g., food, cleaning supplies, and paper products) that might exceed what stores allow individuals to purchase?
A: The Department has provided an authorized letter requesting Louisiana retailers to consider allowing early learning centers to purchase basic supplies that exceed the rationed amounts. To verify the role of early learning centers, purchasers may be asked, in addition to the letter, to provide a copy of their state license from the LDOE and a copy of a Louisiana’s driver’s license. If a store does not accept the authorized letter, email LDOECOVID19Support@la.gov providing the store’s name and location. A Department staff member will work with our contacts to help see if the store can accept the letter.

Q: Should centers prevent visitors from entering their site at this time?
A: Centers should determine their protocol for visitors by consulting the local health unit and CDC guidance.

Q: How should a child care center check the temperature of children and staff members?
A: Child care centers should use a thermometer that does not touch skin to check the temperature of children and staff members. If a center does not have and cannot access one, the center may use underarm thermometers, ear, or other thermometers and sanitize between uses.

Q: At what temperature should a child care center send children and/or staff members home?
A: A temperature of 100.4 typically indicates a fever, but this can vary for young children. Follow your center protocol.

Q: If a fever is detected, how long before a child or staff member can return to a center?
A: Louisiana Department of Health officials recommend that if using a symptom-based strategy, meaning there is no testing to confirm a diagnosis, children and staff should be excluded from centers until at least 7 days after the illness begins, or at least 3 days after the resolution of fever, whichever is longer, AND resolution or improvement in respiratory symptoms. Please consult your local health unit for further clarification or additional instructions.

Q: If a child care center has families or staff members that have traveled, or have people in their home that are sick, can a center require them to stay home?
A: Please consult your local health unit for guidance on these specific situations.

Q: What is required if a center receives a confirmed case of COVID-19?
A: You should work with your local health unit for guidance.

Closures

Q: The Governor issued Proclamation JBE 2020-27 on March 13, 2020 (and extended the proclamation on April 2). Does it include child care centers?
A: No. Child care centers are not included in the governor’s executive order. Sites should make closure decisions in coordination with local public health contact. A map of these contacts is available. If providers have questions regarding school or center closures, they can consult with their local public health contact, but are not required to call.

Q: What should determine if a center or provider should close?
A: Louisiana Department of Health has recommended the first step in determining to close an early childhood center is to identify the Office of Public Health Regional Contact and talk with local health officials when there are concerns of COVID-19.
Q: To whom should we report child care center closures?
A: If your center closes in response to an outbreak, please contact the Louisiana Department of Education at LDOECOVID19Support@la.gov with the center name, license number, location, and details of the closure. Communicate clearly to staff and families regarding your plan for handling tuition and payroll during any closure.

Q: What is the guidance for private schools closing until August when we normally open during the summer due to covid 19 is there anything else we need to do to update our information
A: Send any updates, including private school closures in response to the outbreak, to the Louisiana Department of Education at LDOECOVID19Support@la.gov.

Q: What is the guidance for family child care and in-home providers in terms of closure?
A: Family child care providers and in-home providers should follow the same process as child care centers, and make these decisions in consultation with their local health units.

Q: What is the guidance for Head Start programs in terms of closure?
A: Programs will need to demonstrate they are operating in accordance with the governor’s executive order and have planned to assist families through this crisis through family services workers and established communications. At this point, program staff will continue to get paid until further notice.

Q: Why are child care facilities still permitted to remain open, while public schools are required to close?
A: The current requirements around closure only apply to public schools. Child care centers are private businesses and are not subject to the same closure requirements.

Q: If the Federal government has recommended gatherings of ten or fewer to prevent COVID-19 spread, why are child care centers allowed to remain open?
A: Child care centers are remaining open in order to provide care for first responders and critical services personnel. Parents are being asked to not take their children to a child care center if they don’t have to. Owners and directors are encouraged to make decisions based on the needs of the families, the children attending their centers, and the center’s staff. Centers are also being asked to contact local health offices to help them make the decision on whether to remain open or not.

Q: Will child care centers be able to continue staying open if the COVID-19 cases increase? Will child care centers eventually be mandated to close?
A: The Department will follow the Governor’s orders on this topic.
Q: Will there be guidelines given as to when child care centers can safely reopen, or is that determination made on an individual basis?
A: Child care centers should work with the local health unit for guidance.

Q: If a child care center closes, is it obligated to remain closed for the duration of the stay-at-home rule?
A: At this time, child care centers are not obligated to stay closed.

Q: Where can I access a list of open child care providers in my area?
A: The Department is maintaining a list of all open child care providers (Type I, II, and III centers, as well as family child care and in-home providers) on the Department’s website. The parish-level list of open child care providers includes:
- License number
- Facility/provider name
- Contact information and hours of operation
- License type (note: only Type III, in-home, and family child care providers are available to enroll kids through CCAP)
- Age range
- If a center’s information is incorrect, please contact LDOECOVID19Support@la.gov

The Department also has a flyer that critical businesses can use to help staff find child care.

Q: What other resources are available to assist families in finding child care?
A: For the next three months, Care.com is offering its premium membership at no cost to Louisiana home-based child care providers and essential workers who are seeking child care.

- Care.com’s premium membership allows families to connect with home-based child care providers directly.
- Families seeking care will still be required to pay out-of-pocket for the provider, but the premium service makes it easier for families to find and connect with providers.

To learn more or to sign-up for the premium membership, visit www.Care.com/Louisiana.

Care for Critical Services Personnel

Q: CCAP is now serving essential critical infrastructure personnel. Who are considered essential critical infrastructure workers?
A: Essential critical infrastructure workers belong to the following industries:
- HealthCare/Public Health

Last Updated: 05/01/2020
Q: How is the Department assisting essential critical infrastructure workers?
A: The LDOE is working with CCR&Rs and providers around the state to support the child care needs of essential workers who must continue working during the COVID-19 outbreak.

- **Emergency CCAP expansion:** Effective March 23, 2020, families of “essential critical infrastructure workers” working in response to the COVID-19 outbreak are eligible for the Child Care Assistance Program (CCAP). Families who cannot afford care will be prioritized. For more information, please click [here](#).

- **Certifying new family home and in-home providers:** The LDOE has expedited the approval of new in-home and family child care providers certified to care for children of essential workers through CCAP. For more information, please click [here](#).

- **Certifying new Type III providers:** If you would like to temporarily become a Type III Center so that you can accept CCAP, the process to become a Type III center is being expedited to respond to the urgent need for childcare during this time. To become a Type III center please contact your [Licensing Consultant](#). They will assist you in converting to a Type III license, with changes that can go into effect the same day as the request.

- **CCR&R contracts for respite care:** The LDOE is working with CCR&Rs around the state to establish hospital/child care center partnerships in cases where a large number of hospital staff require child care.

Q: Will there be income requirements for essential critical infrastructure workers to be eligible for CCAP?
A: No, there are no income requirements for this group. Please prioritize those who cannot afford or cannot keep children at home, as there are limited federal funds available.

Q: Are child care workers eligible for the CCAP funds as essential critical infrastructure workers?
A: Yes, they are included and should reference “Other Community-Based Government” criteria when applying as an essential worker.
Q: If a child care center received approval for essential personnel children for CCAP it is stating they are approved through May 31. Will the child care receive payments through this date?
A: Yes, all essential personnel cases will be paid for until the certification end date. Essential applications are assessed at 30 day intervals.

Q: Can family child care providers apply for the Child Care Assistance Relief Grants?
A: Family child care providers and in-home providers who are registered and/or certified to receive CCAP can apply for the Child Care Assistance Relief Grants. Thursday, April 23, 2020 is the deadline to apply.

Q: Should both parents be essential workers for their child to be eligible for emergency CCAP?
A: No. However, if the child has someone available to stay with them at home, that is the recommendation.

Q: What is a respite care center?
A: Centers providing respite care are funded via short-term emergency contracts through local Child Care Resource & Referral organizations or directly with the State to provide services ONLY to children of Essential Critical Infrastructure Workers. Centers are being contracted based on the need/demand of hospitals in the area, quality and capacity of the center, and ability to report required information.

Q: If my center is still open, but I choose to provide services only to the children of Essential Critical Infrastructure Workers that are either already enrolled at my center or are new attendees, am I considered a respite care center?
A: No, unless you are contracted either through your local CCR&R or directly with the State to provide respite care services only, you are not a respite care center as defined by the State (see question above). However, you may choose to accept, enroll, or provide services to children at your center according to the needs of your local community. Families can be qualified for emergency CCAP, so you can receive funding to serve them.

Q: How are child care centers chosen to provide respite care services?
A: Contracts are short term, emergency, and based on demand of hospitals in the area. As contracts are needed, we are reaching out to centers alongside CCR&Rs to set these up, but most families are being referred to the emergency CCAP application so they can get into centers faster, centers can be paid more quickly, and families can choose where they send their child.

Child Care Assistance Program (CCAP)

Q: Will the Department pay for enrollment versus attendance, and provide flexibility for families regarding redetermination periods and reporting requirements?
A: Yes. The Department will:

Last Updated: 05/01/2020
- Pay all authorized children the full weekly amount (the state maximum rate) regardless of the number of days or hours they attended. (Full-Time will receive 22 units monthly, Part-Time will receive 20 hours weekly).
- Waive copayments for families.
- Extend family redeterminations for 3 months.
- Extend reporting deadlines for eligibility determinations.

A CCAP child’s inability to attend a center/provider during this time will not adversely affect their eligibility. They will continue to be eligible through their redetermination period.

**Q: What are the state maximum rates for CCAP?**
A: The state maximum rates can be found here.

**Q: If CCAP co-pays are waived, can I still charge CCAP clients the difference between my rate and what CCAP pays?**
A: Yes. CCAP co-pays being waived means that all families will be subsidized at 100 percent of the state maximum rate, which can be found here. Providers can continue to charge the difference between the state maximum rate and the cost of their tuition.

**Q: How long will the CCAP co-payments for families be waived?**
A: The CCAP co-payments for families will be waived starting March 16 and will continue until the end of April. We will continue to assess the situation to see if it should be extended beyond that date.

**Q: If a center closes, will CCAP payments continue in order for centers to continue to pay staff?**
A: Yes, CCAP payments will continue to support centers to continue to pay staff. Payments will be based on enrollment, meaning centers will be paid for CCAP authorized children the full weekly amount regardless of the number of days or hours they attended. This means that full-time children will be paid for 22 days or units monthly, and part-time will be paid for 20 hours weekly.

**Q: Can children authorized for part-time CCAP subsidy be changed to full-time CCAP subsidy while schools are closed?**
A: Yes. As of March 16, all children will be authorized as full-time for CCAP subsidy. Child care centers and providers can begin serving these children as full-time immediately. Any questions can be emailed to LDECCAP@la.gov.

**Q: If a child’s sibling has CCAP, can that child be authorized for CCAP as well?**
A: Yes, siblings of an authorized case can be updated to receive CCAP. Parents must complete a CCAP 10 Report of Changes form, or they can email LDECCAP@la.gov or call 877-453-2721 with the request.

Last Updated: 05/01/2020
Q: Could CCAP families be eligible for Care.com?
A: CCAP families can be eligible for Care.com if the provider is a certified CCAP provider in Louisiana. The LDOE has expedited the approval of new in-home and family child care providers certified to care for children of essential workers through CCAP. Our website gives more information here.

Q: Can I accept children funded through CCAP that typically attend a different center?
A: Yes. Parents must complete a CCAP 10 Report of Changes form, or they can email LDECCAP@la.gov or call 1-877-453-2721 with the request.

Q: If children were not on a center roll prior to this emergency, but due to school closures are requesting services at a child care center, can they be added to the roll during this time?
A: Yes. Children can be added, dropped, and transferred to another facility. Contact the Provider Help Desk for assistance at 225-342-1879 or 225-342-7414 or email LDECCAP@la.gov.

Q: Can children who typically attend school apply and be certified for CCAP?
A: Yes. Families can apply for CCAP through by submitting an application. We are expediting all applications.

Q: Will the state pay for Head Start children to attend child care centers?
A: No. These families can apply for the Child Care Assistance Program (CCAP) by submitting an application.

Q: Should centers still bill tuition-paying parents, even if their children are encouraged to stay home?
A: This is a center’s decision.

Q: When can I expect to be paid based on enrollment?
A: Payments are made two weeks in advance. The payment based off of enrollments will begin the week of March 16. That payment will be made the week of March 30. The Department is working on correspondence for each provider with estimations of payments to be made based on the new enrollment process.

Q: Will provider applications and family applications for CCAP still be accepted and processed?
A: Yes. Applications are still being accepted and processed.

Q: Will Academic Approval Certificates continue to be processed for type III centers?
A: In an effort to assist publicly funded sites in starting the 2020-2021 school year in the best possible position, the Department wants to help expedite the Academic Assurance renewal process. The 2020-2021 Academic Approval Assurances can be submitted by May 1 to ensure that a site’s Academic
Approval does not expire by the June 30 expiration date. The Department will work with sites closed due to COVID-19 that plan to reopen for the 2020-2021 school year to make sure that a site's Academic Approval does not expire. These assurances should be signed and submitted electronically. Email questions to ECAssurances@la.gov.

Q: If a Head of Household or household designee is unable to find an open Tracking of Time Service (TOTS) location to receive a finger-image, what should be done?
A: If a lead agency closes a building where TOTS machines are located, they must inform the LDOE by email at LDOECOVID19Support@la.gov.

- The LDOE will keep the TOTS locations document updated in the event Heads of Household are looking for a TOTS location.
- If a family is not able to access a location in their area, the Provider must keep manual attendance records until the TOTS location is open again.
- Contact the Provider Help Desk (225-342-1879 or 225-342-7414) or Call Center (877-453-2721) for individual questions.

Q: Is the requirement for CCAP parents to sign in using TOTs waived?
A: All centers are required to maintain a attendance record for all children attending the center. The use of TOTS finger imaging is encouraged to continue to the extent possible, but not required during the COVID-19 Emergency.

Q: Are foster parents required to sign in using TOTs?
A: DCFS is following the LDOE protocol for this situation. Therefore, foster parents are not required to sign in using TOTs at this time. The provider will need to manually record attendance.

Q: If a child care center is documenting CCAP attendance manually, how are records submitted to the Department for reimbursement?
A: At this time, CCAP is being reimbursed based on enrollment, not attendance. Sites should retain all attendance logs for their records.

Q: If a family needs overnight care, what documents are needed?
A: Please keep attendance records which include time in and time out.

Q: If the spread of COVID-19 worsens, will respite care centers close?
A: Respite care centers will be evaluated based on need and funding available while monitoring the health and safety of our community.

Q: What is the current subsidy rate for providers receiving CCAP?
During this time, family child care providers and in-home providers will receive the same subsidy funding per child as type III centers. All providers will be funded at the same rate through April with the possibility of extension if feasible and necessary. See table below.

<table>
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<tr>
<th>Provider Type</th>
<th>Age 3 and up</th>
<th>Age 1-2 (Toddlers)</th>
<th>Age 0 (Infant)</th>
<th>Special Needs Age 3 and up</th>
<th>Special Needs Age 1-2 (Toddlers)</th>
<th>Special Needs Age 0 (Infant)</th>
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<td>$23.75</td>
<td>$25.00</td>
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<td>In-Home Child Care</td>
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<td>$23.75</td>
<td>$25.00</td>
<td>$27.72</td>
<td>$29.93</td>
<td>$31.50</td>
</tr>
</tbody>
</table>

Q: What are the steps to becoming registered and certified to receive CCAP as a provider?
A: **Step 1 (Registration):** Complete and submit the following to [Idelicensing@la.gov](mailto:Idelicensing@la.gov):
- Signed CCAP Provider agreement for [Family Child Care Providers](mailto:Idelicensing@la.gov) or [In-Home Providers](mailto:Idelicensing@la.gov)
- Copy of a valid driver’s license or government issued photo ID AND copy of social security card
- [Pre-service Orientation](mailto:providercertification@la.gov) Certificate AND completed [Emergency Plan](mailto:providercertification@la.gov)
- CCCBC – State whether you are eligible, provisional, or in progress. If you do not have a CCCBC you can apply at [https://cccbcldoe.la.gov/](https://cccbcldoe.la.gov/) and many fees are waived.
- CPR & Pediatric First Aid Certificate. Certificate can be obtained [online](https://cccbcldoe.la.gov/) ($14.95)

**Step 2 (Certification):** Complete and submit the following to [providercertification@la.gov](mailto:providercertification@la.gov):
- [Provider rate agreement](mailto:providercertification@la.gov) - Verification of rates charged (notice to parents such as newsletter, memo, etc)
- [Completed W-9, completed direct deposit form](mailto:providercertification@la.gov) AND voided imprinted check
- Residence verification of physical address
More information is provided [here](https://ccbcldoe.la.gov/).

Q: What is the approximate time frame for emergency CCAP applications to be approved?
A: The LDOE is aiming at processing application approvals within 48 hours.

Q: How are newly qualified CCAP families being set up to receive finger imaging from TOTs?
A: All centers are required to maintain an attendance record for all children attending the center. The provider will need to manually record attendance.

Q: If a child care center has closed, will CCAP payments continue?  
A: If this is a temporary closure due to COVID-19, CCAP payments will continue through April 30th. Beyond that date is still to be determined.

Q: If a family qualifies for emergency CCAP, will their eligibility continue after the COVID-19 emergency pandemic?  
A: Families qualified for emergency CCAP will be required to complete the extended CCAP application with income requirements after the COVID-19 pandemic.

Licensing

Q: What guidance should licensed centers follow to prepare them to operate in these conditions?  
A: In light of the Governor’s Stay-At-Home order, the Louisiana Office of Public Health has updated guidance to private early learning centers. Given the risk for transmission of the virus causing COVID-19 in group or congregate settings, centers must follow the below guidance in order to remain in operation:

- Strongly encourage all children that can stay home to do so.
- Early learning center and daycare services should prioritize support for health care workers and essential workers.
- Children and staff group sizes should be limited to 10 or less. Group sizes for infants should be limited to 5 or less.
- Outdoor groups should be separated from each other, and also follow the <10 staff/children guidance.
- Practice frequent environmental cleaning (cleaning high touch surfaces hourly) and wash hands frequently with soap and water for 20 seconds. Alcohol based sanitizers are appropriate when soap and water are not readily available.
- Actively monitor children and staff for any symptoms of fever, cough, shortness of breath or sore throat throughout the day. Any child with these symptoms should not participate in these programs for the duration of the illness. Only well children should attend.
- Staff members in high-risk (elderly, those with medical conditions) should be encouraged to stay home.

Q: How long should centers expect to adhere to the ratios of no more than 10 people (children and adults)?
You should expect these group sizes to remain in place until the governor announces any phased in reopening approach following the May 15 order expiring.

Q: Will license renewals be extended?
A: Yes. Licenses will be extended for 90 days for providers whose licenses expire in March, April, and May 2020.
   ● March renewals will be extended to June.
   ● April renewals will be extended to July.
   ● May renewals will be extended to August.

Annual inspections will be postponed or delayed with a focus on complaints and incidents. Delays of annual inspections by the Office of State Fire Marshal and the Office of Public Health will not negatively affect license renewals.

Q: Do early learning centers need to submit a change request for licensing changes?
A: Early learning centers do not need to submit a change request in Café to accommodate out of school children or additional children. Early learning centers can make change requests to their Licensing Consultant via email for the following:
   ● Age range
   ● Hours of operation

Q: Can Type I or Type II centers receive CCAP funds to accept children?
A: No, they cannot. Type I and Type II centers can change their license to become a Type III to accept CCAP funds. To become a Type III center, contact the Division of Licensing by phone at 225-342-9905 or by email at ledelicensing@la.gov. These changes can go into effect the same day as the request.

Q: Can centers still make license changes or apply for a new license?
A: Yes. With recent events surrounding the onset of COVID-19, prospective and licensed center owners are not required to submit an application in CAFÉ for an initial, change of ownership (CHOW), or change of location (CHOL) license.

Please complete the paper application and contact the Licensing Consultant assigned to your center.

Initial, Renewal, CHOW, and CHOL fees are waived until May 31, 2020.
Coronavirus Disease 2019 (COVID-19)
Frequently Asked Questions for Child Care Centers/Providers

For any questions call 225-342-9905 or email ldelicensing@la.gov.

Q: Will there be additional allowances in order to accept additional children due to school closures and other center closures?
A: Yes. Louisiana will:
   ● Extend time for approval of license renewals from the Office of State Fire Marshal and Office of Public Health from 90 days of the date of the license expiration to 120 days from the date of the license expiration.
   ● Decrease the staff age requirement from 18 years or older to include 16 and 17-year-olds to be included in the child-to-staff ratio if the person works under the direct supervision of an adult staff member.
   ● Waive continuing education requirements (i.e. clock hours) and proof of documentation requirements.

Q: Can a center employ a 16 or 17-year old if they are under the direct supervision of a current employee? Are they considered staff for the purposes of ratios?
A: Yes, BESE has approved a waiver until June 30, 2020, allowing a center to employ staff ages 16 or 17, as long as they are under the direct supervision of a current employee. Yes, they may count for the purposes of ratios.

Q: Can the children of child care center staff be onsite?
A: Yes, but they must be included in the center’s enrollment.

Q: Will there be additional allowances in order to reduce costs to small businesses providing an important service to working families?
A: Yes. The Department will:
   ● waive the initial licensing fee.
   ● waive fees for change requests ($25.00).
   ● waive the fee for changes in location and approve temporary changes in location to allow licensed centers to move into new spaces as an emergency situation may require.
   ● waive the $15.00 Department fee for background checks and $15.00 fee for out of state applicants.
   ● waive the $25.00 DCFS fee.

Q: What is the licensed capacity for family child care and in-home providers?

Last Updated: 05/01/2020
A: Providers offering in-home or family child care services are allowed to serve 6 or fewer unrelated children. Due to the Governor’s Proclamation on March 22, 2020, the group must not exceed 10 people, including the child care providers.

Q. If a child care center has a large open space, must they follow the 10 or fewer persons max capacity?
A. LDH has advised that child care centers can divide open-spaced rooms with dividers, ensuring adequate distance between groups. These divisions must ensure that there is a large room size for each group. If adequate distance is established, each individual space must follow the 10 or fewer persons max capacity.

Q: Should child care centers limit group size to 10 or fewer persons during outdoor/playground play?
A: LDH has advised that outdoor/playground groups should be limited to 10 or fewer persons and separated from each other.

Q: Does the Department anticipate new or revised regulations, including recommended group size, if centers are allowed to reopen in the fall?
A: At this time, LDOE The Department will look to guidance from LDH and the CDC.

Q: Can I establish a temporary child care center in a church or other building?
A: Expanded care should only be created to support emergency or critical response personnel, or employees who support necessary services. If emergency care is needed to support response to COVID-19, providers can establish a temporary child care center in a church or other buildings and the LDOE will work with you to license this space.

Note that providers should keep in mind the recommendations regarding social distancing and take all mitigating precautions. Please contact the Division of Licensing by phone at 225-342-9905 or by email at ldelicensing@la.gov to assist with licensing the location.

Q: Can centers implement a procedure requiring parents to drop children at the door, allowing staff to sign children in and out?
A: Yes. The center must have staff members signing the children in and out and adequate staff escorting children to their classrooms.

Child Care Criminal Background Checks (CCCBC)

Q: Are the Child Care Criminal Background Checks (CCCBCs) temporarily waived?

Last Updated: 05/01/2020
A: The requirement to show documentation of having a CCCBC was waived until April 30, 2020. It has not been extended. The person must still apply and be fingerprinted.

Q: Do new employees need a CCCBC prior to starting work?
A: Yes, prior to starting work a new employee must apply and be fingerprinted for a CCCBC or have a valid CCCBC determination.

Q: Will community volunteers be required to have a CCCBC to assist Type III centers?
A: The child care provider should apply for a CCCBC for the volunteer through the CCCBC System. If there are any hurdles in applying for the CCCBC contact valerie.black@la.gov.

Q: Will CCCBC staff continue to process background checks and provide updates of fingerprint services as the situation requires?
A: Yes. BESE has also temporarily waived the following:

- The LDOE $15.00 CCCBC admin fee
- The LDOE $15.00 out of state fee

Importantly, those individuals that have previously been determined ineligible or for whom you receive notice of ineligibility are prohibited from being on the premises.

Q: Can new staff still be fingerprinted or will fingerprint locations close?
A: Yes. The Department has received notice of some fingerprint location closures, though the Department’s staff will continue diligently processing CCCBC applications. A current list of open CCCBC locations is available here.

Q: Can child care centers employ K-12 staff and substitutes?
A: As child care centers address workforce challenges, pre-K-12 staff and substitutes may provide some relief, particularly those that already have a CCCBC. K-12 substitute pools vary by community, so centers should contact the local K-12 substitute staffing organization directly to access. Additionally, schools may have relationships with regular substitutes who you may be able to partner with, as well as staff from closed centers and others in your community who may be able to serve as additional staff in your center.

Child Care Support Organizations

Q: How do CCR&R agencies support child care centers during this time?
A: CCR&R agencies can suspend in-person coaching and switch to virtual coaching methods. They can also move in-person group trainings and meetings to virtual formats, as possible. CCR&Rs should
prioritize supporting centers that remain open, assist parents in finding alternative childcare options within centers that remain open, and refer center directors to the LDOE FAQs for up-to-date guidance.

**Q: Will CCR&R agencies be asked to provide respite care services?**
A: CCR&Rs have been requested to provide respite care services in needed locations, including hospitals. These agencies should begin thinking about possible partnerships, and reach out to the LDOE regarding opportunities in their community. If respite care is provided, CCR&Rs will be paid.

**Q: How do centers let the state know that space has been freed up to provide respite care?**
A: Please contact your local Resource and Referral agency and email LDOECOVID19support@la.gov. You can find the contact information for your local CCR&R in the Early Childhood Map for Child Care Resource & Referral Agencies.

**Q: Is TIKES Early Childhood Mental Health Consultation available to support centers and young children?**
A: TIKES Early Childhood Mental Health Consultation is providing MHC services via telephone or a telehealth web-based platform for any individual affiliated with Type III centers, family child care providers, individuals working in respite child care centers, and other individuals that have children in their care. Please complete the request form at https://tinyurl.com/TulaneTIKES and a consultant will contact you as soon as possible.

**Q: Will Early Childhood Ancillary Certificate Program Providers continue providing services?**
A: Early Childhood Ancillary Certificate Program Providers may choose to move classes to a virtual (rather than in-person) format or choose to pause instruction. Please email LDOECOVID19support@la.gov if your program moves to online instruction or chooses to pause instruction.

**Q: Should Early Childhood Ancillary Certificate Program Providers continue to send tuition invoices?**
A: Yes, tuition invoices should be sent out following regular timelines.

**Q: Should Early Childhood Ancillary Certificate Program Providers continue job-embedded coaching?**
A: Job-embedded coaching should be suspended for the time being.
LA 4 and NSECD

Q: Does the attendance requirement still apply for LA 4 and NSECD payments?
A: During school closure, LA 4 and NSECD payments will continue based on enrollment, rather than attendance. When schools reopen, any additional COVID-19 related absences will be considered excused absences.

- LA 4 State General Funds payments for April and May were issued on April 21, 2020.
- NSECD payments for March were issued on April 16, 2020.

Please contact lindsey.bradford@la.gov with questions.

Q: What happens to LA 4 and NSECD monthly payments if a school closes?
A: LA 4 payments will continue and will be based on enrollment.

Q: How are LA 4 and NSECD payments invoiced at this time?
A: LA 4 and NSECD invoices should be sent out by the 10th of each month to ensure prompt payment. If teams are unable to submit invoices for LA 4 and NSECD due to COVID-19 hardships, please email lindsey.bradford@la.gov.

Q: How will this affect monitoring compliance documents?
A: For school systems and Type 3 childcare centers that have March 20, 2020, as the due date for uploading compliance monitoring documents to the LDOE, an automatic extension of the due date/deadline until June 1, 2020 has been instituted. During this time, the monitoring team is continuing to work normal business hours and can be reached individually via email.

Federal Child Nutrition Feeding Programs

Q: Has the U.S. Department of Agriculture provided any guidance on the Child and Adult Care Food Program?
A: USDA has not provided any additional guidance on the Child and Adult Care Food Program at this time. However, the Families First bill, if passed by Congress, would provide for non-congregate feeding. LDOE will continue to monitor USDA guidance and will provide updates as they are available.

USDA allows K-12 schools to continue to provide meals to students during the extended closure. These programs have waivers to operate open feeding programs that can provide meals for any child 18 years of age and under.
Please check the School Meal Sites During COVID-19 Closures Interactive Map for the most current listing of schools providing meals for children. For questions related to food and nutrition programs and options to serve children meals should a center close, contact the LDOE Division of Nutrition Support childnutritionprograms@la.gov.

Q: What food service options are available for early learning centers and children?
A: Various food service options are available for early learning centers and children.

New waivers increase CACFP flexibility, allowing child care programs to opt into waivers on:
- Meal Service Time Flexibility
- Non-Congregate Feeding
- Delivery of Meals (only if you intend to deliver meals)
- Meal Pattern Flexibility (on a meal by meal basis)

For institutions operating CACFP only use this form. For more information on federal CACFP guidance, visit the CACFP COVID-19 resources page.

In addition, the School Meal Sites Interactive Map and schoolmealfinder.hoonuit.com provides the most current listing of schools providing meals for children 18 years of age and younger during the closure.

For questions related to food and nutrition programs, contact childnutritionprograms@la.gov.

Q: Is there assistance available in the event of food shortages?
A: The Department will maintain a list of schools providing open feeding programs for children 18 years of age and younger during the closure. If a center closes, it should refer families to programs on this list.

Q: Can children from public and private schools get meals from child care centers?
A: At this time, centers can only serve enrolled children and cannot serve children above their licensed capacity.

Q: Are schools that provide meals required to provide to childcare centers, to help alleviate logistical and cost burdens?
A: Child care centers that are open, should continue to provide services, including food, to children through their normal means of operation. Centers may be able to work with schools that are operating open feeding sites to make arrangements for food delivery or pickup. If a child care center closes, it should refer families to local open feeding sites.

Q: Can centers be prioritized at grocery stores to ensure access to food for children?
A: Centers can work with their local grocery stores to see if they can gain priority access. At this time, there are no food shortages in Louisiana. In addition, the Department has provided an authorized letter requesting Louisiana retailers to consider allowing early learning centers to purchase basic supplies that exceed the rationed amounts.

Q: Can school systems bring food to our centers or let us pick food up?
A: Centers should contact their local school systems to make meal service arrangements.

Q: How will students eat if my Head Start center closes?
A: You can and should use USDA Food, Nutrition, and Consumer Services funds that you receive to provide meals and snacks for enrolled children. Any allowable costs that are not covered by the USDA Food and Nutrition Services can be covered by Head Start Funds. Information on FNS allowable costs related to child nutrition can be found here.

Q: Do I still have to serve meals in a group setting if my center has closed and I still want to serve meals to children?
A: No, the USDA has waived group meal requirements in order to reduce the spread of COVID-19. Food can be consumed off-site.

Q: My center is closing. How should we dispose of unused food paid for by CACFP?
A: In the event of an extended closure, perishable food should be disposed of in a way that minimizes waste. If the unused food available is safe for human consumption, you may donate the food to a local food bank or distribute the food to enrolled families.

Q: I operate a Head Start Program and want to provide meals to children. Is that something I can do?
A: Yes. A Head Start Program or an Early Head Start Program can provide meals and snacks to enrolled children during a closure.

Possible strategies for providing food to children during center closures include the following:

- Programs could drop off bags of food (including infant formula) at enrolled families’ homes. Families could come out to collect the bags or they could be delivered to the door.
- Families could pick up pre-assembled bags of food at a center or other location. Care should be taken to avoid large groups and prevent anyone who is sick from coming to collect food. This could include a "drive-through" station in areas where families have cars.
- Programs could check with local schools, churches, or other community organizations to see if there are partnership opportunities to increase the efficiency of food distribution.
Note: Sites must ensure that documentation is maintained regarding parental consent and details of meals served (number of meals, type of meals, etc.).

Q. Have standards of eligibility and levels of benefits for children who receive free or reduced price meals been expanded?
A: Yes. The Families First Coronavirus Response Act of 2020 enables temporary emergency standards of eligibility and levels of benefits under the Food and Nutrition Act of 2008. Children who would receive free or reduced price meals under the National School Lunch Act if school facilities were currently open are eligible for benefits. This includes all students attending a Community Eligibility Provision (CEP) school.

To receive these benefits, families must complete an application. Without the requested information, the Department of Children and Family Services cannot issue the Electronic Benefit Transfer (EBT) card and provide benefits.

The anticipated launch of the application is set for the week of May 18. The Department will publicize the eligibility of these benefits, and in an effort to ensure families receive these benefits during this challenging time, school systems will receive communications to share with eligible families the week of May 11.

Academic Resources

Q: In the event of school or center closure, are there resources families may find helpful in facilitating learning at home?
A: Yes. The following learning resources are available to families.

Standards and Development

- Louisiana’s Birth to Five Early Learning & Development Standards (ELDS) describes the particular skills and abilities that children need to develop to be successful and provide ideas for fostering their development.
- The National Association for the Education of Young Children (NAEYC) offers research-based resources, tips, and ideas for families—from child development to reading, writing, music, math, and more!

Text Services

Several programs are available to offer tips and resources for families that support early learning through text messages. Message and data rates apply.
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- **Bright by Text** provides quality information and trusted resources to families of children prenatal to age eight partnering with LPB. Text: LPB to 274448.
- **Vroom** offers free, easy-to-use learning tips for children 5 and under, delivered daily directly to your phone. Sign up for free at [https://www.vroom.org/](https://www.vroom.org/).
- **Ready4K** is an evidence-based family engagement curriculum delivered via text messages. Text: Readby4th to 70138.
- **FASTalk Direct by Family Engagement Lab** offers PK-5 academic and social-emotional learning tips in multiple languages via text message to foster meaningful connections between parents and students that will have a lasting impact on learning. Text: LATIPS to (844) 872-0906.

**Online Learning**

- **Frog Street for Young Learners** offers access to over 250 electronic books, activities, and songs from their curriculum. Access to these collections is FREE during school closures due to COVID-19. Frog Street’s partner, Education technology provider Age of Learning, is offering families at schools and centers affected by closure free at-home access to research-proven learning resources.
  - **ABCmouse.com® Early Learning Academy** is a comprehensive, research-validated curriculum for children 2-8. Visit [www.ABCmouse.com/redeem](http://www.ABCmouse.com/redeem) and redeem your access code: **SCHOOL3673** to sign up. Questions can be sent to **support@aofl.com**.
  - **ReadingIQ®** is a digital library and literacy platform for children 2-12 designed by reading experts to improve literacy skills. Visit [www.ReadingIQ.com/redeem](http://www.ReadingIQ.com/redeem) and redeem your access code. **SCHOOL3673** to sign up. Questions can be sent to **support@aofl.com**.

- **Teachstone**, creator of CLASS®, has resources for early childhood educators and families to promote interactions and support child learning during COVID-19. Blog posts, webinars, and downloadable resources are available for families and educators to learn about the importance of interactions, plan activities for children, and incorporate CLASS® concepts into daily routines. **The CLASS® at Home** is another great resource for families explaining what domain interactions look like at home and the importance of each.

- **Teaching Strategies** developed a free toolkit for supporting families impacted by COVID-19. The **Healthy at Home** toolkit offers a free selection of resources from *The Creative Curriculum*® and **ReadyRosie™** providing families with information and resources for supporting the children in their care.
  - All Teaching Strategies GOLD® teachers now have access to *The Creative Curriculum*®, **Digital Curriculum Resources** at no additional cost through June 30. More information can be found in Teaching Strategies’ [press release](http://www.teachingstrategies.com/) and [YouTube video](https://www.youtube.com/watch?v=dQw4w9WgXcQ).
  - Teaching Strategies is supporting parents and families at home by offering access to their newest digital product, **ParentPal™**, at no cost through June 30, 2020. **ParentPal™** promotes active, engagement and developmentally appropriate milestone progress.

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from birth through age 3.

- The Department posted continuous home learning supports for educators, students, and caregivers including:
  - **Academic resources** for math, ELA, social studies, science, and early childhood including increased access to digital content and virtual lessons.
  - Resources to teach young children about COVID-19.
- Also, the Department is working with Louisiana Public Broadcasting (LPB) to do the following:
  - Ensure their “At-Home Learning” website includes links to Department-produced guidance.
  - Assist them in choosing educational programming that is most closely connected to Louisiana student standards, whenever possible. Access the [LBP broadcasting schedule](#).

The Department will announce the availability of these resources through all upcoming planning calls and newsletters.

**Professional Development**

- **Teachstone** is offering free courses with learning resources from the myTeachstone CLASS® professional development platform to support educators in a variety of roles.
  - **Teachers** - See exemplar videos of real classroom footage featuring high-quality interactions from each CLASS® domain.
  - **Coaches** - Find tools to support distance coaching and digital learning. Feel free to share access to these resources with teachers.
  - **Parents** - Watch exceptional classroom interactions and reflect on how you might try out some of what you're seeing at home.
- **To Access the Content:** Go to [https://dashboard.teachstone.com/](https://dashboard.teachstone.com/), click the Activate a Product Key button, and enter: **5LMQ6ZQV23FN56S**

**Q: How can families provide guidance during this time?**

A: Closures will result in changes in routine and some anxiety for children. Share these resources with families to support their conversations with young children.

- **Parent and Caretaker guide for helping families cope with COVID-19**
- **Just For Kids: A Comic Exploring The New Coronavirus**
- **Talking to Children About COVID-19 (Coronavirus) - A Parent Resource (English Resource)**
- **Talking to Children About COVID-19 (Coronavirus) - A Parent Resource (Spanish Resource)**

**Accountability**
Q: How will school and center closures, quarantines, or illnesses affect the early childhood accountability system?
A: The Department will:

- suspend all local and third-party CLASS® observations for the remainder of the spring semester.
- If observations are unable to occur in centers and schools by this deadline, the Department will work with programs and lead agencies to determine how to calculate performance ratings.
- The Department will work with BESE to request a Bulletin 140 waiver to extend performance profiles for severely impacted sites.

Q: How will performance ratings be affected after COVID-19 ratings?
A: Bulletin 140 policy provides BESE with flexibility in how performance ratings are issued after an emergency or disaster.

Based on Bulletin 140 policy, all sites can opt into receiving a 2019-2020 Performance Rating, in order to be eligible for CCAP Bonus Payments and School Readiness Tax Credits in 2021.

- The Department will compare each site’s Performance Score based on 2019-2020 observations with the 2018-2019 Performance Score, and will use the higher of the two.

The Early Childhood Team will be reaching out with more information for lead agencies and sites in the coming weeks.

Q: How will school and center closures, quarantines, or illness affect Teaching Strategies GOLD® documentation and checkpoints?
A: Updated GOLD ECE Guidance: On March 20, LDOE received federal approval to waive assessment requirements for the remainder of the 2019-2020 school year. Teaching Strategies GOLD® documentation for the May checkpoint will not be required.

A. Updated GOLD® OSEP Guidance: TS GOLD® OSEP Administrators should follow the same process for completing intended exit assessments for any children that would have been exited as a result of a withdrawal from ECSE services or within six weeks of the child’s 6th birthday. Administrators are encouraged to use any data collected during Winter checkpoint and input into the OSEP license to use as a final rating for this school year. Even if an administrator is exiting the child now, an exit assessment should include the end of the school year date and all ratings should be finalized before completing the exit assessment.

Special Education

Q: How will school and center closures, quarantines, or illnesses affect children with special needs?
When the school closure causes educational services for all students to pause within a school or school system, then the school/school system is generally not required to provide services to children with disabilities during the closure. This includes children with disabilities ages 3, 4, and 5 who have an IEP.

After an extended closure, school systems are responsible for reviewing how the closure impacted the delivery of special education and related services on each child. If the child lost progress, teams will need to reassess services and determine whether the child requires compensatory education.

The U.S. Department of Education Q&A on special education has additional information, including information on Early Steps/IDEA Part C for infants and toddlers, and distance education.

Q: Will there be an extension allowed for evaluations for children turning 3 and transitioning from IDEA part C to Part B?
A: Federal and state law and state policy define specific timelines for the provision of special education and related services. BESE approved initial waivers for a number of educational policies, including initial evaluation policies that impact students with disabilities. See the BESE Emergency Waiver Memo for the list of specific educational policies that impact students with disabilities. Federal regulations govern additional special education compliance timelines including but not limited to Part C to B transition, initial IEP development (30 days from determination of special education and related services), and reevaluation timelines. At this time, there is no guidance from the U. S. Department of Education regarding the waiver of federal timelines related to these elements of special education compliance. School systems should develop a plan to support maintaining timelines and to document clearly if a delay occurs, the nature and extent of the delay and the plan to move as quickly as possible to prevent any further delay.

Q: Will conferences for children transitioning from Part C to Part B be postponed?
A: No. Family Service Coordinators will continue to schedule transition conferences for Part C to Part B eligibility determination according to the required timelines and provide notification to the LEA contact(s) for the school system.

- If the LEA representative is unavailable, all documentation will be sent to the LEA representative following the transition conference.

Q: Will children still receive early intervention services and home visiting support?
A: EarlySteps is transitioning home and community-based service delivery to the exclusive use of teletherapy, effective March 24, 2020 and will continue as long as necessary, to ensure the health and safety of early interventionists and families. The process for use of teletherapy also applies to SPOE
(System Point of Entry) and evaluators. Family support coordinators will continue with monthly phone calls and quarterly team meetings.

- If a family refuses teletherapy/telephone sessions while home visits are suspended, the early interventionist will remain in periodic contact with the enrolled families, updating them on the status of resuming services and communicating with other team members, including the family services coordinator.
- IFSP, SPOE intake, developmental screening, and eligibility determination meetings will be conducted via teletherapy.
- If a child cannot undergo evaluation using teletherapy, an interim IFSP can be developed using presumptive eligibility, then re-determined after the COVID-19 event ends; or eligibility determination can be postponed with parent consent and documented.
- To relieve the financial burden to families with significant economic impact from the COVID-19 event, EarlySteps will suspend family cost participation on a case by case basis. To qualify for the suspension, the family will notify Intake Coordinators or Family Service Coordinators (IC/FSC) of their changed employment status or reduction of income. The request will be submitted to the SPOE using the Application for Income Adjustment-FCP Suspension.

Q: What resources are available for special education?
A: The Department posted continuous home learning supports for educators, students, and caregivers.
  - The Direct Services guide helps school systems develop and implement plans for continuous learning that address direct services (e.g. specialized instruction, speech and language therapy, counseling/social work, occupational therapy) in students’ IEPs.

BESE Waivers

Q: Have any waivers been issued by the Board of Elementary and Secondary Education?
A: Yes, the current list of emergency waivers granted can be found here.

Workforce

Q: How can child care centers and providers support their employees?
A: Taking care of your teachers and finances is key to resuming business when this has passed.
  - The Governor’s proclamation offers flexibility around unemployment, which may be relevant to you.
  - Look to the Louisiana Workforce Commission for unemployment supports. Employees can apply for unemployment online or via the call center at 866-783-5567. The call center is currently
open from 8:00 a.m. until 7:00 p.m., and claims are being processed within 3-5 days. Additional questions can be answered here.

- Head Start programs will need to demonstrate they are operating in accordance with the governor’s executive order and have planned to assist families through this crisis through family services workers and established communications. At this point program, all staff will continue to get paid until further notice.

- Ensure that you have family and staff contact information and emergency contacts.

- All staff should have direct deposit set up, or an alternate plan for receiving pay. Share your plan for payment and sick leave policies with staff and any flexibility you will allow for pay.

- Consider developing a list of work-from-home tasks that your staff can engage in to continue moving your work forward.

- Look into resources from the Small Business Association, including COVID-19 specific loans.

- Review your insurance and business interruption policies, and consider filing a claim, even if there is a virus exclusion.

- The LDOE is collecting data on centers’ interruption insurance to inform emergency funding that may become available, and asking all early learning centers to notify us regarding business interruption insurance by completing this quick form.

- Complete this survey from the Louisiana Policy Institute for Children to report on financial issues child care centers are facing due to COVID-19, in order to partner with organizations to provide support.

**Q: Must centers require elderly staff members or staff members with pre-existing conditions to stay at home?**

**A:** Centers and concerned staff should follow CDC guidelines and take necessary precautions. Please refer to the Department of Labor for guidance on the Families First requirements.

**Q: What is the difference with unemployment benefits if an employee is given “leave without pay” vs laying off?**

**A:** Leave without pay is usually a leave from employment initiated by the employee. Laying off is usually an action taken by the employer. Please contact the Louisiana Workforce Commission to discuss the specifics of your situation. You can file a claim or share the status of your business at www.louisianaworks.net/hire or by calling the Claim Center at 866-783-5567. For faster self-service options, please visit their website.

**Q: What is the email to contact Louisiana Workforce Commission to let them know of mass lay off?**

**A:** Rapid Response is a pre-layoff program designed to help companies and their employees experiencing a layoff or closing. The LWC Rapid Response Unit is available for assistance concerning temporary or permanent layoffs due to COVID-19. Email André France at afrance@lwc.la.gov.
Q: How is eligibility for unemployment due to COVID-19 determined?
A. The LWC reviews each case separately. Workers may be eligible if they can answer ‘yes’ to any of the following:
   - Your work hours have been reduced because of lack of work due to coronavirus
   - Your workplace closes temporarily, and you are not being compensated
   - You have been instructed not to go to work, and you are not being paid while at home
   - If your work hours have been reduced, partial benefits could be available to you up to a maximum of $247 a week.

Important Note: As per the Governor’s proclamation, for individuals whose employment has been impacted due to COVID-19:
   - work search requirements are waived.
   - week of waiting is waived.

Q: What are the current guidelines for receiving unemployment benefits?
A: The following guidelines should be included in your financial planning:
   - The maximum number of weeks that unemployment benefits can be paid per claim is 26 weeks in a 12-month period.
   - Wages and vacation pay (received or will receive) must be reported when you file your unemployment claim. Sick leave and PTO do not need to be reported.
   - You must report any earnings for the week that you work, even if you’ve not yet been paid. Report the gross amount before deductions. These earnings would be factored into the amount of unemployment benefits paid to you for that week.

Q: Unemployment is usually determined by the prior quarter. For COVID-19, if a site closes or has to send workers home that have only been working for 3 months or less, can they receive unemployment if they were not previously employed (from Louisiana Workforce Commission)?
A: Monetary entitlement is based on wages reported for that employee in the first four of the last five completed calendar quarters. This is called their "base period." Unfortunately, if no wages were reported for the employee during that time, they would likely be ineligible for benefits. It is still recommended for everyone to file. Each application will receive a monetary determination from LWC. Rejected applications may need this denial letter to apply for other future assistance that may become available to them.

Q: What if an employee doesn’t want to work, quits, or is fired for outrageous behavior. Does the 8 weeks employment apply?
A. Contact the Louisiana Workforce Commission at EmployerServices@lwc.la.gov with your unemployment insurance questions. Be sure to provide your company’s name, a point of contact,
telephone number and email address, as well as specifics on the assistance you are requesting. The Employer Call Center, 225-326-6999, is also available.

Q: Do employees living out of state receive the same unemployment benefits?
A: For more detailed information on Unemployment in the CARES Act, including program requirements, eligibility, and resources for how to access your own state’s unemployment benefit website, please click here.

Q: Are there resources or supports available for Type I or Type II centers?
A: Type I and II centers should apply for federal support through the Small Business Association loans referenced above.

Q: What supports are available for child care centers through the CARES Act?
A: The $2T CARES Act includes relief and assistance for child care businesses, families, and communities, with EIDL funds available now.
   ● SBA funding for Emergency Economic Injury Disaster Grants (EIDL): Loan applicants may request that SBA provide an advance on the loan of up to $10,000, distributed within three days. First come, first serve. Per SBA, if you previously applied for the EIDL and did not request the $10,000 advance, you should reapply.
   ● Learn about CARES funding for the Child Care Marketplace: Funding is being added to other federal sources to support respite care, Head Start, and expanded CCAP eligibility, as well as small business supports.
   ● List of CARES funding supports available to centers: A list that reflects funding opportunities as of March 26, 2020.
   ● Unemployment Benefits: Unemployment funding is available for those who have lost work or have reduced hours as a result of COVID-19.
   ● CARES and Unemployment Insurance: An additional $600/week in temporary Pandemic Unemployment compensation will be added to an individual’s weekly benefit amount. Pandemic Unemployment also covers those not eligible for existing state programs, including self-employed individuals.

Q: What supports are available for child care centers through the Families First Coronavirus Response Act (FFCRA)?
A: The Families First Coronavirus Response Act (FFCRA) requires certain employers with paid sick leave or expanded family and medical leave for specified reasons. This may not apply to small businesses with less than 50 employees. Generally, the Act provides that employees of covered employers are eligible for COVID-related absence:
● Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay where the employee is unable to work because of quarantine and/or COVID-19 symptoms and seeking a medical diagnosis; or
● Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine, or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition; and
● Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care is closed or unavailable due to COVID-19.

Q: What supports are available for child care centers through the Payroll Protection Program (PPP)?
A: The PPP is a relief package that will offer two months funding for payroll, rent, and/or utilities. The application period opens Friday, April 3, and is available on a first-come, first serve basis.

Payroll Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll.

• SBA will forgive loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities.
• The Paycheck Protection Program will be available through June 30, 2020.

Notice: Lapse in Appropriations
The SBA is currently unable to accept new applications for the Paycheck Protection Program based on available appropriations funding.

Other Assistance
Enhanced Debt Relief is also available in SBA’s other business loan programs to help small businesses overcome the challenges created by this health crisis. For information on traditional SBA lending options, please click here. SBA provides local assistance via 68 district offices and a nationwide network of resource partners. To find resources near you, please click here.

Q: What supports are available for child care centers through the Louisiana Loan Portfolio Guaranty Program (LGPG)?
A: The Louisiana Loan Portfolio Guaranty Program (LGPG) will offer loans of up to $100,000 to Louisiana small businesses of fewer than 100 employees that are impacted by the COVID-19 crisis. A total loan pool of $50 million will be quickly dispersed to eligible small businesses across Louisiana. The LGPG, is a partnership of:
• Louisiana Economic Development, which will provide a loan guaranty fund;
• Louisiana Bankers Association, whose membership will provide the loans;
• Louisiana Public Facilities Authority, which will administer the program.
Interested businesses may find loan details at [OpportunityLouisiana.com/covid19](http://OpportunityLouisiana.com/covid19). A list of participating bankers will be posted at the site by Friday, April 3 as banks complete their participation agreements.

**Q:** What grant opportunities are available from the Department to offset some of the financial burdens experienced by child care providers as a result of COVID-19?

**A:** Child Care Assistance Providers, including family child care and in-home providers, will be able to apply for two [Louisiana Child Care Provider (LaCAP) relief grants](#):  

1. **Emergency Child Care Relief Grant:** This grant would provide support for providers to stay open or reopen after this period in an effort to support child care access for families in need of care.  
   - **Eligible providers:** All CCAP-certified providers, including family child care and in-home providers  
   - **Grant award amount:** Payment will be $125 per child in licensed capacity

2. **Emergency Child Care Development Fund Response Grant:** Many child care assistance providers have remained open or reopened during the [Governor’s Stay At Home Order](#) to provide child care for frontline workers, and are incurring additional costs as a result. This grant would provide support to offset higher costs of operating during the pandemic.  
   - **Eligible providers:** All CCAP-certified providers, including family child care and in-home providers, that have been open at any point during the Stay At Home Order.  
   - **Grant award amount:** Payment will be $62.50 per child in licensed capacity which is closer to the 75th percentile

In order to be considered for the grant opportunity, child care assistance providers will be required to complete a quick [application](#) by April 23. If a provider qualifies for both grants, one consolidated payment will be issued. We are anticipating that these payments will be issued either the last week in April or first week in May.

**Q:** What additional grants are available for child care providers, more specifically type I or type II providers?

**A:** The U.S. Chamber of Commerce will launch a grant program directed at small businesses with between 3 and 20 employees.  

- **Funding Program Sponsor:** U.S. Chamber of Commerce & Vistaprint  
- **Funding Program Name:** [Save Small Business Fund](#)  
- **Grant amounts:** $5,000 grants to small employers in the U.S. and its territories.  
- **Purpose:** To provide assistance to small business owners impacted by the coronavirus pandemic. The Save Small Business Fund is part of the U.S. Chamber of Commerce’s Save Small Business Initiative—a nationwide effort to address small business owners’ immediate needs, mitigate closures and job losses, and mobilize the long-term support the small business community needs for recovery.  
- **Grant applications open:** April 20, 2020,  
- Grant applications are administered weekly until all funds have been used. For information on eligibility, grant timeline, and more, visit [www.savesmallbusiness.com](http://www.savesmallbusiness.com).

**Q:** What supports are available for centers in rural communities?
A: Centers in rural communities, as defined by the USDA and its Federal partners, can access programs that provide immediate and long-term assistance to those affected by the COVID-19 outbreak. These programs can support recovery efforts for rural residents, businesses and communities through:

- technical, training, and management assistance;
- financial assistance; and
- state and local assistance.

This resource matrix organizes funding opportunities identified in the CARES Act and other federal resources that can help support rural America. Opportunities are categorized by customer and assistance type.

**Events**

**Q:** What is the status of the 2020 Teacher Leader Summit?

**A:** The Louisiana Department of Education is shifting the 2020 Teacher Leader Summit from its in-person format to a series of interactive webinars for as many sessions as possible. It will be free.

The 2020 Teacher Leader Summit: The Virtual Series will take place from May 28 to June 5. It will bring together a host of educators and content experts who are focused on creating meaningful growth for every student, every day. Educators will share their knowledge, learn new skills, and prepare for the 2020-2021 school year.

**Registration opened at 8 a.m. on April 30.**

The Department released a [draft session list](#) on April 30 when registration opened. This list will include a variety of sessions for teachers, school and school system staff, and preparation providers.

**Q:** Will there be a method that participants use later on to sign up for sessions?

**A:** Yes, we will utilize the same process as in past years. Participants will register for sessions via Sched app starting May 13.

**Q:** Will the Department release the session list again as we get closer to the event with the times that they will be offered?

**A:** The session list has been [released](#). A full schedule will not be released until May 13 when our Sched app goes live.

**Q:** If there is a time conflict with multiple sessions, will the sessions be available to download and view later?

**A:** Most sessions will be recorded and posted to the [Teacher Leader Library](#) in mid-June.
Q: I was registered to attend the in-person event in New Orleans; did my registration carry over and, thus, am automatically registered for the virtual series, or do I need to complete the registration process for the virtual series?
A: Registration did not roll over and the virtual series is being treated as a different event. To attend sessions during the Teacher Leader Summit: Virtual Series [registration](https://example.com) is now live on Eventbrite.

Q: Have any events or meetings been postponed or canceled?
A: Out of an abundance of caution, the following events or convenings will be postponed or canceled:
- EL Community of Practice Series Meetings (Canceled)
- Early Literacy Commission (March 23; new date TBA)
- Special Education Advisory Panel (March meeting canceled)
- Student of the Year events (Postponed)
- April School System Planning Call (Canceled; presentation will be posted to the School Improvement Library on April 8)
- Spring 2020 Counselor Institutes (April; rescheduled as virtual institutes)
- Quarterly Superintendents Call (Canceled)
- 2020 Teacher Leader Summit (Rescheduled; the Virtual Series will take place from May 28 to June 5)
- 2020 Jump Start Super Summer Institutes