

**Child Care Assistance Program (CCAP)
May and June Billing Webinars
5/26/20 & 5/27/20**

License-exempt Homes

- Q. Are we required to apply for regular Unemployment and be denied before you file PUA?
- A. **Illinois Department of Employment Securities (IDES) would be able to answer any questions about eligibility for Pandemic Unemployment Assistance.**
- Q. If you are open do you file for unemployment?
- A. **Please contact the Department of Employment Security. PUA benefits will be affected by any payments you continue to get, if you are providing care or not.**

Centers and Licensed Homes

- Q. I would like to confirm if we are closed, did not get any loans, not paying staff currently as they are furloughed, will we still receive assistance/payment?
- A. **To be eligible for an attendance exemption in March, April, May and June all staff need to be paid their regular scheduled hours. If staff were not paid and no care was provided, there will be no CCAP payment.**
- Q. We have been closed but have kept all employees on payroll and will continue to do so while we are closed; we received PPP back in April. Can we still receive CCAP money for May and June while we are still closed?
- A. **Yes. If no PPP funds were used in May and June, no adjustments need to be made on the certificate. Enter the number of days you care for each child ("0" if you were closed). CCAP will pay you 100% of the approved (eligible) days if you send the exemption form with the certificate to the CCR&R. Please see the Guidance for CCAP Billing (issued May 15, 2020) document for examples of how to adjust your CCAP Billing Certificate.**
- Q. I have not paid all staff at center because even though I am open all staff are not needed due to lower attendance. Do I still qualify?
- A. **Even if opened with lower capacity, all staff must be paid their regular schedule to be eligible for an attendance exemption for March, April, May and June.**
- Q. If a Child Care is opened for Essential Workers and care for 4 families that are not Essential, will that provider get paid for those children?
- A. **All children that are approved for CCAP will be paid for as long as the payment does not duplicate PPP funds and the attendance exemption form is sent in with the certificate.**

Q. The PPP is much more than what I would currently receive from CCAP because of loss of clients due to the pandemic. I only have one CCAP family. How would I make this adjustment? I am using my PPP funds for payroll and utilities.

A. **If PPP funds are covering all your expenses, please mark the exemption form that you are receiving PPP and write "0" as the number of days attended on the certificate.**

Q. What solutions do you have for April?

A. **Attendance exemption were available for March and April as well. If you did not receive payment for 100% of CCAP approved days, contact your CCR&R to request a supplemental payment certificate. The exemption form will also need to be completed.**

Q. Who figures the average monthly CCAP?

A. **Providers shall determine the amount of time to average expenses to arrive at a fair calculation.**

Q. Since the PPP loans are for 2.5 months do we figure expenses for 2.5 months.

A. **Please email this question to gov.oecd@illinois.gov.**

Q. If PPP is not forgiven, will CCAP reimburse days that we adjusted for?

A. **Please email this question to gov.oecd@illinois.gov.**

Q. Is EIDL the same as PPP?

A. **As with PPP funding, funding from Economic Injury Disaster Loan program and CCAP payments cannot be used to cover the same expenses.**

Q. What if you didn't receive your CCAP certificate for May in the mail yet?

A. **Certificates were mailed from Springfield on May 22. If you have not received it contact your CCR&R to have a new one sent.**

The new exemption forms were not inserted with the certificates. Please go to the following web sites to print the exemption form.

Centers and licensed Homes:

<https://www2.illinois.gov/sites/OECD/Documents/Centers%20and%20Licensed%20Homes.pdf>

License-exempt Homes:

<https://www2.illinois.gov/sites/OECD/Documents/License%20Exempt%20Homes.pdf>

Q. How do I bill for the child of an employee who is also a CCAP parent and refuses to come to work or bring her child in for care? She is still being paid for her regular hours.

A. **The provider would continue to receive full payment for this child throughout June if the exemption form is submitted with the certificate. Mark that you are receiving PPP on the exemption form and write "0" for the number of days attended. Submit these to your CCR&R who will pay 100% of eligible days.**

- Q. Will there be assistance for filling out the certificate and exemption form to account for PPP funds?
- A. You may email DHS.CCAP.PPP@illinois.gov with questions, but we cannot tell you how to make adjustments based on your expenses and types of funding you are getting. Please see the **Guidance for CCAP Billing (issued May 15, 2020)** document for examples of how to adjust your CCAP Billing Certificate.
- Q. If a child is approved for 5 FT days but has only been attending when needed due to the parents work schedule, will we be paid the 5 days or just the days that they attended?
- A. **You will be paid for 5 full time days if the exemption form is sent in with the certificate.**
- Q. If the family is still not working and we fill out an exemption form and submit with the certificate do we put “zero” for the actual days attended or do we listed all the days attended (even though they have not been here)?
- A. **Put the actual days the child was in your care for the month. If you send in the exemption form, 100% of eligible days will be paid.**
- Q. For clarity, if you received a PPP loan, you can enter your payment through IVR if there are no additional days requested. However, you must also mail them in to the CCR&R?
- A. **You must send the certificate and the exemption form for each family into the CCR&R if you are making any adjustments for PPP funding. These should not be entered through IVR. If no adjustments are needed, you can enter the number of eligible days as attended and send the certificate and exemption form to the CCR&R. Please write “Entered On IVR” on the certificate.**
- Q. For those who did not receive PPP while working, do they send certificates like normal?
- A. **Yes. If your attendance is less than 80%, include the exemption form to be paid for all approved days.**
- Q. What are the differences between licensed and exempt during the shutdown and with exemptions?
- A. **Centers exempt from DCFS licensing are treated the same as a licensed center for CCAP. Any provider (center or home) that had a DCFS license prior to the Governor’s order are still considered licensed by CCAP.**
- Q. If a child is part time can you submit full days for them on the certificate?
- A. **Yes, if the child was in care and the parent was at work or school.**
- Q. I only entered the first date the center was closed on the March Exemption form can I resubmit the form to include the first day closed and the last day of the month?
- A. **You shouldn’t need to resubmit the form. Contact the CCR&R if you do not think the payment is correct.**

Q. I'm a License Home Provider that's currently still providing care for my families, I never applied for any type of funding or grants... What do I check on Exemption form??

A. **If the days attended for a family are 80% of the eligible days approved, you do not need to end the form in and will get paid for 100% of the approved days. If attendance for a family is below 80%, mark the box for "I have not received a PPP Loan" and the "Low attendance due to pandemic" box. List the first of the month through the last day for the "dates of low attendance".**

Q. Can CCAP funds be used for the following expenses if they are not covered by PPP funds?

- paying my contract workers
- Wages,
- mortgages/rent,
- supplies
- loan payments
- site improvement & expansion
- damage repair
- overhead costs

A. **Yes. You may bill CCAP for expenses not covered by PPP. There are no restrictions for how CCAP funds are used by providers.**

Q. PPP is meant for employee pay - why is IDHS trying to tell us to use it for other expenses and then have to pay off that loan with interest?

A. **PPP funds can be used for expenses other than payroll. Providers should always ensure they are meeting all requirements and regulations of all funding source.**

Q. PPP can be used for private clients and it won't affect CCAP payments

A. **Correct.**

Q. If we applied for unemployment, we do not claim CCAP correct?

A. **If PUA is paying you the same or more than you would get by billing CCAP, you should not bill CCAP. Please send the certificate with "0" days attended, and the exemption form marked "I have applied for Pandemic Unemployment Assistance" and send in to the CCR&R.**

Q. How is a licensed provider able to use Economic Injury Disaster Loan (EIDL) funds if they are approved? Does this change if the home childcare provider is operating as an emergency provider?

A. **Please visit the Small Business Administration at <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/economic-injury-disaster-loan-emergency-advance> for information on the Economic Injury Disaster Loan.**

Q. Who can apply for Pandemic Unemployment Assistance (PUA) and how are benefits calculated?

A. **Please visit <https://www2.illinois.gov/ides/Pages/default.aspx> for information on who is eligible for Pandemic Unemployment Assistance.**

Q. Where can I get information on how to apply for the second round of PPP funding?

- A. Please visit <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program> for information on who is eligible for the Paycheck Protection Program.
- Q. What do I need to know about reopening my center or home, or operate a summer day camp during Phase 3 and 4? Will my capacities and ratios be the same as before the shut down?
- A. Please visit <https://www2.illinois.gov/sites/OECD/Pages/Resources-for-Providers.aspx> for information on reopening child care centers and homes in Phases 3 and 4. Providers can also reach out to their DCFS licensing representative. CCAP will pay according to regular processes starting for services provided in July.
- Q. Will we still be paid thru CCAP if we remain closed in phase 4?
- A. **The current attendance exemptions are available through June 30. Any additional exemptions or assistance to providers who choose not to re-open through Phase 4 will be announced.**
- Q. I have some children from other daycares that closed. How do these children go back to their original daycare so that it opens space for my families to come back? these children are mostly CCAP.
- A. **Families will need to contact their original provider to determine if they are able to bring their children back. Parents should notify their CCR&R anytime they change provider.**
- Q. Do all the children who attend qualify for the 30 percent add on or just priority essential?
- A. **Providers who registered as Emergency Child Care (ECC) providers will receive a 30% add on to the approved daily CAP rate for service months April, May and June for all children they reported they were caring for through either the ECC Stipend, the IDHS Essential Worker Attendance Report or by informing their CCR&R. If you have already reported the children of essential workers you are caring for to get the 30% add-on, you do not need to report them again other than on the child care certificate. If you started care for a new essential worker child, please contact the CCR&R to report them to get the add-on for care provided through June 30.**
- Q. What is happening with cases that are about to end and need to be redetermined?
- A. **Cases that ended at the end of March, April, May and June were automatically approved for another 6 months without a redetermination based on the last month that was approved. We were not able to send approval letters to all families and providers. Please contact your CCR&R if you need a copy of the approval.**
- Q. Will families have to pay their old copay or just the \$1.00?
- A. **June copayments will be \$1.00 for all CCAP families in June as they were in April and May. How and when to collect copayments is up to the provider.**
- Q. Will providers be able to receive another stipend or some help to buy cleaning supplies required to re-open? What happened to the Care package that was to be disturbed to Emergency Child Care and CCAP Providers for these types of expenses?

A. The state is looking into ways to support providers in obtaining cleaning and personal protection equipment. Any information on this type of assistance will be announced by the Governor's office. Send an email to info@inccrra.org to inquire about the IDHS Care Package.

Q. Is this webinar being recorded??

A. Yes. Here are links to the recordings:

Centers/Lic Homes <https://register.gotowebinar.com/recording/8302781044951041808>

LE Homes <https://attendee.gotowebinar.com/recording/3692331977059709187>

Copies of the slides and links to the recording can be found at

<http://www.dhs.state.il.us/page.aspx?item=29720>