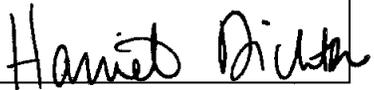




**ANNOUNCEMENT: S-09 # 12**  
**OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING**  
**BUREAU OF SUBSIDIZED CHILD CARE SERVICES**

ISSUE DATE: August 21, 2009  
 EFFECTIVE DATE: Immediately  
 SUNSET DATE: On-Going

<b>SUBJECT:</b>	<b>Receiving Notification of Temporary Facility Closure Due to Budget Impasse</b>
<b>TO:</b>	<b>Child Care Information Services Directors</b>
<b>FROM:</b>	<b>Harriet Dichter</b> Deputy Secretary, Office of Child Development and Early Learning



**PURPOSE:**

To describe the steps needed when receiving notification of temporary closure of a child care facility due to the budget impasse. This Announcement is related to Announcement S-09 #11 Temporary Child Care Facility Closure due to Budget Impasse, that the Bureau of Certification sent to providers regarding the need to report temporary closure of a facility due to the budget impasse. Child Care Information Services (CCIS) agencies received a copy of this Announcement dated August 21, 2009.

**BACKGROUND:**

The current state budget impasse has significantly impacted child care subsidy payments and distribution of STARS awards. This impact is so severe that some facilities may have to close temporarily until the funding is restored.

The Office of Child Development and Early Learning (OCDEL) received questions from our partners regarding how we will manage early care and education providers who temporarily close a facility due to the impact of the current budget impasse. "Temporarily close" means that the facility stops operating at the current location, remains located at the same address, and plans to reopen at the same location. The questions OCDEL received center around the effect a temporary closure has on a facility's status regarding certification, child care subsidy and/or STARS.

**DISCUSSION:**

A provider may contact one or more OCDEL programs to report a temporary closure. To assure all applicable programs are aware of the closure, OCDEL developed a process for sharing information about temporary closures. If the CCIS receives a call from a provider who is temporarily closing a facility, the following steps must be followed:

1. Obtain from the provider the following information:
  - Facility name, location address and telephone number;
  - Facility MPI number, if known;

- Mailing address for the outstanding payment, if different from above (keep this information for your records); and
  - Contact telephone number to reach the caller.
2. Urge the provider to contact the appropriate Regional Office to report the temporary closure. The telephone numbers are as follows:

Central Region:	800-222-2117	Southeast Region:	800-346-2929
Northeast Region:	800-222-2108	Western Region:	800-222-2149

3. In order to ensure that all OCDEL programs receive information about the temporary closure, contact your Subsidy Coordinator via e-mail. The e-mail should include the following information:
  - Date of the call;
  - Caller's name;
  - Facility name, location address and telephone number;
  - Caller's contact number; and
  - Brief summary of information for example – "Ms. Smith is temporarily closing her facility effective August 20."
4. Send the e-mail to your Subsidy Coordinator and copy Kim Vauter, OCDEL, at [kvauter@state.pa.us](mailto:kvauter@state.pa.us)
5. The information will be shared via e-mail with all appropriate OCDEL programs.

Additionally, OCDEL will maintain a list of facilities that are closing temporarily and will distribute the list on a weekly basis.

The CCIS must take the following steps when advised of a temporary closure:

- Identify and suspend all active enrollments at the facility; and
- Offer resource and referral services to help parents locate another provider.

Due to the unusual nature of the budget impasse, children whose parents are having difficulty finding a provider may be suspended up to 90 days, rather than the usual 30 days allotted to enroll the child with a new provider.

The CCIS should not end the provider agreement or close the provider in PELICAN Child Care Works. Children can be enrolled or re-enrolled as appropriate upon notification from the provider that the facility has reopened.

### **NEXT STEPS:**

1. Share this information with appropriate staff.
2. Contact your Subsidy Coordinator with questions.