

## Policy Communiqué #11-06: Determining Ten Consecutive Days of Absence

This is a message from the Division of Policy.

**Title:** Determining Ten Consecutive Days of Absence

**Date:** March 30, 2011

**Priority:** High

**Category:** Informational

**Action Required:** See Next Steps

**Response Required:** No

### Purpose:

The purpose of this communiqué is to provide Child Care Information Services (CCIS) with clarification on policies and procedures related to calculating ten consecutive days of absence.

### Background:

The Office of Child Development and Early Learning (OCDEL) received questions from CCIS agencies regarding how to correctly calculate ten consecutive days of absence when:

- there are paid or nonpaid closures involved and/or
- there are schedules that are less than five days per week.

### Discussion:

As specified in § 3041.18 (b) (relating to attendance), a child is expected to attend child care at the provider on all days for which the parent/caretaker (p/c) established a need for child care. § 3041.19 (a) (relating to absence) specifies that upon notification from the provider that a child has been absent more than 10 consecutive days which the child is scheduled to attend child care, the CCIS shall send the parent an adverse action notice terminating eligibility and provider payment. This includes days of a child's illness, injury or impairment that precludes a child from attending care. If there are circumstances that would allow for a subsidy suspension as defined in § 3041.21 (relating to subsidy suspension), then subsidy may be suspended for up to 90 days, rather than terminated.

A provider can be paid for a maximum of 15 closed days per year through the subsidized child care program, as long as enrolled private pay families are charged for those days as well. When reviewing attendance in PELICAN, the paid closure will appear as an enrolled, but absent day. In the case of a paid or nonpaid closure, if there are 20 service days, the attendance would show 20 enrolled days and 19 attended days. A child scheduled to attend on the day of a closure, will be considered absent on the closure day. The closure day will count as an absent day when determining ten consecutive days of absence.

**To be clear, policy is stating that a closed day is an absence for any child normally scheduled to attend on the day of the closure.**

**Examples:**

1. A child is scheduled to attend child care five days per week, Monday through Friday. During the month of March, the provider has no closure days. On Wednesday (3/9) the child is absent from child care and continues to be absent each day for 10 consecutive days, not counting Saturdays and Sundays, as the child is not scheduled to be in care those days. The tenth day of absence would be on Tuesday (3/22). The CCIS should send the Adverse Action notice on Wednesday (3/23).

3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		A	A	A			A	A	A	A	A			A	A	AA			
		1	2	3			4	5	6	7	8			9	10	11			

2. A child is scheduled to attend child care five days per week, Monday through Friday. During the month of April, the provider has two closure days (4/22 is a paid closure and 4/25 is a nonpaid closure). On Thursday (4/14) the child is absent from child care and continues to be absent each day for ten consecutive days, not counting Saturdays and Sundays, as the child is not scheduled to be in care those days. The closure days on Friday (4/22) and Monday (4/25) do count as absent days. The tenth day of absence would be Wednesday (4/27). The CCIS should send the Adverse Action notice on Thursday (4/28).

4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			A	A			A	A	A	A	PC			C	A	A	AA		
			1	2			3	4	5	6	7			8	9	10	11		

3. A child is scheduled to attend child care three days per week, Monday, Wednesday and Friday. During the month of November, the provider has three paid closure days Tuesday (11/8), Thursday (11/24) and Friday (11/25). On Monday (11/1) the child is absent from child care and continues to be absent for ten consecutive days. Because the child is not scheduled to attend on Tuesdays, Thursdays, Saturdays and Sundays those days are not counted as absences in the ten day count. Two of the provider's paid closure days are on Tuesday (11/8) and Thursday (11/24), days the child is not scheduled to attend. Those paid closure days are not counted in the ten-day absence count. However, the paid closure day on Friday (11/25), would count as an absence. The CCIS should send the Adverse Action on the 11<sup>th</sup> consecutive day of absence, which would be Wednesday 11/30.

11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17
S	M	T	W	T	F	S	S	M	T	W	T
	A	PC	A		A			A		A	
	1		2		3			4		5	

11/18	11/20	11/19	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30
F	S	S	M	T	W	T	F	S	S	M	T	W
A			A		A	PC	PC			A		AA
6			7		8		9			10		11

**Next Steps:**

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

Obsolete