

**TITLE 18: HUMAN SERVICES**

**PART 17: DIVISION OF EARLY CHILDHOOD CARE & DEVELOPMENT  
CHILD CARE PAYMENT PROGRAM  
TEMPORARY EMERGENCY FILING TO SUPPORT OPERATIONS  
DURING THE COVID-19 PANDEMIC**

**CHILD CARE PAYMENT PROGRAM (CCPP)  
TEMPORARY EMERGENCY POLICIES FOR  
RESPONSE TO COVID-19 PANDEMIC**  
**Effective April 30, 2020**

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF EARLY CHILDHOOD CARE AND DEVELOPMENT  
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## **Chapter 1: Disaster and Emergency Operations**

In the event of a declared disaster or emergency situation, MDHS will continue to function to the fullest extent possible. When disaster or emergency conditions (DEC) are declared, MDHS will work with the Office of the Governor and the federal Office of Child Care to ensure emergency functions align with state and federal requirements.

### **Section One: Definitions**

#### *Rule 1.1.1 Definitions*

The Definitions below will assist both Parents and Providers with the various terms used within this document.

A. Childcare Crisis Assistance in Isolation Response (CCAIR) Plan

The CCAIR Plan is a guidance document produced by MDHS to support individuals or community agencies with the establishment and operation of a temporary site for providing childcare services to families who are required to work during the COVID-19 pandemic.

B. Childcare Crisis Assistance in Isolation Response (CCAIR) Site

CCAIR Sites are temporary locations established to provide emergency child care services during the COVID-19 pandemic. CCAIR Sites must complete CCAIR training and adhere to the requirements of the CCAIR Plan for the safe provision of services to families, and are intended to serve families whose work is considered essential by Executive Order 1463.

C. Childcare Crisis Assistance in Isolation Response (CCAIR) Trained Provider

All child care providers that complete the online CCAIR orientation training are designated as a CCAIR-Trained provider. Proof of completion of training is maintained by MDHS and added to the provider profile.

### **Section Two: Procedures for CCPP Providers Approved**

#### *Rule 1.2.1 Providing Child Care Subsidy Services During COVID-19*

A. Child Care Payment Program (CCPP) approved provider types may continue to provide child care during the COVID-19 pandemic.

B. In order to enroll children with an emergency certificate, CCPP approved providers must complete the Child Care Assistance in Isolation Response (CCAIR) online training. This training will designate the provider as a “CCAIR-Trained” provider. CCAIR training is not required if the provider does not choose to accept emergency certificates. The CCAIR training is free to all providers regardless of whether the provider elects to accept emergency certificates or not.

C. Changes in operating hours and closures should be reported to MDHS. If a provider decides to voluntarily close, send an email to [ccpayments@mdhs.ms.gov](mailto:ccpayments@mdhs.ms.gov) notifying MDHS of the closure.

- D. MDHS has the option to pay providers based on the number of children enrolled regardless of attendance as long as the child attended at least one day in first month of the declared DEC and payment for subsequent months may be based on enrollment regardless of attendance during the period of declared DEC. In the event of an ongoing DEC, MDHS may choose to continue to pay based on a child's enrollment until the end of the emergency if funds allow. Refer to Rule 1.4.1 of this document for information about how payment is addressed for emergency certificates issued under the Emergency priority population.

*Rule 1.2.2 Redetermination of Eligibility During Emergency or Disaster Conditions*

- A. MDHS may waive the requirement for parents/guardians with active certificates due for redetermination during declared DECs. This decision will be made based on guidance from the Office of Child Care. During declared DECs MDHS may take the following actions:
  - i. MDHS may extend the redetermination period and issue a temporary certificate for 90 days. MDHS has an option to renew the temporary certificate for additional 30 day periods on a case by case basis.
  - ii. MDHS may initiate an extended period of job search when the DECs have been cleared by the Governor, at which time new redetermination dates will be set. Clients will have 60 days from the date that declared DECs have been cleared to complete job search activities and/or enroll in an approved educational program.

**Section Three: Procedures for Temporary Emergency Childcare Crisis Assistance in Isolation Response (CCAIR) Sites**

MDHS has provided a guidance document for opening temporary emergency child care programs referred to as Childcare Crisis Assistance in Isolation Response (CCAIR) sites. These sites must follow the guidelines included in the Childcare Crisis Assistance in Isolation Response Plan document located online at [www.mdhs.ms.gov/ccair](http://www.mdhs.ms.gov/ccair). CCAIR sites that choose to enroll children with an emergency certificate issued through the Child Care Payment Program must adhere to the policies in this section.

*Rule 1.3.1 Providing Child Care Subsidy Services During COVID-19*

- A. Temporary emergency child care sites opening under the CCAIR Plan guidance (CCAIR sites) may enroll children participating in the Child Care Payment Program who have an emergency certificate.
- B. Prior to enrolling children with emergency certificates, the CCAIR site must become a CCPP approved provider. The process for becoming a CCPP approved provider is outlined in Chapter 7 of the Child Care Payment Program policy manual. Approval includes, in part, completion of the online Child Care Payment Program E-Ledger Training in order to receive payment for services provided to children with subsidy certificates. Providers may

register for this online training at <https://secac.ms.gov/providers/child-care-payment-program/provider-pledger>

## **Section Four: Processes for Obtaining Emergency Child Care Certificates for Emergency Priority Population**

### *Rule 1.4.1 Emergency Certificates for Emergency Priority Population*

- A. An Emergency priority population is designated in order to address the need of emergency personnel during declared DEC's. This priority population may be specific to the disaster and emergency condition. In response to COVID-19, the following employment conditions supporting the care of individuals are eligible for an emergency certificate under the emergency priority population:
- i. public safety and first responders
  - ii. law enforcement
  - iii. fire prevention and response
  - iv. emergency medical technicians (EMTs)
  - v. 911 call center personnel
  - vi. hospitals and clinics providing medical treatment to individuals
  - vii. research and laboratory operations
  - viii. nursing homes
  - ix. residential health care facilities
  - x. congregate care facilities
  - xi. assisted living facilities
  - xii. elder care
  - xiii. medical wholesale and distribution
  - xiv. home health workers and aides
  - xv. medical supply and equipment manufacturers and providers
  - xvi. medical waste disposal
  - xvii. hazardous waste disposal
  - xviii. other ancillary healthcare services on a case by case basis

### *Rule 1.4.2 Before Initiating Application for Emergency Certificate Issued Under Emergency Priority Population*

- A. Parents must select a child care provider prior to submitting an online application. Parents may search for a CCAIR site and CCAIR-Trained on the provider search website. No payments will be issued for child care services provided before a provider becomes an approved CCAIR site or CCAIR-Trained provider.

*Rule 1.4.3 Application Process for Emergency Certificates Issued Under Emergency Priority Population*

Parents who meet the definition of this priority population will need to apply for services during times of DEC's. Emergency certificates will be issued as funding allows. Any applications that have been started, but not submitted at the time DEC's end will be automatically closed. Parents may elect to use an approved, active child care provider for child care services. Parents will use the steps identified below to complete the application process.

- A. Parents will use the online Child Care Payment System (CCPS) emergency certificate application process to apply for an emergency certificate. The application must be completed and submitted before MDHS can review the application for eligibility.
- B. A paper application can be made available upon written or verbal request to MDHS. In addition, Spanish translators may be available by appointment for non-English speaking parents by contacting MDHS.
- C. The applicant may be the biological or adoptive parent, or a designated guardian serving *in loco parentis*.
- D. All applicants are required to submit a current email address, address, and telephone number so MDHS eligibility workers can contact the applicant if necessary. All notices will be sent to the email address provided.

*Rule 1.4.4 After Submitting Application for Emergency Certificate Issued Under Emergency Priority Population*

- A. Document Submission: Parents must include the application number on all documents submitted to MDHS. If the application number is not clearly legible on necessary documents, MDHS will attempt to match the document to the correct application but may deny the application for lack of documentation if unable to determine a positive match.
- B. Parents must submit all required documentation by mail, fax, or email. In addition, the parent may submit any required documents by mail or in person to the MDHS State Office, attention DECCD. In person submission may not be an option when MDHS offices are closed due to the DEC.

*Rule 1.4.5 Notices to Applicant Requesting Emergency Certificate Issued Under Emergency Priority Population*

- A. Acknowledgment/Request for Documents: After the parent/guardian completes and submits his/her CCPP application, he/she is notified of the required documents needed to determine eligibility. MDHS will issue the following notice reminding the applicant to submit required documents:
  - i. Request for Information: If the required documents have not been submitted when the caseworker initially reviews the case, the parent/guardian will be contacted via email with a request for the parent/guardian to provide the required missing

documents. This notice will contain the deadline date as well as a list of the documents needed to determine eligibility.

*Rule 1.4.6 DECCD Application Processing for Emergency Certificate Issued Under Emergency Priority Population*

- A. Applications cannot be approved until the application is complete. No application is complete until all required documentation has been submitted.

*Rule 1.4.7 Income Calculation for Emergency Certificate Issued Under Emergency Priority Population*

DECCD may waive the requirement for consideration of family income during some declared DEC. This decision will be made based on guidance from the Office of Child Care, the Office of the Governor, and availability of funding.

- A. Parents who qualify for this priority population may be served without regard to income.
- B. If income is required to be calculated during a declared DEC, disaster relief funds are not included in the calculation of income.

*Rule 1.4.8 Proof of Work/Education or Training (parent/applicant) Required for Emergency Certificate Issued Under Emergency Priority Population*

Parent(s) must work in a capacity that meets the disaster or emergency-specific definition provided by MDHS. In two parent families, one parent must meet this work requirement.

- A. The parent is required to provide proof of employment conditions that meet the disaster-specific definition of essential personnel, but do not have to provide verification of the number of hours worked. Acceptable forms include:
  - i. Copy of work badge or credential plus pay stub within the last 30 days with the employer's name on it, OR
  - ii. Letter on letterhead from employer that applicant is essential and currently working.

*Rule 1.4.9 Proof of Child Age Required for Emergency Certificate Issued Under Emergency Priority Population*

- A. Documents must contain both parent/applicant and child's name. Acceptable proof includes:
  - i. Long form birth certificates

*Rule 1.4.10 Proof of Relationship or Guardianship Required for Emergency Certificate Issued Under Emergency Priority Population*

- A. Documents must contain both parent/applicant and child's name. Acceptable proof includes:
  - i. Long form birth certificates, or
  - ii. Court documents, or
  - iii. School registration documents produced by the school.
- B. If the child's parent is unable to act as the parent or if the parent has delegated his or her authority to someone else, acceptable forms of guardianship verification include:
  - i. MDHS Guardianship/In Loco Parentis Verification form (if the signing parent's identity and relationship can be verified)
  - ii. Court Order

*Rule 1.4.11 Proof of State Residency (parent/applicant) Required for Emergency Certificate Issued Under Emergency Priority Population*

- A. The address on the documents must verify a Mississippi address, and at least one (1) must verify the address listed on the application. The address listed on the application should accurately reflect where the applicant resides, even if on a temporary basis. Acceptable forms include:
  - i. Valid Mississippi driver's license
  - ii. Valid state issued ID
  - iii. Current bank statement
  - iv. Current cell phone bill
  - v. Current utility bill
  - vi. Current cable bill
  - vii. Current employment records
  - viii. Rent/lease agreement effective as of the date the document is submitted to MDHS
  - ix. MDHS Transitional Living form
- B. Current documents must be dated, with a date no more than thirty (30) days prior to application submission date. If the applicant resides at a temporary address and cannot produce a corroborating document, the applicant and applicant's host must complete and submit a MDHS Transitional Living form.

*Rule 1.4.12 Proof of Identity (parent) Required for Emergency Certificate Issued Under Emergency Priority Population*

Acceptable forms include:

- A. One (1) Photo ID:
  - i. Driver's license, or
  - ii. Other state issued photo ID, or



- iii. Passport or other government issued photo ID
- B. If no Photo ID available, must submit two (2) forms of identity verification.
  - i. Work or school ID
  - ii. ID for health benefits
  - iii. Voter registration card
  - iv. Birth certificate
  - v. EBT card
  - vi. EPPICard

*Rule 1.4.13 Proof of Child Support Cooperation Not Required for Emergency Certificate Issued Under Emergency Priority Population*

- A. Verification of proof of child support is not required in order to receive an emergency certificate.

*Rule 1.4.14 Eligibility Period for Emergency Certificate Issued Under Emergency Priority Population*

- A. Families who are determined eligible for an emergency certificate shall be issued a temporary certificate for up to 90 days. MDHS has an option to renew the emergency certificate for additional 30 day periods on a case by case basis as MDHS determines the declared DEC's warrant continuation of services. Additionally, guidance from the Office of Child Care will be a factor in determining the length of emergency certificates.

*Rule 1.4.15 Termination of Emergency Certificate Issued Under Emergency Priority Population*

- A. The length of the emergency certificate will be dependent upon the DEC's and availability of funding.
- B. MDHS will give a two (2) week notice to the parent and provider before terminating the certificate, unless the provider has been closed by the MSDH.

*Rule 1.4.16 Co-Payment Fees for Emergency Certificate Issued Under Emergency Priority Population*

- A. Co-payments are waived for emergency certificates issued under this priority population.

*Rule 1.4.17 Registration Fees for Emergency Certificate Issued Under Emergency Priority Population*

- A. MDHS will pay registration fees upon enrollment with a child care provider once per year, per family.
- B. The maximum amount of registration fees paid by MDHS is \$50 per child. Parents are responsible for any amount owed to the provider for registration fees after the MDHS payment has been applied.

*Rule 1.4.18 Child Attendance for Emergency Certificate Issued Under Emergency Priority Population*

- A. Emergency certificates issued under the Emergency priority population will be paid based on child attendance with the provider. No payment for child absences will be made by MDHS for certificates issued under the Emergency priority population.