



JB Pritzker, Governor

Grace B. Hou, Secretary

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Date: January 13, 2022

From: Kisha D. Davis
Bureau Chief of Subsidy Management

To: Child Care Providers

Re: Attendance Exemption & Eligible Days of Care

Dear Provider:

Due to the increase in COVID-19 cases in Illinois driven by the omicron variant, and the effect this has had on child care providers and families, the Illinois Department of Human Services' (IDHS) Division of Early Childhood (DEC) Child Care Assistance Program (CCAP) will implement the following changes for CCAP services provided in January and February 2022.

1. Licensed family child care homes may apply for a CCAP Attendance Exemption for days when CCAP enrollment is below 50%. This policy is already in effect for licensed child care centers. Licensed centers and homes may submit an Attendance Exemption Request (AER) form to DHS.CCAP.POLICY@illinois.gov. Child Care Certificates that are submitted with an approved AER will be paid for all eligible exempted days. Refer to [Policy 02.06.01](#) and the instructions attached to the AER form ([IL 444-4338](#)) for more details.
2. Payments for licensed and license-exempt child care centers will be based on eligible days if the total number of days attended for all children at the center location are at least **50%** of the eligible days. Payments for licensed and license-exempt child care home providers will be based on eligible days if the total number of days attended for all children in the family are 50% of the family's eligible days. All other provision of [Policy 06.03.01](#) still apply.

Please contact your CCR&R or email DHS.CCAP.POLICY@illinois.gov if you have any questions.

Bureau of Subsidy Management