



JB Pritzker, Governor

Grace B. Hou, Secretary

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Date: April 30, 2020

From: Kisha D. Davis
Bureau Chief of Subsidy Management

To: Child Care resource and Referral Agencies
Site Administered Child Care Programs

Re: Prioritized Essential Workers, 30% Add-on, Attendance Exemption

PEW Application

The Priority Essential Worker application process and eligibility is being extended for the service month of May. Per the Executive Order, all PEW applications should be approved with eligibility beginning as of 4/1 or 5/1. If care begins after 4/1 or 5/1, adjust the eligible days based on the start date. April cases will be automatically extended. However, if you have started working on a case, the RRs and Sites can process manually with a new 1-month EP. New PEW apps should be approved through 5/31. Leave PEW cases that are no longer working approved as they are. The provider can bill and include these cases in the Attendance Exemption.

30% Add-on

The enhanced payment rate for ECCs caring for children of EW is being extended for the service month of May. The add-on will be calculated on the approved daily rate in CCMS for children marked as Special Needs. The 30% will be calculated on the daily rate prior to any additional add-ones (Site Administrative, QRS, Special Needs...) or deductions (Union Dues...). The add-on is not limited to cases approved through the Prioritized Essential Worker application.

Attendance Exemption Policy and Form

The Attendance Exemption Policy and form are being extended for the service month of May. A new form for May will be issued.

Bureau of Subsidy Management