



JB Pritzker, Governor

Grace B. Hou, Secretary

100 South Grand Avenue, East • Springfield, Illinois 62762  
401 South Clinton Street • Chicago, Illinois 60607

Date: February 26, 2021

From: Kisha D. Davis  
Bureau Chief of Subsidy Management

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

Re: \$1.25 Copays, Attendance Exemption Policy/Form & 50% Rule Updates

On Tuesday, December 22, 2020, Governor Pritzker announced that IDHS would provide relief to clients and providers during the winter months. This relief came at a pivotal time in State and US history. It was the Governor's hope that the below initiatives would assist childcare providers and families participating in the Child Care Assistance Program (CCAP) in staying safe and abreast of personal care needs.

Effective March 1, 2021 client copays will revert to the original copayment amount and providers will be reimbursed based on attended days.

### **\$1.25 Copays**

\$1.25 Copays were established for the months of January and February of 2021. This was to be applied to both new and existing cases. Beginning March 1, 2021, copays should be based on the family size and income for new applications. Families that were auto extended should be assessed the same copay amount as the last month of the eligibility period that was extended. Please be sure these amounts are correct when reviewing cases in CCMS prior to generating approval notices or billing certificates.

### **Attendance Exemption Policy and Form**

Beginning March 1, 2021 please revert to the use of Form IL444-4338 Attendance Exemption Request (<http://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-4338.pdf>) as providers will again be reimbursed for the days children attend vs the days they are approved/eligible for. Attendance Exemption request will need to be sent to DHS.CCAP.Policy for approval and returned before sending in certificates.



Illinois Department of Human Services

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Refer to the February 26, 2021 Memo (Instruction for Child Care Assistance Program (CCAP) Billing for March 2021 Through June 2021) for further instructions on billing as the 50% Rule is still in effect through June 30, 2021.

**Please ensure that providers and clients are notified via agency website.**

Bureau of Subsidy Management