

CHILD CARE FREQUENTLY ASKED QUESTIONS

Q: How many children can I provide care for during this period that schools are closed?

A: South Dakota Codified Law (SDCL) 26-6-15.1 allows, in addition to the number of children a program is registered or licensed for, the following numbers of children at the facility because of family emergency or special circumstance:

- (1) Family day care homes--no more than two additional children;
- (2) Group family day care homes--no more than three additional children; and
- (3) Day care centers--no more than 20 percent of the center's licensed capacity.

Any additional children in care are to be included in the staff-to-child ratios.

The Division of Child Care Services (CCS) considers this COVID-19 situation as a special circumstance and therefore programs can have additional children in care as indicated in the state law above, until schools are open for business again.

Q: How can I get paid for the additional hours school age children will be present at my child care program next week?

A: Families on Child Care Assistance are required to report changes in care hours needed as well as a change of provider, in writing to CCS.

A written request from the family is to include the following information:

- Parent name
- Child name
- Provider name and provider ID number
- A statement requesting additional hours of school-age care

This request can be sent by:

- Email to: CCS@state.sd.us
- Fax to: 773-7294
- Mailed to: 910 E. Sioux Avenue, Pierre, SD 57501

If a family on Child Care Assistance takes their child of any age, to a new provider for the week, in order to pay that provider, the family is required to report this change in writing to CCS. The information needed includes:

- Name of new provider and whether this is temporary or a permanent change
- Names of children who will/are in care at this new provider
- Start dates (and end dates if care is temporary) of care at this new provider
- Notification is to be provided within 10 days of the change

Q: If schools have closed, should I close my child care program too?

A: There are no current state requirements for child care programs to close. Like other independent private businesses, child care programs determine whether to close. If open, child care programs should be diligent in maintaining and even enhancing practices surrounding hand washing and sanitizing the environment and toys; staff and children cover coughs and sneezes; staff or children that have symptoms of illness stay home; and limit events occurring outside the program, such as field trips.

Q: If the Division of Child Care Services is closed, will payments to providers be delayed?

A: CCS will ensure all Request For Payment forms received in the mail on Monday March 16 are added to the payment system and payroll is planned to run as usual on Monday evening. There should be no delay due to the office closure.