



JB Pritzker, Governor

Illinois Department of Human Services

Grace B. Hou, Secretary

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May 14, 2020

Dear Child Care Provider,

This letter contains important information about your Child Care Assistance Program (CCAP) billing certificates for May and June. Please read it carefully.

IDHS worked very quickly to put supports in place for child care programs as the pandemic unfolded. We have been working to protect you from catastrophic financial loss and to protect the state's child care system. Now the federal government has made resources available to help ease the financial burden on employers and we want to make sure you apply for these funds if you are potentially eligible for them.

The **Paycheck Protection Program (PPP)** is designed to help small businesses keep workers on the payroll by providing forgivable loans of up to 2.5 times the normal monthly payroll. The loan is 100% forgivable if used for payroll costs, rent, utilities, and mortgage interest. The PPP is also available to sole proprietors, independent contractors and the self-employed. You must apply through your 7(a) lending program; you can find your lender on the [SBA website](#).

**Pandemic Unemployment Assistance (PUA)**, which is available beginning May 11, provides up to 39 weeks of federally funded unemployment benefits to individuals not typically eligible for unemployment benefits, including independent contractors and sole proprietors that have become unemployed as a direct result of COVID-19. Additional information can be found on the [IDES website](#).

Our goal is to use all available federal funding first and then turn to the state resources to keep you funded. In order to do that, we are asking you to complete a survey to let us know if you have applied for or received the federal Paycheck Protection Program (PPP) or Pandemic Unemployment Assistance (PUA). This will help to ensure that we do not pay for expenses covered by the federal relief funds you may have received or will receive.

Complete the [survey](#).

#### **WHAT YOU MUST DO TO BE PAID FOR MAY AND JUNE 2020 CCAP SERVICES – Centers and Homes**

In order to be paid for May and June CCAP services you will need to complete an attendance exemption form and return it with your May and June certificates. If your program has received federal funds, you will be asked to certify that you are not billing the state (CCAP) for the same expenses that are covered by federal relief funds. The certification statement will be on the exemption form.

**The attendance exemption form is being modified and will be mailed with May and June certificates. You cannot use another version of the attendance exemption form. You may only use the May and June version for your May and June certificates.** It will also be posted on the IDHS website and with your local CCR&R.

Child care is an essential workforce that is vital to our infrastructure and we are trying to support as many providers as possible through this pandemic. We thank you for your cooperation and for your continued support to maintain Illinois' child care service delivery system during this challenging time.

For more information, please check the PPP section on the [IDHS COVID-19 webpage](#) or send questions to [DHS.CCAP.Policy@Illinois.gov](mailto:DHS.CCAP.Policy@Illinois.gov).