



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bill J. Crouch  
Cabinet Secretary

MEMORANDUM

**DATE:** March 24, 2020

**TO:** Currently Licensed and Certified Child Care Providers and Agencies Seeking a Temporary Certificate to Provide On-Site Child Care

**FROM:** Bill J. Crouch, Cabinet Secretary

**SUBJECT:** Registration as a Critical Child Care Site – For Licensed and Registered Child Care Programs, Pop-Up Sites and Drop-In Sites

**Need:**

Effective Tuesday, March 24, 2020 after 8:00pm by Executive Order No. 9-20, Governor Justice has issued a Stay at Home Declaration for all employees in non-essential businesses and operations. This order was established in an effort to slow the spread of COVID-19. As such, all licensed and registered childcare programs in the State of West Virginia must cease providing care to children of parents working in jobs deemed non-essential. However, the need for child care remains a critical piece of the COVID-19 response and it is the goal of WV DHHR, Bureau for Children and Families (BCF), Division of Early Care and Education (ECE) to make every attempt to provide child care services for the COVID -19 essential workers. The complete list of essential workers in Executive Order No. 9-20 is available at [https://coronavirus-wvgovstatus-cdn.azureedge.net/STAY\\_AT\\_HOME\\_ORDER.pdf](https://coronavirus-wvgovstatus-cdn.azureedge.net/STAY_AT_HOME_ORDER.pdf). To provide for that need, registration as a Critical Care Child Care site, is available.

**Registration as a Critical Child Care Site:**

All children should stay away from group care settings wherever possible. Critical childcare sites are not a “business as usual” childcare. This is a temporary childcare option for those essential workers who have no other option for care during this public health crisis.

All interested licensed and certified childcare programs across West Virginia as well as those agencies who wish to provide care on site to their essential employees who are essential workers must register their program by completing a registration form, submitting approval for the site by the Fire Marshal and Health Department, submitting a W-9 and reviewing and completing the health and safety checklist and submitting the registration form, and-checklist cover page via email at [ECEProviders@wv.gov](mailto:ECEProviders@wv.gov). Once received, a Temporary Critical Child Care Site Certificate will be issued and be valid through April 30, 2020. If that date is extended, all registered Critical Care Sites will be notified.

**Payment for Care:**

Any person who meets the definition of an essential worker will qualify for childcare assistance. Essential workers shall contact their local Child Care Resource and Referral agency to apply. If an essential worker is found eligible the CCR&R case manager will issue a regular 12-month Child Care Certificate.

Childcare providers caring for the child(ren) of an essential worker will be paid Tier III rates. The CCR&R agency shall notify the Division of Early Care and Education once it is notified that a provider is caring for the child of an essential worker. This enhanced rate will be paid as long as funding is available. Childcare providers who are granted Tier III status during this crisis will revert to their original Tier status once the crisis has passed.

**Technical Assistance**

It is critical that all children in care are receiving the best childcare possible, regardless of the childcare setting. In an effort to assist the temporary critical childcare sites, each registered childcare program will receive a call from their local childcare resource and referral agency to discuss how these unique sites can promote quality childcare.

**Contacts for More Information**

To learn more about this temporary certificate, childcare providers with a current license or certificate are asked to call their assigned regulatory or licensing specialist. Individuals interested in opening a pop up or drop-in service can call or email:

Melanie Clark  
(304) 872-0803 ext. 71713  
[Melanie.A.Clark@wv.gov](mailto:Melanie.A.Clark@wv.gov)

Todd McDaniel  
(304) 420-2560 ext.70901  
[Todd.C.McDaniel@wv.gov](mailto:Todd.C.McDaniel@wv.gov)

Michelle Platt  
(304) 389-2867  
[Michelle.B.Platt@wv.gov](mailto:Michelle.B.Platt@wv.gov)

To learn more about payment, contact your local childcare resource and referral staff. A map with contact information is attached.

Thank you.