



**ANNOUNCEMENT: C-09 #02**  
**OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING**  
**BUREAU OF CERTIFICATION SERVICES**

**ISSUE DATE:** August 24, 2009  
**EFFECTIVE DATE:** Immediately  
**SUNSET DATE:** On-Going

<b>SUBJECT:</b>	<b>Procedures Regarding Notification of Temporary Child Care Facility Closure Due to Budget Impasse</b>
<b>TO:</b>	<b>Bureau of Certification Services Staff</b>
<b>FROM:</b>	<b>Harriet Dichter</b> <b>Deputy Secretary, Office of Child Development and Early Learning</b>

A handwritten signature in black ink that reads "Harriet Dichter".

**PURPOSE:**

To describe the steps needed when receiving notification of temporary closure of a child care facility due to the budget impasse. This announcement is related to the attached Announcement that was sent to providers regarding the need to report temporary closure of a facility due to the budget impasse.

**BACKGROUND:**

The current state budget impasse has significantly impacted child care subsidy payments and distribution of STARS awards. This impact is so severe that some facilities may have close temporarily until the funding is restored.

OCDEL received questions from our partners regarding how we will manage early care and education providers who temporarily close a facility due to the impact of the current budget impasse. "Temporarily close" means that the facility stops operating at the current location, remains located at the same address, and plans to reopen at the same location. The questions OCDEL received center around the effect a temporary closure has on a facility's status regarding certification status, child care subsidy and/or STARS.

For the purpose of certification, a facility may close temporarily at its existing location without changing the facility's certification status. During the temporary closure, the certification process must continue through the cycle of renewal and inspection in order to maintain a certificate of compliance or registration at the location. This means that the facility must continue to file the required renewal application for the existing location and be available for a renewal inspection of the facility even if the facility is temporarily closed.

**DISCUSSION:**

A provider may contact one or more OCDEL programs to report a temporary closure. OCDEL developed a process for sharing information about temporary closures. If you receive a call from a provider who is temporarily closing a facility, the following steps must be followed:

1. Obtain from the provider the following information:
  - Facility name, location address and telephone number;
  - Facility MPI number, if known; and
  - Contact telephone number to reach the caller.
2. Tell the provider:
  - The facility may close temporarily at its existing location without changing the facility's certification status.
  - During the temporary closure, the facility must continue to file renewal applications and be available for renewal inspections, as applicable, in order to maintain a certificate of compliance or registration at the location.
  - If the facility is permanently closing or the provider decides to relocate the facility, the provider should call the regional office to report the permanent closing or plans to relocate.
3. Do not process a closure of the location in PELICAN as this designates a permanent closing. Instead, enter a comment in the location profile: "Facility is temporarily closed due to budget impasse effective (DATE)." Please note that this comment should be updated when the facility reopens.
4. In order to ensure that all OCDEL programs receive information about the temporary closure, prepare an e-mail regarding the provider's call and the temporary closure. Include in the e-mail:
  - Date of the call
  - Caller's name
  - Facility name, location address, telephone number and MPI number
  - Caller's contact number
  - Brief summary of information for example – "Ms. Smith is temporarily closing her facility effective August 20."
5. Send the e-mail to Karl Vauter, OCDEL, at [kvauter@state.pa.us](mailto:kvauter@state.pa.us).
6. The information will be shared via e-mail with all appropriate OCDEL programs.

Additionally, OCDEL will maintain a list of facilities that are closing temporarily and will distribute the list on a weekly basis.

**NEXT STEPS:**

1. Review this information with all certification staff.
2. Implement the steps detailed in the Discussion section of this announcement.

<p>Comments and Questions Regarding this Announcement Should be Directed to Regional Directors.</p>
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