

March 15, 2020

Amanda Atkinson
Managing Director
Child Development and Family Services
Public Health Management Corporation

PHLpreK Operations re: COVID-19

Dear Amanda,

This memo is an update to the PHLpreK program in coordination with the evolving Novel Coronavirus (COVID-19) outbreak. I want to begin by thanking you and our partners for continuing to develop solutions to address the health/safety, operational, and financial needs of our children, families, and providers during this time. We continue to urge all families, providers, and hubs to follow the city's Department of Public Health updates to the COVID-19 situation at the [website HERE](#).

1. As of today, all childcare providers offering PHLpreK are encouraged to determine whether to remain open or closed to best meet the needs of the children and families they serve. While the city and businesses remain open, we want to allow opportunities for PHLpreK childcare spaces to remain open *if they choose to do so*. PHLpre-K sites are to be advised of the following:
 - Providers are required to maintain state-mandated adult: child ratios (10:1)
 - If a Provider anticipates being unable to meet state-mandated ratios, it should close operations and inform families immediately
2. Continue to pay Providers their monthly allocations, regardless of attendance and/or closure until April 30, 2020
 - Suspend the 85% attendance requirement for monthly payment. Providers will be paid for their highest approved enrollment total during January, February, or March 2020 (whichever is highest)
 - Providers continue to receive payment, noting the above, even if they are required to close due to lack of students and/or mandated adult: child ratios
 - Suspend any reallocations of seats for child absences
 - Suspend any/all corrective action plans in place for underenrollment(s)
 - New enrollments can continue, but removal of children from enrollment will require Hub and Intermediary approval
2. Payments to Providers must remain timely through electronic submission, whenever possible.
 - For those unable to use electronic (wire) payment transfers, checks must be sent via USPS on the previously agreed-upon payment schedule

3. All Professional Development/Technical Assistance/Coaching should be conducted virtually, and not in-person.
 - Utilize the free options available via Zoom and FreeConferenceCall
 - While the School District of Philadelphia is closed, all SDP coaching activities be cancelled
 - If a provider remains open, all First Up coaching activities to be done via telephone or virtual engagement
4. In coordination with the School District of Philadelphia, the City of Philadelphia has established food distribution sites for children to continue to receive meals. Those locations and more information can be found at the [website HERE](#)

As this is a rapidly developing situation, we will provide any updates to the following as needed. Any/all Provider exception requests should be directed to their Hub. If the Hub cannot resolve, the Intermediary (PHMC) and the Mayor's Office of Children and Families will make final determinations.

Again, I sincerely appreciate PHMC and our partners in supporting our childcare providers and their families during this time. If anything changes, I will be sure to keep you updated.

Kind Regards,

Sean Perkins
Chief of Early Childhood Education
Mayor's Office of Children and Families

CC:

Cynthia Figueroa, Deputy Mayor
Diane Castelbuono, School District of Philadelphia
Cheryl Feldman, District 1199c Training & Upgrading Fund
Dainette Mintz, Urban Affairs Coalition