



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

03/30/2020

Dear Providers,

On March 18, 2020, the California Department of Education (CDE), Early Learning and Care Division issued Management Bulletin 20-04: COVID-19 Guidance on Apportionment, Attendance, and Reporting Requirements. This Management Bulletin was issued as guidance to contractors after the enactment of Senate Bill 117.

Please see the bulleted information below regarding attendance records and reimbursement:

- This is not a permanent change. These requirements will be in effect until June 30, 2020, or unless changed by Legislature.
- COVID-19 is considered a 'family emergency'; therefore, absences due to COVID-19 are excused absences.
- Contracts must reimburse providers that have closed up to 30 days from closure.
- Providers may submit attendance records without the parent signature. Please indicate on the signature line Parent Not Available – COVID-19
- Providers shall be reimbursed based on parent's certified need.
- Families who still need services, but the primary/usual provider is closed, can select an alternate (sub) provider who will also be reimbursed.
- Providers that are unable to submit an attendance record should contact the office. See contact information below. Employees are working remotely and checking phone messaged and e-mail regularly.

Reminder: Attendance Records are due by the 5th of the month following care. It is going to be essential to submit your records in a timely manner as this will not be a typical processing month. Please e-mail if you have any questions or concerns. We will do our best to continue to serve you, our families, and their children.

Thank you for your continued support and dedication.

Sincerely,

Santa Barbara County Child Development Staff

Santa Barbara 805-964-4711	Lompoc Office 805-735-2064	Santa Maria Office 805-352-0274
Karina: kgarzatorrez@sbceo.org Rodrigo: rlopezheredia@sbceo.org Maria: mbezie@sbceo.org Diane: dhoward@sbceo.org	Lisa: landerson@sbceo.org Lupe: cdplompoc@sbceo.org Nelson: nfigueroa@sbceo.org Rebecca: rarreola@sbceo.org	Monica: mcastaneda@sbceo.org Rosie: rsena@sbceo.org Jessica: jsantos@sbceo.org Nancy: nsanchezcorona@sbceo.org Laura: lvelazquez@sbceo.org Violeta: vrobles@sbceo.org