

# ACF

Administration  
for Children  
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

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## INFORMATION MEMORANDUM

- To:** State, Territorial, and Tribal Lead Agencies administering child care programs under the Child Care and Development Block Grant (CCDBG) Act of 1990, as amended; State child care licensing agencies; State emergency management agencies; child care resource and referral agencies; and other interested parties.
- Subject:** Guidance to assist Child Care and Development Fund (CCDF) Lead Agencies in developing, exercising, and maintaining written child care emergency preparedness and response plans pursuant to submission of the CCDF Plan.
- References:** The CCDBG Act (42 U.S.C. § 9858 *et seq.*); Section 418 of the Social Security Act (42 U.S.C. § 618); 45 CFR Parts 98 and 99; Division G, Title VI of the Consolidated Appropriations Act, 2008 (Pub.L. 110-161); 75 FR 13777-13778.
- Purpose:** This Information Memorandum provides guidance to assist Lead Agencies in the development of comprehensive emergency preparedness and response plans for child care and the CCDF program. The Office of Child Care (OCC) recommends that each Lead Agency develop a plan to address preparedness, response, and recovery efforts specific to child care services and programs. In addition to this guidance, **Attachment A** provides resources from OCC and other partner agencies and organizations that are available to assist Lead Agencies in emergency preparedness and response planning.
- Background:** More than 11 million children under the age of 5 are in some type of child care arrangement every week. A primary goal of CCDF and child care programs nationwide is to help ensure early childhood and school-age care programs support children's healthy growth and development. This goal becomes especially important in the event of a major disaster, as children have unique needs in emergency situations and are among our most vulnerable populations. Maintaining the safety of children in child care programs necessitates planning in advance by child care providers. In addition, child care makes key contributions that support children, parents, and communities that are particularly relevant in the aftermath of a disaster.

CCDF Lead Agencies can play an important role in helping to better prepare child care providers and support programs after a disaster to help them quickly recover and be able to care for children in a safe and effective manner. This includes ensuring continuity of care and services for families receiving assistance through the CCDF program and for providers caring for children who receive subsidies. Lead Agencies may experience a surge in families applying for child care financial assistance as a result of the negative economic impacts of a disaster. More children may need child care to protect their safety, health, and emotional well-being while their parents make efforts to recover and rebuild their lives. In addition, Lead Agencies may be called upon to assist emergency management officials and voluntary organizations with the provision of respite child care and temporary emergency child care after a disaster. Development of an emergency preparedness and response plan can enable Lead Agencies to better handle these wide-ranging and critical roles.

Child care also is essential to restoring the economic health of a community, as getting residents back to work depends on the availability of child care. When child care centers and family child care homes sustain damage and destruction and are unable to operate, communities can be substantially impacted. This can present significant challenges for States and localities struggling to support families impacted by a disaster and to rebuild critical infrastructure.

The importance of the need to improve emergency preparedness and response in child care was highlighted in an October 2010 report released by the National Commission on Children and Disasters. The Commission was appointed by the President and Congress to conduct a comprehensive review of Federal disaster-related laws, regulations, programs, and policies to assess their responsiveness to the needs of children and make recommendations to close critical gaps. The Commission's report included two primary recommendations for child care: 1) to improve disaster preparedness capabilities for child care; and 2) to improve capacity to provide child care services in the immediate aftermath and recovery from a disaster.<sup>1</sup> A specific recommendation made by the Commission was the need for States to develop statewide child care disaster plans in coordination with State and local emergency managers, public health officials, State child care regulatory agencies, and child care resource and referral agencies.

**Guidance:** It is the goal of OCC that each Lead Agency develops and maintains a written, comprehensive, multi-hazard plan to address emergency preparedness, response, and recovery efforts specific to child care services and programs. This guidance provides a framework that outlines five key areas that Lead Agencies should consider when developing and updating plans. OCC recommends that Lead Agencies use this guidance when preparing the biennial CCDF Plan, which includes a section requesting that the Lead Agency indicate the current status of their emergency planning efforts and to indicate whether these core elements are included in the plan.

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<sup>1</sup> National Commission on Children and Disasters, "2010 Report to the President and Congress," October 2010.

**FRAMEWORK FOR DEVELOPING CHILD CARE  
EMERGENCY PREPAREDNESS AND RESPONSE PLANS**

1. Planning for Continuation of Services to CCDF Families
2. Coordinating with Emergency Management Agencies and Key Partners
3. Regulatory Requirements and Technical Assistance for Child Care Providers
4. Provision of Temporary Child Care Services after a Disaster
5. Rebuilding Child Care after a Disaster

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**1. Planning for Continuation of Services to CCDF Families**

State, Territory, and Tribal Lead Agencies have broad flexibility to operate the CCDF program and have a number of options within Federal statute and regulation to adapt policies in order to continue services to families affected by emergency situations. It is important that Lead Agencies have a plan in place to perform essential functions and achieve programmatic continuity during and after an emergency or disaster for families receiving CCDF benefits. These essential functions include: continuing payments to child care providers serving children receiving subsidies; provisions for extending eligibility re-determination for families; child care licensing approvals; regulatory oversight of providers; assisting new enrollees or preparing for an influx of families who may need assistance; implementation of a waiting list if the Lead Agency does not have one; and tracking families receiving subsidies impacted by the disaster.

OCC has provided guidance to Lead Agencies regarding the flexibility to spend CCDF funds in response to Federal or State declared emergency situations (see Attachment A or [ACYF-IM-CC-05-03](#)). When developing plans for continuation of services to CCDF families, it is important to consider such options as the flexibility to modify eligibility criteria to permit uninterrupted child care, prioritize services to impacted families, or use CCDF quality dollars to provide supply-building grants for minor repairs or remodeling necessary to assist child care facilities in re-opening or establishing compliance with health and safety regulatory requirements.

Lead Agencies that subcontract operation of the child care program, such as eligibility determination and provider payment functions, should ensure that contractors or sub-grantees have policies in place that establish how services will be provided in case of emergency evacuations or other types of occurrences that may remove or prohibit the staff from providing services in their locations. Some Lead Agencies also require contractors to establish policies and procedures to ensure that case records are not destroyed or lost. The checklist below includes these and other important functions that Lead Agencies should consider incorporating into emergency preparedness and response plans to ensure continuity of services to families receiving CCDF assistance and for child care providers caring for children receiving subsidies.

√ Completed	<b>1. Planning for Continuation of Services to CCDF Families</b>
	The plan includes provisions for continuing core CCDF program functions by Lead Agency management and staff during and after a disaster.
	The plan includes requirements that sub-grantees and contractors administering the child care program make provisions for continuation of core functions.
	The plan identifies how strategic communications, decision-making, and information sharing will be handled in different emergency or disaster situations.
	The plan includes procedures for continuing payments to child care providers during and after a disaster.
	The plan includes policies to temporarily continue to pay providers for absence days in the event that children are unable to attend due to a disaster (e.g., pandemic flu).
	The plan includes procedures that address systems data security and data storage to ensure adequate backup of family and child care provider records after a disaster.
	The plan includes a mechanism to collect data and track families receiving subsidies and providers serving subsidized children that are impacted by a disaster.
	The plan includes provisions for continuing services to families in the event the Lead Agency is unable to conduct eligibility re-determinations or families are unable to submit necessary documentation.
	The plan includes policies to continue assistance for families receiving child care subsidies that are temporarily out of work or engaged in job search after a disaster.
	The plan includes policies which anticipate an increased need for child care subsidies among families impacted by a disaster, in addition to families already receiving assistance.
	The plan includes provisions to quickly establish and manage a waiting list for families needing assistance, if the Lead Agency does not already have one.

## **2. Coordinating with Emergency Management Agencies and Key Partners**

Lead Agencies should consider ways to make formal connections with and actively engage representatives from emergency management agencies and key partners, such as public health authorities, child care licensing and regulatory agencies, and child care resource and referral agencies. Fostering connections at the county or local levels can facilitate collaboration during an actual disaster by establishing “on the ground” relationships and contacts ahead of time. Federal agencies, such as the Administration for Children and Families (ACF) in the

U.S. Department of Health and Human Services (HHS) and the Federal Emergency Management Agency (FEMA), as well as non-governmental voluntary organizations can provide resources and assistance with planning and preparedness activities. **Attachment A** of this guidance provides links to many of these resources. Existing State networks for child care (such as family child care networks and child care health consultants) and early care and education advisory councils can help establish a mechanism for strategic communications and exchange of information among the child care community to enhance response efforts. Finally, coordination between Lead Agencies and emergency management agencies should also take place in preparing for and coordinating provision of temporary emergency child care.

An important example of a coordinating activity can be found in partnerships between child care and emergency managers to establish Geographic Information System (GIS) mapping systems and data sharing agreements. GIS mapping is one tool that can help during the planning phase by identifying child care providers in areas with specific risks, during the recovery phase of a disaster to connect families with child care providers that are still operating, and to facilitate damage assessments and rebuilding needs. Mapping systems can enable the Lead Agency to provide specific information to local emergency managers including distance from any given location, county, capacity, and contact information of child care providers. Many FEMA Regional Offices actively engage State emergency managers in developing this type of capability.

The checklist below provides a summary of the key elements to include in an emergency preparedness plan to facilitate coordination with emergency management agencies and other partners.

√ Completed	<b>2. Coordinating with Emergency Management Agencies and Key Partners</b>
	The plan has been developed in consultation with the emergency management agency and formalizes coordination with child care within statewide emergency planning. In order to ensure connectivity with State and local emergency management planning efforts, Lead Agencies may want to review <i>Comprehensive Preparedness Guide 502</i> , which can be found at <a href="http://www.fema.gov/prepared/plan.shtm">http://www.fema.gov/prepared/plan.shtm</a> .
	The plan includes coordination with child care resource and referral agencies (CCR&R) and incorporates provisions for communication with local child care providers in their respective geographic areas.
	The plan includes consultation and coordination with child care licensing and regulatory agencies to ensure that providers engage in emergency preparedness and planning activities, including distribution of materials and resources to assist child care providers.
	The plan includes coordination with Head Start centers, pre-

	kindergarten and other early care and education programs to ensure collaboration and consistency in planning and preparedness efforts.
	The plan includes coordination with education agencies and local school districts to ensure planning for schools and child care programs are consistent and complement each other. This is particularly important in communities that provide before and after-school care or summer child care programs within a public or private school facility.
	The plan includes coordination with public health agencies to ensure timely and accurate communication with child care providers in the event of a public health emergency.
	The plan includes coordination with voluntary organizations that provide support for child care and provision of temporary child care or respite care services, if needed. Examples of voluntary organizations that provide child-related disaster services are Save the Children, Southern Baptist Disaster Relief, and Church of the Brethren. A list of voluntary organizations active in disasters by State can be found at: <a href="http://www.nvoad.org/index.php/member/statevoad.html">http://www.nvoad.org/index.php/member/statevoad.html</a>
	The plan provides for coordination with local business owners and non-profit organizations to donate supplies (e.g., bottled water, first aid supplies) to child care providers to stock emergency kits.
	The plan includes coordination with tribal communities and agencies, when applicable, to ensure tribal child care programs are included in statewide emergency planning and response efforts.
	The plan includes coordination with social service agencies (e.g., child welfare, family courts) that also serve families with young children.
	The plan includes coordination across State jurisdictional lines, particularly in border States which may serve families that must be evacuated from disaster areas.

### **3. Regulatory Requirements and Technical Assistance for Child Care Providers**

Lead Agencies can play a pivotal role in helping child care providers be better prepared for disasters and should work in partnership with State child care regulatory agencies to evaluate the degree to which licensing and regulatory requirements for child care providers adequately address emergency preparedness and planning activities. The National Resource Center for Health and Safety in Child Care and Early Education, funded by the Maternal and Child Health Bureau in HHS, publishes *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, 2<sup>nd</sup>*

*Edition.* This guidance includes recommended standards for written evacuation plans and drills, planning for care for children with special needs, and emergency procedures related to transportation and emergency contact information for parents. In addition, the National Association of Child Care Resource and Referral Agencies (NACCRRA) and Save the Children recently released a publication titled, *Protecting Children in Child Care During Emergencies: Recommended State and National Standards for Family Child Care Homes and Child Care Centers*, which includes recommended State regulatory and accreditation standards for family child care homes and child care centers. Links to these resources can be found in **Attachment A**.

The National Commission for Children and Disasters October 2010 report included recommendations to require disaster planning, training and exercising capabilities for child care providers within the scope of State minimum health and safety standards for child care licensing. The Commission recommended that disaster plans for child care incorporate capabilities for shelter-in-place, evacuation and relocation, communication and reunification with families, staff training, continuity of operations, accommodation of children with disabilities and chronic health needs, and practice drills.

According to the *2008 Child Care Licensing Study*, prepared by the National Child Care Information and Technical Assistance Center and National Association for Regulatory Administration, 31 States require child care centers to have emergency plans for natural disasters and 20 States require centers to perform general emergency drills. Thirteen States include language about reuniting children and parents following an emergency and six States have regulations pertaining to sheltering in place.

Many States also have established quality rating and improvement systems for child care providers and some have included emergency preparedness and response planning within quality levels and ratings. This is a good way to get child care providers engaged and to target technical assistance. Many States and communities partner with local CCR&Rs to provide training and resources to child care providers. CCR&Rs can provide technical assistance to child care providers around emergency preparedness and reunification efforts and hold workshops and trainings for staff on plan development, emergency drills and implementation, as well as disseminate informational materials to parents. The checklist below provides a summary of the key elements to consider when planning regulatory requirements and technical assistance for child care providers.

√ <b>Completed</b>	<b>3. Regulatory Requirements and Technical Assistance for Child Care Providers</b>
	The plan includes coordination with child care licensing and regulatory agencies to ensure providers plan in advance for disasters, including provisions for evacuation and relocation, shelter-in-place, reunification with families, and

	accommodation of children with special needs.
	The plan includes strategies to provide ongoing technical assistance, training, resources, and support to center-based and family child care providers to help them better prepare for emergencies and disasters.
	The plan includes strategies for engaging local CCR&R agencies to conduct training sessions for child care providers on how to be prepared for a disaster.
	The plan includes provisions for incorporating emergency preparedness and response planning within quality rating improvement systems, if established by the Lead Agency.

#### **4. Provision of Temporary Child Care Services After a Disaster**

Not all disasters reach the level of requiring the provision of temporary child care to help families recover. However, Lead Agencies should plan in advance by collaborating with emergency management agencies and voluntary organizations to accommodate this need should it arise. This may include entering into pre-event agreements or memoranda of understanding which outline responsibilities and roles across agencies and organizations. Temporary respite care and emergency child care can be provided in a variety of settings including shelters, schools, and other non-permanent facilities and can be an important supportive service for families who need temporary relief in the immediate aftermath of a disaster. Child care can protect children from disaster-related hazards and ensure children are safe while parents visit damaged property, access benefits, and make efforts to rebuild their lives.

Ensuring first responders, emergency personnel, and volunteer workers have access to child care can help expedite recovery efforts. Firefighters, law enforcement officials, and emergency medical service providers are often faced with the difficult choice between reporting to their jobs or caring for their children due to the closure of schools and child care facilities. In addition, temporary child care enables businesses and local government agencies to re-open and re-establish services more quickly.

FEMA recently issued guidance that a State, local, or tribal government may be reimbursed through the Public Assistance (PA) grant program for costs associated with providing child care services to families as part of emergency sheltering efforts, including the operation of standalone child care centers. (See *Disaster Assistance Fact Sheet DAP 9580.107, Child Care Services*.) This includes reimbursement for the cost to provide child care services and for the facility and its operations (e.g., labor costs, supplies, and commodities). A State or local government may use its own resources directly or can contract with a private entity or voluntary organization to provide temporary child care services. Under FEMA’s policy, reimbursable child care services include supervised care for children provided in shelters or stand alone emergency child

care centers; *this may also include the provision of temporary respite care provided in shelters.* Temporary respite care for children provides temporary relief for children, parents, guardians, or caregivers and affords children with a secure, supportive play experience. When placing their child or children in temporary respite care, parents, guardians, or caregivers are required to stay on-site or designate a person to be responsible for their child or children, who shall also be required to stay on-site.

Lead Agencies should consider incorporating the capability to provide temporary child care services into formal emergency planning and preparedness efforts. This may include pre-positioning supplies that can be mobilized to support provision of temporary child care after a disaster. Lead Agencies are encouraged to engage emergency management officials to discuss processes for implementing temporary child care services directly through government agencies or by establishing standing contracts or agreements with outside organizations that have expertise in provision of temporary child care, such as CCR&Rs or voluntary organizations active in disasters.

A Lead Agency also should consider identifying pre-approved qualified caregivers that can be brought into a disaster area to provide emergency child care services. This eliminates concern about staff not having appropriate background checks or clearances and would provide access to a cadre of certified, trained, pre-screened child care providers willing to help in the immediate aftermath of a disaster. Properly trained child care providers, with basic training in psychological first aid, can play a unique role in helping children cope with trauma. Play therapy, a supportive environment, providing encouragement and ability to express feelings, and restoration of routine can help children recover and become resilient. Trained child care providers can also help identify those children that suffer significant psychological trauma and impairment and assist in their referral to outside resources.

#### *Developing Temporary Child Care Operating Standards*

The provision of temporary child care, which often occurs in non-traditional settings, may require modifying regulatory or licensing standards or developing regulatory standards specific to the operation of emergency or temporary child care so that regulations are not a barrier to providing needed services to families in a way that preserves the health and safety of children. This is also relevant for child care facilities and family child care homes that are seeking to re-open. Lead Agencies should work with child care licensing and regulatory agencies to establish acceptable minimum conditions for temporary child care or reopening of child care facilities following a disaster, including a process for expediting criminal background checks. Some Lead Agencies have developed policies and provisional license agreements to be used to continue the operation of licensed child care after a disaster. Examples of areas to be addressed in temporary operating standards are: access to electricity, such as allowing a portable generator to be used on a temporary basis; access to an approved water source,

such as bottled water; availability of appropriate sewage disposal, such as a port-a-potty; adequate supplies for diapering infants and toddlers; and adequate supplies of age-appropriate foods, such as baby formula and baby food.

In conjunction with the American Red Cross, FEMA, and the American Academy of Pediatrics and other partners, the National Commission on Children and Disasters developed a guidance document for shelter managers and staff titled, *Standards and Indicators for Disaster Shelter Care for Children*. A link to this document can be found in **Attachment A**. The guidance provides a summary of appropriate supports and essential resources to ensure children are cared for in a safe and secure environment after a disaster. Lead Agencies should consider using this guidance in discussions with emergency management agencies and other partners when planning for provision of temporary respite or emergency child care after a disaster. The checklist below provides a summary of the key elements to consider when planning for provision of temporary child care services after a disaster.

√ Completed	<b>4. Provision of Temporary Child Care Services After a Disaster</b>
	The plan includes coordination with emergency management officials, voluntary organizations, and CCR&R agencies to implement temporary child care services after a disaster, including establishment of contracts or agreements.
	The plan includes temporary operating standards (or provisions for temporarily waiving certain child care regulatory requirements) to accommodate providers that need to re-locate and/or the provision of temporary child care in alternate facilities, such as shelters.
	The plan includes a strategy for training and identifying pre-approved child care providers who have undergone criminal history and background checks that are willing to assist with provision of temporary child care after a disaster.
	The plan includes a strategy for pre-positioning supplies for use in establishment of temporary child care, or to provide additional supplies to child care providers that remain open.
	The plan includes provisions to quickly establish and manage temporary child care in non-traditional settings when existing facilities have been severely damaged or destroyed.

## **5. Rebuilding Child Care After a Disaster**

Child care is a critical service in any community. The repair and recovery of child care facilities is important to the economic recovery of a community after a major disaster to support parents' ability to go back to work and provide a return to normalcy and routine for children, as is the case with re-opening of schools. Lead Agencies should have plans and processes for assisting providers with

rebuilding and re-opening following a disaster. This includes training providers to protect their assets in advance to facilitate recovery and an awareness of what types of resources exist to help finance these efforts.

- It is important that child care programs engage in business continuity planning by taking steps to protect vital records and resources and ensuring they have adequate insurance coverage to facilitate a faster recovery should a disaster occur. Records protection and awareness should include insurance policies, rental agreements, building plans, bank account records, service agreements, licensing and regulatory approvals, and other documents needed to operate the business.
- Small Business Administration (SBA) - The Disaster Assistance Loan program provides low-interest loans to homeowners, renters, businesses of all sizes, and most private non-profit organizations to repair or replace real estate, personal property, machinery and equipment, inventory, and business assets that have been damaged or destroyed in a declared disaster. Lead Agencies could assist child care providers in applying for and accessing these loans for rebuilding. More information can be found at: <http://www.sba.gov/services/disasterassistance/index.html>.
- (FEMA) Temporary Relocation of Facilities: Reimbursement for re-establishing child care services provided by States, localities, or non-profit organizations prior to a disaster. FEMA will provide assistance for the lease, purchase, or construction of temporary facilities to re-establish child care services provided prior to a disaster. Assistance is limited to child care facilities operated by a governmental or eligible private non-profit (PNP) entity prior to a disaster. If the facility was damaged, the cost of obtaining temporary facilities to re-establish operation of the program until the damaged facility can be repaired is an activity eligible for reimbursement by FEMA. NOTE: Privately owned, for-profit child care facilities are not considered eligible applicants for FEMA reimbursement. (See *Attachment A – FEMA Disaster Assistance Fact Sheet DAP 9580.107, Child Care Services.*)
- (FEMA) Repair, Restoration, or Replacement of Public and Private Nonprofit Facilities. FEMA has established that governmental and eligible PNP organizations which operate child care centers may be eligible for assistance in repair, restoration, or replacement of facilities. In order for PNP organizations to be considered for reimbursement, the applicant must first apply for a disaster loan through the Small Business Administration (SBA). If SBA does not approve the loan or approves a loan for less than the amount required to repair the disaster damage, the applicant may apply to FEMA for assistance for the difference. NOTE: Privately owned, for-profit child care facilities are not considered eligible applicants for FEMA reimbursement. (See *Attachment A – FEMA Disaster Assistance Fact Sheet DAP 9580.107, Child Care Services.*)

- (CCDF) Lead Agencies may use CCDF quality dollars to provide supply-building grants to providers impacted by a disaster. These funds may be used for supplies and minor remodeling to bring the facility into compliance with health and safety requirements; however, CCDF funds may not be used for the purchase, construction, or permanent improvement of a building or facility. (Also see ACYF-IM-CC-05-03, Option E for further guidance on the definition of major renovations. A link to this document can be found in Attachment A.) Note that tribal grantees may apply to use CCDF funds for construction or major renovation. The checklist below provides a summary of the key elements to consider when planning for the rebuilding of child care facilities.

√ Completed	5. Rebuilding Child Care
	The plan includes a strategy to work with emergency management officials, licensing agencies, and public health officials to conduct timely assessments of the damage to and status of child care providers within the impacted area.
	The plan includes engagement and training strategies for child care providers to ensure business continuity should a disaster occur, including adequate insurance coverage and protection of records and assets.
	The plan includes strategies for providing information and resources to child care providers about financial assistance that is available for the rebuilding process if they need to rebuild.
	The plan includes a strategy for engaging business associations, community development financial institutions, and other organizations that can potentially provide financial assistance or micro-loans to help providers re-open.
	The plan includes preparedness planning with FEMA regional officials to clarify child care services that are eligible for reimbursement under the PA grant program.

**Questions:** Direct inquiries to the Child Care Program Manager in the appropriate ACF Regional Office.

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**ATTACHMENT A:**  
**Emergency Preparedness and Response Resources for Child Care**

*Resources from the Office of Child Care (OCC) –*

- **Information Memorandum: Flexibility in Spending CCDF Funds in Response to Federal or State Declared Emergency Situations ([ACYF-IM-CC-05-03](#)):** This information memorandum provides guidance to Lead Agencies regarding the flexibility to spend CCDF funds to respond to disasters and emergencies. This guidance describes several options for using CCDF funds to help meet the child care needs of families within the flexibility of the block grant program. For example, States have flexibility to modify eligibility criteria to permit uninterrupted child care or to prioritize services to impacted families. States also have flexibility to use quality dollars to provide supply-building grants to providers or to support temporary child care in the aftermath of a disaster. This resource can be found at: <http://www.acf.hhs.gov/programs/ccb/initiatives/emergency/index.htm>.
- **Information Memorandum: FEMA Disaster Assistance Fact Sheet, Public Assistance for Child Care Services ([CCDF-ACF-IM-2010-01](#)):** This information memorandum transmits a fact sheet published by FEMA regarding reimbursement for child care services during federally declared major disasters through the PA grant program. The FEMA guidance outlines reimbursable costs for child care including reimbursement for provision of temporary child care as part of emergency sheltering efforts, temporary re-location of facilities to re-establish child care services, and repair, restoration, or replacement of public and non-profit child care facilities. This resource can be found at: <http://www.acf.hhs.gov/programs/ccb/initiatives/emergency/index.htm>.
- **CCDF Biennial Plans:** In the CCDF Plan, Lead Agencies are asked to report on progress towards development of emergency preparedness and response plans for child care and to submit any plans that have been completed. The guidance is intended to assist Lead Agencies in developing plans. Many Lead Agencies have interagency plans with child care embedded or immersed among a variety of other human service programs. OCC recommends that Lead Agencies work with emergency management officials to ensure they have comprehensive and targeted plans that are focused specifically on preparedness and response efforts for child care. Lead Agencies should ensure there are specific, action-oriented items relevant to child care that are covered, whether in a separate plan or as part of a larger plan. This resource can be found at: [http://www.acf.hhs.gov/programs/ccb/law/state\\_topic\\_application.htm](http://www.acf.hhs.gov/programs/ccb/law/state_topic_application.htm).
- **Emergency Preparedness and Response Resources for Child Care:** OCC has developed the *Child Care Resources for Disasters and Emergencies* website: <http://www.acf.hhs.gov/programs/ccb/initiatives/emergency/index.htm>. This website provides a wealth of information and resources for emergency preparedness and response planning in child care. The site includes all CCDF guidance published that relates to emergency preparedness and response in child care, resources for Lead Agencies and child care providers, as well as useful summaries of State regulatory requirements related to emergency preparedness, key websites, and helpful contact information for building partnerships.

*Resources from partner agencies and organizations –*

■ **Administration for Children and Families (ACF), Office of Head Start (OHS): Head Start Emergency Preparedness Manual ([ACF-IM-09-09](#))**

This manual was created to support Head Start program administrators and staff in the implementation of emergency preparedness plans. Head Start program planning teams may use the information and tools included in this manual to develop or revise their emergency preparedness plans. The manual includes information on the four phases of an emergency (i.e., Planning, Impact, Relief, and Recovery), the Practice-Review-Revise Cycle, and how to plan and prepare for specific emergency situations. This resource can be found at: <http://www.headstartresourcecenter.org/assets/files/EPrep%20Manual%20v22.pdf>

■ **Administration for Children and Families (ACF), Office of Human Services Emergency Preparedness and Response (OHSEPR): <http://www.acf.hhs.gov/ohsepr/>**

OHSEPR is the lead office within ACF that provides leadership in human services emergency preparedness and response while promoting self-sufficiency of individuals, families, and special needs populations prior to, during, and after disasters. OHSEPR helps to promote emergency planning and increase response capacity among States, Tribes and Territories, specifically related to the programs and populations served by ACF.

■ **American Academy of Pediatrics: Preparing Child Care Programs for Pandemic Influenza: <http://www.aap.org/disasters/pandemic-flu-cc.cfm>**

This web page provides specific guidance for early child care and education programs to better prepare for pandemic influenza. During a pandemic, a strong connection between child care and public health leaders is critical because recommendations and communication strategies evolve rapidly. Early education and child care programs need to be aware of existing mechanisms for information dissemination and decision-making. This site includes resources training sessions, use of print materials, and access to downloadable or interactive Web-based tools.

■ **Federal Emergency Management Agency (FEMA): Children’s Working Group: <http://www.fema.gov/about/cwg.shtm>**

The Children's Working Group is responsible for leading FEMA's efforts, in partnership with other Federal agencies and non-governmental stakeholders, to ensure that the needs of children are considered and integrated into all disaster planning, preparedness, response, and recovery efforts initiated at the Federal level. Also see, *Disaster Assistance Fact Sheet DAP 9580.107, Child Care Services* at: [http://www.fema.gov/government/grant/pa/9580\\_107.shtm](http://www.fema.gov/government/grant/pa/9580_107.shtm)

■ **Federal Emergency Management Agency (FEMA): Comprehensive Preparedness Guide (CPG) 502: <http://www.fema.gov/prepared/plan.shtm>**

FEMA’s Comprehensive Preparedness Guide 502 focuses on Emergency Operations Centers and outlines Familiarization with Capabilities, Needs and Requirements; Establishing Partnerships; Determining Processes; and Training, Workshops and Exercises.

■ **National Association of Child Care Resource and Referral Agencies (NACCRRA): Children and Disasters website: <http://www.naccrra.org/disaster/>**

This website includes planning materials for resource and referral agencies and child care providers. Publications include: *Protecting Children in Child Care During Emergencies: Recommended State and National Standards for Family Child Care Homes and Child Care Centers*; *Is Child Care Ready?: A Disaster-Planning Guide for Child Care Resource & Referral Agencies*; *Disaster Preparation: A Training for Child Care Centers*; and *Disaster Preparation: A Training for Family Child Care Providers*.

■ **National Child Care Information and Technical Assistance Center (NCCIC): Emergency Preparedness Resources:** <http://nccic.acf.hhs.gov/topic/health-safety/emergency-preparedness>  
Resources for policymakers, providers, and parents about preparing for and responding to emergencies in child care settings. Publications include: *Emergency Preparedness Planning for State Child Care Licensing Administrators*; *Emergency Preparedness Regulations for Reuniting Children and Parents*; and *Emergency Preparedness: Regulatory Guidance for Sheltering Children in Place*.

■ **National Child and Traumatic Stress Network (NCTSN): Terrorism and Disasters:** [http://www.nctsn.org/nctsn/nav.do?pid=typ\\_nd](http://www.nctsn.org/nctsn/nav.do?pid=typ_nd)  
The NCTSN website contains guidance on working with children who have experienced trauma, as well as information on specific types of disasters and the impact those disasters can have on children and their families. This includes: *Psychological First Aid Field Operations Guide*; and the *Learning Center for Child and Adolescent Trauma*.

■ **National Commission on Children and Disasters (NCCD):** <http://www.childrenanddisasters.acf.hhs.gov/>  
This site includes information about the Commission, as well as the *October 2010 Report to the President and Congress*. This report includes, “Standards and Indicators for Disaster Shelter Care for Children,” which is located in Appendix E of the report.

■ **National Resource Center for Health and Safety in Child Care and Early Education:** *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, 2<sup>nd</sup> Edition:* <http://nrckids.org/CFOC/>  
This guidance includes recommended standards for written evacuation plans and drills, planning for care for children with special needs, and emergency procedures related to transportation and emergency contact information for parents.