



**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools

March 25, 2020

Dear Current Licensed Child Care Programs,

After Dr. Salomon's directive that "Beginning Thursday, March 26, the focus of child care programs in Maryland will be to serve essential personnel as defined by the Governor's Executive order on March 25, 2020.", the Office of Child Care (OCC) has created the Essential Personnel Child Care (EPCC) program for licensed child care programs. This program will allow for currently licensed child care programs to apply to become an EPCC site for **essential personnel that are either currently enrolled or want to enroll in your program** and have ONLY these families be paid for the State of Maryland. (see below) If you are still taking children from families designated as non-essential, you must continue to collect tuition from them. Essential Personnel is listed as:

- Providers of healthcare, long term or acute patient care, emergency medical or pharmaceutical services
- Public Health Employees
- Law enforcement personnel
- Correctional Services employees
- Firefighters and other first responders
- Government workers required to work in a State of Emergency
- Employees and representatives of insurance carriers
- National Guard called to active duty
- Staff or providers of child care or education services, including custodial and food service worker
- Food distributors and suppliers
- Transportation and delivery services personnel
- Gasoline service station operators and auto mechanics
- Critical Infrastructure employees, such as emergency and support personnel for gas and electric utility operations, public works, water treatment and waste management
- Personnel of other institutions ORDERED to remain open during a State of Emergency
- Other persons the State Superintendent deems necessary

This list may be updated as the Governor deems necessary.

All other families will not be able to have services charged to the State of Maryland and should be staying home with their children, as all non-essential businesses have been closed. If a parent is found that they are not qualified essential personnel, you will **NOT** be paid for that family. Please request proof by ID or other identification as it will be requested for payment of these children.

**All licensed child care programs will need to apply to be a part of this program and be paid for essential personnel. You will need to be approved as a site by the OCC regional licensing office prior to completing an invoice that will be provided to you from the OCC.** Please note that the fees being paid for this program will be as follows:

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

**MarylandPublicSchools.org**

Children ages 6 weeks up to 3 years:	\$350 per week, per child
Children 3 years up to 13 years:	\$250 per week, per child

The application to be approved as an EPCC site is attached to this email. If you have multiple sites, please fill out an application for **EACH** site. Please read it in its entirety prior to applying to become an EPCC site to be sure you are clear about the terms and conditions. You may only take the ages of children in which you are currently licensed and meet the new group sizes listed in the application. The application also outlines other requirements for this program, many, that as a licensed child care program, you already meet.

I want to thank you for taking the time to read the application and the guidelines included. If you decide to apply for this EPCC site program, please submit the application as soon as possible to your licensing specialist and your regional manager, so you can be approved quickly and ready to take families and their children. We will be providing a list of approved EPCC sites daily to LOCATE and will keep the list up-to-date on our website. If you have any questions, please email your licensing regional manager on the list attached. Please be aware, **you MUST be approved before offering services to essential personnel and have it paid for by the State of Maryland.**

Thank you for being the leaders in our child care community,

Jennifer A. Nizer, M.Ed.  
Director, Office of Child Care