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SUBJECT: Emergency Disaster Relief Guidance and Resources for Los Angeles and Ventura Counties Related to Wildfires

Applicable Contract Types:

- California Work Opportunity and Responsibility to Kids (CalWORKs) Stage 1 (Stage 1)
- CalWORKs Stage 2 (C2AP)
- CalWORKs Stage 3 (C3AP)
- Emergency Child Care Bridge Program (Bridge)
- California Alternative Payment Program (CAPP)
- California Migrant Alternative Payment Program (CMAP)
- Children with Severe Disabilities (CHAN)
- Migrant Child Care and Development Program (CMIG)
- Family Child Care Education Home Networks (CFCC)
- General Child Care and Development (CCTR)

On January 7, 2025, the Governor of California proclaimed a [State of Emergency](#) in Los Angeles and Ventura Counties due to the Palisades Fire and windstorm conditions that had at that time burned over 15,000 acres, with additional fires igniting and spreading rapidly in Los Angeles County, including the Eaton, Hurst, Lidia, and Woodley Fires. Further, on January 10, 2025, the Governor issued [Executive Order N-3-25](#). The following guidance is intended to help child care and development [contractors](#) understand the provisions laid out in Executive Order N-3-25, as well as existing regulations and related resources.

I. Executive Order

30-Day Suspension of Rules Preventing Reimbursement if the Center or Family Child Care Provider is Closed: [Executive Order N-3-25](#): Voucher-based centers, licensed family child care homes, and license-exempt family child care providers in Ventura and Los Angeles counties impacted by the fires may be reimbursed for up to 30 days from the actual date of the state-declared emergency, using the most recently accepted attendance record/invoice available, when no attendance record or invoice is available as a result of the emergency. In the event that a voucher-based center or family child care provider does not have any prior records to submit, the voucher-based contractor may use the most recently accepted attendance record/invoice in its own files. This includes payment for days when the child care center, licensed family child care home, or license-exempt family, friend, and neighbor provider is closed due to impacts from the fire.

The Executive Order suspends the requirements of Title 5 California Code of Regulations (5 CCR) Section 18076.2(d)(3), which states that reimbursable hours in voucher-based programs do not include days on which the provider is not open to provide services, except as specified for non-operation days.

A contractor shall reimburse an alternate provider when the regular provider is not open to provide services, and the subsidized family must obtain an alternate provider during the certified need for child care.

If A Direct Service Contract Agency Requires Start Up Costs: [Executive Order N-3-25](#) allows contracting agencies to be reimbursed for approvable startup costs in an amount in excess of 15 percent of the agency's total contract amount even if the startup costs are not used to expand or increase the impacted contractor's total contract amount, for contracting agencies directly impacted as a result of this emergency in Los Angeles and Ventura Counties. The Executive Order suspends the requirement imposed by Welfare and Institutions Code (WIC) Section 10300(a) that contracting agencies or facilities may be reimbursed for approvable startup costs in an amount in excess of 15 percent of the agency's total contract amount only when costs are used to expand or increase a contracting agency's total contract amount.

Reminder: Direct contractors (CCTR, CMIG, CFCC, and CHAN) should first leverage the existing Emergency Closure process found in [Child Care Bulletin \(CCB\) 23-38: Emergency Closure Request](#), which provides credit for any reduced days of operation and child days of attendance associated with the emergency closure. If existing emergency closure procedures do not address the questions of the impacted contractor, please reach out to me directly. If needed here is a link to the list to find your [Program Quality Improvement \(PQI\) consultant](#).

II. Reimbursement by Voucher-Based Program Contractors (CAPP, Stage One, C2AP, C3AP, Bridge, CMAP, CFCC)

If the Child Is Absent: Under current policy, Child Care and Development Contractors who provide services through voucher-based programs shall reimburse centers and providers who remain open when the child is absent due to fire evacuations pursuant to the extension of child care reimbursement based on enrollment rather than attendance policy for child care and development programs administered by CDSS, as described in [CCB 23-21: Extension of Child Care Reimbursement Based on Enrollment](#). Under this policy, licensed and license-exempt child care providers receiving vouchers through CalWORKs Stage One, C2AP, or C3AP, CAPP, CFCC, CMAP, or the Emergency Child Care Bridge Program are paid based on families' certified need, regardless of attendance, for services as follows:

- Providers, including license-exempt providers, shall be reimbursed based on the maximum certified hours of care.
- For families certified for a variable schedule, providers shall be reimbursed based on the maximum authorized hours of care.
- For license-exempt providers who provide part-time services, providers shall be reimbursed based on the maximum authorized hours of care.

Reimbursement for Days of Non-Operation, including Closures Due to Fires (CAPP, C2AP, C3AP, and CMAP): Per the Executive Order, if a facility is closed because of evacuation or other impacts from the fires in Los Angeles or Ventura, a provider can be paid for up to 30 days. Voucher-based providers in Ventura and Los Angeles counties impacted by the fires may be reimbursed for up to 30 days from the

actual date of the state-declared emergency, using the most recently accepted attendance record/invoice available, when no attendance record or invoice is available as a result of the emergency.

In addition to any reimbursement pursuant to the Executive Order, contractors for voucher-based programs may reimburse licensed centers and family child care providers for up to ten fiscal days of non-operation, including for reasons that are fire-related, pursuant to 5 CCR Section 18076.2. Pursuant to subdivision (b)(2) of that section, reimbursement for days of non-operation is available only when the contractual terms used by the provider for services to unsubsidized families require payment for such days, limited to a maximum of ten days per fiscal year per licensed provider. The 30 days provided by the Executive Order do NOT count toward the ten non-operational days provided pursuant to 5 CCR Section 18076.2.

Voucher-based program contractors do not need to use the Emergency Closure Request Form process pursuant to [Child Care Bulletin \(CCB\) 23-38: Emergency Closure Request](#) unless they are part of the FCCHEN program (CFCC).

If you have questions about payment for voucher-based programs during these fires, please reach out to me directly. If needed here is a link to the list to find your [Program Quality Improvement \(PQI\) consultant](#).

III. Reimbursement for Direct Service Contractors (CCTR, CMIG, CFCC, CHAN)

If the Child Is Absent: Child Care and Development Contractors including those who provide services through a Family Child Care Home Education Network (FCCHEN) that remains open but have children who are unable to attend will be reimbursed according to child care reimbursement based on enrollment rather than attendance policy, as described in [\(CCB\) 23-21: Child Care Reimbursement Based on Enrollment](#). Under this policy, contracting agencies operating a CMIG, CCTR, or CHAN program, including those that operate a family child care home education network pursuant to a CMIG or CCTR program, shall be reimbursed based on the maximum authorized hours of care, regardless of attendance, if the program is open and operating in accordance with their approved program calendar and remains open and offering services through the program year. Reimbursement shall be 100% of the contract maximum reimbursable amount or net reimbursable program costs, whichever is less.

Emergency Closure of Direct Service Programs: Child Care and Development programs that hold a child care and development contract with the Department of Social Services (CDSS), Child Care and Development Division (CCDD) are eligible for emergency closures when unable to operate due to circumstances beyond their control. Please refer to CCDD [Child Care Bulletin \(CCB\) 23-38: Emergency Closure Request](#) for specific guidance due to circumstances beyond the contractor's control. The [Emergency Closure Request Form](#) must be submitted to the contractors assigned a CDSS, CCDD, [Program Quality Improvement \(PQI\) consultant](#).

IV. Reimbursement During Disaster / Emergency School Closure:

If Schools Are Closed: For both Direct Service Contractors and Voucher programs, payment is allowed when schools are closed due to a disaster/emergency. The Title 5 California Code of Regulations section 18076.2 limits payment during instructional hours. If the school is closed, this is not considered “instructional time.” When a school-age child is certified for part-time care, the agency/provider can utilize the vacation schedule as the certified schedule since the school is closed due to a disaster/emergency.

V. Licensed Child Care Facilities

Incidents at Licensed Facilities: If you operate a licensed facility, please report any incidents on the premises to the California Department of Social Services pursuant to the California Code of Regulations, Title 22, sections 101212(d) and 102416.2(c). All licensed facilities should follow their disaster plans on file pursuant to Health and Safety Code Section 1596.95(f). For help identifying your local regional office for licensing question or to report an incident, please visit [Office Locator](#).

The Community Care Licensing Division will be issuing a Provider Information Notice with more information on disaster-related waivers for licensed child care facilities soon.

VI. Additional Emergency Disaster Resources:

- **The Governor’s 2025 Los Angeles Fires Resources Website:** For information related to the LA Fires disaster, including Federal Emergency Management Agency (FEMA) assistance, insurance, and other disaster resources, visit: <https://www.ca.gov/LAfires/>
- **The California Health and Human Services (CHHS) Emergency Response Guide:** Visit the CHHS’ Emergency Resource Guide: <https://www.chhs.ca.gov/blog/2025/01/08/calhhs-emergency-resource-guide/>.
- **California Department of Social Services (CDSS) Website:** For CDSS’ Disaster Help Center, please visit [Home | California Dept. of Social Services](#).
- **California Resource & Referral (R&R) Agency:** California R&R programs provide training and technical assistance, as well as resources for Early Learning and Care providers. Please contact your local R&R for information on available resources. For a list of local R&R agencies, please visit the California Child Care Resource & Referral Network’s website: <https://rrnetwork.org/family-services/find-child-care>
- **Office of the Head Start:** For information on Helping Children Cope After a Disaster, visit the Office of Head Start Early Childhood and Learning Center website at <https://eclkc.ohs.acf.hhs.gov/publication/helping-your-child-cope-after-disaster>.
- **The California MAP to Inclusion and Belonging:** Visit the Coping with Trauma Resources website is at <https://cainclusion.org/camap/resources-and-links/coping-with-trauma-a-collection-of-resources/>.
- **National Child Trauma Stress Network:** For resources to help children, families, and communities navigate what they are seeing and hearing, and finding ways to cope together, visit the National Child Trauma Stress Network

website is at <https://www.nctsn.org/what-is-child-trauma/trauma-types/disasters/wildfire-resources>.

- **Federal Emergency Management Agency (FEMA):** For business owners who sustained losses in the designated areas can begin applying for assistance by registering online at www.DisasterAssistance.gov or by calling 1-800-621-3362 or 1-800-462-7585 TTY.”
- **Low Income Home Energy Assistance Program (LIHEAP) :** Visit the LIHEAP website to learn more about assistance for eligible low-income households to meet their immediate home heating and/or cooling needs:
<https://www.csd.ca.gov/pages/liheaprogram.aspx>
- **California LifeLine:** Visit the California LifeLine program for information on discounted home phone and cell phone services to qualified households:
<https://www.cpuc.ca.gov/consumer-support/financial-assistance-savings-and-discounts/lifeline/california-lifeline-eligibility>
- **The United States (U.S.) Small Business Administration:** Visit the U.S. Small Business Administration to learn more about their disaster loans programs:
<https://www.sba.gov/>
- California Office of the Small Business Advocate <https://calosba.ca.gov/> maintains this resource page: [Disaster Resources | Outsmart Disaster](#)
- **Shelter Information:** As California endures wildfires fueled by high wind activity, the California Governor’s Office of Emergency Services is coordinating with the California Department of Social Services and local governments to ensure impacted communities have access to shelters and vital services. For shelter-related information, including locations, please visit:
<https://news.caloes.ca.gov/shelters-available-for-communities-impacted-by-wildfires-in-los-angeles-county-2/>
- **Listos:** Through Listos California, individuals throughout the community can find wildfire-specific resources, sign up for emergency alerts, download personal preparedness planning guides, and access resources in multiple languages. Please visit: <https://www.listocalifornia.org/disaster-readiness/>

The CCDD advises all programs and providers to address immediate safety needs and heed all evacuation orders and associated local emergency advisories during this declared state of emergency. Please notify me directly with any contractor questions, and I will coordinate responses with our fiscal analysts as needed. Also, if you learn of any conflicting instructions, please send to me immediately, so I can support the flow of consistent information, which is critical during a disaster.

In Partnership,

(PQI Consultant Signature Block)