



March 19, 2020

TO: School District Superintendents
School Principals
BOCES District Superintendents
School District Business Officers
Special Education Directors
Charter School Leaders

FROM: *Sharon L. Takee*

RE: **New York State Office of Children and Family Services (OCFS) Guidance and Resources for Emergency Child Care Due to Novel Coronavirus (COVID-19) Outbreak in New York State**

Pursuant to Executive Orders [202.4](#) and [202.5](#), school districts, charter schools, and nonpublic schools were to close no later than Wednesday, March 18, 2020, for a period of two weeks, as a result of the outbreak of the Novel Coronavirus (COVID-19) occurring in New York State.

In addition to COVID-19 closure plans for alternative instructional options and distribution and availability of meals, the Executive Orders direct school leaders to establish COVID-19 child care plans, with an emphasis on serving children of parents in the health care profession or first responders who are critical to the response effort.

To assist school leaders with developing, submitting and implementing child care plans, the [New York State Office of Children and Family Services \(OCFS\)](#) has provided the following guidance and resources:

- [School Emergency Care Guidance](#)
- [Emergency Reservation Form – Completed by Parents](#)
- [Emergency Employment Attestation For Adults](#)
- [Legally Exempt Group Child Care Program Inspection Report](#).

For assistance on submitting all COVID-19 school closure plans, including child care plans, please refer to [Additional Guidance on Statewide School Closures Due to Novel Coronavirus \(COVID-19\) Outbreak in New York State](#), released by NYSED on March 17, 2020.

Please continue to frequently check the [New York State Department of Health \(DOH\) Novel Coronavirus webpage](#) and the [New York State Education Department's \(NYSED's\) COVID-19 website](#).