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#### Introduction

## **Background**

The Wisconsin Child Care Emergency Preparedness Plan (WCCEPP) covers the requirement for a published State Child Care Disaster Plan. The Department of Children and Families (DCF) (hereafter as the Lead Agency) plays an important role by helping child care providers and support programs better prepare themselves prior to a disaster or emergency so they can 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 Child Care Development Fund (CCDF) program and for providers caring for children who receive subsidies. The Lead Agency 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, the Lead Agency may be called upon to assist emergency management officials and voluntary organizations with the provision of emergency and temporary child care services after a disaster. An emergency preparedness and response plan (also known as a disaster plan) is essential to preparing the Lead Agency to better manage these wide-ranging and critical roles.

The Wisconsin Child Care Shares Subsidy Program (hereafter listed as Wisconsin Shares) serves approximately 35,000 children each month and provides funding to care for CCDF eligible children to nearly 4,800 child care providers annually. A primary goal of CCDF and child care programs throughout the state is to help ensure early childhood and school-age care programs support children's learning 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 necessitate planning in advance by child care providers. In addition, child care provides key and relevant contributions which support children, parents, and communities in the aftermath of a disaster. Child care services are essential in restoring the economic well-being of a community after a disaster because the ability for parents to go back to work depends on the availability of child care services. When child care facilities sustain significant damage and are unable to operate, communities can be substantially impacted.

The National Commission on Children and Disasters (Commission) was an independent, bipartisan body established by Congress and the President to identify gaps in disaster preparedness, response, and recovery for children and make recommendations to close the gaps. The Commission's report included two primary recommendations for child care: (1) to improve disaster preparedness capabilities for child care services; and (2) to improve capacity to provide child care services in the immediate aftermath and recovery from a disaster. A specific recommendation made by the Commission was the need for states to develop Statewide 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.

The Lead Agency supports families and child care providers throughout Wisconsin. Because of the large statewide footprint and the diversity of natural and human-caused hazards, the Lead Agency utilizes <u>Wisconsin Emergency Management's (WEM)</u> "State of Wisconsin Threat and Hazard Identification and Risk Assessment / Stakeholder Preparedness Review (THIRA/SPR)"

to identify the threats and hazards most likely to impact the safety of our staff, stakeholders, and customers, as well as negatively impact business facilities and operations. During the development of the Lead Agency's Integrated Preparedness Strategy in October 2023, several senior Lead Agency leaders and special staff identified "Severe Weather," "Cyber Incident (Accidental or Intentional)," and "Emerging Infectious Disease (Pandemic)" to be the threats, hazards, and risks which would have the greatest impact to operations or most challenging to the Lead Agency's capabilities. This Emergency Preparedness and Response Plan is not meant to replace any existing State of Wisconsin plans but serves as an adjunct or addendum to existing plans.

#### Mission

The Wisconsin Department of Children and Families coordinates and collaborates with local, state, and tribal public and private partners to ensure the uninterrupted continuation of statewide CCDF subsidy and service delivery during and after disasters or emergencies to assure non-stop quality service is provided to Wisconsin's children, family, and child care providers.

#### Scope

This plan is prepared by the Lead Agency, Division of Early Care and Education (DECE), the agency which administers the Child Care and Development Fund Block Grant (CCDBG) funding and oversees regulation of child care in Wisconsin.

The plan addresses functions of DECE and contracted agencies related to the following child care provider types: licensed centers, licensed homes, and license exempt providers who provide care for children funded by the CCDBG.

The plan should be part of an overall comprehensive emergency preparedness planning and training program. While every disaster cannot be described in this document, child care providers are encouraged to incorporate information in this guide to meet the specific needs of their respective organization or business during any emergency that may arise.

## **Authority**

The CCDBG Act of 2014 added a requirement that states must include a "Statewide Child Care Disaster Plan for coordination of activities with the state/territory human services agency, emergency management agency, child care licensing agency, state/territory local resource and referral agencies and the State Advisory Council or other state-designated cross-agency body if there is no State Advisory Council (658E(c)(2)(U))."

The Statewide Child Care Disaster Plan must include:

Guidelines for continuing CCDF assistance and child care services after a disaster, which
may include provision of temporary child care and temporary operating standards for
child care after a disaster.

- Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities and children with chronic medical conditions.
- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

#### **Objectives**

The Wisconsin Statewide Child Care Disaster Plan's four key objectives are based on CCDF requirement criteria and promote continuous critical support to Wisconsin's children and families and child care providers:

- a) Coordinate and collaborate with key partners
- b) Establish guidelines to continue child care subsidies and services
- c) Coordinate post-disaster recovery of child care services
- d) Establish requirements for CCDF providers and other child care providers

#### **Purpose**

This plan outlines the roles and responsibilities of the Lead Agency to continue regulatory and financial support to child care providers and families in times of disaster. The plan also includes the roles and responsibilities of partner and community organizations who deliver critical services and support to children, families, and child care providers in the event of a disaster.

Key emergency response functions relating to child care are:

- Support the safety and well-being of children in child care
- Provide technical assistance for the provision of temporary or emergency child care
- Provide technical assistance to child care providers to manage current emergency conditions
- Continue child care subsidy payments to providers
- Continue eligibility determinations and subsidy authorizations to families
- Disseminate information to providers and families regarding disaster recovery assistance including resources and contacts for mental health support
- Participate in state disaster response exercises and other activities which may occur at the direction of Wisconsin Emergency Management or the Governor
- Coordinate with other state agencies to create guidelines and rules for child care providers to prepare for disaster and recovery
- Coordinate with other local, state, and tribal organizations to provide written and broadcasted updates regarding information about disaster or public health emergencies

- Coordinate with local, state, and tribal partner organizations who support the needs of children, families, and the child care workforce during times of disaster
- Connect with the Office of Child Care (OCC) within the Office of the Administration for Children and Families (ACF) for funding opportunities to support child care after disaster to enhance recovery in areas where disaster has been declared under section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act

#### Situations for Use of this Plan

- Any event disaster or state of emergency that has been declared under section 401 or 501 of the <u>Robert T. Stafford Disaster Relief and Emergency Assistance Act</u> by federal, state, or local officials
- In response to a federal or state declared Public Health Emergency
- In response to a natural or man-made disaster that affects child care facilities (e.g., floods, tornados, fires, chemical spills, etc.)
- Damage to the Lead Agency physical structure or significant loss of personnel which impacts operations
- Damage to a CCDBG voucher eligibility office that requires relocation or impacts operations
- Damage to a CCR&R which impacts operations
- Damage to the CCR&R and Family Resource Center (FRC) membership association (Thriving Wisconsin) office which impacts operations
- Damage to a child care building requiring relocation
- Community wide physical damage requiring significant support for both intake and child care providers
- Loss of utility for significant length of time impacting electronic recordkeeping
- Event requiring sheltering in place at the child care longer than the anticipated hours of service
- In response to an event of violence that occurs on or near the child care campus
- In response to an event of loss of life that impacts the employees and children of a child care

## **Emergency Preparedness Plan Requirements**

## **Key Partner Coordination and Collaboration**

The CCDF program provides resources to state, territory, and tribal grantees which enable low-income parents to work or pursue education and training so they can better support their families while at the same time increasing the quality of learning and development of their children. The Lead Agency coordinates and collaborates with numerous agencies during times of non-emergency to ensure CCDF resources are available for children and families statewide. During disasters and emergencies, the working relationships between all agencies become even more critical to ensuring the necessary resources are properly distributed to affected families and children. The Lead Agency coordinates with the listed agencies, organizations, councils, and offices to expand accessibility and continuity of care and resources after an incident or emergency. Where child care services are affected, the Lead Agency will work with agencies to

find or develop solutions for service and support continuation. The below comprehensive list includes organizations required by CCDF to partner with for planning and operations, and the remainder are additional organizations which are also critical to the Lead Agency's emergency preparedness efforts. To understand how the listed organizations operate together to coordinate services and resources before, during, and after a disaster, please see the "Coordination of Post-Disaster Recovery of Services" section of this plan.

<b>CCDF Required Partner</b>	DCF Partner Agency / Organization
State Human Services Agency / State Health Department	Wisconsin Department of Health Services (DHS)
State Emergency Management Agency	Wisconsin Emergency Management (WEM)
State Licensing Agency	DCF Internal Staff (Bureau of Early Care Regulation)
Local and State Child Care Resource and Referral Agencies (CCR&R)	Thriving Wisconsin (Formerly SFTA)  Local Child Care Resource and Referral Agencies (CCR&R)
State Advisory Council on Early Childhood Education and Care	Governor's Early Childhood Advisory Council (ECAC)

The following additional partners also play a critical role in daily planning and operations. During a disaster or emergency, the Lead Agency will continue to coordinate with these partners to ensure the continued delivery of critical support, services, and resources.

- Child Care Advisory Council (CCAC)
- Child Care Program Committee (CCPC)
- <u>Economic Support Policy Advisor Committee (ES PAC)</u>
   <u>Governor's Leadership Council on the Early Years (LCEY)</u>
- Head Start Collaboration Office (HSCO)
- Parent/Caregiver Advisory Cabinet (PCAC)
- Wisconsin Out of School Time Alliance (WOSTA). Formerly WAN
- Wisconsin Alliance for Infant Mental Health (WI-AIMH)
- Wisconsin Office of Children's Mental Health (OCMH)
- Wisconsin Department of Public Instruction (DPI)
- Wisconsin Inter Tribal Child Care Association (WITCCA)
- Wisconsin Voluntary Organizations Active in Disaster (VOAD)

#### **Guidelines for Continuation of Subsidies and Services**

#### **Plan Description**

The Lead Agency maintains an all-hazards approach to emergency planning and preparedness by having a comprehensive function-based resource and support framework which can be activated across the spectrum of disasters and emergencies. Rather than focus on the specific type of disaster or emergency (flood, tornado, winter storm, cyber-attack, etc.), the Lead Agency will work to identify and address the resource and service gaps and/or unmet needs of its customers, partners, and stakeholders during and after an event. This Emergency Plan is scalable, tailorable, adaptable, and ready to be activated for "any reason."

A main strength of the plan is the Lead Agency's authority to temporarily modify or waive certain requirements related specifically to physical child care locations and program operations because it does not depend solely on a formal emergency declaration at the local, state, or federal level. The Lead Agency maintains the authority through state statute to waive the applicability of various licensing rules during "emergency situations," which can be large in scale, but also apply to much smaller and localized incidents reviewed on a case-by-case basis (i.e. a single facility fire or sewage flood).

Although the Lead Agency can waive rules related to facilities and program operations, the Lead Agency cannot waive rules that govern background checks, training for staff, and licensing requirements. During a local, state, or federal declaration event, the Lead Agency may gain additional authority to waive or modify those other requirements, which will be situation and emergency dependent.

#### **Plan Activation**

Emergency and Major Disaster declarations will trigger immediate communications between the Lead Agency and its customers, stakeholders, and partner agencies. An "emergency" is normally declared when the size, scope, and damage of an incident surpasses the government's ability to respond effectively. Wisconsin Statute Chapter 323 addresses the declaration of an emergency at the state (323.10) and local (323.11) levels. Depending on the size or scope of a disaster or emergency, the governor may request the President to make an Emergency or Major Disaster Declaration (Stafford Act). Emergency declarations afford additional provisions to the Lead Agency and the agencies it partners with to provide response and recovery support and resources to affected children, families, and providers.

During incidents and emergencies which are undeclared, the Lead Agency will rely on local providers and CCR&R agencies to communicate requests and status information. DCF Bureau of Early Care Regulation (BECR) staff will work with impacted families and providers to verify emergency assessments and determine available services and resources.

The table below shows the basic communications and role responsibilities after the activation of the plan and during the continuation of subsidies and services. To see a more detailed listing of the actions the below agencies take before, during, and after an emergency, please see the "Coordination of Post-Disaster Recovery of Services" section of this plan.

	Post-Plan Activation Agency R	Responsibilities	
	Roles and Responsibilities		
Organization	DECLARED Emergency	UNDECLARED Emergency	
Local Affected Family(ies) / Provider(s)	Communicate initial information and regular status updates regarding:  Disaster/emergency location and size.  Critical services and resources affected.  Identified capability gaps and unmet needs.	It is even more critical for families and providers to report this information during an undeclared emergency because there will not be the same communication overlap and situational awareness at the state level during a localized, undeclared emergency.	
DCF	Provide direct services and coordinate other services listed in this plan.	Provide some direct services and coordinate other services listed in this plan. During an undeclared emergency, most government agencies will have less authority and ability to provide direct services and resources.	
DHS	Provide their own direct services and coordinate with DCF and other agencies to provide additional services listed in this plan.	Provide some of their own direct services and coordinate with DCF and other agencies to provide additional services listed in this plan. During an undeclared emergency, DHS will also have less authority and ability to provide direct services and resources.	
WEM	Provide incident management support to state and local public and private agencies during emergencies. WEM also coordinates needed resources and support from agencies to provide to disaster-impacted persons.	Provide expertise, advice, and general support. During an undeclared emergency, WEM will also have less authority and ability to provide direct support or coordinate services and resources between agencies.	
BECR (DCF Internal Licensing Staff)	Provide direct services and coordinate other services.	Same services provided and coordinated for declared and undeclared emergencies, but BECR will have less authority to temporarily waive requirements related to background checks, training for staff, and licensing rules.	
Thriving Wisconsin / CCR&R	Local agencies will communicate and coordinate with impacted families and providers. They will also communicate to DCF any initial information and regular status updates regarding:  Disaster/emergency location and size. Critical services and resources affected. Identified capability gaps and unmet needs.	Same information required for declared and undeclared emergencies. It is even more critical for all local partner agencies to report this information during an undeclared emergency because there will not be the same communication overlap and situational awareness at the state level during a localized, undeclared emergency.	
ECAC	Helps to ensure the emergency services are coordinated to reach children ages birth to 5 during response and recovery.	Same roles and responsibilities for declared and undeclared emergencies.	
All Additional Partners	Some or all of the additional partners listed in the or undeclared emergency depending on the new will have the same authorities and fulfill the same However, some will have less authority and abil services and resources during an undeclared er	eded services and resources. Many of them ne roles in both types of emergencies. ity to provide direct support or coordinate	

#### **Timely Informed Decision Making**

- Internal DCF disaster and emergency communications are sent to the Crisis
  Management Team, which consists of (but is not limited to): Executive Leadership
  (Secretary, Deputy), Special Staff (Legal, Human Resources, Communications, Bureau of
  Information Technology Services, Inspector General, Finance, Operations, etc.), and
  Division and Bureau Leadership (dependent on what critical functions, services, and
  resources are impacted).
- Decisions will be made based on unmet needs and personnel authorized to approve services and/or resources.
- When possible, staff are empowered to make decisions at the lowest authority level.

#### Subsidy, Resource, and Service Continuity

DCF utilizes internal Business Impact Analyses and Continuity Plans to ensure the continuance of core CCDF program functions during and after a disaster or emergency. DCF also works closely with DHS and the governor's office to monitor emergency declarations and the reassessments and extensions of those emergencies. Based on statewide lessons-learned during the COVID-19 pandemic, updated operating procedures are in place to allow waivers and modifications of regulatory requirements to ensure continued support for affected providers, families, children, and other critical partners.

DCF maintains the ability, flexibility, and authority to continue the following types of support and resources during disasters and emergencies:

#### **FOR FAMILIES**

- Continuing critical support to families if DCF loses the ability to conduct eligibility redeterminations or families are unable to submit necessary documentation
- Continuing the W-2 and Emergency Assistance programs for families that are temporarily out of work or engaged in job search after a disaster
- Supporting and assisting the nine CCR&R agencies to ensure critical resources in the four main core areas continue to be available and in all languages:
  - Referrals to Families
  - Technical Assistance to Families
  - Training and Technical Assistance to Child Care and School-Age Care Providers
  - o Community Collaborations and Visibility
- Anticipating and coordinating an increased need for child care subsidies among families impacted by a disaster in addition to DCF families already receiving assistance, including the following associated tasks:
  - o Rapidly establishing and managing a waiting list for families needing assistance
  - Collecting data and tracking families receiving subsidies and providers serving subsidized children who are impacted by a disaster
- Maintaining and enforcing IT and physical security standards to safeguard sensitive information and DCF facilities
  - Visitors are restricted to public areas and must be signed in through a reception area with proper identification
  - Child Care records are maintained in computerized off-site backup files by the Bureau of Information Technology Services (BITS) and the Department of

Administration's (DOA) Division of Enterprise Technology (DET) and adhere to state and federal personally identifiable information (PII) security requirements

#### **FOR PROVIDERS**

- Continuing payments to child care providers during and after a disaster, to include payment for absence days when children are unable to attend due to emergency or disaster.
  - DCF communicates and coordinates closely with DHS and the governor's office regarding length of emergency orders, expirations, reassessments, and extensions which allows for close to real-time budgetary awareness and analysis
- Maintaining the authority to temporarily waive or modify regulatory requirements and allow provision of emergency child care in non-standard alternate facilities, such as shelters
- Maintaining the authority to temporarily waive or modify regulatory requirements and allow operating standards to accommodate providers who need to relocate due to disaster-affected facilities
- Coordinating with WEM, Red Cross, VOAD, and CCR&R agencies to rapidly implement temporary child care services after a disaster, including establishing contracts and/or agreements
- Enforcing requirements of sub-grantees and contractors administering the child care program to ensure provisions for continuation of core functions are included in their continuity or emergency actions plans
- Supporting programs to train and identify pre-approved child care providers who have undergone criminal history and background checks and are willing to assist with provision of temporary emergency child care after a disaster

## **Coordination of Post-Disaster Recovery of Services**

Recovery from a disaster can last days, months, or even years. The ability of DCF and its partner agencies to accelerate recovery of post-disaster services begins with the time and effort put into pre-disaster planning and preparedness. During the recovery process, the basic goals are to safely restore services as quickly as possible, rebuild or repair facilities and homes, meet the needs (emotional, physical, medical/health) of children, families, providers, and staff, and to provide a supportive and caring environment which brings normalcy back to children's lives. Listed below are the actions DCF and its partner agencies will take during the recovery process.

	CCDF Planning Partners
Organization	Roles, Responsibilities, Services, Resources
Wisconsin Department of Children and Families (DCF) Lead Agency	Will collaborate with below listed agencies during planning, training, and exercising to ensure Wisconsin's children, families, and providers are prepared to respond and recovery from small- and large-scale emergencies. Will then coordinate with these same agencies during and after a disaster to ensure assistance, services, and resources are provided to all impacted children, families, and providers.
	Will provide direct support to children, families, and providers.
	Will communicate with impacted families, providers, and partner agencies to coordinate needed services and resources. The DCF Communications Office will coordinate with the Joint Information Center (JIC) at WEM during declared emergencies to ensure timely, accurate, and consistent messaging is provided throughout the emergency.
	Will coordinate with providers and partner agencies to determine needs for temporary or emergency child care or child care in emergency shelters. Will ensure all emergency child care meets safety standards, to include any temporarily modified or waived requirements.
	Will coordinate with providers to reopen closed or damaged facilities as rapidly as possible while still ensuring a safe environment for all children. Will ensure all reopened facilities meet safety standards, to include any temporarily modified or waived requirements.
	Will prepare staff for post-disaster increase of assistance requests (EA, employment, facility inspections, etc.)
	Will conduct After Action Review of event to determine strengths and areas of improvement and will update this plan with any identified lessons learned.
Wisconsin Department of Health Services (DHS)	Will coordinate with DCF and the governor's office to monitor emergency declarations and the re-assessments and extensions of those emergencies, which determine the type of assistance and length of availability during and after disasters and emergencies.
Primary CCDF Partner	Will assist the Wisconsin Department of Public Instruction (DPI) in planning and coordination of services for young children with disabilities and / or special needs who are impacted by the disaster or emergency. DHS and DPI also ensure emergency preparedness technical assistance, training, resources, and support is available for families and providers caring for children with special needs and disabilities.

	CCDF Planning Partners
Organization	Roles, Responsibilities, Services, Resources
	The DHS GIS section will utilize DCF-provided datasets to develop a "Wisconsin Licensed and Certified Childcare" map layer for resiliency and preparedness planning as well as situational awareness reporting during emergencies. This tool can also assist with conducting timely damage assessments and providing status updates of child care providers within the impacted area.  Will maintain immunization and health records required by providers which are
	critical documents during disaster recovery.
	Will coordinate with the Governor's Leadership Council on the Early Years (LCEY) to ensure information about Medicaid and the Children's Health Insurance Program (CHIP) is available to families at local human services agencies and Multi-Agency Resource Centers (MARCs) post-disaster or emergency.
Wisconsin Emergency Management (WEM)	Will provide incident management support, state agency coordination support, and direct assistance during declared emergencies, and any allowable and available support or guidance during undeclared local emergencies.
	Will assist DCF and DHS conduct timely assessments of any damage to and status of child care providers within disaster impacted areas. WEM aids with developing situation reports (SITREPs) and Rapid Damage Assessments (RDAs).
Primary CCDF Partner	Will coordinate Multi-Agency Resource Centers (MARCs) during and after disasters allowing DCF and partner service agencies to provide on-site and inperson assistance to affected families, children, and providers.
	Will coordinate with DCF, FEMA, and WI VOAD to provide information about available financial assistance and resources to providers who must rebuild or restore their facility. This includes communicating with local business associations, community development financial institutions, and other organizations who can potentially provide financial assistance or micro-loans to help providers re-open.
	Will coordinate with DCF and FEMA regional officials to clarify which child care services and resources are eligible for reimbursement under the Public Assistance program after a federally declared major disaster or emergency. Eligibility is also determined by the various types of assistance an individual or family is already receiving or can receive from other funding sources.
	Will coordinate with DCF, Red Cross, WI VOAD, and local CCR&R agencies to rapidly implement temporary child care services after a disaster, including establishing contracts and/or agreements.
	DCF maintains membership on the WEM-sponsored Wisconsin Recovery Task Force (WRTF) which encourages coordination and collaboration amongst partner agencies for emergency long-term recovery planning and operations.
	DCF plays a critical role in the state's emergency management plan (Wisconsin Emergency Response Plan (WERP). DCF works closely with WEM during plan activations, updates, and revisions to formalize coordination of family and child care services and resources within statewide emergency planning.

CCDF Planning Partners	
Organization	Roles, Responsibilities, Services, Resources
Wisconsin	Maintains the Mass Care, Emergency Assistance, Housing and Human Services, <u>Emergency Support Functions (ESF) 6</u> plan.  DCF is overall responsible for the state child care licensing and certification
Department of Children and Families (DCF) - Bureau of Early	operations process through its Bureau of Early Care Regulation (BECR) and maintains the authority to temporarily waive or modify regulatory requirements related to emergency child care and provider support.
Care Regulation (BECR)  Primary CCDF Partner (Lead Agency)	Will coordinate with WEM and DHS (including DHS GIS) to conduct timely assessments of the damage to and status of child care providers within the impacted area. The DHS GIS section uses DCF-provided datasets to develop a "Wisconsin Licensed and Certified Childcare" map for situational awareness reporting. WEM aids with developing situation reports (SITREPs) and Rapid Damage Assessments RDAs).
	Based on communications and resource requests from WEM, partner agencies, or providers during declared and undeclared emergencies, DCF may temporarily waive or modify requirements to ensure continuous, but safe, child care operations by:  • Allowing provisions of emergency child care in non-standard alternate
	<ul> <li>facilities, such as shelters</li> <li>Allowing operating standards to accommodate providers who need to relocate due to disaster-affected facilities</li> </ul>
DCF Statewide Distribution Listserv (multiple agencies)	DCF maintains regular statewide communications via a comprehensive listserv which includes essential federal, state, local, and tribal CCR&R partners, as well as volunteer organizations, non-profit agencies, and private sector organizations located in Wisconsin's 72 counties and 11 tribal nations. DCF's listserv is a distribution list developed during the COVID-19 pandemic as a communication tool to send out critical and timely information on a diversity of topics (child care quality improvement, program updates, funding information, professional development opportunities, licensing and certification updates, child care safety information, and other updated general child care information).  During a disaster or emergency, DCF will communicate with relevant local and state CCR&R agencies to coordinate needed services and resources.
Thriving Wisconsin (formally SFTA)	Local CCR&R agencies will coordinate with DCF, WEM, Red Cross and WI VOAD to rapidly implement temporary child care services after a disaster, including establishing contracts and/or agreements.
Primary CCDF Partners	Families, providers, and local partner agencies are responsible for activating the portions of their plans which best address the immediate emergency circumstances. They are also responsible for communicating gaps and needed services and resources to DCF.
	Thrive Wisconsin will ensure the four core services are available in all languages to the entire population both pre- and post-disaster or emergency.  1. Referrals to Families 2. Technical Assistance to Families 3. Training and Technical Assistance to Child Care and School-Age Care Providers 4. Community Collaborations and Visibility

	CCDF Planning Partners
Organization	Roles, Responsibilities, Services, Resources
Governor's Early Childhood Advisory Council (ECAC)	Will provide input on improving the quality, availability, and coordination of programs and services for children ages birth to five who are impacted by the disaster or emergency.
Primary CCDF Partner	During preparedness planning, ECAC will provide input on statewide professional development requirements, to include emergency preparedness, response, and recovery topics.
Wisconsin Department of Public Instruction (DPI)	Will assist DHS with planning and coordination of services for young children with disabilities and / or special needs who are impacted by a disaster or emergency. DHS and DPI will also ensure emergency preparedness technical assistance, training, resources, and support is available for families and providers caring for children with special needs and disabilities.  Will communicate best practices for administration of the Child and Adult Care Food Program (CACFP) during emergencies or disasters.  Will collaborate with HSCO to focus on a multigenerational approach to support families who are experiencing homelessness in addition to being impacted by a disaster or emergency.  Will coordinate with partner education agencies and local school districts to streamline emergency planning efforts across early care and education settings, which is particularly important in communities that provide before and after-
	school care or summer child care programs within a public or private school facility.
Wisconsin Inter Tribal Child Care Association (WITCCA)	Will coordinate with the DCF Tribal Liaison and all Wisconsin Tribal Nations and agencies to ensure tribal child care programs and tribal specific requirements are included in statewide emergency planning and response efforts, and programs and services are available for tribal children who are impacted by a disaster or emergency.  Will ensure education, trainings, and presentations regarding quality care for tribal children who are impacted by a disaster or emergency are available statewide.
Wisconsin Voluntary Organizations Active in Disaster (VOAD)	Will coordinate with DCF, WEM, Red Cross and local CCR&R agencies to rapidly implement temporary child care services after a disaster, including establishing contracts and/or agreements.  Will coordinate with local private industry business owners and non-profit organizations to donate supplies to child care providers to create emergency kits and educational materials.  Will coordinate with DCF, WEM, and FEMA to provide information about available
	financial assistance and resources to providers who must rebuild or restore their facility. This includes communicating with local business associations, community development financial institutions, and other organizations who can potentially provide financial assistance or micro-loans to help providers reopen.

	DCF Additional Planning Partners
Organization	Roles, Responsibilities, Services, Resources
Child Care Advisory	During preparedness planning, these groups work with DCF on
Council (CCAC)	coordinated solutions for tribal specific requirements, which include
Child Care Program	culturally responsive trainings, emergency preparedness planning, and
Committee (CCPC)	coordination of quality programs and services for tribal children who are
<b>Economic Support Policy</b>	impacted by a disaster or emergency.
Advisor Committee (ES	
PAC)	During an emergency, these groups will help identify and coordinate
	specific needed services and resources from DCF.
Governor's Leadership	During and after a disaster or emergency, numerous government
Council on the Early Years	agencies and programs will be active during response and recovery
(LCEY)	activities, making overall program and agency alignment a priority.
	Will ensure continued awareness of the interests and needs of children
	and families who are impacted by numerous government agencies, with
	an enhanced focus on alignment of policies and efforts across state-
	administered early childhood programs.
	, , ,
	Will coordinate with DHS to ensure information about Medicaid and the
	Children's Health Insurance Program (CHIP) is available to families at
	local human services agencies and Multi-Agency Resource Centers
	(MARCs) post-disaster or emergency.
Head Start Collaboration	Will coordinate with DCF to ensure Wisconsin Temporary Assistance for
Office (HSCO)	Needy Families (TANF) programs remain operational during and after the
	disaster or emergency.
	Will collaborate with DPI and PCAC to focus on a multigenerational
	approach to support families who are experiencing homelessness in
	addition to being impacted by a disaster or emergency.
Parent Caregiver	Will coordinate to address the unique needs of children and families
Advisory Cabinet (PCAC)	experiencing homelessness, which are most often disproportionately
	affected during disasters or emergencies.
	Will collaborate with DPI and HSCO to focus on a multigenerational
	approach to support families who are experiencing homelessness in
	addition to being impacted by a disaster or emergency.
Wisconsin Out of School	Will assist in creating and supporting quality school-age programs to
Time Alliance (WOSTA)	meet the needs of working families with school-age children who are
inite Amarice (WOSTA)	impacted by a disaster or emergency.
Wisconsin Alliance for	Will coordinate with DCF to pursue equitable and quality outcomes for all
Infant Mental Health (WI-	children interacting with Wisconsin early childhood programs impacted
AIMH)	by a disaster or emergency.
Wisconsin Office of	1
Children's Mental Health	
(OCMH)	

#### Requirements for CCDF and Non-CCDF Providers

#### Requirements

Wisconsin Statutes and Administrative Rules require child care providers (family centers, group centers, day camps, and certified providers) to have emergency plans and procedures in place to ensure a safe learning and caring environment is available to all children. Specifically, Administrative Rule 202.08(4m) states:

Provider emergency plans must include procedures for:

- Evacuation, relocation, shelter-in-place, and lock down
- Staff and volunteer emergency preparedness training and practice drills
- · Communication and reunification with families
- Continuity of operations
- Accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions
- Emergency preparedness training and participation in practice drills for staff and volunteers.
- Providers are inspected annually for a Health and Safety Review to ensure they meet regulatory requirements, to include emergency preparedness procedures.

#### **Training and Education**

- DCF regularly provides ongoing technical assistance, training, resources, and support to CCR&R agencies, center-based and family child care providers, caregivers, teachers, and directors to help them better prepare for emergencies and disasters. When an emergency occurs DCF uses the following methods and mediums to share CCDF requirements and emergency preparedness information:
  - Webinar events
  - DCF approved or endorsed training modules
  - Online and hybrid (Zoom / Teams) training meetings
  - "Tuesday Talks" (various subjects)
  - Monthly current event discussions (various subjects)
  - In-person trainings
- DCF provides online resources to child care providers to assist with business continuity plan development, including highlighting the importance of adequate insurance coverage and protection of records and assets after a disaster.
- DCF works closely with DHS and DPI to ensure emergency preparedness technical assistance, training, resources, and support is available for families and providers caring for children with special needs and disabilities.

#### Resources

## DCF Emergency Preparedness and Response in Child Care Webpage

# Emergency Preparedness and Response in Child Care

Is your child care program prepared to respond in an emergency?

The process of developing and maintaining emergency plans, and regularly reviewing and practicing of those plans, makes it more likely your child care program and staff will be equipped to protect children when a disaster strikes. The Child Care and Development Block Grant (CCDBG) Act requires states to establish health and safety standards



that protect children in the event of an emergency. This page is intended to assist child care providers in the development of emergency preparedness and response plans that comply with state health and safety standards.

- ▼ Emergency Preparedness and Response Rules
- ✓ Prepare
- Response
- ✓ Recovery
- Emergencies Due to Food and Allergic Reactions
- Video, Webinars, Sample Manuals, and Other Media Resources
- Additional Resources
- Emergency Preparedness in the News

## Acronyms

Acronym	Term
4K/5K	4-Year-Old Kindergarten, 5-Year-Old Kindergarten
4KCA	4-Year-Old Kindergarten Community Approach (public preschool)
ACCESS	Access to Eligibility Support Services
ACF	Administration for Children and Families / U.S. Dept. of Health and Human Services
ARPA	American Rescue Plan Act
AUTH	Authorization
B-3 Program	Birth to 3 Program / WI Department of Health Services
BCCSA	Bureau of Child Care Subsidy Administration / WI Department of Children and Families
BECR	Bureau of Early Care Regulation / WI Department of Children and Families
BOP	Bureau of Operations and Planning / WI Department of Children and Families
BOY	Bureau of YoungStar / WI Department of Children and Families
BRO	Bureau of Regional Operations / WI Department of Children and Families
CACFP	Child and Adult Care Food Program / U.S. Dept. of Agriculture, WI Department of Public Instruction
CAN	Child Abuse and Neglect
CANPB	Wisconsin Child Abuse and Neglect Prevention Board
CARES	Client Assistance for Re-Employment and Economic Support
CBU	Child Care Background Unit / WI Department of Children and Families
CC	Child Care
CCAC	Child Care Advisory Committee
CCC	Child Care Counts: COVID-19 Response and Relief Program
CCDBG	Child Care and Development Block Grant / U.S. Dept. of Health and Human Services
CCDF	Child Care and Development Fund / U.S. Dept. of Health and Human Services
CCF	Child Care Finder (child care public search site) – OR – Celebrate Children Foundation
CCHC	Child Care Health Consultant
CCIC	Child Care Information Center
CCPC	Child Care Program Committee
CCPP	Child Care Provider Portal
CCR&R	Child Care Resource and Referral
CDC	Centers for Disease Control and Prevention / U.S. Dept. of Health and Human Services
CESA	Cooperative Educational Service Agency
CETE	Children's Empowerment Through Education
CMS	YoungStar Case Management System
CPS	Child Protective Services
CRRSAA	Coronavirus Response & Relief Supplemental Appropriations Act
CSAW	Child Care Statewide Administration on the Web – Authorization

Acronym	Term
CWW	CARES Worker Web – Eligibility
DATCP	Wisconsin Department of Agriculture, Trade and Consumer Protection
DCF	Wisconsin Department of Children and Families
DECE	Division of Early Care and Education / WI Department of Children and Families
DHHS	U.S. Department of Health and Human Services
DHS	Wisconsin Department of Health Services
DLL	Dual Language Learner
DPH	Division of Public Health / WI Department of Health Services
DPI	Wisconsin Department of Public Instruction
EBT	Electronic Benefit Transfer
ECAC	Governor's Early Childhood Advisory Council
ECE	Early Care and Education
ECEC	Early Childhood Education and Care
EFT	Electronic Funds Transfer
EHS	Early Head Start
ESL	English as a Second Language
FAQ	Frequently Asked Questions
FAST	Families and Schools Together
FCC	Family Child Care
FEIN (or EIN)	Federal Employer Identification Number
FFHV	Family Foundations Home Visiting Program / WI Department of Children and Families
FIS	Fidelity National Information Services
FPL	Federal Poverty Level
FRC	Family Resource Center
GCC	Group Child Care
GLITC	Great Lakes Inter-Tribal Council
HS	Head Start
HSSC0	Head Start State Collaboration Office
iChildCare	iChildCare Portal (manage online individual eligibility to reside & work in a child care setting)
IDEA	Individuals with Disabilities Education Act - 2004
IECMHC	Infant and Early Childhood Mental Health Consultation
IEP	Individualized Education Program
IFSP	Individualized Family Service Plan
IM Agency	Income Maintenance Agency
IRP	Institute for Research on Poverty / University of Wisconsin-Madison
LCEY	Leadership Council on Early Years
LCMP	Licensed Camp
LFAM	Licensed Family Child Care Provider
LGRP	Licensed Group Child Care Provider
MECA	Milwaukee Early Care Administration / WI Department of Children and Families

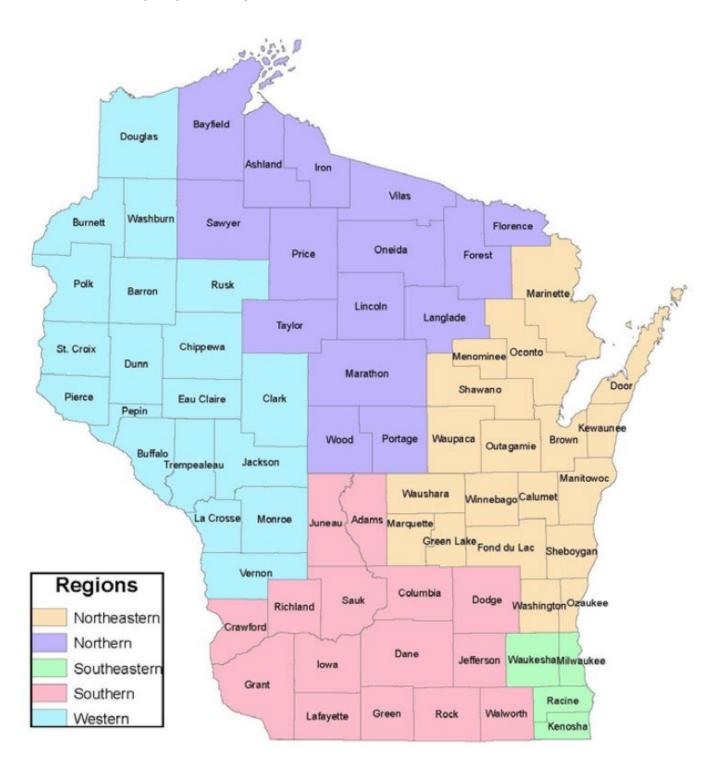
Miles         Milwaukee Enrollment Services           MyWIChildCare         MyWIChildCare Parent Portal (online child care subsidy electronic benefit system) families)           NACCRRA         National Association of Child Care Resource and Referral Agencies (Child Care Aware of America)           NAEYC         National Association for the Education of Young Children           NAFCC         National Association for Family Child Care           NHSA         National Head Start Association           OCC         Office of Child Care / U.S. Dept. of Health and Human Services           OCMH         Wisconsin Office of Children's Mental Health           OST         Out-of-School Time           PI         Program Integrity           QRIS         Quality Rating and Improvement System           The Registry         Former name of the Wisconsin Registry           REWARD         Rewarding Education with Wages and Respect for Dedication (Stipend Program)           SDA         Service Delivery Area           SEFEL         Social Emotional Foundations for Early Learning           SIDS         Sudden Infant Death Syndrome           SISO         Sign In/Sign Out Attendance Sheet           SMI         State Median Income           SSN         Social Security Number           T-TAP         Training and Technical Assistance <tr< th=""><th>Acronym</th><th>Term</th></tr<>	Acronym	Term
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TTA Training and Technical Assistance  UMOS United Migrant Opportunity Service  USDA U.S. Department of Agriculture  UW University of Wisconsin System (13 universities across 26 campuses and a statewide extension network)  UWEX University of Wisconsin Extended Campus (UWEX and UW-Madison Division of Extension were formerly combined as UW-Extension)  W-2 Wisconsin Works  WCCAA Wisconsin Child Care Administrators Association  WCEE Wisconsin Center for Environmental Education, UW - Stevens Point	TIC	Trauma-Informed Care
UMOS United Migrant Opportunity Service USDA U.S. Department of Agriculture UW University of Wisconsin System (13 universities across 26 campuses and a statewide extension network) UWEX University of Wisconsin Extended Campus (UWEX and UW-Madison Division of Extension were formerly combined as UW-Extension) W-2 Wisconsin Works WCCAA Wisconsin Child Care Administrators Association WCEE Wisconsin Center for Environmental Education, UW - Stevens Point	TR	Technical Rating (in YoungStar)
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UW University of Wisconsin System (13 universities across 26 campuses and a statewide extension network)  UWEX University of Wisconsin Extended Campus (UWEX and UW-Madison Division of Extension were formerly combined as UW-Extension)  W-2 Wisconsin Works  WCCAA Wisconsin Child Care Administrators Association  WCEE Wisconsin Center for Environmental Education, UW - Stevens Point	UMOS	United Migrant Opportunity Service
Statewide extension network)  UWEX University of Wisconsin Extended Campus (UWEX and UW-Madison Division of Extension were formerly combined as UW-Extension)  W-2 Wisconsin Works  WCCAA Wisconsin Center for Environmental Education, UW - Stevens Point	USDA	U.S. Department of Agriculture
Extension were formerly combined as UW-Extension)  W-2 Wisconsin Works  WCCAA Wisconsin Child Care Administrators Association  WCEE Wisconsin Center for Environmental Education, UW - Stevens Point	UW	
W-2 Wisconsin Works WCCAA Wisconsin Child Care Administrators Association WCEE Wisconsin Center for Environmental Education, UW - Stevens Point	UWEX	
WCEE Wisconsin Center for Environmental Education, UW - Stevens Point	W-2	,
WCEE Wisconsin Center for Environmental Education, UW - Stevens Point	WCCAA	Wisconsin Child Care Administrators Association
	WCWPDS	Wisconsin Child Welfare Professional Development System

Acronym	Term
WECA	Wisconsin Early Childhood Association
WECCP	Wisconsin Early Childhood Collaborating Partners
WEESSN	Wisconsin Early Education Shared Services Network
WFCCA	Wisconsin Family Child Care Association
WHEDA	Wisconsin Housing and Economic Development Authority
WHSA	Wisconsin Head Start Association
WI-AIMH	Wisconsin Alliance for Infant Mental Health
WI FACETS	Wisconsin Family Assistance Center for Education, Training & Support
WI Registry	Agency that verifies training and credit-based instruction completed by individuals in the child care workforce
WI Shares	Wisconsin Shares Child Care Subsidy Program
WIR	Wisconsin Immunization Registry
WISCCRS	Wisconsin Child Care Regulatory System
WITCCA	Wisconsin Inter-Tribal Child Care Association
WITPP	Wisconsin Infant Toddler Policy Project
WMELS	Wisconsin Model Early Learning Standards
WOSTA	Wisconsin Out of School Time Alliance
YS	YoungStar, Wisconsin's Child Care Quality Rating and Improvement System

## **Appendices**

## **Appendix A**

### **DCF Licensing Regional Map**



## **DCF Licensing Regional Points of Contact**

Regional Office	Counties and Tribes
Northeastern	Counties: Brown, Calumet, Door, Fond du
200 North Jefferson St., Suite 411	Lac, Green Lake, Kewaunee, Manitowoc,
Green Bay, WI 54301	Marinette, Marquette, Menominee, Oconto,
Gen: 920-785-7811	Outagamie, Ozaukee, Shawano, Sheboygan,
Fax: 920-785-7869	Washington, Waupaca, Waushara,
DCFPlicBRLNERO@wisconsin.gov	Winnebago
	Tuibee: Managainee Oneide Challbuidge
	<b>Tribes</b> : Menominee, Oneida, Stockbridge-
N .1	Munsee, Ho-Chunk
Northern	Counties: Ashland, Bayfield, Florence,
2187 North Stevens St., Suite C	Forest, Iron, Langlade, Lincoln, Marathon,
Rhinelander, WI 54501	Oneida, Portage, Price, Sawyer, Taylor, Vilas,
Gen: 715-361-7700	Wood
Fax: 715-365-2517	
DCFPlicBRLNRO@wisconsin.gov	<b>Tribes:</b> Bad River, Lac Courte Oreille, Lac du
	Flambeau, Red Cliff, Sokaogon, Forest
	County Potawatomi, Ho-Chunk
Southeastern	<b>Counties</b> : Kenosha, Milwaukee, Racine,
635 N 26th St.	Waukesha
Milwaukee, WI 53233-1803	
Gen: 262-446-7800	
Fax: 262-446-7991	
DCFPlicBRLSERO@wisconsin.gov	
Southern	<b>Counties:</b> Adams, Columbia, Crawford,
201 W. Washington Ave.	Dane, Dodge, Grant, Green, Iowa, Jefferson,
P.O. Box 8947	Juneau, LaFayette, Richland, Rock, Sauk,
Madison, WI 53708-8947	Walworth
Gen: 608-422-6765	
Fax: 608-422-6766	Tribes: Ho-Chunk
DCFPlicBRLSRO@wisconsin.gov	
Western	Counties: Barron, Buffalo, Burnett,
610 Gibson Street, Suite 2	Chippewa, Clark, Douglas, Dunn, Eau Claire,
Eau Claire, WI 54701	Jackson, La Crosse, Monroe, Pepin, Pierce,
Gen: 715-930-1148	Polk, Rusk, St. Croix, Trempealeau, Vernon,
Fax: 715-930-1139	Washburn
DCFPlicBRLWRO@wisconsin.gov	
	Tribes: Ho Chunk
Central Office (Madison)	
Bureau of Early Care Regulation	
201 West Washington Avenue	
P.O. Box 8916	
Madison, WI 53708-8916	
Telephone: 608-421-7550	
Fax: 608-283-7477	

## **Appendix B Wisconsin Economic Support Consortia Map**



Additional details and contact information can also be found at the <u>DHS Income Maintenance and Tribal Agency Contact Information webpage</u>.

#### **Appendix C**

#### Regulations, Forms, and Other Resource Links

#### • Child Care Specific Resources

- DCF 202 Child Care Certification Providers caring for 1- 3 children under age 7 but may care for a group maximum of 6 that includes day care children ages 7 and older and/or their own/related children under the age of 7. Care is generally provided in a private home setting.
  - DCF 202.08(4m) Emergency written plan requirement
- DCF 250 Family Child Care Centers Centers that provide care and supervision for 4 to 8 children under age 7
- DCF 251 Group Child Care Centers Centers that provide care and supervision for 9 or more children under age 7
  - DCF 251.06(3) Emergency written plan requirement
- DCF 252 Day Camps Camps caring for 4 or more children three years of age or older in a seasonal program oriented to the out-of-doors for periods less than 24 hours a day.
  - DCF 252.43(3) Emergency Plans and Drills
- o Safety and Emergency Response Documentation Group Child Care Centers
- o Guide for Child Care Providers (located inside the 10 mile Emergency Planning Zone)
- o <u>Child Care Aware Child Care Emergency Preparedness</u>
- o Wisconsin Shares for Parents and Caregivers

#### Manual Child Care Eligibility and Authorization Worksheets

- Wisconsin Shares Child Care Registration (English)
- Wisconsin Shares Child Care Registration (Spanish)
- Wisconsin Shares Child Care Interview (English)
- o Wisconsin Shares Child Care Interview (Spanish)
- o Acceptance of Child Care Payments

#### • Manual Child Care Regulation Worksheets

- o Child Record Checklist Certified
- o Child Record Checklist Child Care Centers
- o Child Record Checklist Day Camps for Children
- o Daily Attendance Record Licensed Child Care Centers (English)
- Daily Attendance Record Licensed Child Care Centers (Spanish)
- Daily Attendance Record Certified Child Care (English)
- o Daily Attendance Record Certified Child Care (Spanish)
- Child Care Background Check Attestation (English)
- o Child Care Background Check Attestation (Spanish)
- Staff Record Child Care Centers (English)
- Staff Record Child Care Centers (Spanish)
- o Staff Continuing Education Record Child Care Centers
- Staff Health Report Child Care Provider
- o <u>Incident Report Regulated Child Care</u>
- Authorization to Administer Medication Child Care Centers (English)
- Authorization to Administer Medication Child Care Centers (Spanish)
- Child Health Report Child Care Centers (English)
- o Child Health Report Child Care Centers (Spanish)
- Intake for Child Under 2 Years Group Child Care Centers (English)

- o Intake for Child Under 2 Years Group Child Care Centers (Spanish)
- Child Care Enrollment (English)
- o Child Care Enrollment (Spanish)
- o Child Care Enrollment (Hmong)
- o Child Enrollment and Health History Certified Child Care (English)
- o Child Enrollment and Health History Certified Child Care (Spanish)
- o <u>Licensing Checklist Group Child Care Centers</u>
- Licensing Checklist Family Child Care Centers
- Staff to Child Ratio Worksheet Group Child Care Centers
- Safety and Emergency Response Documentation Family Child Care Centers
- o Safety and Emergency Response Documentation Group Child Care Centers
- o Health History and Emergency Care Plan (English)
- o <u>Health History and Emergency Care Plan</u> (Spanish)
- o Child Record Checklist Child Care Centers
- Policy Checklist Group Child Care Centers (English)
- o Policy Checklist Group Child Care Centers (Spanish)
- Policy Checklist Family Child Care Centers (English)
- Policy Checklist Family Child Care Centers (Spanish)
- Policy Checklist Day Camps (English)
- o Policy Checklist Day Camps (Spanish)
- Staff Record Checklist Family Child Care Centers
- o Initial Licensing Checklist Family Child Care Centers (English)
- o <u>Initial Licensing Checklist Family Child Care Centers</u> (Spanish)
- o Initial Licensing Checklist Group Child Care Centers (English)
- o <u>Initial Licensing Checklist Group Child Care Centers</u> (Spanish)
- Staff Orientation Checklist Family Child Care Centers (English)
- Staff Orientation Checklist Family Child Care Centers (Spanish)
- Certification Application Family and In-Home Child Care Programs
- o Standards and Checklist Family and In-Home Child Care Certification (English)
- o Standards and Checklist Family and In-Home Child Care Certification (Spanish)
- o Child Care Immunization Record (Dept. of Health Services form)
- o Vehicle Safety Inspection Child Care Centers
- USDA Food and Nutrition Service Food Safety Emergency Response Pocket Guide
- <u>USDA Food and Nutrition Service Food Safety Emergency Response Pocket Guide</u> (Spanish)
- Wisconsin Department of the Public Instruction (DPI) Disaster Relief and Emergencies Web Page
- Wisconsin Emergency Response Plan
- Wisconsin Emergency Management State Statute
- <u>FEMA Recovery Policy 9461.1</u> Clarifies what is reimbursable by FEMA after federally declared major disaster or emergency.
- DHS GIS Wisconsin Licenses and Certified Childcare Locations
- FEMA Resilience Analysis and Planning Tool