

October 1, 2020

Dear Provider:

The Illinois Child Care Bureau staff and I hope that you and your loved ones are healthy and safe during this public health emergency.

A few months ago, we purchased a new phone system that enables us to speak to you through the Illinois Child Care Bureau phone number while continuing to work remotely. In addition, we rotate time in the office (one staff member per day) in order to open the mail, print your faxes, and fill your requests. We continue to have access to your emails as well.

USDA and the Illinois State Board of Education agreed to allow us to continue conducting Reviews with you via the phone or zoom (video conferencing tool) rather than conducting in person "home visits". Please answer our call – your Illinois Child Care Bureau program advisor (monitor) will call (phone or zoom) three times during the fiscal year. The fiscal year is broken into three trimesters: Oct 1 – January 31, February 1 – May 31, and June 1 – September 30, 2021. Typically, you will receive a Review during each trimester. We are required to conduct two UNANNOUNCED reviews and one Review *may* be announced. I appreciate you for caring for children and know they keep you busy, however, please answer your program advisor's call to avoid an unnecessary corrective action. In addition to reviewing your program participation, your program advisor will update you on program rules and regulations.

The Illinois State Board of Education requires day care home providers to complete two hours of mandatory training per fiscal year. Attached is FY21 mandatory training unit #1 quiz (civil rights and record-keeping in the Child and Adult Care Food Program). Please use your copy of the ILLINOIS CHILD CARE BUREAU PROVIDER GUIDEBOOK to complete the quiz.

The Illinois Child Care Bureau has faced challenging financial times for the past 6 months. Fortunately, we have been able to keep most of our employees. We are trying to offer the same level of service with less financial resources – no easy task. For the first time in our organization's history (founded in 1984), we will not have the funds to purchase and distribute the printed calendar. I know this is a popular item. When we get on the other side of the pandemic and things improve, I hope we can return to supplying you with one each year. In addition, I have decided to stop producing the Illinois Child Care Bureau newsletter. We will continue to add information to the website so please visit IllinoisChildren.com regularly for program updates and announcements.

The entire staff appreciates your continued food program participation which keeps each of us employed!

Please reach out to us if you need any assistance at Info@IllinoisChildren.com or by phone at 773.444.0115:

- Sarah Quinones, provider services assistant, x 113
- Kim Klimek, compliance manager, x108
- Cathy Isaacson, assistant director, x107

We hope you stay healthy and safe.

Sincerely,

Marguerite Tully
Executive Director

This institution is an equal opportunity provider and employer.