

July 13, 2026

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**CHILD CARE BULLETIN (CCB) NO. 26-18**

The purpose of this Child Care Bulletin is to notify counties and child care and development contractors of the process for submitting an Emergency Closure Request Form.



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DIRECTOR

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**DEPARTMENT OF SOCIAL SERVICES**  
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GOVERNOR

July 13, 2026

CHILD CARE BULLETIN (CCB) NO. 26-18

GUIDANCE TYPE: DIRECTIVE

TO: ALL EXECUTIVE AND PROGRAM DIRECTORS OF GENERAL  
CHILD CARE AND DEVELOPMENT (CCTR)  
MIGRANT CHILD CARE AND DEVELOPMENT (CMIG)  
FAMILY CHILD CARE HOME EDUCATION NETWORK (CFCC)  
CHILDREN WITH SEVERE DISABILITIES (CHAN)

SUBJECT: EMERGENCY CLOSURE REQUEST

APPLICABLE  
PROGRAMS: GENERALCHILD CARE AND DEVELOPMENT (CCTR)  
MIGRANT CHILD CARE AND DEVELOPMENT (CMIG)  
FAMILY CHILD CARE HOME EDUCATION NETWORK (CFCC)  
CHILDREN WITH SEVERE DISABILITIES (CHAN)

REFERENCE: [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTIONS 10280\(f\); WIC SECTION 10286.5; WIC SECTION 10215; TITLE 5 OF THE CODE OF REGULATIONS \(5 CCR\) SECTION 18055; TITLE 22 OF THE CALIFORNIA CODE OF REGULATIONS \(22 CCR\) 10212\(d\); HEALTH AND SAFETY CODE SECTIONS \(HSC\) 1596.8535](#)

## Purpose

The purpose of this Child Care Bulletin (CCB) is to notify General Child Care and Development (CCTR), Migrant Child Care and Development (CMIG), Family Child Care Home Education Network (CFCC), and Children with Severe Disabilities (CHAN) contractors of the process for submitting an Emergency Closure Request Form.

## Background

Beginning July 1, 2026, [WIC 10280\(f\)](#) requires that contracting agencies must be reimbursed the lesser of:

1. The maximum reimbursable amount stated in the contract.
2. Net reimbursable program costs.
3. The product of the adjusted child days of enrollment for certified children times the contract rate set forth in [WIC 10280\(f\)](#).

The above reimbursement requirements apply to programs that are open and operate in accordance with their approved program calendar and remain open and offering services throughout the program year.

Additionally, [5 CCR Section 18055](#) states that if the contractor fails to operate at least 98 percent of the minimum days of operation required in its contract, ceases operation, or the contract is terminated prior to the end of the contract period, the Maximum Reimbursable Amount will be reduced in proportion to the percentage of the required days not met.

[WIC 10286.5](#) states that if operating agencies are unable to operate due to incomplete renovations authorized by administering state agencies, or due to circumstances beyond the control of the operating agency, including earthquakes, floods, or fire, such programs shall not be penalized for incurred program expenses nor in subsequent annual budget allocations. Additionally, [WIC 10215](#) establishes that contractual requirements may be waived in the event of a state of emergency declared by the Governor.

Contractors shall promptly notify their assigned California Department of Social Services (CDSS), Child Care and Development Division (CCDD), Program Quality Improvement (PQI) Consultant of any closures impacting services.

Contractors with a licensed child care facility under the jurisdiction of Community Care Licensing in accordance with the California Code of Regulations, [Title 22 Section 101212\(d\)](#) must report emergency closures to their Regional Child Care Licensing Office. There may be additional reporting requirements for licensed child care facility.

## Guidance

The CCDD contractors who close any sites or classrooms due to circumstances beyond their control, as defined in [WIC 10286.5](#), must submit an [Emergency Closure Request Form](#).

The Emergency Closure Request Form is required to receive credit for reduced days of operation and child days of attendance resulting from the closure. The Emergency Closure Request Form must be submitted to the contractor's assigned PQI Consultant.

If the request is approved, the contractor will receive confirmation from their assigned PQI Consultant. This approval will include credit for days of operation and child days of attendance related to the emergency closure.

- Days of operation are granted only when all sites under the contract are closed, and no children are served on a scheduled day of operation.
- Child days of attendance are calculated by multiplying the number for days closed by the number of children enrolled

The contractor must keep the approved form on file for auditing purposes and report the associated credits on their Child Development and Nutritional Fiscal Services fiscal and attendance report(s).

Family Childcare (FCC) providers who serve children through a CCTR or CMIG family child care home education network (FCCHEN) that are closed due to a verified emergency closure, shall be reimbursed by the CCTR or CMIG contractor for such closures. CCTR or CMIG contractors shall develop and implement procedures for FCC providers to notify the contractor of closures due to circumstances beyond their control, including earthquakes, floods, or fire. FCC provider participation materials must include guidance on how the CCTR or CMIG FCC provider notifies the contractor of the closure and how to complete the attendance record or invoice for reimbursement for a day of non-operation due to a verified emergency closure.

FCC providers who serve children through a CFCC FCCHEN that are closed due to a verified emergency closure shall be reimbursed by the CFCC contractor for such closures. CFCC contractors shall develop and implement procedures for FCC providers to notify the contractor of closures due to circumstances beyond their control, including earthquakes, floods, or fire. Materials must include guidance on how the CFCC FCC provider notifies the contractor of the closure and how to complete the attendance record or invoice for reimbursement for a day of non-operation due to a verified emergency closure.

If you are a contractor and have **programmatic** questions regarding the information in this CCB, contact your assigned PQI Consultant. The list of assigned consultants can be found on the [Child Care and Development Contacts](#) web page.

If you have **fiscal** questions about the information in this CCB, contact your assigned Fiscal Analyst. The fiscal analyst directory can be found on the [Child Care and Development Contracts](#) web page.

Sincerely,

***Original Document Signed By***

LUPE JAIME-MILEHAM, EdD  
Deputy Director  
Child Care and Development Division