

Joe Lombardo  
Governor

Laura Rich  
Director



# DEPARTMENT OF HUMAN SERVICES

DIVISION OF SOCIAL SERVICES

Helping people. It's who we are and what we do.



Robert H. Thompson  
Administrator

## POLICY TRANSMITTAL

CCDP PT 04-26  
February 27, 2026

- |                                     |             |                                     |                       |                          |       |
|-------------------------------------|-------------|-------------------------------------|-----------------------|--------------------------|-------|
| <input type="checkbox"/>            | TANF        | <input type="checkbox"/>            | SNAP                  | <input type="checkbox"/> | I & R |
| <input type="checkbox"/>            | Medical/NCU | <input type="checkbox"/>            | MAABD                 | <input type="checkbox"/> | PDC   |
| <input checked="" type="checkbox"/> | Child Care  | <input checked="" type="checkbox"/> | Employment & Training |                          |       |
| <input type="checkbox"/>            | EAP         | <input type="checkbox"/>            | NOMADS/AMPS           |                          |       |

**TO:** CHILD CARE AND DEVELOPMENT STAFF  
CHELSEA SLITER, PROGRAM DIRECTOR, THE CHILDREN'S CABINET

**FROM:** MARIA WORTMAN-MESHBERGER, AGENCY MANAGER, CHILD CARE AND DEVELOPMENT PROGRAM

**SUBJECT:** DISCRETIONARY DAYS

Effective March 1, 2026, the discretionary days must not exceed twenty-one (21) days within a certificate period for all active certificates and any certificates issued on or after March 1, 2026. Discretionary days are defined as excused absences, including sick days and vacation days. Any absences that exceed the twenty-one (21) discretionary days will be considered unexcused, and payment for all unexcused absence days is the financial responsibility of the family and must be paid directly to the child care provider.

For all currently active certificates, the additional discretionary days may only be used for applicable days March 1, 2026 and after. The additional discretionary days cannot be used retroactively or to revise or adjust a timesheet that has already been submitted.

Customers who utilize multiple providers may not claim discretionary days for days when child care was provided by another child care provider. Any discretionary days recorded on a child's timesheet require the parent's signature and the initials of the child care provider, next to the applicable day. Timesheets submitted without both the parent and provider's acknowledgement of the discretionary day(s) will be rejected and may be subject to non-payment if resubmitted untimely.

Contracted slot cases (including wraparound) will continue to be reimbursed monthly based on attendance regardless of discretionary days and/or holidays within the month and are not eligible to utilize discretionary days and state holidays.

In accordance with Administrative Manual Chapter 2301, this PT will expire on February 2028.