

Date: March 27, 2020

Memo to: Emergency Day Care Permit Applicants

From: George Vennikandam, Deputy Director, Division of Licensing

Subject: **Status of Emergency Day Care Permits**

The Illinois Department of Children and Family Services (DCFS) is working as quickly as possible to process applications for Emergency Day Care permits.

If you are an applicant, please contact your assigned DCFS Day Care Licensing Representative or Supervisor and confirm that they are in receipt of the necessary information and documents to process the application and issue a permit.

As of today, only 30% of applications received meet the minimum requirements to issue a permit. Some documents are not immediately necessary, but other information is critical, including but not limited to the identifying information of your Emergency Day Care program staff.

Please respond back to your Licensing Representative or Supervisor via telephone or e-mail correspondence regarding your pending application as soon as possible. DCFS staff is here to assist you, and timely communication will result in more efficient approval of permits.

If you have trouble reaching your assigned Licensing Representative or Supervisor, please call the Day Care information line at 1-877-746-0829.