

March 19, 2020

TO: School District Superintendents
School Principals
BOCES District Superintendents
School District Business Officers
Special Education Directors
Charter School Leaders

FROM:

**RE: New York State Office of Children and Family Services (OCFS) Guidance
and Resources for Emergency Child Care During COVID-19 Outbreak in New York State**

Pursuant to Executive Orders [202.4](#) and [202.5](#), school districts, charter schools, and nonpublic schools were to close no later than Wednesday, March 18, 2020, for a period of two weeks, as a result of the outbreak of the Novel Coronavirus (COVID-19) occurring in New York State.

In addition to COVID-19 closure plans for alternative instructional options and distribution and availability of meals, the Executive Orders direct school leaders to establish COVID-19 child care plans, with an emphasis on serving children of parents in the health care profession or first responders who are critical to the response effort.