



**STATE OF MISSISSIPPI**  
**Tate Reeves, Governor**  
**DEPARTMENT OF HUMAN SERVICES**  
**Robert G. Anderson**  
**Executive Director**

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Division of Early Childhood Care and Development

May 4, 2020

Dear Provider,

The Mississippi Department of Human Services appreciates the hard work you have been doing for Mississippi families during the COVID-19 pandemic. Protecting the health and safety of staff and children during this time can be difficult since health and cleaning supplies are in short supply. MDHS and the Early Childhood Academy have been hard at work building a supply of items for monitoring the health of staff and children as well as supplies for cleaning your care environment. Due to the scarcity of health and safety items, the quantity of supplies available through this offer is limited. Available supplies will be issued to open childcare providers at no cost on a first-come, first-served basis with priority given to providers in counties with the highest number of confirmed cases of COVID-19 and temporary emergency CCAIR sites, while supplies last. The window to request supplies will be **May 6 – 8, 2020**. Follow the steps below to complete a request for supplies.

**Before submitting your request for supplies:**

- Notify the Mississippi Department of Health Bureau of Child Care Licensure that you will be opening on or before May 11, 2020. Only providers who are operating by Monday May 11, 2020 and have already notified the MSDH Bureau of Child Care Licensure will be eligible to request supplies. Providers are not required to re-open their businesses. This offer is available to support providers who are voluntarily open on or before Monday May 11, 2020.
- Complete Childcare Crisis Assistance in Isolation Response (CCAIR) Orientation Training. Only providers who have provided proof of completion of the CCAIR Orientation Training are eligible to request supplies. CCAIR Orientation Training is free of charge and can be completed online at any time within about 30 minutes. It can take up to 24 hours to receive the training certificate by email. This certificate must be submitted with the supply request so be sure to complete the training early.
- The CCAIR Orientation training can be completed by following these steps:
  - Go to <https://mvcc16.instructure.com/enroll/A87CNJ>
  - Create a login.
  - Go to the “Dashboard” and click on “ECA-MECIC Early Education Training”.
  - Select the “CCAIR Orientation Training” course.
  - Once you complete the training you will be emailed a training certificate. You will need to keep this certificate and submit with your request.
- Gather the following information before you begin:
  - Your center license or registration number assigned to you by the Mississippi Department of Health Division of Child Care Licensure.
  - The maximum capacity you are licensed for or registered to serve by the Mississippi Department of Health Division of Child Care Licensure.

- An electronic copy of your certificate of completion of the CCAIR Orientation Training course. You will be asked to upload this document in the supply request form.

**Requesting supplies:**

- Only one request per program may be submitted.
- In order to request supplies:
  - Click [here](https://app.smartsheet.com/b/form/c8c3f945b6fc4fbcbe384c54f26983bc) or cut and paste this link to your Internet browser: <https://app.smartsheet.com/b/form/c8c3f945b6fc4fbcbe384c54f26983bc>.
  - This link will be active from **May 6-8, 2020**. Complete request form for needed supplies.

**Receiving supplies:**

Providers will receive an email providing a pick up location, date, and time when supplies will be available.

Thank you for your unwavering support for children and families during this time!

Division of Early Childhood Care and Development