

Joe Lombardo
Governor

Richard Whitley, MS
Director



**DEPARTMENT OF
HEALTH AND HUMAN SERVICES**
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
Helping people. It's who we are and what we do.



Robert Thompson
Administrator

POLICY TRANSMITTAL

CCDP PT 01-25
01/02/2025

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TANF
Medical/NCU
Child Care
EAP

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SNAP
MAABD
Employment & Training
NOMADS/AMPS

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I&R
PDC

TO: ANDREA FLEMING, ACTING PROGRAM DIRECTOR, LAS VEGAS URBAN LEAGUE
MARTY ELQUIST, PROGRAM DIRECTOR, THE CHILDREN'S CABINET
ROBERT THOMPSON, DWSS ADMINISTRATOR
DWSS QUALITY CONTROL STAFF

FROM: BROOKE YARBOROUGH, AGENCY MANAGER, CHILD CARE & DEVELOPMENT PROGRAM

SUBJECT: DISCRETIONARY DAYS

Effective 1/1/2025, discretionary days must not exceed ten (10) days within a certificate period. Any absences that exceed the ten (10) discretionary days will be considered unexcused absences, and the Unexcused Absence policy outlined in CC PT 45-2024 will apply.

Discretionary days are defined as excused absences that include:

- Sick Days
- Vacation Days.

All child care certificates will be paid by actual attendance regardless of an approved schedule.

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 subject to non-payment if resubmitted untimely.

This PT supersedes CC PT 03-2023 and CC PT 04-2023.

The Child Care Policy Manual will be updated to reflect this policy change with the next manual release.

If you have any questions or concerns regarding this Policy Transmittal, please email the Child Care and Development Program at ccdp@dwss.nv.gov.

