

UPDATE: 12/17/2020

**Cherokee Nation Child Care & Development Subsidy Program
COVID-19 Emergency Policy for *Child Care Providers***

Note: Revisions since October 22, 2020 are highlighted in yellow.

POLICY

The Cherokee Nation Child Care & Development Subsidy Program will implement the following emergency policies beginning March 16, 2020 to remain in effect until **February 28, 2021**. These policies have been enacted due to the State of Emergency regarding COVID-19. **This policy and any extensions or changes to this policy and/or the effective dates will be posted on the www.childcare.cherokee.org webpage.**

Office locations were closed to the public until June 1, 2020. Limited staff returned to work June 1, 2020, and will work staggered days until notified by Cherokee Nation administration. Subsidy/billing staff will continue to conduct business by email and phone. **If it is necessary for you to come to the office, please call in advance to make sure staff are available.** Provider billing is uploaded to accounting 3 times weekly.

Child Care Providers:

- 1) **CLOSED PROVIDERS:** Providers not open for at least 15 business days during the months of March 2020, April 2020 and May 2020, may submit billing forms for those months, but will not be eligible for the emergency add-on rate. Providers must indicate the dates they were closed on each billing form and may only claim regular rates. Providers closed for months not listed above will not be eligible for payment.
- 2) **ABSENT DAYS:** Child Care Providers may claim ALL absent days for the months of March 2020 through December 2020 and for the months of **January 2021 and February 2021**. Children will not be held to the 15 day/75% minimum attendance requirement for Providers to receive payment. **Providers must write “absent” when children are not in attendance.** Do NOT leave the lines blank or submit blank forms.
- 3) **SCHOOL AGE CHILDREN:**
 - o March and April 2020 - providers may claim absences for school age children at the rate for which they are approved on the billing form.
 - o May, June and July 2020 - providers may claim school age children at the full-time rate for May, June, and July 2020.
 - o **Beginning August 1, 2020 through February 28, 2021** – providers may claim full-time status for **School age children attending your facility a minimum of 8 days or more.** School-age children NOT in attendance for at least 8 days, will be considered part-time and billing will be paid based on actual attendance. Examples of part-time include: school age children attending child care one time per week for remote learning; school age children only attending when school is closed.
- 4) **PARENT SIGNATURES:** **Parents using child care must sign and date billing forms at the end of the month.** If parents are unavailable to sign the monthly billing forms due to COVID-19, Providers must include the reason the parent could not sign with the words “COVID Emergency” on the parent signature line. If necessary, subsidy may contact parents for an after the fact signature or to verify attendance or absences.
- 5) **BILLING FORMS:** To submit monthly billing forms, you may use the following methods:
 - **Drop Box:** The drop box is located outside of the Tahlequah office (to the right of the front door).
 - **Mail:** The mailing address is: Cherokee Nation ATTN: Child Care Subsidy, PO Box 948, Tahlequah, OK 74465.
 - **Email:** The email address is cnsubsidy@cherokee.org. Remember a Batch form must be included for processing. It is not necessary to mail in the original documents when emailing the billing, however please keep the originals for auditing purposes. (Email requirements continued on next page.)

- **Email requirements:** Submit the Batch Form and Billing Forms as ONE scanned document in PDF format. Please do not take individual pictures of each billing form and send as pictures, or as multiple attachments. You can call the billing staff for more information. (iPhones have a scan feature in the NOTES app.)

Note: Billing is processed in the order received, and staff will make every effort to process your billing as quickly as possible. Regular policy states to allow 15 business days to process.

- 6) **RATE INCREASE:** On April 1, 2020, a daily rate increase began for all Providers (with the exception of One Star centers and homes). The rate increase is not part of the COVID-19 policies and was planned prior to the emergency. New rate tables were mailed with the April billing forms. If you are a new facility contact billing staff to request a rate table. On August 1, 2020, One Star Centers and Homes received a regular rate increase. This will remain after the COVID-19 policies are no longer in effect.
- 7) **COPAYMENTS:** Client copayments will be made by Cherokee Nation subsidy for the months of April 2020 through December 2020 and **January 2021 through February 2021**. If the child attending your facility is on a secondary agreement, (meaning they switched to your facility in the middle of the month due to closures or COVID), Cherokee Nation subsidy will make the copayment for that client.
- 8) **EMERGENCY ADD-ON RATE (STIMULUS FUNDS):** As a result of the COVID-19 emergency, the federal government issued additional stimulus funds to CCDF grantees. Cherokee Nation will begin issuing these funds by including a \$10.00 Add-On rate per child per day for the months of April 2020 through December 2020 and **January 2021 through February 2021** for Centers, Family Child Care Homes and Relative Providers meeting the requirements below. **Providers may NOT charge parents for the \$10 add-on should the child not attend the minimum 8 day requirement.**

NOTE: The COVID-19 Emergency Add-On Rate will NOT be printed on billing forms after July 2020. Billing Staff will add the \$10 Add-On to claims during processing if the child meets the attendance requirement. The attendance requirements below apply to the emergency add-on rate ONLY.

 - **April 2020** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before April 10, 2020 AND maintain an open status for at least 15 business days during April. The maximum amount per child for the April Emergency Add-On Rate will be \$220.00 (April = 22 days max x \$10.00 = \$220.00).
 - **May 2020** Emergency Add-On Rate – Providers must have an approved child care contract with Cherokee Nation on or before May 8, 2020 AND maintain an open status for at least 15 business days during May. The maximum amount per child for the May Emergency Add-On Rate will be \$200.00 (May = 20 days max x \$10.00 = \$200.00).
 - **June 2020** Emergency Add-On Rate – Providers must have an approved child care contract with Cherokee Nation on or before June 10, 2020 AND maintain an open status for at least 15 business days during June. The maximum amount per child for June Emergency Add-On Rate will be \$220.00 (June=22 days max x \$10.00 = \$220.00).
 - **July 2020** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before July 13, 2020 and maintain an open status for at least 15 business days in July. Attendance requirements have been implemented for the Add-On Rate ONLY.
 - A child attending 7 days or less (or absent entire month) may submit billing for the regular daily rate.
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for July.
 - The maximum Emergency Add-On for the month of July will be \$220.00 (22 days max x \$10 = \$220.00).
 - **August 2020** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before August 11, 2020 AND maintain an open status for at least 15 business days in August. Attendance requirements have been implemented for the Add-On Rate ONLY.
 - A child attending 7 days or less (or absent entire month) may submit billing for the regular daily rate.
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for August.
 - The maximum Emergency Add-On for the month of August will be \$210.00 (21 days max x \$10 = \$210.00).

- **September 2020** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before September 10, 2020 AND maintain an open status for at least 15 business days in September. Attendance requirements have been implemented for the Add-On Rate ONLY.
 - A child attending 7 days or less (or absent entire month) may submit billing for the regular daily rate. School age children must be enrolled at a full-time status and scheduled to attend daily.
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for September.
 - The maximum Emergency Add-On for the month of September will be \$210.00 (21 days max x \$10 = \$210.00).

- **October 2020** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before October 12, 2020 AND maintain an open status for at least 15 business days in October. Attendance requirements have been implemented for the Add-On Rate ONLY.
 - A child attending 7 days or less (or absent entire month) may submit billing for the regular daily rate. School age children must be enrolled at a full-time status and scheduled to attend daily.
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for October.
 - The maximum Emergency Add-On for the month of October will be \$220.00 (22 days max x \$10 = \$220.00).

- **November 2020** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before November 9, 2020 AND maintain an open status for at least 15 business days in November. Attendance requirements apply to the Add-On Rate ONLY.
 - A child in attendance 7 days or less may submit billing at the regular daily rate. School age children may not be claimed at full-time unless they meet the definition for full-time status (see item #3 above).
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for November.
 - The maximum Emergency Add-On for the month of November will be \$200.00 (20 days max x \$10 = \$200.00).

- **December 2020** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before December 10, 2020 AND maintain an open status for at least 15 business days in December. Attendance requirements apply to the Add-On Rate ONLY.
 - A child attending 7 days or less (or absent entire month) may submit billing for the regular daily rate. School age children may not be claimed at full time unless they meet the definition for full time status (see item #3 above).
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for December.
 - The maximum Emergency Add-On for the month of December will be \$220.00 (22 days max x \$10 = \$220.00).

- **January 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before January 11, 2021 AND maintain an open status for at least 15 business days in January. Attendance requirements apply to the Add-On Rate ONLY.
 - A child attending 7 days or less (or absent entire month) may submit billing for the regular daily rate. School age children may not be claimed at full time unless they meet the definition for full time status (see item #3 above).
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for January 2021.
 - The maximum Emergency Add-On for the month of January 2021 will be \$200.00 (20 days max x \$10 = \$200.00).

- **February 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before February 8, 2021 AND maintain an open status for at least 15 business days in February. Attendance requirements apply to the Add-On Rate ONLY.
 - A child attending 7 days or less (or absent entire month) may submit billing for the regular daily rate. *School age children may not be claimed at full time unless they meet the definition for full time status (see item #3 above).*
 - A child attending 8 days or more may submit billing to include the regular daily rate PLUS the \$10 Emergency Add-On for February 2021.
 - The maximum Emergency Add-On for the month of February will be \$200.00 (20 days max x \$10 = \$200.00).

Any questions or concerns regarding the above should be directed toward the Cherokee Nation Child Care & Development Subsidy Billing Staff at (918) 453-5300. If you do not receive a response within 24 hours, please call (918) 453-5057 and leave a message with your name and contact information.

Subsidy Billing Staff Contact Information

angel-galvan@cherokee.org or (918) 316-6691 or (918) 453-5074
tashina-snell@cherokee.org or (918) 453-5053 or (918) 316-7241

Subsidy Manager:
bridget-tobey@cherokee.org or (918) 453-5057 or (918) 525-2599

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