

PLEASE POST AND DISTRIBUTE TO PARENTS

**UPDATED: 10/22/2020**

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

*Note: Revisions since August 20, 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 **December 31, 2020**. 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](http://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 to see you. 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 March, April and May 2020, may submit billing forms for those months, and 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 will not be eligible for payment.
- 2) **ABSENT DAYS:** Child Care Providers may claim ALL absent days in March, April, May, June, July, August, September, October, **November and December 2020**. 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.** Please 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 December 31, 2020** – providers may only claim full-time for School age children enrolled to attend DAILY. School-age children NOT enrolled to for daily care 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 in care 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.

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- 5) **BILLING FORMS:** To submit monthly billing forms, you may use the following methods:
- **Drop Box:** The drop box is located outside at the *Tahlequah* office and is to the right of the front door. Subsidy recently installed a larger drop box in order to accept 9 x 12 envelopes.
  - **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](mailto:cnsubsidy@cherokee.org). Remember a *Batch form* must be included for processing.
    - **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. (iPhones have a scan feature in the NOTES app.) You can call the billing staff for more information.

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. If you have concerns regarding submission of your billing, please contact Bridget Tobey at [bridget-tobey@cherokee.org](mailto:bridget-tobey@cherokee.org) or (918) 453-5057.

- 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, May, June, July, August, September, October, **November and December 2020**. 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 beginning April 1, 2020 through **December 31, 2020** 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 the July, August, September, October, **November and December** billing forms. 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).

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- **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).

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- **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).

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

Subsidy Manager:

[bridget-tobey@cherokee.org](mailto:bridget-tobey@cherokee.org) or (918) 453-5057 or (918) 525-2599

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