

## UPDATE: 2/18/2021

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

*Note: Revisions since December 17, 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 **August 31, 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](http://www.childcare.cherokee.org) webpage.**

Subsidy/billing staff will continue to conduct business by email, phone and in person. If it is necessary for you to come to the office, please call in advance to make sure staff are available. See the *Billing Forms Section* below for information on how to submit your monthly billing.

#### 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:** **March 16, 2020 through August 31, 2021** - Child Care Providers may claim ALL absent days for children regardless of attendance. Children will not be held to the 15 day/75% minimum attendance requirement for Providers to receive payment. **Providers must write “absent” on the billing from when children are not in attendance.** Please do NOT leave the lines blank, use wording such as “Covid” or “quarantine” or submit blank forms. *School Age Children have different attendance criteria, please see item #3 below.*

**Note: Providers may claim days for children at the regular daily rate ONLY if they are closed for COVID-19 related reasons (ex: COVID-19 exposure and/or illness, COVID-19 cleaning), documentation may be requested. Providers may not claim days they are closed for holidays, personal reasons, vacation, staff training, etc.)**

#### 3) SCHOOL AGE CHILDREN:

- **March and April 2020** - Providers may claim absences for school age children *at the rate for which they are approved on the billing form.*
- **May, June and July 2020** - Providers may claim school age children at the full-time rate for May, June, and July 2020.
- **August 1, 2020 through August 31, 2021** – Providers may claim full-time status (full-time day and the full month) for School age children attending your facility a minimum of 8 days or more (regardless of hours attended). 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 (must be related 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](mailto: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:** 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 for 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: April 1, 2020 through August 31, 2021** - Client copayments will be made by Cherokee Nation subsidy. 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): April 1, 2020 through August 31, 2021** - 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 Child Care Centers, Family Child Care Homes and Relative Providers meeting the **monthly requirements as stated below**.

**July 1, 2020 through February 28, 2021** - The COVID-19 Emergency Add-On Rate will **NOT** be included with your daily rate on 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.*  
**Providers may NOT charge parents for the \$10 add-on should the child not attend the minimum 8 day requirement.**

- **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 February will be \$200.00 (20 days max x \$10 = \$200.00).
- **March 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before March 11, 2021 AND maintain an open status for at least 15 business days during March. The maximum amount per child for the March Emergency Add-On Rate will be \$230.00 (March 2021 = 23 days max x \$10.00 = \$230.00).
- **April 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before April 12, 2021 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 2021 = 22 days max x \$10.00 = \$220.00).
- **May 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before May 10, 2021 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 2021 = 20 days max x \$10.00 = \$200.00).
- **June 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before June 10, 2021 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 2021=22 days max x \$10.00 = \$220.00).
- **July 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before July 12, 2021 AND maintain an open status for at least 15 business days during July. The maximum amount per child for July Emergency Add-On Rate will be \$210.00 (July 2021=21 days max x \$10.00 = \$210.00).
- **August 2021** Emergency Add-On Rate - Providers must have an approved child care contract with Cherokee Nation on or before August 11, 2021 AND maintain an open status for at least 15 business days in August. The maximum Emergency Add-On for the month of August will be \$210.00 (August 2021=21 days max x \$10 = \$210.00).

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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