UPDATE: 5/22/2020

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

Note: Revisions since April 15, 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 June 30, 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 childcare.cherokee.org webpage.

Office locations will be closed to the public until June 1, 2020. Limited staff will return to offices on June 1, 2020 but will work staggered days through June 30, 2020. Subsidy staff will continue to process client applications, recertifications, and other changes by email and phone when possible. If it is necessary for you to come to an office location, please call in advance to make sure staff are available to see you. See eligibility below and the staff contact information on the second page.

Parents/Guardians:

1) ELIGIBILITY: Clients unable to work or go to school as a result of illness and/or work/school closures will maintain their subsidy eligibility through June 30, 2020. Clients will be able to complete ALL new applications or recertification by email and phone. When contacting caseworkers by phone, be sure to leave a voicemail as staff are working from home.

Subsidy will offer immediate assistance and flexibility with the application process. Clients should email their regular subsidy caseworker. All caseworkers now have access to email from home. Contact information is listed at the end of this policy.

2) RECERTIFICATION: Subsidy caseworkers will work with clients regarding child care recertification to determine if a time extension is necessary due to illness and or work/school closures. Clients receiving recertification notices who have a work/school closure or layoff, please contact your caseworker so we can extend your child's subsidy agreement or start a new agreement.

- Clients with an agreement expiring on May 31, 2020 will automatically be extended until June 30, 2020.

3) CHILD ATTENDANCE: Children will not be held to a minimum attendance requirement (15 days or 75%) for your Child Care Providers to receive payment for the months of March, April, May and June 2020. Providers will be able to claim ALL absent days for your child regardless of their attendance for the months previously mentioned.

4) PROVIDER CHANGES: Subsidy will allow a temporary changes of a Provider or an addition of a secondary Provider (if needed) to meet your child care needs. Copayments to secondary providers will be made by the Subsidy program.
5) **COPAYMENTS:** The copayment to Providers for each child for the month of April, May and June 2020 will be paid by subsidy.

6) **SCHOOL AGE CHILDREN:** Clients taking their school age children to child care should call/email their caseworker to change the child’s approval status to full time (if your child is attending child care). Beginning May 1, 2020 all school age children will go to full time status at their child care facility. If you are keeping your child home due to COVID after May 1, 2020 or will not need child care after May 1, 2020 please notify your caseworker immediately.

7) **BILLING FORM SIGNATURES:** Parents using child care will still be required to sign and date monthly billing forms at the end of the month. Clients choosing to keep their children home during March, April, May or June 2020 will not be required to sign the monthly billing forms submitted by the provider. Providers will write “COVID Emergency” in the parent signature line. If a client chooses, they may email their caseworker to approve the billing form.

**Subsidy Caseworkers Contact Information:**

Tahlequah Office:
[andrea-cloud@cherokee.org](mailto:andrea-cloud@cherokee.org) or (918) 453-5061
[donna-whitener@cherokee.org](mailto:donna-whitener@cherokee.org) or (918) 453-5067

Sallisaw Office:
[pauline-pettit@cherokee.org](mailto:pauline-pettit@cherokee.org) or (918) 772-7000

Pryor Office:
[kim-bobb@cherokee.org](mailto:kim-bobb@cherokee.org) or (918) 718-5753

Catoosa Office:
[davina-jordan@cherokee.org](mailto:davina-jordan@cherokee.org) or (918) 316-5295

Subsidy Supervisor
[alicia-ingram@cherokee.org](mailto:alicia-ingram@cherokee.org) or (918) 453-5075 or (918) 822-2461

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.

**Note:** Revisions since April 15, 2020 are highlighted in yellow.
PLEASE POST AND DISTRIBUTE TO PARENTS

UPDATED: 5/22/2020

Cherokee Nation Child Care & Development Subsidy Program

COVID-19 Emergency Policy for Child Care Providers

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POLICY

The Cherokee Nation Child Care & Development Subsidy Program will implement the following emergency policies beginning March 16, 2020 to remain in effect until June 30, 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 childcare.cherokee.org webpage.

Office locations will be closed to the public until June 1, 2020. Limited staff will return to offices on June 1, 2020 but will work staggered days through June 30, 2020. 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 will be processed 3 times weekly.

Child Care Providers:

1) CLOSED PROVIDERS – Providers who are not open for at least 15 business days during the month, may submit billing forms, but will not be eligible for the emergency add-on rate. Providers must indicate the dates they were closed on each billing form and will only be eligible for regular rates. Payment may only be requested by closed providers during the months of March, April, May 2020. Providers closed during June 2020 will not be eligible for payment.

2) ABSENT DAYS - Child Care Providers may claim ALL absent days March, April, May and June 2020. Children will not be held to the 15 day/75% minimum attendance requirement for Child Care Providers to receive payment. Providers need to write the word absent when children are not in attendance. Please do NOT submit blank forms.

   • Absent Days for School Age Children: For March and April 2020, Providers may only claim absences for school age children at the rate for which they are approved on the billing form. Beginning May 1, 2020, all school age children will go to a Full Time status at their child care facility. Providers may claim school age children at the Full Time rate for May and June 2020. If your June billing form still shows a Part Time rate, please advise the parent to call their subsidy caseworker.

3) PARENT SIGNATURES – The parent should sign as usual when the child is in attendance for that month. If the child is absent, subsidy will not require parent signatures for March, April, May or June 2020 billing forms. Providers may write “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.
4) **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** – Remember to include a batch form when emailing your billing. Subsidy must have a batch form to process. The new email address is cnsubsidy@cherokee.org.

Note: Billing will be processed in the order received, and staff will make every effort to process your billing as quickly as possible. Regular policy states it may take up to 15 business days to process. If you have concerns regarding submission of your billing, please contact Bridget Tobey at bridget-tobey@cherokee.org or (918) 453-5057 and leave a message.

5) **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. The new rate tables were mailed with the April billing forms. If you are a new facility contact billing staff to request a rate table.

6) **COPAYMENTS** – Client copayments will be made by Cherokee Nation subsidy for the months of April, May and **June 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.

7) **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 automatically including a **$10.00 Add-On rate per child per day beginning April 1, 2020 through June 30, 2020 for ALL Centers, Family Child Care Homes and Relative Providers.**

- **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 the June Emergency Add-On Rate will be $220.00 (June = 22 days max x $10.00 = $220.00).
NOTE: The Emergency Add-On Rate will be automatically calculated by billing staff while processing April billing. May and June billing forms will be printed and mailed to providers with the $10 add-on rate added to the regular daily rate. Providers will not be required to complete any additional paperwork to receive the additional funds.

Any questions or concerns regarding the above should be directed toward the Cherokee Nation Child Care & Development Subsidy Billing Staff at (918) 453-5000. 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) 453-5074
tashina-snell@cherokee.org or (918) 453-5053

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

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