POLICY

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

Office locations closed to the public on March 24, 2020. Subsidy staff will still process client applications, complete your recertifications, make provider changes, etc. See eligibility below and the 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. 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) ATTENDANCE: Children will not be held to a minimum attendance requirement (15 days or 75%) for your Child Care Providers to receive payment. Providers will be able to claim ALL absent days for your child regardless of their attendance.

4) PROVIDER CHANGES: Subsidy will allow 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 2020 and
PLEASE POST AND DISTRIBUTE TO PARENTS

May 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 needed) for the month of April. 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 please notify your caseworker.

7) **BILLING FORM SIGNATURES:** Clients 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.

Revision Date 4/15/20
Cherokee Nation Child Care & Development Subsidy Program
COVID-19 Emergency Policy for Child Care Providers

POLICY

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

Office locations closed to clients and providers on March 24, 2020. Billing staff are conducting business by email and phone. Provider billing is being processed 2 to 3 times weekly as long as we are allowed to access the office.

Child Care Providers:

1) **ABSENT DAYS** - Child Care Providers remaining open may claim ALL absent days during April and May 2020. Children will not be held to the 15 day/75% minimum attendance requirement for Child Care Providers to receive payment.
   - **Absent Days for School Age Children**: Providers may only claim absences for school age children **at the rate for which they are approved on the billing form**. If parents are bringing their school age child to your facility you may let them know to contact their caseworker to change their Part Time status to Full Time. Beginning May 1, all school age children will go to a full time status at their child care facility.

2) **PARENT SIGNATURES** - Subsidy will not require parent signatures on the March, April or May 2020 billing forms. Providers may write “COVID Emergency” on the parent signature line. If possible, ask parents to email an “Approval of Billing” to their subsidy caseworker. If necessary, subsidy may contact parents for an after the fact signature.

3) **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. **Keep your originals.** If your email is illegible, subsidy staff can require you to submit your originals by postal mail.

Note: Billing will be processed in the order received, regardless of the delivery method and staff

Revision Date 4/15/20
will make every effort to process your billing as quickly as possible. Our policy allows 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.

4) **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.

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

6) **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 from April 1, 2020 through May 31, 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 maximum 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 maximum x $10.00 = $200.00).

**NOTE:** The Emergency Add-On Rate will be automatically calculated by billing staff when processing April and May billing. **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 towards the Cherokee Nation Child Care & Development Subsidy Billing Staff at (918) 453-5300. Please be sure to leave a message, staff will return your call within 24 hours.

**Subsidy Billing Staff Contact Information:**

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

Revision Date 4/15/20
PLEASE POST AND DISTRIBUTE TO PARENTS

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