

PLEASE POST AND DISTRIBUTE TO PARENTS

UPDATE: 8/20/2020

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

Note: Revisions since June 25, 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 **October 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 webpage.**

Office locations were closed to the public until June 1, 2020. Limited staff returned to offices on June 1, 2020 and will continue to work staggered days until notified by Cherokee Nation Administration. Subsidy staff will continue to process client applications, recertifications, and other changes by email and phone. If you choose to come to an office location, please call in advance to make sure staff are available. **See 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. All clients (*including new applicants*) will be able to complete applications by email and phone. Caseworker contact information is listed at the end of this policy.

Effective July 1, 2020 - as COVID-19 has affected our lives longer than anticipated, Subsidy must track and update files for **clients who are not working**. Clients should inform their Subsidy Caseworker any time there is a change in work status by email or phone as soon as possible. Caseworkers will place clients not working on *Job Search Status* effective the date the client became unemployed and go over the *Job Search Status*.

- 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 a recertification notice who have had a work layoff or school closure, should contact their caseworker so we can extend your child's subsidy agreement or start a new agreement.

Effective July 1, 2020 - clients who have had a work closure or layoff may still recertify. Clients should inform their Subsidy Caseworker when recertifying and Caseworkers will implement a *Job Search Agreement*. Caseworkers will go over the *Job Search Agreement* details with the client.

Upon employment, clients will be asked to submit updated income documentation. If the client remains unemployed, at the end of the *Job Search Agreement*, eligibility will be determined on a case by case basis.

- 3) **CHILD ATTENDANCE:** Children will not be held to the (15-day/75%) minimum attendance requirement for Child Care Providers to receive payment for the months of March, April, May, June, July, August, **September and October** 2020.

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- 4) **EMERGENCY ADD-ON RATE FOR PROVIDERS (STIMULUS FUNDS):** For the months of **April - June 2020**, Providers received an emergency add-on rate (\$10/day) per child as long as they remained open for 15 business days per month.

For the months of **July through October 2020**, the emergency add-on rate (\$10/day) will only be available to providers if your child attends 8 days or more during the month. For children attending 7 days or less (or absent the entire month), providers will still be paid the regular daily rate for 22 days in July, 21 days in August, 21 days in September and 22 days in October. **School age children not scheduled to attend child care daily will be considered part-time and providers will be paid based on actual attendance. Providers may not charge clients for the \$10 add-on should the child not attend the minimum 8 day requirement.**

- 5) **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.
- 6) **COPAYMENTS:** The parent copayment to Providers will be made by Subsidy for the months of April, May, June, July, August, **September and October** 2020.
- 7) **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.

Effective August 1, 2020 – School age children scheduled to attend child care daily will be considered full time through October 31, 2020. All other schedules will be paid at part-time rates and/or actual attendance.

- 8) **BILLING FORM SIGNATURES: Parents USING care MUST sign and date billing forms at the end of the month.** Clients choosing to keep their children home or quarantined will not be required to sign the monthly billing forms, but Providers will need to write the reason the parent was unable to sign and write "COVID Emergency" in the parent signature line.

Subsidy Caseworkers Contact Information

Tahlequah Office:

andrea-cloud@cherokee.org or (918) 772-7022 or (918) 453-5061

donna-whitener@cherokee.org or (918) 772-7033 or (918) 453-5067

Sallisaw Office:

pauline-pettit@cherokee.org or (918) 772-7000 or (918) 775-6226

Pryor Office:

kim-bobb@cherokee.org or (918) 718-5753

Catoosa Office:

davina-jordan@cherokee.org or (918) 316-5295 or (918) 266-5626

Subsidy Supervisor

alicia-ingram@cherokee.org or (918) 453-5075 or (918) 822-2461