U.S. Coast Guard Child Care Subsidy Program Provider Guidance Regarding Monthly Subsidies

We hope this message finds you well. In consideration of adjusted business operations during the COVID-19 pandemic, we are asking all of our community based providers/programs to complete the following actions:

1. Notify ClaimSupport.fct@navy.mil via email if your program closes during this period and indicate the anticipated closure dates. To maximize clarity, please indicate the name and vendor number for your program on the Subj. line and indicate the reason for the email (e.g., BrightHorizons#63_3000066666_Closure effective 20 March – 3 April 2020). Please attach a copy of your “Notice” or “Letter” to parents advising of the closure.

   **If your program continues to operate per usual, an email is not required.**

2. If applicable, in Section IV on the monthly Claim Form, Providers/Programs may adjust the monthly childcare fees charged by marking a line through the established fee amount and writing the actual fee amount next to the amount listed on the form. Please indicate an explanation in the Miscellaneous Adjustments block and ensure the total amount of fees charged to the family for that month is clear. Claim Support will complete the calculations for these adjustments.

NOTES:

- Coast Guard Childcare Subsidies are not based on actual child attendance at the program but the program fees and the calculated sponsor payment requirement. Therefore, if the program elects to remain open AND a family attends OR opts to keep their child at home and is still required to pay childcare fees to remain enrolled in the program, the subsidy benefit remains applicable. The program is still required to verify the monthly claim forms are accurate and reflective of childcare fees rendered by the family.

- However, if your program prorates/cancels a family’s fees due to program closure or for a child who does not attend the program in response to COVID-19, fee adjustments from the program must be annotated on the monthly claim form and reflect the actual family fees rendered. Claim Support will adjust the family’s fee responsibility and the subsidy benefit amount accordingly.

CLAIM FORM ACTIONS:

- Strike through the monthly childcare fee on the form in Section IV and write the actual amount next to the amount listed on the form.

- Write in “CLOSED - ADJUSTMENT” when a fee adjustment is annotated OR “CLOSED – NO ADJUSTMENT” when no adjustment in the Miscellaneous Adjustments block.

- Attach your agency “NOTICE” or “LETTER” to families with publicized dates of anticipated closure. Ensure subsequent notices are attached for extended impacted months (March, April, etc.)

Due to the volume of adjustments and anticipated internal staffing adjustments during this COVID-19 pandemic, we appreciate your patience as subsidy payments may be delayed longer than current payment periods.

March 17, 2020