Coast Guard Child and Youth Programs understands the challenges currently facing its families because of the ongoing pandemic. In an effort to better serve our families and to support our community childcare programs we will be modifying our approach to the Coast Guard Childcare Subsidy Program. This modified approach will apply to April/May/June 2020 claims only. March 2020 claims will not be affected by this change.

Over the last month a number of childcare programs are ceasing or reducing their operations; however, in many cases programs are still requiring their families to continue to pay their childcare fees, or a portion of the fee to maintain their place in the program. In order to better support the families, Coast Guard will pay the childcare subsidy amount in full as long as it does not exceed the monthly fee and families will only be responsible for the remaining portion. The subsidy will be paid in full before the member incurs a fee for April, May and June. Claim Support will not pay more than the fees charged.

Coast Guard Childcare Subsidies are not based on actual child attendance 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 the actual childcare fees charged to the family. 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 subsidy benefit amount accordingly.

Please follow the directions below when adjusting the claim form for prorated fees:

1. Notify ClaimSupport.fct@navy.mil via email if your program has closed 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 reason for email, ex. BrightHorizons#63000066666_Closure effective 20Mar-3April. Please attach a copy of your “Notice” or “Letter” to parents advising of the closure.

2. In Section IV on the monthly Claim Form, Providers/Programs should adjust the monthly childcare fees that are actually being charged to the member for the month 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 are clear. Claim Support will complete the calculations for the adjustments to determine subsidy.
Below are two visual examples of adjusting the monthly claim. Example #1 illustrates a provider’s adjusted fees being less than the approved monthly subsidized amount. Example #2 illustrates when the provider fees are more.

Example #1

![Example #1 image]

Example #2

![Example #2 image]

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.