

Child Care Subsidy Provider Enrollment to Bill for Absent Days

Pursuant to Executive Order No. 20-18, child care providers that are open, staffed, and licensed may bill for days when an eligible child does not receive care from the provider because the child’s parent or legal caretaker keeps the child home or is unable to utilize care due to the COVID-19 emergency.

I. Provider Contact Information:

_____ Provider Name	_____ Provider Phone Number
_____ Doing Business as Name (if applicable)	_____ Provider Email Address
_____ Physical Street Address	_____ License Number
_____ City, State, Zip +4	_____ Subsidy Organization Number
_____ Contact Name	_____ Contact Phone Number or Email Address

II. Provider is currently enrolled as an approved child care provider in the Child Care Subsidy Program. Provider is enrolled as a (check applicable category):

<input type="checkbox"/> Licensed Family Child Care Home I	A licensed child care operation in the provider’s place of residence which serves eight or fewer children at any one time.
<input type="checkbox"/> Licensed Family Child Care Home II	A licensed child care operation either in the provider’s place of residence or a site other than the residence, serving 12 or fewer children at any one time.
<input type="checkbox"/> Child Care Center	A facility licensed to provide child care for 13 or more children.

III. Conditions for Billing for Absent Days:

Providers must meet the following in order to obtain payment for absent days under Executive Order No. 20-18:

1. Provider is enrolled in good standing with the child care subsidy program. Provider will not be paid for child care during any time period in which Provider is out of compliance with Provider’s Child Care Subsidy Agreement, form CC-9B.
2. Provider bills the Department for absent days in accordance with Provider’s approved child care rate. No amounts over the approved rate will be paid. Provider will bill in accordance with the child’s regular attendance schedule and current child care subsidy authorization. No extra hours or days will be allowed for absent child billings.
 - Example 1: Child usually attends Monday–Friday 8:00 a.m. to 4:00 p.m. and is now absent. The Provider would bill for 1 DAY UNIT for each day the child attends. Billing when the child is absent would be 1 DAY UNIT for each absent day.
 - Example 2: Child usually attends 3 hours a day, 3 days a week and is now absent. Billing when the child attends would be 3 HOUR UNITS each day the child attends. Billing when the child is absent would be 3 HOUR UNITS for each day the child is absent up to 3 days a week.

3. Provider remains open for child care or re-opens to provide child care to children eligible to receive child care subsidy assistance. If staff are employed to care for children receiving child care subsidy, adequate staff are present to provide care for child care subsidy recipients. Provider understands no absent day or absent hour payments are made for any days or hours in which the Provider is closed or unable to care for subsidy enrolled children.
4. Provider does not reduce the number of slots in its program available for children receiving subsidy during the COVID-19 state of emergency.
5. Provider makes at least the same number of slots in its program available for children receiving subsidy after the COVID-19 state of emergency as it had prior to the state of emergency.
6. Provider gives subsidy children priority over non-subsidy children for slots in its program.
7. Provider documents absent days or hours on Department-approved attendance calendars or other forms. Provider retains forms documenting absent days or hours for four years.
8. Provider understands that the submission of a fraudulent absent billing claim may result in the termination of Provider's Enrollment to Bill for Absent Days, its Child Care Provider Subsidy Agreement, and Provider's status as a subsidy care provider, recoupment of payments, and criminal prosecution.
9. The Department may terminate the Provider's Enrollment to Bill for Absent Days at any time if it is determined necessary to protect the health or safety of children, or if Provider has provided false information to the Department or otherwise failed to comply with the conditions of payment for absent days.
10. Provider's Enrollment to Bill for Absent Days terminates 30 days after the lifting of the COVID-19 state of emergency.

Provider/Agency Representative Signature

Date (Month, Day, Year)

NOTE: It is Provider's responsibility to retain a copy of the completed agreement and email the completed agreement to the Provider's Resource Development Worker or dhhs.ccsubsidy@nebraska.gov.

DHHS Staff Signature

Date (Month, Day, Year)