



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Childcare Resource Service

TO: Providers
FROM: YMCA Childcare Resource Service
RE: COVID-19 Emergency Provider Payment Guidance
DATE: March 26, 2020

The California Department of Education (CDE) and County of San Diego has released emergency guidance for Alternative Payment Programs, Foster Bridge Program, and Stage 1 on reimbursement policies during the current COVID-19 state emergency. This temporary guidance is effective March 18, 2020 and is set to expire on June 30, 2020, unless CDE/County of San Diego rescinds guidance prior to set expiration date. The new policies are as follows:

Emergency Closure Payment

Providers who have closed their facilities and are not providing services due to COVID-19 are eligible for up to 30 days of reimbursement after the closure of their program.

Missing Parent Signatures

If a family has left the provider's program without signing the attendance record, YMCA may accept and reimburse the provider.

Provider Unable to Submit Attendance Records

Providers that are unable to submit an attendance record for any reason, should contact their Provider Compliance Specialist via email OR phone at (619) 521-3055. Contact information is provided below, based on the first letter of your last name or the first letter of your Center name.

Letters	Provider Compliance Specialist	Email	Extension
A-F	Elena Arriaga-Quismondo*	earriaga@ymca.org	2536
G-M	Edith DeSantiago*	edesantiago@ymca.org	2537
N-Z	Matthew Leo	mleo@ymca.org	2478

*Spanish speaking Provider Compliance Specialists

YMCA will work with providers to receive attendance records in ways that do not create a hardship for the provider and ensure public health guidelines are being met. This may include faxes, submitting electronic records via email, postal service or utilizing YMCA's drop boxes (located at 3333 Camino Del Rio South, San Diego Ca. 92108).

Provider Reimbursement for Providers who have closed

Providers who have closed due to COVID-19 are eligible for up to 30 days reimbursement from the date they close.

Providers will be reimbursed using the most recent monthly attendance record or invoice, except where otherwise provided below:

Providers who are closed due to COVID-19 and are not able to submit their monthly attendance record or invoice shall be reimbursed based on the child's current certified need and certificate.

For children certified with a set schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.

For children certified with a variable/unpredictable schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.

For children with a license-exempt provider, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.

If you have closed your program and have not notified YMCA, please do so immediately by contacting your Provider Compliance Specialist via email OR phone at (619) 521-3055. Contact information is provided below, based on the first letter of your last name or the first letter of your Center name.

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Provider Reimbursement for Providers who are remaining open

Providers must continue to document attendance for those children still attending and submit attendance records per YMCA's normal policies and timelines.

Providers may submit an attendance record without the parent signature if the parent is unavailable to sign due to COVID-19.

Regardless of attendance, Providers will continue to be reimbursed for enrolled children who are not attending due to COVID-19. Reimbursement will be based on the child's most current certified need/certificate. Providers should continue to submit an attendance record for absent children, notating the child is absent due to COVID-19. This will help YMCA expedite the provider's reimbursement for these children.

Reimbursement for all children (in attendance or absent) will be made as follows:

For children certified with a set schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.

For children certified with a variable/unpredictable schedule, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate.

For children with a license-exempt provider, reimbursement shall be made for the maximum authorized hours of certified need as reflected on the certificate