

DHS/Tribal Subsidy Procedures Guide

Enrollment, Co-Payments, and Fees:

- If contractees are planning to receive a tribal or DHS subsidy, they must indicate this on the questions section during the enrollment process. Also, they must provide verification of subsidy assistance by the fifth day of school or they will be responsible for paying the tuition amount for days attended. Please submit verification to Brenda.Sprengeler@jenksps.org.
- If tribal or DHS contractees have a co-payment and/or other fees (late pick-up fees, missed swipe fees, etc.), this payment will be due by the 10th of the month, or a \$20 late fee will be assessed to the contractee's account. If payment is not received within two (2) business days after the due date, then the child cannot attend the program until the past due balance is paid in full.

Lapses in Coverage

- If for any reason the contractee's DHS or Tribal subsidy lapses, expires, or is cancelled, the contractee will be responsible for private tuition rates until the subsidy is reinstated. If coverage is backdated, any private pay tuition amounts that were paid will be refunded as soon as subsidy payments have been verified.

Subsidy for Non-School and Collaboration Days

- If contractees want to receive tribal or DHS subsidy for their children on Non-School Days (including fall, spring, and holiday breaks) and/or Collaboration Days, which take place at East and West Elementary, they are responsible for contacting the appropriate agency ahead of time to change coverage to the exact location of care. If this change is not made, they will be responsible for private-pay tuition. (This only applies to students attending Northwest Elementary, Southeast Elementary, East Intermediate, and West Intermediate.)

DHS EBT Machine, DHS App, & Incorrect/Missed Swipes

- If contractees are planning to receive DHS subsidies, they are responsible for signing their child in and out properly on the EBT machine or DHS app each day and monitoring that all dates/times are correct. If an unusual circumstance occurs and they are unable to swipe, they have **three days** to make them up to avoid being charged for the missed swipes.
 - o **DHS incorrect swipes:** If incorrect dates and/or times are entered on the DHS app, the incorrect swipe information will be voided and the contractee will be emailed the correct information to add or risk being charged for missed swipes.
 - o If DHS contractees receive ten (10) notifications of incorrect swipes, they will be required to start using the EBT machine or tablet at the front desk to swipe their child(ren) in and out daily. If incorrect swipes continue after this, their contract will be subject to cancellation.
 - o If incorrect swipes are added past three days of the actual date the child

attended, and we do not have time to void them prior to the correction window closing, then contractees may be charged an incorrect swipe fee for the tuition amount due for that day or days.

- o **DHS missed swipes:** If DHS contractees have missed DHS swipes, they will be charged a missed swipe fee for the tuition amount due for that day or days.

If you have further questions about DHS or Tribal subsidy processes, please email Brenda.Sprengeler@jenksps.org or call 918-299-4415, Ext. 2553.