

QUAPAW NATION CCDF PROGRAM

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Quapaw, OK 74363

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CCDF PROGRAM GUIDELINES

ELIGIBILITY CRITERIA

**NOTE– the CCDF will determine Eligibility within a 48-hour period if all criteria have been submitted.*

1. The applicant must complete an application and submit all information required before eligibility can be determined.
The following information must be submitted:
 - a. Original application
 - b. Child(s) birth certificate (if birth certificate has not been received the applicant will have approximately 90 days to get certificate)
 - c. Updated immunization records (if records are not updated the applicant has one week to begin the process of having them updated)
 - d. Proof of address
 - e. CDIB Card or Enrollment Letter from parent of the child or child.
 - f. If parent/guardian attends educational program: college transcripts, student enrollment card or letter of acceptance, and class schedule.
 - g. Proof of income: Copies of three most current check stubs from all household members, employment verification form provided by CCDF.
 - h. Copy of State License from child care facility your child attends.
 - i. Divorce/Separation/Custody/Child Support/Guardianship Documents
2. The applicant is responsible for choosing a State Licensed child care facility.
3. The CCDF program will pay for child care services by providing full payment to providers as long as a child is absent for five or fewer days in a four-week period. Ninety days of job search is allowable.
4. The child will be able to stay on the program until the service period ends after the child turns thirteen, unless the child has a special need.
5. The applicant is required to submit any change in contact information.
6. **Applicants will be required to Re-Certify every twelve months.**
7. Applicants are responsible for paying any rates that exceeds CCDF rates, overtime charges, and any additional fees required by their chosen Child Care Provider.
8. Job search may be approved for a maximum of 90 consecutive days when a recipient who has received CCDF subsidies prior to losing employment or completes a formal education or training program.
9. Time for sleep may be approved for applicant(s) who work the graveyard shift. Graveyard shift is considered from 11 p.m. to 7 a.m.
10. The CCDF Program may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances: 1) a change in residency outside of the state, territory, or tribal service area. 2) substantial fraud or intentional program violations that invalidate prior determinations of eligibility.
The worker does not decrease the child care plan hours because the client no longer meets a need factor or has a decreased need for child care between renewal periods.

CERTIFICATE CLAIM FORMS:

1. It is the applicant(s) responsibility to view the certificates at the end of the month to confirm that the Child Care Provider is providing accurate information.
2. It is the applicant(s) responsibility to sign the certificates at the end of the month. Signature must be from the parent or guardian.
3. All outstanding payments must be paid in full prior to any changes in the child care facility.
4. If a certificate has not been signed by the client, it will be the applicant's responsibility to pay for services for that month.
5. If the Provider requires payment for the child even when the child is absent for more than five days from daycare it is the parent's responsibility to pay for those days that the child is not in care.
6. If a co-pay exceeds the amount of the day care fee for the month then the applicant is responsible for paying the day care fee and not the co-pay.

CLIENT'S – PLEASE KEEP THESE GUIDELINES FOR YOUR RECORDS!

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INCOME VERIFICATION

1. The CCDF will calculate your co-payment when adequate income verification has been received.
2. The CCDF calculates your co-pay using the net sum on your most recent paycheck stub. Check stubs with no names or social security numbers will be required to attach letterhead from employer, copy of the actual check, or other verifiable proof.
3. SELF-EMPLOYED persons must submit most recent Income Tax Forms, Income Statement Verification (supplied by CCDF program), and if possible, proof of business (license, Employer Identification Number).
4. After initial approval, applicants who are starting a new job must have employment verification letter that is supplied by the CCDF.
5. For self-employed applicants there is no minimum number of hours required for eligibility; however, the parent must make at least minimum wage for the number of hours he or she works. They must also submit an Income Verification Statement supplied by the CCDF. **Applicant must turn in information to the Child Care Office weekly.**

ELIGIBLE CHILD CARE PROVIDER

1. It is the parental right of the applicant to make an informed choice and to monitor the quality of child care provided by a State Licensed Child Care Provider. It is the applicant's responsibility to determine the appropriateness of their chosen Child Care Provider.
2. The Provider must remain state licensed and follow CCDF guidelines while receiving CCDF subsidies. If the provider does not remain licensed payments will be denied and become the responsibility of the parent.
3. The parent may take their child to another Child Care Provider at any time as long as the Provider is State Licensed. The Child Care Office must be notified in writing and a copy of the license must be sent to the Child Care Office immediately.
4. The provider is not an employee of the Quapaw Nation. They are considered an independent vendor. No taxes are withheld from their payments. They are not eligible for unemployment, social security, workman's compensation, or medical insurance. The provider will be requested to complete a W-9 Form to verify Taxpayer Identification Number (TIN). They will receive a 1099 form if received more than \$600 in a year from the program. They will not receive a W-2 Form.
5. Children must be supervised at all times.
6. The Provider must remain in complete compliance with State Licensing Regulations.
7. The Provider cannot receive more than one source of subsidies for the same child without the prior approval of the CCDF. Parents are required to inform the child care office if they are receiving other subsidies than from the CCDF.

*NOTE- IT IS THE APPLICANTS RESPONSIBILITY TO HAVE ALL CRITERIA SUBMITTED. INFORMATION BETWEEN THE CCDF STAFF AND APPLICANT IS CONFIDENTIAL AND WILL NOT BE DISCUSSED WITH PROVIDER. WHEN APPLICANT IS DETERMINED ELIGIBLE FOR SERVICES THE CCDF STAFF WILL CALL OR SEND LETTER OF APPROVAL TO THE PROVIDER BUT WILL NOT DISCUSS INFORMATION WITH PROVIDER.

PENALTIES FOR FRAUD-

Recover through repayment plans. When a client overpayment is established by the CCDF Staff, a notice is mailed to the client instructing the client to contact us to set up a repayment plan. When a provider overpayment is established by the CCDF Staff, a notice is mailed to the provider instructing the client to contact us to set up a repayment plan. The funds may be recouped by reducing payments in subsequent months until the overpayment is paid off. If the provider no longer contracts with the program, then a payment plan is made until the overpayment is paid off. Program violations may lead to a corrective action plan or cancellation of the provider subsidy contract.

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