



Kaw Nation

Revised 3.20.15

Volume 1, Issue 1

The Kaw Nation CCDF Program seeks to support Native American families in their endeavors by providing child care assistance.

Table of Contents

Purpose	1
Application Process	1
Approval Process	2
Certification Process	3
Categories of Care	3
In-Home Child Care	3
Dual Providers	4
Protective Services	4
Appeals Process	4

Purpose

The Kaw Nation Child Care Development Fund Program seeks to support Native American families to ensure they have access to quality and convenient child care. The purpose of this booklet is to inform you as the parent of your rights and responsibilities.

Application Process

Applicants may find applications online at www.kawnation.com/ccdf, visit the Kaw Nation CCDF office in Newkirk, OK, or contact a Kaw Nation Contact Representative to have one mailed to you.



In order to apply you will need the following:

- A completed CCDF application
- Birth Certificate for each child
- CDIB card for eligible person(s)
- Proof of income that verifies one full month of employment for each applicant/co-applicant
 - School (full-time status only)/Job Training Verification
- If you are a resident of Kay County, a Refusal Letter from the Tonkawa Tribe is required. If you or your child is on the Otoe-Missouria tribal roll, a Refusal Letter is needed from the Otoe-Missouria Tribe. All tribes **except** the Kaw, Otoe-Missouria, and Tonkawa will need a Refusal Letter from the Ponca Tribe.
- If you are a resident of Kay County, a Denial Letter from OKDHS is required.

If an applicant is eligible for child care assistance, we will need to contact the Provider you wish to use. It can take up to 30 days to process the necessary paperwork with the Provider.

Your Provider will need the following:

- A notarized Provider Agreement
- A W-9 Tax Form
- A Confidentiality Agreement
- A Health & Safety Assessment conducted by a CCDF Contact Representative
- Background Checks and/or drug testing may be required of all potential Providers and all those living or who frequent the home, 18 years of age and older.

**The Kaw Nation is not responsible for services prior to the approval of your Provider(s).*

Approval Process

If approved for services, the CCDF Contact Representative will figure your co-pay, or cost share based upon your income and household size. Your co-payment will need to be paid to your Provider once a month. Arrangements should be made with your Provider as to when the co-payment is due. Once approved, a "Certificate of Approval" will be mailed to you and your Provider. The Certificate of Approval details the date services begin, the amount of your co-payment, children approved for services, and the Provider they are approved to attend. This approval notice also informs you of the maximum days of care you are approved for.

It is the responsibility of the (co)applicant to inform Kaw Nation CCDF of:

- Any changes to your household size
- Any changes to contact information (phone number or address)
- Any changes in you or the co-applicant's income
- Any changes in you or the co-applicant's school/work schedule
 - You must attain full-time status. If you drop from full-time status, you must notify CCDF immediately. Failure to do so may result in being placed on inactive status, and a repayment plan will be issued.
- Any change in your Provider **prior** to switching Providers
- Any changes that may affect eligibility

If your employment status has changed due to unemployment, a Job Search Form is available for a period of six weeks. The applicant may choose two full-time days per week, or three part-time days per week to receive subsidy for child care services. Job Search Forms must be turned in every Friday via fax/email/in person.

Upon approval, each applicant is responsible for reviewing their attendance records (timesheets) for accuracy. Once you have reviewed your child(s) attendance records you must sign and date the attendance records (timesheet). Your Provider has up to 30 days to submit their completed timesheets. If you do not sign and date your child(s) attendance records within 30 days, you will be responsible for all costs owed to your Provider. If a signature from the parent and/or guardian is not obtained, the family will be put on "inactive" status and remain on inactive status for a period of one year.

Kaw Nation only pays for the time that your child attends. Outside costs including activity fees, registration fees, late fees, etc., will not be covered. If you fail to make your co-payment to your Provider, you risk losing your child care assistance and being put on "Inactive" status. No payments will be made to a Provider or applicant that is "inactive". Your Provider will be paid with the rates used by DHS of Oklahoma, and DCF of Kansas. Any costs not covered by these rates are the responsibility of the applicant. Once your Provider has submitted their completed timesheet/claims, payment is processed. Payments can take up to two weeks to be delivered.

Certification Process

The Contact Representative will issue a notification by postage to each family on December 1st. All current CCDF families will be required to complete the certification process by January 1st of each new year.

During the certification process, you will be asked to provide the following:

- A new CCDF application
- Updated income verification and/or one month of most recent check stubs
- Updated school/training schedule
- Proof of residency (Household Information Form must be notarized in bottom right hand corner)
- Updated documentation of foster/respite/protective services, or special needs (if applicable)
- Refusal Letters from Tonkawa/Otoe-Missouria/Ponca Tribes (if applicable)

Categories of Care

Child Care Providers within the CCDF Program must be licensed, regulated by tribal law, or legally exempt from regulation. The four categories of care are:

- In-Home Child Care—care provided within the child's home
- Family Child Care—care provided by one caregiver in a private residence other than the child's home
- Group Home Child Care—care provided by two or more caregivers in a private residence other than the child's home
- Center-Based Child Care—group care provided in a facility outside of the child or Provider's home

In-Home Child Care

In-Home child care is available but limited in its use. In-Home child care is restricted to the following:

- Only for children with special needs
- Based on a Provider meeting a minimum age of 21
- Based on hours of care (minimum of 20 and maximum of 50 hours per week, including non-traditional hours, not to exceed 200 hours per month)
- Provider must not be a member of the child's home

Dual Providers

When an applicant is in need of more than one Provider, care may be authorized for two different Providers for the same week. Each Provider may be authorized for only the days and hours of care the parent is working and/or attending school, and as specified by the "Dual Provider Form". This Dual Provider Form outlines each Provider and the hours and days they agree to provide care. The Dual Provider Form is permanent and may only be changed based upon the applicant's need. Dual Providers will not be accepted until a completed Dual Provider Form is received.

Protective Services and Special Needs

If you are a family with foster, respite, or protective services, or a special needs child, you will need to provide supporting documentation every three months from the date of the previous letter. The CCDF Program will review to determine continued need for a higher rate of pay. Families under protective services may not be required to have a co-payment.

Appeals Process

An applicant may report their substantiated complaints about Providers to the Kaw Nation CCDF Program. Complaints must be written and submitted on the Parental Complaint Form. All substantiated complaints will be logged and kept confidential. If deemed necessary, the Kaw Nation CCDF staff will investigate the matter.

The applicant is entitled to appeal any decision, action, or failure to act by the Kaw Nation CCDF Program in regards to eligibility. In order to appeal, the applicant must submit a complaint in writing to the CCDF Director within 30 days of the written notice of the decision. If the complaint is not received within 30 days, the decision is final. If the problem is not resolved with the CCDF Director, the applicant has the right to submit a written complaint to the Chair. The final decision, in concordance with the Child Care Development Fund Program, rests with the Chair.

If deemed inactive, the Kaw Nation CCDF Program will send a letter to both the Provider and the applicant notifying them of the suspension of payment. The Kaw Nation CCDF Program will not pay for any services while an applicant is inactive.

*For more information please visit our
website at www.kawnation.com/ccdf or call
us at 580-362-2795.*

