

SHAWNEE TRIBE CCDF PROGRAM GUIDELINES

ELIGIBILITY CRITERIA

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 (faxed copy not accepted)
 - b. Child(s) State Certified Birth Certificate: for all children receiving services (if state certified birth certificate has not been received the applicant will have 6 months to obtain the certificate)
 - c. Updated immunization records: for all children receiving services
 - d. Proof of residency
 - e. Tribal Cards
 - f. If attending school: college transcript and/or grades submitted each quarter, student enrollment card/letter of acceptance, and class schedule
 - g. Proof of income: grants or loans for school, copies of four current check stubs from all household members, employment forms provided by the Shawnee Tribe CCDF Program.
 - h. Copy of State or Tribal license from child care facility your child/children attends.
2. The applicant is responsible for choosing a State or Tribally Licensed child care facility.
3. The Shawnee Tribe CCDF program will only pay for child care services while the applicant(s) are attending work, school, or job training. Thirty hours of job search is allowed per year on a case-by-case basis.
4. A child must be under the age of thirteen to receive child care subsidies unless child has special needs.
5. The applicant is required to submit any household member changes immediately.
6. The applicant is required to submit any income changes immediately.
7. The applicant is required to submit any address or phone number changes immediately.
8. **Applicants will be required to Re-Certify twice a year. (March & September)**
9. Applicants are responsible for paying any overtime charges required by their chosen Child Care Provider.
10. Job search may be approved for a maximum of 30 hours a year when a recipient has received Shawnee Tribe CCDF subsidies for at least 1 year.
11. Time to sleep may be approved for applicant(s) who work the graveyard shift. Graveyard shift is considered to be from 11 p.m. to 7 a.m.

CERTIFICATE CLAIM FORMS:

1. It is the applicant(s) responsibility to view the certificates at the end of the month to confirm Child Care Provider is only claiming days that the child was in attendance.
2. It is the applicant(s) responsibility to sign the certificates at the end of the month. Original signatures will only be accepted.
3. If the applicant(s) leave a Child Care Provider with an unpaid balance, the Shawnee Tribe CCDF program will not make any payments to a new Provider until the balance is paid.
4. If a certificate has not been signed by the client, future Shawnee Tribe CCDF subsidies will be forfeited.
5. If the Provider requires payment for the child even when the child is absent from day care it is the parent's responsibility to pay for those days the child was not in care.
6. If 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.

INCOME VERIFICATION

1. The Shawnee Tribe CCDF staff will calculate your co-payment when adequate income verification has been received.
2. The Shawnee Tribe CCDF staff calculates your co-pay using the net sum on your most recent check stubs. Check stubs with no names or social security numbers will be required to attach letterhead from employer or a copy of the actual check.
3. SELF-EMPLOYED persons must submit most recent Income Tax Forms, Job Log (supplied by Shawnee Tribe CCDF program), and if possible proof of business (license, Employer Identification Number)
4. Applicants who are starting a new job must have the Verification of Employment form that is supplied by the Shawnee Tribe CCDF program. When the first full pay check is received the applicant is required to submit a copy of the check stub to the Shawnee Tribe CCDF program.
5. If a applicant is working odd jobs the applicant must gather receipts from the person they are working for along with the job description, hours worked, rate of pay, and the signature and phone number of each person that applicant has worked for. They also must submit a Job Log supplied by the Shawnee CCDF program. **Applicant must submit this 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 or Tribally 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 or Tribally licensed and follow the Shawnee Tribe CCDF guidelines while receiving Shawnee Tribe CCDF subsidies. If the provider does not remain licensed payment will be denied and become the responsibility of the applicant.
3. The applicant may take their child to another Child Care Provider at any time as long as the Provider is State or Tribally licensed. The Child Care office must be notified and a copy of the license must be sent to Child Care office immediately or payment may be delayed.
4. The provider is not an employee of the Shawnee Tribe. 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 from the Shawnee Tribe if they received more than \$600 in a year from the program. They will not receive a W-2 Form.
5. Child Care Providers are required to notify the program if applicant is not attending, work, school, or training program. The Child Care Provider cannot claim days that the applicants are not working, attending school, or a training program.
6. Children must be supervised at all times.
7. The Provider must remain in complete compliance with State or Tribal Licensing Regulations.
8. The Provider cannot receive more than the one source of subsidies for the same child/children. Parents are required to inform the child care office if they are receiving other subsidies than from the Shawnee Tribe CCDF Program.

***Note- It is the applicant's responsibility to have all documentation submitted. Information between the Shawnee Tribe CCDF Program and applicant is confidential and will not be discussed with Provider. When applicant is determined eligible for services the Shawnee Tribe CCDF staff will send an approval letter to the Provider, but will not discuss information with Provider.**