

KAW NATION SUBSIDY

The Kaw Nation Subsidy program seeks to support Native American families
in their endeavors by providing child care assistance

Parent Handbook

Table of Contents

Purpose.....	2
Application Process.....	2
Approval Process.....	3
Certification Process.....	4
Categories of Care.....	4
In Home Child Care.....	5
Dual Providers.....	5
Protective Services.....	5
Appeals Process.....	5

Purpose

The Kaw Nation Child Care Subsidy 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 or you may visit our office at 96 Charles Curtis Dr. Newkirk, OK. Applications can also be mailed or faxed to you.

In order to apply you will need the following:

- A completed subsidy application
- Birth Certificate for each Child
- CDIB Card for child/children
- Copy of current immunizations
- Proof of income- One Month for each applicant/Co-applicant
- School (full-time status)

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

Your Provider will need the following:

- A signed Provider agreement
- A W-9 tax form
- A Confidentiality agreement
- A Health and Safety Assessment conducted by CCDF Contact Rep.

Background Checks and or Drug Testing may be required of all potential Providers and all those living or frequent the home. 18 years of age or older.

Approval Process

If approved for services, the Contact Rep will figure your co-pay or cost share based on 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 they are approved for.

It is the responsibility of the Applicant and Co-applicant to inform Kaw Nation of

- **Any changes to Applicant household size**
- **Any changes to your contact information (phone number or address)**
- **Any changes to Applicant/Co-applicant income**
- **Any changes to your provider prior to switching providers**
- **Any changes to Applicant/Co-applicant School/Work Schedule**

You must attain full time status. If you drop full time status you must notify Kaw Nation immediately. Failure to do so may result in being placed on inactive status and a repayment plan will be issued

If your employment status has changed due to unemployment a Job Search Form is available for a period of 3 months. The applicant will have up to 3 months to obtain employment to stay on program. Job search forms must be turned in every Friday via fax, email or in person.

Time sheets

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(timesheets). Your provider has up to 30 days to submit their completed timesheet. If you do not sign and date your child(s) attendance records within 30 days, you will be responsible for all cost owed to the Provider. If a signature from the parent or guardian is not obtained the family will be put on inactive status and remain on inactive status for one year.

Kaw Nation pays for the time that your child attends and all absent days. Outside costs including activity fee, 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 Provider or applicant that is inactive. Your provider will be paid the rates used by DHS of Oklahoma and DCF of Kansas. Once your provider has submitted their completed timesheet/claims payment is processed. Payments can take up to two weeks to be issued.

Certification Process

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

During the Process you will be asked to provide the following:

- **A new subsidy application**
- **Updated income verification and or one-month paystubs**
- **Updated school/training schedule**
- **Proof of residency**

Updated documentation of foster/respite/protective services or special needs (if applicable)

Categories of Care

Child care providers within the subsidy 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 Providers 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 with 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 a month)**
- **Provider must not be a member of the home**

Dual Providers

When an applicant needs 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”. The 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 applicants 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 service, or a special needs child you will need to provide supporting documentation every three months from the date of the previous letter. The Subsidy 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 Subsidy 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 subsidy staff will investigate the matter.

The applicant is entitled to appeal any decision, action, or failure to act by the Kaw Nation subsidy program in regard to eligibility. In order to appeal, the applicant must submit a complaint in writing to the subsidy 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 subsidy Director, the applicant has the right to submit a written complaint to the Chair. The final decision, in concordance with the Child Care Subsidy Program rests with the chair.

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