



CCDF PARENT HANDBOOK

INTRODUCTION

Inter-Tribal Council of Nevada Inc. would like to welcome you and your family to the **Child Care Development Fund** program. CCDF was authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, PL 104-193. The program is designed to assist families with child care costs. Eligible parents must be employed, or enrolled in educational courses and/or job training program. Subsidized child care services are available to eligible families through a CCDF certificate program and/or by participating in tribally operated child care centers and after school programs. Child Care Providers who care for your child(ren) must meet basic health and safety requirements set by CCDF, your tribe, and/or county. These requirements must address prevention and control of infectious diseases, including; immunizations, building and physical premises safety, and minimum health and safety training.

This handbook will cover all the basic information needed by the parent for the ITCN CCDF program. **As a parent on the CCDF program, you are responsible for the completion and changes of all forms and documents, including; the Terms of ITCN CCDF Subsidy Contract, Applications for Assistance, Child Care Provider Sign-In/Out Sheet, and all information needed to determine eligibility.** You are also responsible to understand and follow all rules and regulations determined in this handbook which is taken from the Federal Register Rules and Regulations, Volume 63, No. 142, Title 45, Part 98 - Child Care Development Fund.

CCDF LOCATIONS:

Central Office

680 Greenbrae Drive, Suite 290

Sparks, Nevada 89431

Phone: (775) 355-0600

Fax: (775) 355-5211

Las Vegas Field Office

2920 South Rainbow Blvd, Suite 160

Las Vegas, Nevada 89146

(702) 570-7722

(702) 570-7727

A. ELIGIBILITY

1. Eligibility for CCDF program is based on;
 - a. Native American descent of child, which includes; being a member of a federally recognized tribe, a descendent of a member of a federally recognized tribe, and/or possesses a BIA certificate with degree of Indian blood.
 - b. Parent/Guardian Employment.
 - c. Enrollment in job training, education program, and/or in a work search program.
 - d. Children must be 12 years of age or younger and/or under court supervision.
 - e. The family's average monthly net income must fall within the *ITCN CCDF Eligibility Table-Sliding Fee Scale*.

1. **Any member of the Reno/Sparks Indian Colony or Pyramid Lake Tribe must show proof of residency, i.e., lease agreement and/or utility bill in the name of the applicant.**

2. FAMILY MONTHLY CO-PAYMENT

- a. The parent's monthly income is determined by four recent paycheck stubs, minus the standard deductions.
 - b. Based on where the parent's income level falls within the *ITCN CCDF Eligibility Table-Sliding Fee Scale*, CCDF will pay a portion of the family's child care costs.
 - c. The remaining balance owed, after CCDF reimburses for its determined portion, is the responsibility of the parent, as well as, any other charges, fees, or remaining balances not covered by CCDF (registration fees, tuition, etc.)
 - d. The family monthly co-payment is based on the family size and monthly net income.
 - e. The family monthly co-payment is per family, not per child, and must be paid monthly. Once paid, ITCN CCDF will reimburse the provider the remaining child care costs, as long as those costs do not exceed the max provider rates listed on the *ITCN CCDF Provider Rate Sheet*.
 - f. In order for ITCN CCDF to reimburse the total remaining costs, children must attend at least 80% of the month, and are encouraged to remain in care full-time.
 - g. Families are encouraged to enroll their children in high quality settings.
3. **In order to comply with federal regulations, a re-determination of services must be completed whenever there is a change in eligibility, or every four months. Changes in eligibility, such as, an increase or decrease in wages, educational or job training enrollment, and any other factors that determine eligibility, may affect your CCDF subsidy. If eligible, a new service contract and ITCN CCDF Contract will be issued.**

- a. After the second month, a letter from the CCDF program will be sent to the parent. This letter will remind you to submit your employment information, school verification, and/or job training information so your eligibility can be re-determined. For a parent who is employed by a temporary agency, a copy of the hours worked or a paycheck stub must be submitted with each sign-in/out sheet.
- b. **The parent has until the end of the third month to submit the information requested for re-determination.**
- c. **The "Fourth Month":**
 1. A CCDF Case Manager will contact the parent's employer, educational institution, and/or job training program to confirm the parent's current participation for eligibility purposes.
 2. A letter will be sent to the parent regarding the status of their subsidies. The parent will either be eligible for the fourth remaining month of their certificate, or terminated immediately.
 3. The provider will be notified of the parent's status and/or termination date.

- d. **If the parent re-applies after the re-determination date, a new application must be submitted. After a new application has been received, the parent may be re-approved for childcare subsidies, or placed on the waiting list.**
4. It is the parent's responsibility to notify the CCDF program of any changes. This includes; address changes, contact information, family size, changes in employment, class schedules, involvement in job training, and/or any other factors that may affect your eligibility. It is the parent's responsibility to make sure all documents are submitted to a CCDF Case Manager in a timely manner. It is very important to submit and complete all required documents, or your subsidy may be placed on hold and/or terminated for non-cooperation.
 5. If, parent's subsidy has been placed on hold or terminated, ITCN CCDF is not responsible for any child care costs that may have incurred thereafter.
 6. **A new "Application for Assistance" must be submitted twice-a-year (once in April and once in October of that same year, or dependent on other factors, such as; start date, changes in family size, income or other eligibility requirements).**
 7. **The parent receiving child care subsidies from the ITCN CCDF program, cannot also receive subsidies from other child care subsidy programs, i.e., Children's Cabinet/Nevada Urban League, etc.**
 - a. Native American families may have dual eligibility with the state and tribal child care subsidy programs, however, a parent/guardian cannot be enrolled in both programs.
 - b. If the parent is enrolled in both programs, then the parent will be responsible for re-payment of the subsidies. Re-payment must be made to ITCN CCDF for the time period in which the parent was receiving funds from both programs. This is considered "double dipping" and will not be tolerated. It will result in immediate and indefinite termination from the ITCN CCDF program.

B. TYPES OF CARE

2. The CCDF program is a parental choice program, which allows the parent the right to choose any eligible provider. This also allows the parent to find child care that is safe, affordable, and close to home or work. Parents are limited to two providers and one backup provider. There are four types of care to choose from:
 - a. **CENTER BASED**
A provider who is licensed to provide child care services in a non-residential setting.
 - b. **GROUP HOME**
Two or more individuals who provide child care services in a private residential setting other than the child's residence. Must be licensed by the state..
 - c. **FAMILY HOME**
An individual provider; who is a ***grandparent** to the eligible child, and provides child care services in a private residence ***other than the child's home***. If living on tribal reservation, the provider can be a family, friend or neighbor.

d. **IN HOME**¹

An individual provider, who is a ***grandparent** to the eligible child, and provides child care services ***inside the child's home***. If living on tribal reservation, the provider can be a family, friend or neighbor.

*The grandparent must be related by blood, marriage, or other factors that could be upheld by a court of law. The parent applying for services must provide proof of relationship before CCDF can reimburse for child care services.

3. If at any time you are dissatisfied with your current provider, you have the right to choose a new provider.
 - a. During this process, you must honor all contract agreements with the previous provider:
 1. which includes; proper notification, to the provider, requesting to discontinue services, and
 2. provide proof to CCDF that all financial obligations to that provider have been fulfilled and all outstanding balances have been paid in full.
 - b. Once all matters have been resolved with the previous provider, CCDF can begin contract services with the new provider.
 - c. If for any reason, the parent is placed "on hold", CCDF will not reimburse, and the parent is responsible for any current or remaining costs, fees, or any other outstanding balances owed to their child care provider.
 - d. Reimbursements to the new provider **will not** be paid until the new provider has been approved, a new certificate and has been issued, and an ITCN CCDF Subsidy Contract has been submitted and signed by the parent, child care provider and CCDF Case Manager.
 - e. You must inform the CCDF program of any complaints, in writing, filed against your child care provider.
4. All providers must meet the CCDF Health & Safety Standards, Children's Cabinet Standards, and/or county/state standards.
 - a. If the provider does not meet the standards, they will have 30 days to comply, or they will not be eligible to be a CCDF Provider.
 - b. All providers will be issued the CCDF Health and Safety standards during orientation to the program.
 - c. If the provider lives on tribal land, they will need to meet the CCDF Health and Safety standards and will be monitored within 45 days of the acceptance letter.
 - d. If the provider does not live on tribal land, they will need to meet the local standards determined by the Children's Cabinet, Nevada Urban League or by the county/state licensing agency.
 - e. CCDF will provide assistance to any provider who does not meet, or needs help meeting those standards.
 - f. **If, at any time there are any changes in provider rates, address changes, etc., please inform CCDF as soon as possible, so CCDF can make any necessary changes.**

¹ Care can only be provided if there are three or more eligible children or the provider is being paid at least minimum wage by the parent for care. CCDF will only reimburse for up to 8 hours of care. The provider must be at least 21 years old, and not the parent or guardian of the children in care. The provider cannot live in the same home of the child, unless it is the biological grandparent.

C. CONTRACT AGREEMENT

1. Parent **MUST** submit an ITCN CCDF Subsidy Contract that is signed and initialed before any reimbursements can be authorized.
2. The ITCN CCDF Subsidy Contract is an acknowledgment between all parties, detailing all matters pertaining to the child care subsidy, which includes;
 - a. Subsidy start date
 - b. Subsidy end date
 - c. Re-determination date
 - d. Provider rate
 - e. CCDF child care subsidy
 - f. CCDF reimbursement
 - g. Additional rules and regulations
3. By signing the contract, parent, child care provider, and CCDF Case Manager acknowledge the terms of the contract and agree to them. The contract can be amended at any time, at CCDF's discretion, or at any times there are changes in eligibility. The contract can and will be terminated if at any time, eligibility requirements are no longer met.

D. CHILD CARE SIGN-IN / SIGN-OUT SHEET

1. In order for the provider to receive **REIMBURSEMENT** for services, a **CHILD CARE SIGN-IN / SIGN-OUT SHEET** must be submitted.
 - a. **SIGN-IN/OUT sheets are due weekly, bi-weekly, or monthly. Parents and Providers can choose what schedule works best for them. Sign-in/out sheets are due Tuesdays by noon, or as specified on the ITCN CCDF Calendar. Please review Calendar for dates. Any sign-in/out sheets not received by these dates are not guaranteed to get processed in a timely manner.**
 - b. Sign-in/out sheets received with dates exceeding 45 days of submission date will not be processed.
 - c. One sign-in/out sheet per child must be submitted for families with two or more children.
 - d. Sign-in/out sheets must include initials verifying dates and times the child was in care, as well as, signatures from the child care provider and the parent/guardian. If any signatures or initials are missing, the sign-in/out sheets will be returned to the parent/guardian.
 - e. **The actual time and correct dates, must be entered for each day, with the appropriate initial by the parent. Failure to submit correct information is child care fraud.**
 - f. If any signatures or initials are missing, the sign-in/out sheet will be returned.
 - g. Sign-in/out sheets must be legible, written in **black** or **blue** ink only, and the For Official Use Only Box must be clear and not written in.
 - h. **It is the parent's responsibility to submit sign-in/out sheets to the CCDF Program's Office in a timely manner.**
 - i. **All parents **must submit an invoice** detailing what the provider charged, along with their sign-in/out sheet for the same month, in order to be processed.**
2. If, "Is client's co-payment current?" is not checked yes or no, then the "Sign-In/Out Sheet" will be returned.
3. If the provider charges weekly, or bi-weekly, please use the weekly *Sign-In/Out Sheets*. If the provider charges monthly, please use the monthly *Sign-In/Out Sheets*.
4. Only one month should appear on the sign-in/out sheet. Please do **not** combine two separate months on the sign-in/out sheet.

5. All parents employed through a temporary agency must submit current paycheck stubs to match each month's sign-in/sign-out sheet submitted. Working hours will be compared to hours your child was in care.

E. SUBSIDY REIMBURSEMENT

1. The CCDF program is a subsidy program, not a payroll program for the providers.
 - a. Arrangements must be made between the parent and provider for monthly payments.
 - b. The CCDF program will reimburse the provider for services after sign-in/out sheets are submitted for qualified children.
2. The CCDF program reimburses hourly up to 8 hours a day. After 8 hours, the daily rate is applied for child care services. This may not correspond to the contract between the parent and child care provider.
3. Parents are responsible to read and understand all CCDF correspondence regarding their child(ren)'s child care subsidies. Parents must understand payment and fees issued by the child care provider and how it relates to reimbursements paid by CCDF.
4. The CCDF program reimburses for **direct child care services only**. Non-direct hours and/or days, the child is not in care are the responsibility of the parent. Any other fees, tuition, and/or other indirect costs owed to the provider, which are not covered by CCDF, must be paid by the parent. CCDF will only reimburse for care, as outlined in the ITCN CCDF Subsidy Contract. Any agreement between the provider and parent, separate from the ITCN CCDF Subsidy Contract, is the responsibility of the parent. CCDF will only reimburse for the approved hours/days submitted on the sign-In/out Sheet. It is in the parent's best interest to work out any arrangements or agreements with the provider for days the children are not in care.
6. Every four months, you may request a summary of services during that period.
 - a. The summary will include the following:
 1. the amount of direct hours the child(ren) were in care,
 2. the amount CCDF paid the provider for that period, and
 3. the co-pay of the direct hours submitted during the time period.
7. **Checks are no longer available for pick-up at our central office.** If sign-in/out sheets are submitted on time, are signed by you and the provider, are without error, and you are not missing any of the requirements necessary to be eligible for the program, your sign-in/out sheets will be processed, and a check will be mailed to your chosen provider.

F. PARENT'S RESPONSIBILITIES

1. It is the parent's responsibility to adhere to all rules and regulations of the Child Care Development Fund program.
2. **Parents are responsible to view the PARENT ORIENTATION, on-line at itcnccdf.org. Once viewed, please complete the following Parent Survey.**
 - a. **Failure to view and complete the Parent Survey within 30 days of your start date, will result in termination from the ITCN CCDF program.**
3. It is the parent's responsibility for submitting sign-in/out sheets.
4. It is the parent's responsibility for submitting all re-determination materials.
 - a. Submit four recent paycheck stubs, class schedule and/or a letter from a job training program.
 - b. No reimbursements will be issued until approved.
5. It is the parent's responsibility to have all documents completed and returned in a timely manner.
6. It is the parent's responsibility to notify the CCDF Program of any changes, which includes; address changes, telephone number, employment status, income, other parents/guardian's information, class schedule, provider information, increase/decrease of family household, etc.

7. Notification will be accepted in written form (new enrollment form, contract, letter, fax, or email) and/or a phone call to the office.
8. It is the parent's responsibility to read all CCDF correspondence.
9. **CCDF does not send "junk mail", so please read all materials.**

G. CHANGING PROVIDERS

1. The parent has the right to search for a new provider, at any time.
2. Parent must notify CCDF, as soon as possible, and request a new "*Child Care Provider Information*" form and a W-9 form.
3. Parent must contact current provider and give a two-week notice.
4. Parent must submit a new provider form and W-9 form.
5. Current providers must submit in writing that the parent has fulfilled all obligations.
6. A new certificate with new provider information and *ITCN CCDF Subsidy Contract* will be issued to the parent.
7. **NO sign-in/out sheets** will be processed until a new certificate is issued by the CCDF program.

H. FAXED MATERIALS

1. All CCDF documents must be original documents.
2. Without originals, enrollment status and payments will not be processed.
3. The only information that can be faxed is re-determination documents.
4. If you are unsure, call the office for clarification.

I. NON-COMPLIANCE

1. Failure to adhere to the ITCN CCDF program can result in the following based on your coordinators discretion:
 - a. 30 day suspension
 - b. 60 day suspension
 - c. 90 day suspension
 - d. indefinite suspension
2. Severe offenses can result in immediate-indefinite suspension from the program.
3. Fraud cases are considered severe offenses and will be submitted to the local District Attorney's Office for criminal action.
4. Inappropriate behavior will not be tolerated.

CCDF PARENT/GUARDIAN HANDBOOK

←----- (Please return this portion of the Parent/Guardian Handbook to ITCN CCDF) ----->

CONCLUSION

As the CCDF parent, you are responsible for making sure all required documents are submitted, acquire all necessary signatures, and returned in a timely manner. Failure to do so will slow down the processing of your child care subsidies and/or your provider's reimbursement.

The CCDF program allows the parent to choose their child care service. Because the parent chooses their preferred child care provider, the tribe or ITCN is not responsible for any accidents or liabilities that may occur in the providers care. Although we (ITCN and the tribe) cannot be held responsible, we will work hard to ensure your child is in a safe environment.

By signing this document, you acknowledge that you have read and understand the CCDF program handbook. You understand that as the parent in the CCDF program you are responsible for choosing a child care center or provider that fits your educational and safety expectations. **Furthermore, you understand this portion of the handbook must be signed and returned to the CCDF office within 2 weeks from receiving this handbook or your subsidy will be placed on hold and/or terminated.**

Printed Parent/Guardian Name

Date

Parent/Guardian Signature

Date

Printed Parent/Guardian Name (2)

Date

Parent/Guardian Signature (2)

Date