

Enterprise Rancheria's Policies and Procedures Child Care & Development Fund Payment Program

Program Description

The Child Care & Development Fund Program Subsidizes childcare services to eligible families. Those families eligible are low and medium income parents who are working; receiving an education; or participating in a certified job-training program. Families who are using child protective services are also eligible. The children have to be tribal members or approved children of Non-Lineal tribal members (children counted in current CCDF grant) to be eligible for our program.

Enterprise Rancheria operates what is called a "Voucher" program. This gives the parent maximum flexibility when choosing who will take care of their children. **NOTE:** All Home providers SHALL be registered with Trustline, no matter the relationship to the child.

After the Parents choose their own child care provider and after all program requirements are met, Enterprise Rancheria will subsidize part of the cost. Please Note: Once Enterprise Rancheria CCDF funds are depleted and we begin to utilize our Revenue Sharing dollars towards our Childcare Program, there will be a CAP of \$300.00 placed on all childcare subsidy payments. The parent must pay the difference. The amount of the tribal subsidy depends on household income, household size, the cost of the child care services, and program funding. The cost of the professional licensed childcare is the regular rate charged by the provider. To determine a fair rate for In-home care/In-home family care, a market rate survey will be used.

At the end of each month, the parent and/or provider will return a voucher to Enterprise Rancheria, which shows the number of hours/days/weeks of child care services provided for that given month. The voucher is a monthly billing for Enterprise Rancheria's share of the childcare cost. Once it is determined that all the information is true and correct, Enterprise Rancheria will mail a check directly to the provider **NOTE:** Parents must pay the childcare provider for the remaining portion of that month's childcare.

Additional Information

The Program Director has brochures, which provide additional information on "Choosing Child Care" and "Choosing Infant Child Care". Please ask the Program Director for copies of any brochures you are interested in. In addition,

Valley Oak's Children Services Resource and Referral Agency can provide additional information and recommendations about specific childcare issues.

Valley Oak's Children Services (530) 895-3572.

Confidentiality

All information collected as part of this program is confidential, and access will be limited to Program Administration. No other use of this information is allowed without the express written consent of the parent or legal guardian.

Eligibility & Need

In order to establish a need for Childcare services, the child or family must fit into one of the following categories:

1. The child is abused, neglected, exploited or is at risk of being abused, neglected or exploited (this also includes up to 20 hours a month for Respite Care).

To be eligible under this category, a child must be a recipient of child protective services and must have a referral from them.

2. The parent(s) or guardian(s) must be employed. If not employed, they must be participating in certified job training or enrolled in a college, school or vocational training program that will lead directly to permanent employment. The family must be income eligible.

Your child must also fit into one of the eligibility criteria's listed below:

1. The child is under Thirteen (13) years of age.
2. The family's childcare provider is located within a 100 mile radius of the Tribe's service area. (If the provider is not located within our service area, then the family must use a Licensed Daycare Center or a Licensed Childcare Provider).

NOTE: If you are outside of the service area, the CAP is no more than \$300.00 a month per child.

Priorities for Admission

1. Siblings of children already in care in the program will be admitted first.
2. Families whose children are receiving child protective services.

3. All other families will be admitted, if one and two above do not apply.

NOTE: Enterprise Rancheria Childcare Program has a maximum limit of 20 children that can be served. Once we fill all of our childcare slots, you will be placed on a waiting list based on the above priority list.

Required Documents for Child Care Enrollment

1. **Enrollment Form** This form will include, but not be limited to: complete names of all house members, home address and phone number, work address and phone number, plus verification of job and income, school enrollment, and/or job training.
 - A) **Verification of Income** Documentation may include wage check stubs; SSI/SSP award letter; TANF verification from the County Welfare Dept. or Tribal TANF; Social Security award, Child Support verification letter; unemployment award letter or a signed statement of earnings from a parent who is self-employed (1099), Revenue Sharing / Per Capita.
NOTE: You must provide proof of income for both parents, spouse, significant other, living in the household.
 - B) **If Not Employed.** The parent(s) must provide documented proof that the parent(s) is enrolled in college, school or a certified vocational education or job training program.
 - C) **TANF.** Status verification.
 - D) **Child Care Attendance Agreement.**
2. **PRE-Admission Health History-Parent's Report.** Information will include: date of last health examination, developmental history, illnesses, daily routine, any food dislikes and any special needs.
3. **Complete and Up-to Date Immunization.** Immunizations are required for each child. Free Immunizations are available at Feather River Tribal Health. These free immunizations are available to Native American Children. **NOTE:** If your child's immunizations are not up to date, this will impact your eligibility for the childcare program.

Child's Age: Immunization Records should show:

2 weeks

First check-up after birth

2 months	Hib #1, Hep B #1, PCV7 #1, IPV #1, DTaP #1, Rotavirus #1
4 months	Hib #2, Hep B #2, IPV #2, DTaP #2, PCV7 #2, Rotavirus #2
6 months	Hib #3, Hep B #3, DTaP #3, PCV7 #3, IPV #3, Rotavirus #3
9 months	Anemia Check
12 months	Hib #4, PCV7 #4, Varivax #1, MMR #1, Anemia and lead check
15 months	Hep A #1, DTaP #4, Anemia Check
18 months	Anemia Check, CHAT Screening
2 years	Hep A #2, Anemia and lead check, CHAT Screening
3 years	MMR #2, Anemia Check
4-5 years	IPV #4, DTaP #5, TB Test, Varivax #2, Vision, hearing, urine, and anemia check.
11 years	Tdap, Meningococcal, HPV, Vision, hearing, urine and anemia check.

The following information will also be required to complete the enrollment process before the program can begin:

4. **State license and cost schedule.** Enterprise Rancheria requires a copy of the State License and cost schedule for a professional childcare provider. These requirements do not apply to In-home care or to family care.
5. **A 3-party agreement.** This agreement must be signed between Enterprise Rancheria, a parent, and the childcare provider. Read this agreement carefully and keep a copy for your records.
6. **Trust line registration.** All home providers shall be required to register with Trust line to protect against known child abusers. The trust line registration information is available which includes fingerprinting of the

providers. The Child Abuse Index and the Department of Justice will clear this registration. You must show proof to the Tribe that you registered with Trustline within Thirty (30) days.

7. Employer Authorization. You must return the Employer Authorization form (signed by both adults in the household) back to the Tribe along with your childcare application.
8. Policies and Procedures Manual. You must return the back page of the Manual signed by the Enterprise Rancheria tribal member acknowledging that you received a copy.

Parental Choice

Enterprise Rancheria supports parental choice in the selection of childcare from the full range of childcare services available. We feel that parents are best at determining the appropriate care for the specific needs of their child (ren). Child Care Payment Program staff will be available to refer parents to services, which will be able to provide parents with information and counseling to assist them in making informed choices when selecting care. Parents have the right to change child setting within the budget constraints of the Child Care Payment Program with a two-week notice to all parties involved.

In the interest of the children, families that are referred to the Child Care Program because the children are at risk of abuse or neglect are asked to find a licensed child care facility. Enterprise Rancheria will not pay for care that is exempt from licensing in these situations.

Additional Fees

Enterprise Rancheria will not pay additional costs for supplies if the parent has voluntarily placed a child with a provider who requires parents to furnish supplies. The Child Care Program will pay no deposits if they are solely for advance payment of provider service. Additional services that increase the family's cost of participation such as registration fees, transportation, meals, recreation, and field trips will not be paid by the referrals if none of the providers contacted can meet their needs. The child (ren) must be in care within two (2) weeks of the initial enrollment appointment or the family will be returned to the eligibility list.

Terminations

When a family chooses to terminate from Enterprise Rancheria's Child Care Program, we request that they give the provider and Enterprise Rancheria a two-week notice.

Enterprise Rancheria may terminate a family from the Child Care Program for the following reason:

1. Failure to provide correct information at the enrollment or re-certification.
2. Failure to return training verification, grades, and other required documents in a timely manner.
3. Failure to find appropriate childcare within given timelines. (Timelines will be given on a case by case basis)
4. Failure to promptly notify Enterprise Rancheria of any changes within five working days of the change. Changes include: hour's child care is needed, gross monthly income, residence, employment, household size or marital status, etc.
5. Failure to use the hours of care agreed upon by Enterprise Rancheria and the parents.
6. Failure to complete childcare vouchers on a monthly basis.
7. Falsification of or refusal to sign child care vouchers
8. Long-term unexplained absences from child care
9. The child reaches the maximum age for the program.
10. Failure to arrange or attend a re-certification appointment when notice to re-certify is received.
11. Family no longer has need for childcare.
12. Disapproval letter rejecting your provider from the Trust Line Registry.

Method of Payment

1. All childcare vouchers (originals, no faxes) are due by the tenth (10th) of each month. Each voucher will be reviewed for accuracy and any corrections will be fixed. If the Childcare staff notices that the time/days/weeks/ are not calculated, your timesheet will be sent back to you for completion, after notification.

Once the voucher is considered complete, then the Child Care payment staff will sign it off.

2. All subsidies will be paid by Enterprise Rancheria by the 15th of each month. The remaining balance due to the provider is the responsibility of the parents.
3. All payments will be made directly to the provider.

NOTE: All late fees are the responsibility of the parents.

Requirements for parents in training programs

Parents in training programs must have on file with Enterprise Rancheria's Child Care Payment Program a signed Training Verification Form from the sponsoring agency/school. Information must include:

1. The type of training and the number of hours each week during which training takes place. If this training takes the form of classes, all the class information on the form must be filled out completely.
2. The beginning and ending dates of the semester/term during which care will be delivered.
3. The complete signature of the parent in training.
4. The complete signature and/or stamp of the college registrar or program director.

Parents in training programs are required to report all sources of income, including TANF grants.

Enterprise Rancheria's Child Care Payment Program will only pay for childcare during one vocational training program per year. Parents cannot change from one program to another unless they can show good cause for doing so.

ON-GOING REQUIREMENTS:

Eligibility re-certification

It is the responsibility of the parent to notify Enterprise Rancheria's childcare payment program of any change in status, income, address or phone number. Failure to report any change within Five (5) working days, may result in termination from the program.

In addition, parents are requested to notify the childcare payment program of any change in childcare hours. Failure to notify the program within 5 working days of the change may result in termination from the program.

Re-certification of eligibility is required every six (6) months.

Students must be re-certified at the beginning of each semester or quarter, at a per-arranged ending date of training of each six months, whichever comes first.

Re-certification is always necessary when there are changes in income, household size, marital status or employment.

NOTE: Enterprise Rancheria reserve's the right to check on any family's household income, monthly work hours, etc. as needed.

Increasing hours of childcare

Because of budgeting restraints, childcare hours can only be expanded as funding allows. To increase childcare hours, the parent must notify the childcare payment program with a request for expanded hours. The budget will be examined and the parent will be notified if the hours can be expanded at that time. If funding does not allow for expansion, the parent will be responsible for payment for any expansion of hours. A parent can choose to use more hours than Enterprise Rancheria is able to contract for: the parent would then be responsible for paying the provider for any hours above the hours Enterprise Rancheria has contracted to pay.

Childcare provider:

General Requirements

1. The provider must operate on a non-discriminatory basis giving equal treatment and access to services without regard to race, color, creed, religion, national origin, ancestry, political affiliation or special needs.
2. The licensed provider agrees to remain in compliance with all applicable licensing laws and regulations and to renew license before expiration. The exempt provider agrees to remain in compliance with Enterprise's childcare and development program policies and procedures.
3. The parent(s) shall have unlimited access to their children and those caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
4. Provider must have a working telephone. If the provider's telephone is out of service for two weeks or more, the situation must be corrected by the end of one month, as stipulated in a letter to the provider.
5. The childcare facility must be licensed or legally exempt from licensing.
6. Enterprise Rancheria shall conduct a Health and Safety inspection, which includes a safety walk through of the provider's facility, and the provider might be interviewed by Child care program staff on knowledge of first aid, CPR, nutrition, hygiene, mandated child abuse reporting and ICWA.
7. A current copy of the provider's license and a completed W-9 must be provided before childcare payments can be disbursed.
8. Must provide a current cleared TB test before any payments can be made.
9. Must show that you have registered with Trust Line within 30 days of which the Childcare application is received.

Provider / Agency Relationship

Enterprise Rancheria is **not** the employer of the childcare provider. The childcare provider is considered self-employed.

Complaints about child care Providers

Enterprise Rancheria keeps an open public record of all written complaints about provider of childcare. This public record is available for review by members of Enterprise Rancheria at the Tribal Office during normal operating hours.

For all complaints received, the accused provider may request a hearing before the Tribal Council at a regularly scheduled meeting, as long as the provider and Tribal Council have at least 7 days notice. If the child care provider fails to defend themselves against the complaints within 60 days or if the complaint is confirmed at a public hearing, the complaint and related evidence will be placed in an open public file at the tribal office and kept for seven (7) years. Additionally, the County's Child Care Resource and referral agency will be notified of the complaint and will be provided with any supporting evidence.

Payment Process

The payment process begins with the receipt of the childcare voucher. They are checked for the following:

1. Verification of daily attendance reporting. Each child must have a separate voucher. The voucher must be signed, on a daily basis, with the parent's full signature in ink and the hours/days/weeks need to be calculated.
2. Signatures-The parent and the provider must sign the form at the end of the month in the space provided, verifying that care has been delivered and that the information recorded is accurate.

Timelines

The childcare voucher is due by the 10th of each month following care. Enterprise Rancheria will pay the provider by the 15th of each month. All payment timelines are dependent on receipt of funds from agencies.

If there is any problem with receipt or loss of vouchers or a parent signing vouchers, please contact Enterprise Rancheria as soon as possible to avoid delay in the voucher payment process.

NOTE: Any childcare vouchers that are more than 30 days old Shall not be paid.

Provider Payment

The provider will be paid by the 15th of each month, Provided that all vouchers are accurate. The payment will be paid directly to the provider. After Enterprise Rancheria pays its subsidy, the parent is responsible for any remaining balances.

Rate Guidelines / Parent Co-payment

Enterprise Rancheria will not pay provider rates that exceed the current mean market rate in the community for the type of care provided. Each participant will have a different subsidy based on a formula. The provider will be notified of the percentage that Enterprise will pay to them and will be notified of how much the parent is responsible for paying. The amount the parent is responsible for is the parent's co-payment. This co-payment will be paid directly to the provider and is an agreement strictly between the parent and the provider

Rate Changes

Enterprise Rancheria must be informed two (2) weeks in advance of any changes in the rates charged for childcare. This change in rate must go into effect on the first of the month in order to coincide with Enterprise Rancheria's payment schedule. The new rate will be reflected on the voucher for coming month. Enterprise Rancheria will not honor any rate changes not conforming to these qualifications until beginning of the appropriate month.

A Family becomes Ineligible for Childcare

Where the parent is discontinued from services due to out-of-compliance, there will be a Thirty (30) day suspension for the first offense. For a second offense, they are then terminated from receiving services from the Enterprise Rancheria's childcare program for One (1) year.

The parent will be responsible for paying Enterprise Rancheria for any funds awarded during a period of ineligibility. If Enterprise Rancheria pays for child care for which the family is not eligible, the parent will be billed for that amount. A payment plan can be arranged with the Program Director.

Terminations

When a child care provider terminates a family enrolled in Enterprise Rancheria's child care and development program, we require notification at least two weeks in advance of termination. Enterprise Rancheria's child care and development program will give a two week notice, when terminating a family from the child care and development program. There may be times that a parent leaves suddenly. Enterprise Rancheria may not be able to pay for two week notice in these situations.

Enterprise Rancheria's child care and development program will give written notice to any provider who is going to be terminated. The severity of the infraction will dictate the timelines of the notice. For example, care and payment

to a licensed provider whose license is suspended, revoked or expired will be stopped immediately. The written notice will include a description of the reasons for termination.

Fair Hearings

For all components, the Tribe agrees to provide a fair administrative hearing to individuals whose applications for assistance have been denied or not acted upon with reasonable promptness, or whose assistance has been adjusted or terminated. If a member disagrees with a determination of the child care program director, the member may appeal the decision to the Tribal Council. Members will have 15 days from the date of notice to appeal by submitting a written request for a hearing before the Tribal Council. The hearing will be scheduled at the next regular monthly Council meeting of Enterprise Rancheria for which the Council has at least 7 days notice of appeal.

Certification

We, the Tribal Council of the Estom Yumeka Maidu Tribe of the Enterprise Rancheria, do hereby approve the Child Care and Development Fund Program Policies and Procedures of the Enterprise Rancheria. The Tribal Council is composed of seven members, of which 7 were present, constituting a quorum, at a regular meeting thereof, duly called, noticed and conducted on this 19th day of May 2012; that this policy was adopted by a vote of 4 in favor, 2 against, 1 abstaining.



Glenda Nelson, Tribal Chairperson

May 21, 2012
Date



Cindy Smith, Tribal Secretary

May 21, 2012
Date



ENTERPRISE RANCHERIA CHILDCARE & DEVELOPMENT PROGRAM POLICIES AND PROCEDURES

I have read and understand the Enterprise Rancheria Childcare Policies and Procedures.

Parent/Guardian Signature

Date

Enterprise Rancheria Program Director's Signature

Date