



## INDIAN TOWNSHIP- CCDF/CCDBG CHILDCARE + DEVELOPMENT PROGRAM



EVERY CHILD MATTERS



## Indian Township Child Care -CCDBG/CCDF CERTIFICATE PROGRAM

### Program Description:

The Indian Township Child Care & Development Block Grant Program subsidizes pre-school child care services and before and after school services for children ages 6 weeks to 12 years. CCDF funds are available for parents who need assistance while working, attending school/college, job training, or a traditional trade.

This program is contingent upon federal funding through the Child Care Development Fund. A sliding scale will be used in determining eligibility. We utilize a priority list during determination process, and you may be placed on a wait list. While we are not taking new applications we recommend completing our waitlist application.

**\*Applicants are required to exhaust all other available funding for child care services. (DHHS-CCAP Program)**

TANF recipients are expected to utilize FEDCAP child care funding for the time that they are involved in FEDCAP activities for as long as that service is available.

### Eligibility requirements include but not limited to:

1. Tribal child, ages 6 weeks to 12 years who is a member of the Passamaquoddy Tribe or is a step-child of a tribal member, adopted child, or a descendant (2 Generations back) of a member of the Passamaquoddy Tribe at Indian Township.
2. Reside on the reservation or within the service area.
3. Has a household Income at or below 85% of the State Median Income for a family of the same size.
4. Reside with a parent, foster parent, or guardian.
5. Who is working (20+ hrs a week), attending job training (Minimum 20 hrs a week), participating in a traditional trade program (Minimum 20 hours a week), attending an educational program minimum of 12 credits, or is receiving or needs to receive protective services/foster care.

### Required Documents for application include but not limited to:

The forms will include, but not be limited to; complete names of all family members, home and mailing address, Email address, home phone number, work address and phone number, verification of job and income, school enrollment verification, school schedule, social security numbers, job training verification, or traditional trade verification, parent/guardian responsibility agreement, special needs verification if applicable and authorization (signed ROI) for agency to verify all information listed on application provided by the applicant. All income must be provided. I.E. employment, TANF, Child support..

**\*When the applicant signs any release of information forms, the applicant gives the agency authorization to verify submitted documentation.**

### Contact information- ( ATTN: Tracy Dore )

Email: [ccdf@Itccpass.com](mailto:ccdf@Itccpass.com) -or- [t.d@Itccpass.com](mailto:t.d@Itccpass.com)

Phone: 207-796-6110

Fax: 207-796-0822

Mail: PO. Box 301 Princeton, ME. 04668

Physical address: Indian Township Tribal Government Admin Office -8 Kennebasis Rd Indian Township, ME.04668

**\* Parent/guardian must include required documents when your application is submitted: extensions will NOT be given.**

*Please call (207) 796-6110 or E-mail [ccdf@ITCCpass.com](mailto:ccdf@ITCCpass.com) to confirm that we have received your documents.*



**Verification of All Income:** \*Any changes in income needs to reported to the ITCC program within 10 days of the change.

Documentation may include but not limited to, pay check stubs, employment verification, unemployment award letter, disability award letter, SSI award letter, Social Security award letter, Self-Employment Statement or Self-Employment Declaration of Income, and TANF verification from the Department of Health & Human Services.

**If parent is self employed:** (Own Business, Seasonal work/Contract work: Clamming, Wrinkling, Wreaths, Tipping )

- A signed Self-Employment Statement. (a copy of their federal income tax return must be provided- certified 1040 form
- A signed Self-Employment Declaration of Income if there is no previous year federal tax return filed.
- Please provide receipts.
- A record showing the date of the payroll check, the period of payment, adjusted earnings may be submitted.

**Remotely-work from home:**

- Completed, signed Work From Home Employment Form.
- Completed employment verification form.

**If Not Employed:**

The parent(s) must provide documented proof that the parent(s) is enrolled in college, school, or a certified vocational educational program, traditional trade, or job training program, or actively seeking employment. ITCC will offer up to 3 months of subsidy for a parent seeking employment. Parent/Guardian must submit a job search log if they are unemployed and seeking employment and must be submitted on a bi-weekly basis. Job search log will be supplied by ITCC staff.

**Protective Services/Foster Care:**

If the child/family is receiving or needs to receive protective services, please attach documentation from a caseworker, official court document of custody, school enrollment, census verification for parent/s and children, copy of birth certificate if child is not on our census, copy of SS card, medical provider, current immunization records, and mental health provider. ITCFS/ITCW staff must complete an application and submit all required documents including the monthly payments for all children in placement. (This will not affect decisions or impact subsidy amount.) Foster parent must submit a completed employment verification form and work schedule or School enrollment verification form and class schedule. If FP works from home they must complete a work from home form.

**Children with Special Needs:**

If your child has special needs, please provide official diagnosis with application.

ITCC CCDF pays an additional rate for children with special needs on a case by case basis. (Rate will be negotiated annually)

**Complete and up-to-date Immunization Records-**

(Must submit current records for each subsequent year)

Following are the Tribe's immunization requirements:

Child's age:

0-6 Weeks - None

6 Weeks -4 Months -DPT (Diphtheria/Pertussis/Tetanus) -first immunization, OPV (Polio) -first immunization 4-6 Months - OPV (Polio) -first immunization ,OPV -first and second immunizations

6-15 Months - DPT -first, second and third immunizations OPV -first and second immunizations

24 Months/Over - MMR (Measles/Mumps/Rubella) -vaccination {lifetime)

All previous immunizations plus a vaccination for hemophilia's influenza (H flu) is recommended.

For more information, check with your health care provider



### 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 expressed written consent of the parent or legal guardian.

### Qualification Procedure-

As part of the application procedure, the parent/guardian will fill out the application forms and provide all required documentation and information. Without all required information and documentation, the application process cannot be completed and the CCDF subsidy will not be granted.

### Viewing: ITCC-Child Care Block Grant plan-

ITCC Staff will not make copies of the plan for distribution. However, the plan is available to view upon request at the tribal office under supervision. Requests are to be made to the ITCC-CCDBG program coordinator and they will schedule a date and time.

The Indian Township Child Care Program CCDF/CCDBG operates a certificate program; This gives the parent maximum flexibility when choosing who will take care of their children.

**Parents may choose: We will be phasing out In-home and family care providers** and utilizing licensed facilities more.

- 1) Professional childcare licensed by the State of Maine
- 2) In-home care (in the parents' home only) **Limited**
- 3) Family care (in the family home only) from a member of the child's immediate family (Adult sibling 18: aunt. uncle. grandparent or great-grandparent). **Limited**

**\*Applicants are required to exhaust all other available funding for child care services.** TANF recipients are expected to utilize FEDCAP child care funding for the time that they are involved in FEDCAP activities for as long as that service is available.

- Childcare subsidy will only cover up to 40 hours a week. Any hours over the approved hours will be the responsibility of the parent/caregiver. Eligible hours are establish after all required information is reviewed by ITCC staff. Approved hours will be stated in the decision letter and subject to change upon circumstances.
- After the parent chooses their child care provider, and after all program requirements are met, the staff of ITCC-CCDBG will subsidize all or part of the cost-The amount of the subsidy depends on family income and family size.  
To determine a fair rate of in-home and family care, the State of Maine's market rate survey will be used.
- The parents must pay the portion that is not covered by the subsidy. The cost of the licensed child care is the regular rate charged by the provider. It is common practice for professional licensed child care providers to charge a weekly slot fee.

- If the licensed child care provider does charge a slot fee, please note that the CCDF grant can only pay for the hours the child was physically in attendance, this program does not cover vacations, or holidays; therefore, please note that parents will be responsible for the portion of the slot fee that covers the time period of the child's absence.



### Providers required documents include but are not limited to-

**All providers must complete a fingerprint background check. \*Anyone over 18 in the home must complete a fingerprint background.**

- **Licensed centers:** The Tribe requires a copy of the provider's current state license, any accreditations they may hold, W-9, a fingerprint background check. (This includes all staff ). Current, mandated reporter certificate, infant and adult CPR & First Aid, and health and safety training certificates, for all staff and a copy of the Market Rates for licensed childcare services- Daycare Centers.
- **In-Home/Family Care:** Tribe requires all interested providers complete our provider application, a W-9, an independent contractor statement ( per our finance dept ), along with the official response (Email), a fingerprint background check ( This includes anyone in the household who is 18 or older ). Current mandated reporter certificate, Infant and adult CPR & First Aid, and health and safety training certificates, for all in-home and family care providers, annually.

### Provider Contract , Provider Agreement, Provider Statement: ALL PROVIDERS

ITCC Provider contract must be completed and signed between Provider and ITCC staff. **(Annually)**

A ITCC provider agreement must be signed between the applicant and the child care provider. ITCC Provider Statement form must be completed and signed between the provider and parent/guardian. **(Annually)** Be sure to read the agreement carefully and keep a copy for your information.

All parties agree to remain in compliance with all policies and procedures of the Indian Township Child Care & Development Block Grant Program. Providers must consent to a background check, unless an authorized exemption is issued by program coordinator.

Weekly childcare forms are due every Monday by 10:00 am via email to [ccdf@itccpass.com/t.d@itccpass.com](mailto:ccdf@itccpass.com/t.d@itccpass.com), or they can be submitted on our website. @ <https://itccpass.com/contact-us>. Both parent/guardian and provider must sign weekly childcare form.

If at anytime there is a change in provider's, parent/guardian is required to advise program staff ASAP and must complete a new provider agreement. Provider must be approved before payment can begin.

**Your certificate does NOT automatically renew! It is your responsibility to re-enroll to the program annually if you wish to continue services in subsequent years. The deadline to re-enroll annually is September 30th. There is no guarantee that you will remain eligible for the program. All required documents are due when you submit your completed packet. If you do not have your packet and all required documents submitted by September 30th you will be placed on our wait-list. There will be re-enrollment reminders advertised on our Facebook pages and our website starting in August and ending September 29th 4:00pm. There will be no other further notices.**

**The re-enrollment packets can be found on our website, or picked up in person.**