

DRAFT AS OF JUNE 24, 2014

KIOWA TRIBE CHILD CARE PROGRAM
ADMINISTRATIVE POLICIES & PROCEDURES

Submitted by Melody Redbird-Post, Child Care Director

KIOWA TRIBE CHILD CARE PROGRAM	
PROGRAM SYNOPSIS	
REGULATIONS	45 CFR PART 98 – Child Care Development Fund
CCDF ADMINISTRATOR	Child Care Director
IMMEDIATE SUPERVISOR	Executive Director of the Kiowa Tribe of Oklahoma
TRIBAL LEAD AGENCY	Kiowa Tribe Child Care Program
FEDERAL AGENCY	Office of Child Care
FEDERAL REGION	Region VI
PROGRAM SPECIALIST	Lisa Blackmon
GRANTS OFFICER	
REGIONAL MANAGER	Gwendolyn Jones
CURRENT PLAN	FY2014-2015
OPEN FISCAL YEAR(S)	FY2014
REPORTS DUE	
ACF-700	December 31 st , Annual Program Report – Data, Analysis, & Supplemental Narrative
Fiscal	Quarterly, Prepared and submitted by Kiowa Tribe of Oklahoma Finance Department
Tribal	October & April, Program Report to the Kiowa Indian Council, submitted and copied as requested
Monthly	23 rd of Each Month, Program and Fiscal Reports due to Executive Director via email or hard copy
CACFP	10 th of Each Month, Kiowa Child Care Center Agreement #DC-08-160, Oklahoma Child Nutrition Program monthly claim for reimbursement for provision of nutrition services
COLLABORATIONS	Kiowa Child Welfare Program, Kiowa Injury Prevention Program, Caddo County DHS office, CKTEd, Kiowa Tribal Museum, Kiowa Culture Preservation Authority, University of Oklahoma (Anthropology-Kiowa Language, Educational Psychology and Instructional Technology, Sam Noble Natural History Museum), Tofpi Consulting, Kiowa Kids, Kiowa Nation Youth Sports Club
CONTRACTS A-OK Office Systems Teaching Strategies GOLD Melton’s Janitorial Supply William’s Foods, Anadarko	MEMBERSHIPS Oklahoma Tribal Child Care Association National Indian Child Care Association National Association for the Education of Young Children Southern Early Childhood Association Early Childhood Association of Oklahoma
INITIATIVES Let’s Move Child Care Kiowa Language & Culture Strengthening Families Positive Behavior Support Health & Safety Compliance	Oklahoma Registry Native American for Injury Prevention Coalition Caddo County Inter-agency Coalition Kiowa County Coalition Project LIVE Coalition Caddo-Kiowa Tobacco Education Coalition

PART I
ADMINISTRATION

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	ADMINISTRATION
SECTION	1.2.1, 1.2.2
SUBJECT	Direct Implementation/Administration of CCDF by the Lead Agency
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

According to the current, approved CCDF Tribal Plan, the tribal lead agency is designated by the Kiowa Tribe of Oklahoma to administer the CCDF program in accordance with applicable Federal laws, regulations and in accordance with provisions of the CCDF Plan, including assurances and certifications. Governing regulations are: 658D, 658E, 45 CFR 98.16(a) & (c)(1)

POLICY:

The Kiowa Tribe of Oklahoma had designated the Kiowa Tribe Child Care Program as the Tribal Lead Agency and the Child Care Director as the Tribal CCDF Administrator to administer the CCDF program according to all applicable laws, regulations, and ensure program is in compliance with all applicable assurances and certifications.

PROCEDURES:

1. The Child Care Director will ensure the Kiowa Tribe of Oklahoma CCDF Plan is followed as agreed.
2. The CCDF Plan will be updated as per CCDF regulations (45 CFR Part 98) every two (2) years and amended as needed.
3. The Child Care Director will be knowledgeable about the current, approved CCDF Plan and continue to review corresponding policies, procedures, regulations, and forms for compliance and consistency.
4. The Child Care Director will share the CCDF Plan with the Executive Director, the Kiowa Business Committee, and Kiowa tribal members upon request for input, review, and approval.
5. The CCDF Plan, once approved by the Kiowa Tribe of Oklahoma and the Office of Child Care, and all corresponding amendments and attachments, will be maintained in Word document format by the Child Care Director on the main desktop computer and in a backup file.
6. The approved CCDF Plan will also be available to Kiowa tribal members and the general public in PDF format by request and on the Kiowa Tribe of Oklahoma's official website, www.kiowatribe.org

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	ADMINISTRATION
SECTION	1.3.1
SUBJECT	Fiscal Oversight and Funding Allocation
EFFECTIVE DATE	6/1/2014

REGULATION(S): 45 CFR 98.13, CCDF-ACF-PI-2010-03, 45 CFR 98.2, 98.84

POLICY:

The Kiowa Tribe Child Care Program abides by the fiscal procedures and internal controls mandated by Federal regulations and Tribal policies and procedures as mandated in the Kiowa Tribe of Oklahoma's Financial Management System, including, but not limited to audit, accounting, budget planning and approval process, procurement, property, and funding allocations.

PROCEDURES:

1. The Child Care Director will:
 - a. Ensure knowledge of the Kiowa Tribe of Oklahoma Financial Management System and all applicable regulations related to fiscal oversight and internal controls at the Federal and Tribal levels.
 - b. Ensure ongoing communication with the Executive Director, the Kiowa Tribe of Oklahoma Finance Department and the Kiowa Business Office regarding current Federal funding allocations according to the current Notice of Award letter, whether digital or hard copy, and periodic review of Tracking Accountability in Government Grants System via <https://taggs.hhs.gov/>.
 - c. Plan and submit CCDF budget modifications to all applicable open fiscal year funding streams in a manner that is in accordance with Federal and tribal regulations.
 - d. Maintain a fiscal tracking system on Excel spreadsheets to ensure the program continues to maximize Federal and tribal resources with attention to compliance, quality services, and necessary spending via review of Expenditure Reports, Monthly Reports, Annual Reports, and updated tracking of purchase requisitions, accounts payable vouchers aligned with current fiscal year funding stream(s).
 - e. Plan spending according to the services outlined in the current, approved CCDF Plan and in current policies and procedures.
 - f. Ensure the CCDF program services are supplemented by tribal supplemental funding according to the tribal budgeting process and as needed to provide necessary services.
 - g. Ensure the CCDF program budget reflects both administrative and programmatic cost allocations as well as falls within the 15% administrative spending cap. Indirect costs will be included as part of the administrative budget.
2. The CCDF program budget and all fiscal records will be maintained by the Child Care Director with assistance from the Office Clerk, and made available to mandated personnel.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma Policies, Procedures, and required Forms: Financial Management System, Procurement, Property, as well as Audit Report, Indirect Cost Agreement
2. KCCP Fiscal Records binder for current and previous years and KCCP office filing system

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	ADMINISTRATION
SECTION	1.4.1
SUBJECT	Definition of “Indian Child”
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Governing regulations are: 658O(c)(2)(B), 45 CFR 98.80(e), 98.81(b)(2)(i) & (ii), 98.81(b)(3)(ii), 98.81(b)(4)

POLICY:

The Kiowa Tribe Child Care Program defines “Indian Child” as any enrolled Kiowa tribal member ages birth through twelve years-old, or a child ages birth through twelve years-old eligible for membership in the Kiowa Tribe of Oklahoma, or a child ages birth through twelve years-old with at least one enrolled Kiowa parent.

PROCEDURES:

1. Documentation of Kiowa Tribe enrollment will be provided by the parent/guardian, applicant, child welfare agency, or by the Kiowa Tribe of Oklahoma Enrollment Office regarding the child’s Kiowa blood quantum via either a Tribal Enrollment Card or a Certificate of Degree of Indian Blood.
2. Age of the child is verified via a state-certified birth certificate, a hospital-issued birth certificate, or printed Official Shot Record either provided by the applicant or accessed by KCCP staff via the Oklahoma State Immunization Information System (OSIIS) located at <https://www.health.state.ok.us/osiisweb/default.asp>
- 3.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Forms: KCCP Intake Checklist, KCCP Contact Form, Oklahoma Birth Certificate Application, OSIIS Release of Information
3. OIIS Login Information:

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	ADMINISTRATION
SECTION	1.4.2
SUBJECT	Indian Child Count
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Governing regulations are: 45 CFR 98.81(a)(4) & 98.81(b)(4)

POLICY:

The Kiowa Tribe Child Care Program shall determine the number of Indian children, as defined in the definition of Indian Child, under age 13, who reside on or near the service area as defined by the program. Children who are included in the Child Counts of other CCDF Tribal Lead Agencies are not counted in the Kiowa Tribe Child Care Program Child Count.

PROCEDURES:

1. Beginning after January 1st of the current fiscal year, the Child Care Director shall initiate child count procedures to include data collection on all children under age 13 years-old who reside in the 22-county service area, whether enrolled, born to an enrolled parent, or under the guardianship of an enrolled tribal member.
2. Data sources shall include but are not limited to: Kiowa Tribe of Oklahoma Enrollment Office, U.S. Census Bureau, Oklahoma State Department of Health, Oklahoma Department of Human Services, public school districts within service area, etc.
3. Prior to submitting the Child Count Declaration annually, the Child Care Director shall confer with all neighboring CCDF Tribal Lead Agencies within the defined service area.
4. Communication with other lead agencies will consist of either electronic or printed correspondence including the current child count number, the current, approved definition of Indian Child, the current, approved service area, and the child count policy.
5. After conferring with neighboring tribal lead agencies, the Child Care Director shall subtract the child counts of neighboring tribes from the total number determined by the data collected.
6. The final Child Count number shall be indicated on the completed Child Count Declaration Form and submitted to the Executive Director for approval and signature.
7. Following approval of the Child Count Declaration, the Child Care Director shall submit the completed form prior to June 30th to the Office of Child Care Regional Office including the Regional Manager and the Program Specialist as directed in official correspondence.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Forms: Child Count Declaration Form
3. Instructions and communication from the Office of Child Care on current child count deadlines

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	ADMINISTRATION
SECTION	1.4.3
SUBJECT	Definition of “Indian Reservation or Service Area”
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Governing regulations are: 658O(c)(2)(B), 45 CFR 98.80(e), 98.81(b)(2)(i) & (ii), 98.81(b)(3)(ii), 98.83(b)

POLICY:

The Kiowa Tribe Child Care Program shall provide services within the service area defined as the southwestern portion of the state of Oklahoma, including the following twenty-two (22) counties: Beckham, Blaine, Caddo, Canadian, Carter, Cleveland, Comanche, Cotton, Custer, Garvin, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, McClain, Oklahoma, Roger Mills, Stephens, Tillman, and Washita.

PROCEDURES:

1. The 22-county service area lies within the confines of the I-40 and the I-35.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	ADMINISTRATION
SECTION	1.6.1
SUBJECT	Program Integrity and Accountability
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Governing regulations are: 45 CFR 98.11(b), 98.60(i)

POLICY:

The Kiowa Tribe Child Care Program shall be responsible for ensuring that policies and procedures are in place to monitor programs and services, to ensure compliance with rules of the programs, and to provide oversight in the expenditure of all funds, including misspent funds and fraud prevention and recovery.

PROCEDURES:

1. The Child Care Director will ensure that policies and procedures are in place to address: eligibility determination and redetermination, parent co-payments, child care payments, oversight of sub-grantees and contractors, as well as compliance with tribal regulations.
2. Policies and procedures will be reviewed annually and updated according to input from supervisors, tribal members, and collaborative partners.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Kiowa Tribe Child Care Program Administrative Policies & Procedures
3. Kiowa Child Care Center Policies & Procedures

PART II
DEVELOPING THE CHILD CARE PROGRAM

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	DEVELOPING THE CHILD CARE PROGRAM
SECTION	2.1.1
SUBJECT	Consultation in the Development of the Plan
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

According to the regulations, the plan must be developed in consultation with representatives from the tribal community. Governing regulations are: 658D(b), 45 CFR 98.12(b), 98.14(b), 98.16(d).

POLICY:

The Kiowa Tribe Child Care Program will consult with local tribal community representatives during the development of the plan, including, but not limited to the following: Kiowa Business Committee, Kiowa Tribe of Oklahoma governmental programs, community partners, providers, community members, program participants, and tribal members.

PROCEDURES:

1. Beginning 6 months before the Plan is due, the Child Care Director will draft a plan of action for consultation on the development of the Plan and ensure it is implemented.
2. Meetings regarding proposed definitions and essential elements of the new plan will be scheduled and conducted with tribal leaders, tribal programs/departments, community partner agencies, current providers, current participants, and tribal members-at-large.
3. Meetings will be documented via meeting agenda, fliers, minutes, and sign-in sheets.
4. Surveys will be composed and conducted to receive input from the community.
5. Surveys will be disseminated via telephone, paper copy, and via the internet.
6. All plan consultation meetings and elements will be promoted via the Public Relations office at the Kiowa Tribe of Oklahoma including tribal newsletter, local newspapers, and websites.
7. Promotion will also occur at community and tribal health fairs, powwows, community coalition meetings, and tribal community public hearings.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	DEVELOPING THE CHILD CARE PROGRAM
SECTION	2.2.1 & 2.2.2
SUBJECT	Coordinating the Delivery of CCDF-funded Child Care Services
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Coordination is required with other tribal, Federal, state, and local programs, especially related to early care and education. Governing regulations are: 658D, 658O, 45 CFR 98.14(a)(1), 98.16(d), & 98.82(b).

POLICY:

In order to coordinate the delivery of CCDF-funded child care services, the Kiowa Tribe Child Care Program will participate in local, regional, state, and national coalitions.

PROCEDURES:

1. The Child Care Director will maintain membership in good standing and participate in the following:
 - a. Local coalitions within the service area such as: Caddo County Inter-Agency Coalition, Kiowa Community Coalition, Caddo-Kiowa Tobacco Education Coalition, Project LIVE Coalition, Native Americans for Injury Prevention Coalition, Fit Kids of Southwest Oklahoma, Southern Early Childhood Association
 - b. State coalitions: Oklahoma Tribal Child Care Association, Smart Start Oklahoma, OKDHS workgroups, Early Childhood Association of Oklahoma
 - c. National coalitions: National Association for the Education of Young Children, Native Children’s Research Exchange
2. Coordination on transition services will also occur between programs in the service area including, but not limited to: Early Head Start, Head Start, public school districts, JOM/Indian Education programs, Oklahoma State Department of Education, child care resource and referral services, and child care providers.
3. Coordination on health, safety, and nutrition services, including referral, follow-up and treatment will also include: Indian Health Service, county health departments, Oklahoma State Department of Health, Oklahoma Health Care Authority, and tribal/local health coalitions such as the Southwest Oklahoma Inter-tribal Health Board, the Oklahoma City Area Inter-tribal Health Board, and the Kiowa Tribe Health Advisory Board. Results include children’s immunization status, preventive health screenings, preventive dental services, and child passenger safety services, including appropriate referrals and family communication.
4. Coordination on workforce development, job search, and training services will include: OKDHS county offices for TANF, and tribal workforce investment act programs. Results include provision of job shadowing at the tribally-operated center and training opportunities.
5. Coordination on child abuse and neglect prevention will include: tribal child welfare programs, county OKDHS office on child welfare, the BIA child welfare unit, and the Southern Plains Child Protection Team.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	DEVELOPING THE CHILD CARE PROGRAM
SECTION	2.3.1
SUBJECT	Public Hearing Process
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Governing regulations are: 45 CFR 98.14(a)(c)(3)

POLICY:

The Kiowa Tribe Child Care Program will ensure that at least one public hearing will be conducted within the program service area in order to provide the public with ample opportunity to comment on the provision of child care services in the plan.

PROCEDURES:

1. The Child Care Director will ensure the contents of the plan are available throughout the service area prior to the public hearing.
2. The Child Care Director will ensure that public notice of the public hearing(s) will be provided throughout the service area 20 days prior to the event.
3. Notice of the public hearing will be provided via newsletters to parents, tribal and local media outlets, postings on community bulletin boards, and community partner listservs.
4. The plan will be made available throughout the service area via CCDF program sites, tribal offices, tribal website, tribal email listservs.
5. In order to ensure that the public input provided is included in the plan, the Child Care Director will analyze all sources of input and update plan as necessary prior to final submission.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	DEVELOPING THE CHILD CARE PROGRAM
SECTION	2.4.1
SUBJECT	Public-Private Partnerships
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Governing regulations are: 45 CFR 98.16(d)

POLICY:

The Kiowa Tribe Child Care Program will plan to conduct and implement activities that encourage public-private partnerships that promote business involvement in meeting child care needs.

PROCEDURES:

1. The Child Care Director will ensure coordination and communication with local business partnership initiatives to raise awareness of high-quality early care and education and CCDF-funded services including, but not limited to:
 - a. Smart Start Oklahoma
 - b. Success by Six
 - c. Oklahoma Native Assets Coalition

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log

PART III
CHILD CARE SERVICES OFFERED

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.2.1
SUBJECT	Description of Direct Child Care Services
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Non-exempt tribes with CCDF allocations of \$500,000 or higher, must operate certificate programs. Exempt tribes can choose which services they will offer. Child care services can be offered via certificate/voucher, tribally-operated Center, Grants/Contracts, etc. Governing regulations are: 45 CFR 98.30(e) & 98.81(b)(5).

POLICY:

The Kiowa Tribe Child Care Program will offer certificates for child care services across a variety of child care categories including: center-based care, group home care, family child care, and in-home care. Furthermore, services include a tribally-operated center and certificate/voucher program.

PROCEDURES:

1. The Child Care Director will ensure that all four categories of care are reflected in the biennial Child Care Plan.
2. All four categories of care will be offered to applicants via application reviews.
3. The Child Care Director will calculate potential number of children possible to serve when new funding allocations are available according to the current OKDHS provider rates (per current Child Care Plan) and the ages of participating children.
4. Provider cost breakdowns will be available to justify the amount of budget allocations made and submitted in budget modification forms to Finance Department.
5. The tribally-operated center is the Kiowa Child Care Center in Anadarko, OK which is an OKDHS-licensed facility participating in the Oklahoma Reaching for the Stars program (Oklahoma's Quality Rating and Improvement System) serving all ages of children up to 34 total children. The Kiowa Child Care Center offers part-time, full-time, before/after-school care, and Kiowa Language & Culture Revitalization activities.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log
3. KCCP Reporting Form (Excel Spreadsheet) with provider-child cost breakdown(s)

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.2.2
SUBJECT	Service Areas in which Child Care is Offered
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

According to the regulations, the tribal lead agency can determine which services are offered in the service area. Governing regulations are: 658E(a), 45 CFR 98.16(g)(3)

POLICY:

The Kiowa Tribe Child Care Program will offer the certificate program throughout the entire service area. Tribally-operated centers are limited to the communities surrounding the center.

PROCEDURES:

1. The Child Care Director will ensure that the entire service area is served via the certificate program by verifying the residency information of applicants during the application screening process.
2. As tribally-operated centers are available to the community in which they are located, the Child Care Director will ensure that proper promotional activities are conducted to inform the community of the availability of the tribally-operated centers.
3. Currently, the Kiowa Child Care Center is the only tribally-operated center in operation and is located in the city of Anadarko and serves families in the surrounding areas, including Chickasha, Apache, and Lawaton, depending on the location of the parent's workplace.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log
3. KCCP Program Brochure

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.3.1
SUBJECT	Description of Child Care Certificate/Voucher Payment Process
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

The Tribal Lead Agency must describe the process for payment of child care certificates that will be followed. Governing regulations are: 658E(c)(2)(A)(iii), 658P(2), 45 CFR 98.2, 98.16(k), 98.30 & 98.30(e)(1)(2)

POLICY:

The Kiowa Tribe Child Care Program will ensure that the child care certificate payment process is consistent with internal controls and the Kiowa Tribe's Financial Management System.

PROCEDURES:

1. The Child Care Director will determine the eligibility of each applicant based on family income, Kiowa tribal enrollment, child's age, and applicant residence before the child care certificate is issued.
2. Once the applicant is determined to be eligible for services, a Child Care Notification Letter and an attached Child Care Certificate is sent to the applicant with information that indicates the child eligibility period, age group, parent-selected provider, provider rates, the family monthly co-payment, and the eligibility effective date.
3. The Child Care Certificate is only issued to eligible parents after the parent has selected a provider, which is confirmed as part of the screening process.
4. Parents throughout the program service area are informed about the categories of care that are available via the approved certificate by consumer education provided when the application is submitted, via the Kiowa Tribe Child Care Program website located at www.kiowatribe.org/child-care/, and via a KCCP Parent Handbook with information on parental choice.
5. Once the Notification Letter and Certificate are mailed to the family, the Child Care Provider indicated on the application and the Certificate is contacted by KCCP Staff via telephone to confirm the eligible/approved child(ren) have spots at the child care provider.
6. KCCP Staff explain to the Provider the following: "We have a family that has been approved for child care subsidy assistance through the Kiowa Tribe of Oklahoma. The family has selected you as their child care provider. In order to get you approved as a provider through the Tribe, we need to have some forms signed and completed. What is your fax number or email address (or mailing address) to submit the forms

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log
3. Child Care Notification Letter template in Word
4. Child Care Certificate template in Word

5. KCCP Family Contact forms included with applicant's file
6. Handouts on parental choice and providers in the service area available
7. KCCP Family Handbook (currently being revised)

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.4.1
SUBJECT	Limitations on In-Home Care
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

According to the Plan, certain limitations may be imposed on in-home care offered as determined by the Tribal Lead Agency. Governing regulations are: 45 CFR 98.16(g) & (e)

POLICY:

The Kiowa Tribe Child Care Program will provide in-home care only if the indicated criteria are met: 1) Restricted based on provider meeting a minimum age requirement, 2) Restricted based on number of hours of care (certain number of hours, nontraditional work hours), 3) Restricted to care by relatives, 4) Restricted to care for children with special needs or medical condition.

PROCEDURES:

1. The Child Care Director will screen the applications for requests for in-home care.
2. In the event that in-home care is requested, the Child Care Director will ensure that the application meets all four (4) criteria indicated in the current Child Care Plan.
3. If criteria are not met, application is determined in-eligible for in-home care and applicant is notified via courtesy telephone call and via child care notification letter.
4. Applicant can choose an alternative provider without re-applying for services within one week of notification date only if funds are available and there is no applicant waiting list.
5. Requests made after the one week notification date will be required to be placed on the waiting list until funding is available and their place on the waiting list arises.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log
3. KCCP Application Intake Checklist
4. KCCP Family Contact Form
5. KCCP Child Care Notification Letter

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.5.1
SUBJECT	Definition of “Residing With” and “In Loco Parentis”
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

According to the federal regulations, children eligible for services must be 1) under age 13 years, or under age 19 years if physically/mentally disabled or under court supervision, 2) reside with a family whose income does not exceed 85% of the State Median Income, and 3) reside with a parent or someone acting in loco parentis who is working or attending job training or an educational program or receiving or needs to receive protective services. Governing regulations are: 658E, 658P, 45 CFR 98.20(a)(b), 98.80(f) & 98.81(b)(1)

POLICY: The Kiowa Tribe Child Care Program defines the following terms as:

- a) **Residing With:** A minor Kiowa child residing with and in the primary care of the natural parent(s) or adoptive parent(s), a stepparent, extended relative or non-relative who assumes responsibilities ordinarily made by parents due to parental absence, during the time that services are being received.
- b) **In Loco Parentis:** An individual recognized as acting in loco parentis can have either formal or informal guardianship of the child needing services. In lieu of a formal guardianship, as relatives of non-relatives, the individual can informally assume parental status and responsibilities. Individuals can provide proof of being recognized as the child’s caretaker by a power of attorney document, or may provide documentation of public assistance requested on behalf of the child in need of services. Also, if the individual is a recipient of child-only TANF for the child(ren) needing care, proof of TANF services can be provided. Determination may be made on a case-by-case basis by CCDF staff. Approved, court-ordered guardians of eligible children shall be treated as biological parents for purposes of eligibility and co-payment determination. Where the court order states “assume all financial obligations on behalf of the child,” the child care subsidy eligibility shall be determined with the guardian treated as parent.

PROCEDURES:

1. The Child Care Director will screen applications based on the definitions listed as well as the required eligibility elements (age, income, work/training/education/protective services).
2. Proof of in loco parentis status will need to be submitted with the application in order for the application to be determine complete and eligible for screening, as follows:
 - a. Power of attorney document
 - b. Public assistance received on behalf of child needing care
 - c. Proof of child-only TANF for child needing care
 - d. Court-order of guardianship
 - e. Protective custody notification provide by child welfare agency

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.5.2
SUBJECT	Eligibility Based Upon Age
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

According to the federal regulations, children eligible for services must be 1) under age 13 years, or under age 19 years if physically/mentally disabled or under court supervision, 2) reside with a family whose income does not exceed 85% of the State Median Income, and 3) reside with a parent or someone acting in loco parentis who is working or attending job training or an educational program or receiving or needs to receive protective services. Governing regulations are: 658E, 658P, 45 CFR 98.20(a)

POLICY:

The Kiowa Tribe Child Care Program will provide services for children ages 0 to the day before the child turns thirteen years-old. Care for children ages 13-17 years-old is offered if the child is determined to be physically and/or mentally incapable of self-care.

PROCEDURES:

1. The Child Care Director will screen applications for age of child(ren) needing care.
2. Proof of child's age must be included with the application in order for application to be considered completed.
3. Acceptable forms of proof of child's age are:
 - a. Kiowa Tribal Enrollment verification of child (CDIB or enrollment letter/card)
 - b. Child's official state-issued birth certificate
 - c. Child's official immunization record
4. Applications requesting care for children ages 13-17 years-old who are physically and/or mentally disabled must also include proof of a diagnosis of physical and/or mental disability that leaves child incapable of self-help skills as provided by written verification from the child's primary care physician.
5. Parents may request the KCCP to secure the child's official immunization record provided that the parent completes the Oklahoma State Immunization Information System Release of Information form (located at the KCCP office) and submits the completed form with the application, thus giving KCCP staff the authorization to log into the OSIIS database to pull the child's official immunization record and print for inclusion with application and documents.
6. OSIIS Login Information will be maintained by the Child Care Director.
7. Application decisions based on child's age will be included in the Child Care Notification Letter provided to applicants.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. KCCP Intake Checklist
3. KCCP Child Care Notification Letter

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.5.3
SUBJECT	Eligibility Based on Work, Job Training, or Educational Program
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

According to the federal regulations, children eligible for services must be 1) under age 13 years, or under age 19 years if physically/mentally disabled or under court supervision, 2) reside with a family whose income does not exceed 85% of the State Median Income, and 3) reside with a parent or someone acting in loco parentis who is working or attending job training or an educational program or receiving or needs to receive protective services. Governing regulations are: 658E, 658P, 45 CFR 98.20(a)(b), 98.80(f) & 98.81(b)(1)

POLICY:

The Kiowa Tribe Child Care Program will provide assistance to parents who are working as defined below:

- a) **Working:** Time spent in activities that result in wages, including periods of job search limited to six months at a time (as verified by a statement by the applicant(s) and until proof of employment or enrollment in an educational program is provided up to the given time limit); on-the-job training (as verified by a training schedule or letter of participation including the ultimate satisfactory completion of program); work study (as verified by schedule); self-employment (as verified by Schedule C or federal tax return); volunteer hours leading to educational degree completion (as verified by class or volunteer schedule or letter of participation); professional development (as verified by training registration); commission (as verified by earnings statement); and armed forces (base pay to include Basic Allowance Housing (BAH) and Basic Allowance Separate Rations (BS)); and part-time/full-time employment (as verified by letter from employer and/or paystubs). Both parents residing with the child must be considered working in order to be eligible for CCDF services.
- b) **Attending Job Training:** Activities designed to give applicant job skills, job experience, and job-related training as evidenced by enrollment and participation in either the state or tribal Workforce Investment Act program, enrollment and participation in a technology center or job training institute. Attendance is required as evidenced by a work schedule, training schedule, and/or eligibility/participation verification letter. Completion of the job training program is verified by a letter of completion, a completion certificate, or other completion document submitted by the applicant.
- c) **Educational Program:** Activities designed to secure a high school diploma or equivalency certificate; basic and remedial education or literacy level; job skills training or enrollment and participation in a vocational institute or institution of higher-education in a degree-completion program. Attendance is documented by submission of class schedule at the beginning of each semester as well as annual submission of transcripts/grades. Educational program attendance includes participation in traditional as well as online courses. Online course participation must be verified by submission of course syllabus for each online course. Children remain eligible for care during periods between semesters as long as parent is enrolled in certificate or degree-seeking program. If parent drops from a certificate or degree-

seeking program, a six-month grace period applies to provide continuity of care while parent engages in work activities or other educational program activities.

PROCEDURES:

1. The Child Care Director will screen all applications for parent/guardian's definition of working or in training/education.
2. Proof of work or enrollment in educational program must be attached to application. Proof may include two (2) recent paystubs, work schedule, letter of enrollment, class schedule, etc.
3. Applications will be screened using the KCCP Intake Checklist to ensure all documents are attached in order for the application to be considered complete.
4. If application does not have attached proof, it will be kept in the Pending file until proof is attached and it can be processed.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. KCCP Intake Checklist

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.5.4
SUBJECT	Eligibility Criteria Based Upon Receiving Protective Services
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 45 CFR 98.20(a)(3)(ii)

POLICY:

The Kiowa Tribe Child Care Program defines protective services as follows:

1. Protective Services: A Kiowa Indian child who is in protective services or at risk for protective services, including children in foster care or children in need of respite care, whether state or tribal, shall be categorically eligible for CCDF services.
2. Determining Eligibility for Protective Services: In determining eligibility, the family unit will only count as the children in need of care. Guardians' income will not be considered during eligibility determination and monthly family co-payment shall be waived as long as child remains in protective custody or at-risk for protective custody. Parent/guardian/foster parents must be working or in education/job training in order for child to be eligible for services unless parent/guardian/foster parent(s) receives SSI, disability, or Social Security supplements. Documentation will be provided by parent/guardian/foster parent in the form of a letter/proof of benefits. Children in need of protective services or receiving protective services will be determined eligible on a case-by-case basis by the KCCP Case Review Team. Children must reside or be placed within the Kiowa Tribe Child Care Program's CCDF service area as documented by application and/or case worker/child welfare agency.

PROCEDURES:

1. On a case-by-case basis, the KCCP will waive the co-payment and income eligibility requirements for cases in which children receive, or need to receive, protective services.
2. KCCP provides CCDF-funded child care to children in foster care whose foster care parent(s) are not working or who is not in education/training activities. These children are included under the definition of protective services.
3. KCCP provides respite child care to children in protective services and such children are included in the definition of protective services.
4. The Child Care Director will ensure that all required proof and documentation is attached to application in order for application to be considered complete and eligible to be processed for overall eligibility.
5. KCCP Intake Checklist will be completed to determine if all documents are attached.
6. Applications will be considered incomplete and will be placed in the pending file until all required documentation is attached.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. KCCP Intake Checklist

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.5.5
SUBJECT	Income Eligibility
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S):

Governing regulations are: 658E(c)(B), 658P(4), 45 CFR 98.20, 98.80(f) & 98.81(b)(1)

POLICY:

The Kiowa Tribe Child Care Program will ensure that eligible children are under the age of 13 years-old and reside with a family whose income does not exceed 85% of the State Median Income for Oklahoma for a family of the same size.

1. Definition of Income: For applicants, proof of all sources of income must be provided in order for eligibility determination to occur. Income submitted must document at least two pay periods and be recent, within the past ninety days. Documentation provided includes letters or oral statements from employer/training agency, pay stubs, eligibility letters, unemployment benefits/child support checks/verification letters on amounts received. For eligibility determination purposes, income shall be calculated as gross monthly income by calculating hourly wage, hours worked per week, and computed as a gross, monthly amount, regardless of the length of time income is received. For each working parent in the household, a monthly deduction of \$200 per working parent will be applied to the gross monthly income and the final figure will be used to determine the family's income eligibility and monthly co-payment by entering the figure into the Tribal Child Care Data Tracker and indicating the breakdown on the Family Co-Payment Calculation Worksheet for each child's file. Income will be considered as earnings from employment, whether full time or part time, including wages, salary, commissions, tips as listed on pay stubs or employer verification statements. Child support payments received from non-custodial parents will count as income. Income from job search or job training stipends, including unemployment benefits and WIA stipends received, will count as income. TANF payments received will not count as income for CCDF eligibility purposes. Tax refunds and per capita payments will not count as income. Supplementation Nutrition Assistance Program payments will not count as income for CCDF eligibility purposes. Grants or scholarships received from school will not count as income.

PROCEDURES:

1. The Child Care Director will ensure that applications are screened for falling within the stated income eligibility limits.
2. The KCCP uses the Oklahoma State Median Income for families of the same size effective as of October 1, 2013.
3. Eligible families must not have income above the following income eligibility limits:

Family Size	85% of State Median Income (\$/month)
1	2,342
2	3,062

3	3,783
4	4,504
5	5,224
6	5,944
7	6,079
8	6,215

4. d

ADDITIONAL INFORMATION/FORMS:

3. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
4. Attachments include: Provider Rates, Sliding Fee Scale, Market Rate Survey, Amendment Log

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.6.1
SUBJECT	Children with Special Needs Definition and Priority Rules
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 45 CFR 98.44(b), 658(c)(3)(B)

POLICY:

The Kiowa Tribe Child Care Program defines children with special needs as follows:

1. Children with Special Needs: A special needs child includes those children ages birth to 17 years-old identified as receiving an IFSP, an IEP from the children’s licensed physician, teacher, or local education agency. Special needs children also include those children of teen parents, those children receiving or at risk of receiving protective services, as well as those children with a current IFSP or IEP from their LEA.

Children identified as having special needs will be given priority for child care services.

PROCEDURES:

1. Applications will be screened by program staff for children with special needs according to the above definition.
2. Children determined as having special needs must be verified by an IFSP, IEP, court order, or application screening checklist.
3. Once children are verified as having special needs, the priority rule applies by moving the applicant to the top of the waiting list and/or be given priority for CCDF services.
4. The Child Care Director will ensure that all required proof and documentation is attached to application in order for application to be considered complete and eligible to be processed for overall eligibility.
5. KCCP Intake Checklist will be completed to determine if all documents are attached.
6. Applications will be considered incomplete and will be placed in the pending file until all required documentation is attached.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. KCCP Intake Checklist

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.7.1
SUBJECT	Payment Rates to Providers
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 658E(c)(4), 45 CFR 98.43(a), 98.43(b), 98.43(b)(1)

POLICY:

The Kiowa Tribe Child Care Program operates both a certificate program throughout the service area and a tribally-operated center located in the community of Anadarko in Caddo County. Payment rates to providers are defined as the same payment rates that OKDHS Oklahoma Child Care Services pays to its providers. The Tribally-Operated Center provides care in a 2-Star, Oklahoma Child Care Services licensed facility that is licensed for 34 children. Cost per child provided with CCDF dollars is provided below.

PROCEDURES:

1. The Kiowa Tribe Child Care Program's Payment Rates to Providers are effective as of March 1, 2014.
2. The payment rates to providers are effective throughout the entire 22-county service area.
3. The Child Care Director will ensure that all required proof and documentation is attached to application in order for application to be considered complete and eligible to be processed for overall eligibility.
4. KCCP Intake Checklist will be completed to determine if all documents are attached.
5. Applications will be considered incomplete and will be placed in the pending file until all required documentation is attached.

Child Care Rates Paid to Providers 2014-2015

***Effective March 1, 2014**

(Based on OKDHS subsidy rates & 2012 market rate survey)

CENTERS

Child's Age	One Star/ Unlicensed		One Plus Stars		2 Stars		3 Stars	
	Full Day (> 4 hrs)	Part Day (< 4 hrs)	Full Day (> 4 hrs)	Part Day (< 4 hrs)	Full Day (> 4 hrs)	Part Day (< 4 hrs)	Full Day (> 4 hrs)	Part Day (< 4 hrs)
0-12 M	\$15.50	\$11.00	\$21.30	\$14.00	\$31.00	\$19.00	\$36.00	\$21.60
13-24 M	\$15.50	\$11.00	\$20.30	\$14.00	\$28.80	\$17.30	\$33.80	\$20.30
25-48 M	\$13.50	\$9.00	\$18.30	\$12.00	\$25.80	\$15.50	\$28.80	\$17.30
49-72 M	\$13.50	\$9.00	\$17.30	\$12.00	\$21.30	\$14.00	\$23.50	\$15.00
73 M-13 Y	\$11.30	\$7.00	\$15.00	\$10.00	\$17.50	\$12.00	\$19.30	\$12.00

FAMILY CHILD CARE HOMES or Relative Care Providers

Child's Age	One Star/ Unlicensed		One Plus Stars		2 Stars		3 Stars	
	Full Day (> 4 hrs)	Part Day (< 4 hrs)	Full Day (> 4 hrs)	Part Day (< 4 hrs)	Full Day (> 4 hrs)	Part Day (< 4 hrs)	Full Day (> 4 hrs)	Part Day (< 4 hrs)
0-24 M	\$14.50	\$10.00	\$19.30	\$13.00	\$26.80	\$17.00	\$28.80	\$19.00
25-48 M	\$12.30	\$8.00	\$17.30	\$12.00	\$22.30	\$14.00	\$24.80	\$16.00
49-72 M	\$12.30	\$8.00	\$17.30	\$12.00	\$21.30	\$14.00	\$24.80	\$16.00
73 M - 13 Y	\$10.30	\$6.20	\$12.80	\$9.00	\$17.00	\$11.00	\$19.30	\$12.00

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. OKDHS Child Care Provider Rate Schedule (Appendix C-4-B), 11/1/2013

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.7.3
SUBJECT	Meeting Market Rate Survey Requirements
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 45 CFR 98.16(I) & 98.43

POLICY:

The Kiowa Tribe Child Care Program ensures that established payment rates to child care providers allow for equal access to quality child care for CCDF-eligible families. In order to ensure rates are equitable, the Program utilizes the most recent Market Rate Survey conducted by the state of Oklahoma's Oklahoma Child Care Services division.

PROCEDURES:

1. The Child Care Director obtains access to the most recent OKDHS Market Rate Survey via state-tribal networking, such as the Oklahoma Tribal Child Care Association or via technical assistance such as the Tribal Assistance Network through the Office of Child Care.
2. The Market Rate Survey is then analyzed to ensure that provider rates would be equitable to the recommended 75% of median market rates in order to ensure equal access to quality child care services for CCDF-eligible families.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. OKDHS Child Care Market Rate Survey, conducted 10/1/2012

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.7.4
SUBJECT	How Rates Provide for Parental Choice
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 45 CFR 98.16(I), 98.43

POLICY:

The Kiowa Tribe Child Care Program ensures that provider rates provide for parental choice by remaining competitive and using the OKDHS rates to providers for Oklahoma.

PROCEDURES:

1. Each year prior to the year the Child Care Plan is due to the Office of Child Care, the Child Care Director will ensure that the data and results from the most recent (within 2 years of the Plan submission date) state child care market rate survey is obtained.
2. The Child Care Director ensures that the data from the market rate survey conducted by the state of Oklahoma is equitable to the recommended 75% of the median market rate in order to ensure that CCDF-eligible families have similar access to child care.
3. The Child Care Director will then obtain the current Oklahoma Child Care Rates to Providers schedule as part of the state Plan process.
4. The Kiowa Tribe Child Care Program utilizes the state of Oklahoma's rates to providers in order to ensure that the rates to providers are competitive for all families.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Oklahoma Child Care Rates to Providers, effective 11/1/2013

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.7.5
SUBJECT	Tiered Reimbursement/Differential Rates
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 45 CFR 98.16(I) & 98.43

POLICY:

The Kiowa Tribe Child Care Program provides a tiered reimbursement system that is dependent on higher levels of quality child care in accordance with the Oklahoma Reaching for the Stars Program.

PROCEDURES:

1. Every two years, when the new Child Care Plan is effective, the Child Care Director will ensure that selected rates to providers reflect the same tiered system used by the state of Oklahoma.
2. The Child Care Director then explains to potential providers that the rates used are the same as the Oklahoma rates to providers and are higher according to higher levels and expectations of quality in the facilities providing child care services.
3. The rates paid to providers are part of Oklahoma's quality rating and improvement system for child care services which is also known as the Reaching for the Stars Program and uses a One Start, One Plus Stars, Two Stars, and Three Stars tiered reimbursement rates system.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. Oklahoma Child Care Rates to Providers, effective 11/1/2013

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.8.1
SUBJECT	Establishment of Sliding Fee Scale
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 658(E)(5) & 45 CFR 98.42

POLICY:

The Kiowa Tribe Child Care Program utilizes a sliding fee scale to allow for eligible families to share in the cost of subsidized child care services. Co-payment is defined as the family's contribution to the cost of subsidized child care services. The sliding fee scale utilized varies based on the family size and family income.

PROCEDURES:

1. All applications are screened during the intake process for family size and total income calculation.
2. The KCCP Co-Payment Calculation Worksheet is used to determine the family's co-payment.
3. The following cases are the only cases in which eligible families will not be required to pay a co-payment: a) children needing care fall under the definition of receiving or in need of protective services, or b) total family income is calculated to be at or below the federal poverty level for families of the same size.
4. The family co-payment is obtained by first calculating the family's total gross monthly income from all sources.
5. A deduction of \$200 per working parent is then applied to the total gross monthly income.
6. The remaining total adjusted monthly income is then compared to the sliding fee scale chart using family size to check for eligibility below 85% of the Oklahoma median income.
7. For families whose adjusted monthly income is above 100% of federal poverty level, the monthly family co-payment is calculated by multiplying the adjusted monthly income by 5% plus \$10 per each additional child in care. The resulting amount is then rounded to the nearest dollar and becomes the co-payment.
8. Family co-payments are due directly to the provider selected by the parent/guardian.
9. The KCCP cannot assist families with paying for the co-payment as such arrangements exist between the family and the provider.
10. In order to allow for families to adjust their personal monthly budget to accommodating a monthly co-payment, the KCCP allows for a 30-day window prior to co-payments taking effect.
11. In the event that co-payments increase during the recertification process, the KCCP allows for a 60-day window for families to make the necessary adjustments to their personal budget.

Family Income Category	FAMILY SIZE									
	2	3	4	5	6	7	8	9	10	
No Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100% of Poverty Level (monthly)	\$1,293	\$1,628	\$1,963	\$2,298	\$2,633	\$2,968	\$3,303	\$3,638	\$3,973	\$3,973
Monthly Family Co-Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100% of FPL + \$1 (monthly)	\$1,294	\$1,629	\$1,964	\$2,299	\$2,634	\$2,969	\$3,304	\$3,639	\$3,974	\$3,974
85% OK SMI (monthly)	\$3,062	\$3,783	\$4,504	\$5,224	\$5,944	\$6,079	\$6,215	\$6,350	\$6,485	\$6,485
Monthly Family Co-Payment*	5% of Monthly Gross Income**	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care	5% of Monthly Gross Income + \$10 each add'l child in care
\$1 + 85% of OK SMI (monthly)	\$3,063	\$3,784	\$4,505	\$5,224	\$5,945	\$6,081	\$6,216	\$6,351	\$6,486	\$6,486
Monthly Family Co-Payment	NOT ELIGIBLE FOR KCCP SUBSIDY SERVICES Parent responsible for full cost of care									

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. KCCP Intake Checklist
3. KCCP Co-Payment Calculation Worksheet
4. KCCP Sliding Fee Scale 2014-2015

KIOWA TRIBE CHILD CARE PROGRAM	
TOPIC	CHILD CARE SERVICES OFFERED
SECTION	3.8.3
SUBJECT	Waiver of Contribution from Families At or Below Poverty Level
EFFECTIVE DATE	6/1/2014

BACKGROUND/REGULATION(S): Governing regulations are: 45 CFR 98.20(a)(3)(ii)

POLICY:

The Kiowa Tribe Child Care Program ensures that families with incomes at or below poverty level have their monthly contribution waived according to best practices in early care and education program administration.

PROCEDURES:

1. Once applications are reviewed according to the KCCP Intake Checklist, the Family Co-Payment Calculation Form is completed.
2. After the Co-Payment Calculation form is completed, family income is determined.
3. Family Income will be compared to the currently approved KCCP Sliding Fee Scale (as seen in Section 3.8.1)
4. If the Family Income is determined to fall at or below the 100% Federal Poverty Level indicator for the given family size on the application, then the KCCP will waive the co-payment requirement for that eligibility period.
5. The Child Care Eligibility/Rates form, the Letter of Notification and Child Care Certificate will be completed as usual with the Co-Payment indicated as \$0.

ADDITIONAL INFORMATION/FORMS:

1. Kiowa Tribe of Oklahoma FY2014-2015 CCDF Tribal Plan Amended 3-26-14
2. KCCP Intake Checklist
3. KCCP Co-Payment Calculation Form
4. KCCP Sliding Fee Scale
5. KCCP Child Care Eligibility/Rates Form
6. KCCP Letter of Notification for Approval
7. KCCP Child Care Certificate for family