

# **Child Care Development Fund**

## **CCDF Program**

**23701 South 655 Road**

**Grove, OK 74344**

(918) 787-5452

Ext. 6055 or 6056

Please call if you should require more information regarding the CCDF Program.

### **PURPOSE**

The primary purposes of the Child Care Development Fund (C.C.D.F.) program are to increase the availability, affordability, and quality of childcare for eligible members of any federally recognized Tribes living within a hundred mile radius of Grove, Oklahoma. Childcare assistance through Tribal CCDF enables parents to pursue education, training, and/or employment. The CCDF program does not simply provide funding for childcare services. By focusing on the quality of childcare and the development of the whole child, CCDF has a great impact on families and communities.

### **ELIGIBILITY CRITERIA:**

1. A child must be under 13 years of age; or be under age 19 and be physically or mentally incapable of caring for himself or herself or under court supervision
2. The child must reside within the Seneca-Cayuga Tribe service area. (100 air miles.)
3. Reside with a family whose income does not exceed the maximum NET income level as stated on the current sliding fee scale for the family size.
4. Reside with a parent(s) or guardian(s) who are gainfully employed or attending a job training or educational program; or receive/ need to receive protective services.
5. The child must be enrolled or eligible for enrollment in any American federally recognized Native American Tribe; or is in the legal custody of or is residing in

the household of an enrolled Indian citizen or a person who is eligible to enroll in an American federally recognized Native American Tribe; or has a CDIB card pending membership into an American federally recognized Native American Tribe.

**The parent or legal guardian must submit all information required before eligibility can be determined. Parents may also be asked for a denial letter from their Tribal affiliation before services for child care can be approved. The original application form must be completed by the applicant and signed by the parent or legal guardian before processing. Faxed applications will not be accepted. The CCDF Staff will verify the following:**

## **PROOF OF AGE:**

A child must be under the age of 13 (or 19, if mentally or physically incapable of self care); or under court supervision; or receiving or in need of protective services. Applicant must provide:

1. State Certified Birth Certificate; or
2. County Birth Certificate; or
3. Hospital Birth Certificate or copy Birth Certificate Application

*Hospital Birth Certificate or Birth Certificate Application will only be accepted if the family has not received the State Birth Certificate and will have 60 days to comply. If no verification is available at the time of application, the client will have up to 60 days to comply.*

## **PROOF OF INDIAN**

A child must have proof of membership of the eligible Indian citizen. Parent or guardian does not have to be Indian. Applicant must provide:

1. CDIB card or Tribal membership card of the eligible Indian citizen, or Letter from Tribal Enrollment/Registration Office verifying eligibility. If child is eligible to become a member of a Tribe, we require the child to have their own membership card by next certification. A written statement will be required if the child is on a waiting list for CDIB/Tribal membership card

## **INCOME VERIFICATION**

Monthly income will be considered in determining eligibility. Only income for family members who are financially responsible for each other will be considered (i.e., if a family lives with a grandparent, the grandparent's income is not included), If a family member, who is financially responsible to the family, is out of the home due to a temporary absence such as, hospitalizations, incarceration, school, military service, vacation, and plans to return to home, his/her income is considered.

*Client is required to submit any income changes within 10 working days of the change.*

Income Verification will be as follows:

- a. Income Verification form from CCDF Office.
- b. Pay check stubs
- c. Income Tax Forms (if applicable)
- d. Public Assistance Records
- e. Award Letters
- f. Copies of Public Assistance Checks
- g. Notarized statements where there is no official written record. (Examples: odd jobs income, self employed, etc.) Income Tax Returns may be required from previous year to help determine eligibility.

## **STANDARD EMPLOYMENT:**

1. Form from CCDF Application completed employer stating specific days and hours of employment.
2. Income Tax Return from previous year. (if applicable).
3. Copies of college /training information.

## **CALCULATION OF INCOME**

- a. Net Income is gross minus taxes and fees that are not optional.
- b. If a client is paid weekly, the net weekly income is multiplied by 4.3 to calculate monthly income. Example: \$100 weekly X 4.3 = \$430 monthly.
- c. If a client is paid bi-weekly, the net bi-weekly income is multiplied by 2.15 to calculate monthly income. Example: \$200 bi-weekly X 2.15 = \$430.
- d. If a client is paid twice a month, net income is multiplied by 2 to calculate monthly income. Example: \$250. X 2= \$500.
- e. If a client is paid once a month, net income is the monthly income received.

## **SOURCES OF INCOME CONSIDERED:**

- a. Wages - including armed forces pay, commissions, tips, piece rate payments, on-the-job training, work-study, longevity payments and cash bonuses, earned before deductions.
- b. Income from self-employment - gross income is considered, without Income Tax Form information (Profit & Loss form from 1040 Schedule C, line 29)
- c. Income from a house rented to someone else - take 50% if amount for rent, room-in 75%, room and board 50%.
- d. Social security payments
- e. Dividend interest and income - from estate, trusts, and royalties.
- f. Unemployment compensation

- g. Workman's compensation
- h. Veterans compensation and pension - subsistence for education and on-the-job training.
- i. Income from JIPA for Living Expenses
- j. Vista - only if above minimum wage when converted to an hourly rate.
- k. Public Assistance - AFDC, SSI, AD (aid to the disabled)
- l. Military Allotment
- m. Educational Grants - living expenses only
- n. Social Service Payments - General Assistance

## **CO-HABITATION**

*FOR CALCULATING FAMILY SIZE THE Following APPLIES:*

Where biological parent and child(ren) reside with an individual who is not the biological parent, not a step-parent by marriage or has not adopted the child(ren), all are counted as household members, (i.e., the non-related individuals income and/or resources are counted). Any change in co-habitation status must be reported to the CCDF Program within ten (10) business days.

## **RESIDENCE**

Participants must live within the service area of the Seneca-Cayuga CCDF Program. A current address must be on the application. Documentation of residence will be required. If the person requesting services lives in a two (2) family household and bills are not in their name, they may submit a Notarized Statement of Residence Form from the CCDF Program to verify residency. Any change in residence must be reported to the CCDF Program within ten (10) business days.

## **PROOF OF RESIDENCE:**

1. Current address on the application.
2. Current utility bill in applicant's name as documentation of residence.
3. Lease or Rent receipt verifying name and address.

## **ADDITIONAL VERIFICATION THAT CHILD RESIDES WITH FAMILY REQUESTING SERVICES**

1. If the birth certificate shows the parents' names and parents are married it may be considered that the child lives with the natural parents.
2. If the birth certificate shows both parents' names and parents are not married, proof of guardianship and custody agreement may be required.
3. When parents are divorced, a divorce decree showing custodial parent and

- custody agreement may be required.
4. When custody is shared equally, both incomes may be considered.
  5. When parents are divorced/separated/not married and both are in need of child care services, they may be required to apply for services separately.
  6. If another guardian has custody of the child, proof of guardianship must be attached to the application. Such documentation may be a court order or legal document giving custody to the guardian requesting services.
  7. When child is not residing with parent or guardian and no legal documentation is available, a notarized statement signed jointly by legal parent and current caretaker is required.
  8. A foster child may be considered a family of one for determining income eligibility for childcare. Although foster parents' income does not have to be considered in determining eligibility, the foster parents must be working, or attending a job training or educational program.

## **INELIGIBLE APPLICANTS**

Applicants will be notified if ineligible. An applicant may be ineligible if:

1. Income exceeds guidelines
2. Residence is outside of service area
3. Incomplete application
4. Child exceeds age requirements
5. Child proven not to be residing within an Indian household
6. Parent/ guardian no longer working
7. Child no longer living with parents
8. Parent/ guardian no longer in educational program/ job training
9. Child no longer in need of protective services
10. Inaccurate information given
11. Parent/ guardian owing unpaid bill to any childcare provider
12. Changes in information not reported that would affect their eligibility

## **MICELLANEOUS**

Parents are required to pay a co-payment to the childcare provider each month. The co-payment is based on the income that is provided to the CCDF Program. Parent/guardian is responsible for enrollment fees to childcare providers.

Recertifications (for current clients) occur every six months and must be returned to the CCDF Program by the date and time set on the recertification application that is mailed to you. Recertifications can also be found on our website [www.sctribe.com/service/child-care/](http://www.sctribe.com/service/child-care/) or in the CCDF Program Office. Please make sure that you have an updated address with the CCDF Program. The CCDF Program is not responsible for lost mail.

*Any changes in status must be reported to the CCDF Program within ten (10) business days. Changes in status include, but are not limited to: change of address, marital status, living arrangements (such as significant other/domestic partner moving in/out of the home or visa versa), adding child to the home, employment status (i.e. job loss, raise/decrease in pay, change in job hours, changing jobs/ new job), change in work/ class schedule, changing childcare providers/ facilities, no longer in need of Seneca-Cayuga CCDF Program Services.*