



PO Box 453220 Grove, Oklahoma 74345 | P: 918-787-5452 Ext. 6055 or 6056

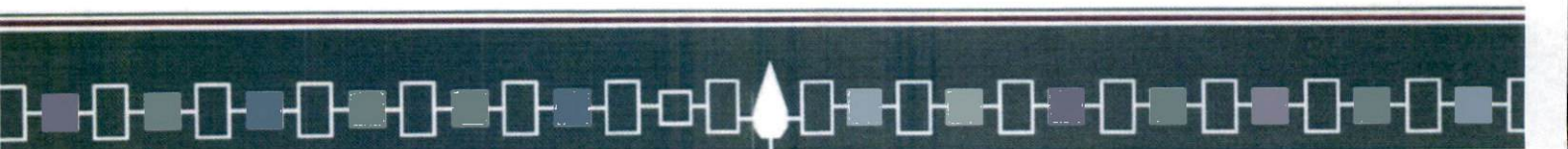
## Child Care Program

### PROVIDER CHECKLIST

Please Mail Original Contract

**Faxed Contracts will not be accepted**

- \_\_\_\_\_ 1. Orientation Form
- \_\_\_\_\_ 2. License
- \_\_\_\_\_ 3. Current DHS Monitoring Report
- \_\_\_\_\_ 4. Star Rating (Letter from State-Oklahoma Only)
- \_\_\_\_\_ 5. W-9 Form



# Provider Contract Orientation

Date: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Name of Facility Owner: \_\_\_\_\_

Name of Facility Director: \_\_\_\_\_

Background check/date: \_\_\_\_\_ Licensed by: \_\_\_\_\_

County: \_\_\_\_\_ Certification/Accreditation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Star Rating, please circle: 1★ 1★Plus 2★ 3★**

❖ **Seneca-Cayuga CCDF Statements:**

- I. Within 60 days of client's acceptance into the CCDF program the Child Care Director, or his/her staff member, will go to the Day Care site chosen by the client. He/She will inspect site, answer any questions, and register the facility.
- II. The Seneca-Cayuga CCDF follows the State of Oklahoma's payment rate system.
- III. The PROVIDER will not receive a W-2 form at the end of the year. The PROVIDER will receive a form 1099 Miscellaneous Income Form if they receive more than \$600 worth of child care payments. As an independent vendor, the PROVIDER is responsible for federal and state taxes.

❖ **Responsibilities of the Parent**

- I. Notify the Child Care Office of any changes that might affect their family's eligibility.
- II. Recertify for continued assistance.
- III. Promptly make co-payments to providers.
- IV. Parents who leave children longer than the approved time will be held responsible for hourly compensation to the provider.
- V. Make any payments to current provider before switching child care facilities or make payment arrangements when children stop attending facility.

❖ **Responsibilities of the Provider**

- I. Children must be supervised by the PROVIDER at all times.
- II. Submit copy's of DHS Monitor Reports/Inspections.
- III. Family must be approved by the Seneca-Cayuga CCDF Program prior to attending.
- IV. Parents must be working or attending school job training to claim. *(On a case by case basis other circumstances will be taken into consideration, however parent must obtain prior approval from the CCDF Program for said circumstances.)*

*(Continued on next page.)*

- V. Parents must sign children in/out of facility. *(Please see section for Good Record Keeping Guidelines)*
- VI. Notify the CCDF Program if in the event of a change status of our clients. *(Change of status is any change that could affect the family's eligibility. These changes may be but are not limited to: a marriage, significant other living in or moving into the home, address change, children stop attending facility, failure to make payments, change in job status, parent picking up child/signing claim form is not listed on the approval letter or monthly claim form.)*
- VII. Notify the CCDF Program in the event of change of status of the child care provider. *(Provider change in status is any event that may affect the contract with the CCDF Program. These changes may be, but are not limited to: change in owner and/or director, change in Stars Status-Okla. only, closure, change in location, complaint or non-compliance on a DHS/State monitoring visit.)*

❖ **Record Keeping Guidelines**

- I. At first approval and at recertification, an approval letter will be sent to parent and provider. Claim forms will be sent to the provider each month.
- II. Payment Rates: Part time (4.0 hours or less); Full time (4.01 hours or more, up to 10 hours). On a case by case basis there may be special circumstances, which would allow assistance for extended hours.
- III. Processing time is 21 days from receipt of properly filled out claim. Claim forms received more than two months late will not be accepted. Holidays may extend processing time.
- IV. Both Parent and Provider signatures must be on claim forms. In the event a parent/guardian is unable to sign the claim form, please write "Parent Unavailable" in the parent signature line and include a letter explaining why parent was unable to sign. Please contact the CCDF Program for questions regarding this matter.
- V. Submit each month's claim forms at one time. Do not send each child's claim forms separately.
- VI. ATTENTION: Seneca-Cayuga CCDF, for prompt delivery
- VII. Properly completed claim forms that are in the Child Care Office by Mondays of each week should have checks issued that Friday, barring unforeseen circumstances. Claim forms received after Monday of each week are not guaranteed to have a check issued that Friday and may not be issued until the following Friday.

❖ **Health and Safety Requirements**

Seneca-Cayuga CCDF follows State and Tribal Standards.

❖ **Monitoring Visits – Periodic Visits Will Be Done**

- I. Every effort will be made to visit within 30 days of registration (if within 50 miles of office).
- II. Approximately six months after initial visit (more frequently if required).
- III. Visits will be made during the time children are in care.
- IV. Health and safety equipment available: smoke alarms, fire extinguishers, first aid kits, outlet covers.

*(Continued on next page.)*

❖ **Training**

- I. Eligible to attend DHS sponsor training.
- II. Eligible to attend training sponsored by Seneca-Cayuga CCDF Program.
- III. Training information is available through the Child Care Department.
- IV. The Child Care Director will assist with information, consultation and technical assistance.

❖ **FACILITY OWNER** has authorized the following individual(s) to sign the Seneca-Cayuga Tribe of Oklahoma's Child Care Claim Form.

\_\_\_\_\_  
Facility Owner (if different than Director)

\_\_\_\_\_  
SSN/EIN

\_\_\_\_\_  
Signature: Authorized Individual (Director)

\_\_\_\_\_  
Signature: Authorized Individual (Asst. Dir./Other)

**Seneca-Cayuga CCDF Program Contact Information**

Mailing Address:

Seneca-Cayuga CCDF  
PO Box 453220  
Grove, OK 74345

Physical Location:

23701 S. 655 Rd.  
Family Services Building  
Grove, OK 74344