

## **I. Family Eligibility:**

- Eligibility is based on age of child-6 weeks to 12 years of age.
- Must reside within the service area.
- Parent must be working, attending job training, or in an education program.
- Eligibility is also based on family net income of the working parent, hours in job training and amount paid and hours attending school and amount paid. Income does not exceed 85% of the state median income for a family of the same size.
- Copy of Birth Certificates for all eligible children.
- Copy of current immunizations for all eligible children.
- Copy of proof of tribal enrollment or proof of descendency for all eligible children.
- Relationship of applicant to child (birth certificate, adoption, legal document)
- Documentation of parents activity-work, attending school, job training.

## **II. Description of required documentation for eligibility**

- Age of child which will be documented through the child's birth certificate.
- Copy of child's current immunization record.
- Proof of residency will be documented through the parent(s) income verification.
- Relationship of applicant to child will be documented with a birth certificate, adoption, or legal document from the court.
- Indian child will be documented through a tribal enrollment card or letter where they are enrolled i.e. enrolled or descendant.
- Income verification which is the paystubs to be turned in by the 5<sup>th</sup> of every month.

## **III. Application Process**

- Applications are in the Child Care Office located in the CHR & Food Distribution offices. Times of operation are Monday thru Friday, 8-4:30. Phone number is 774-0465, fax 774-3953, or email [cdionne@nccray.net](mailto:cdionne@nccray.net).
- When a client wishes to apply to the Child Care Assistance Program (CCAP), they may contact the office in person or by phone. I can mail, email or fax the application if necessary.
- There is a checklist in the front of the application of the documentation needed along with the application.
- Once the application is completed along with the required documentation, clients will meet with the CCDF Director in the office to go over the information. After reviewing all the information and documentation with the parent, it will be decided at that time if the parent qualifies for the program and meets the income guidelines.

## **IV. Determination of hours of care**

- The hours of care will be determined through the hours worked or through the class schedule if attending school.
- CCDF will pay up to 45 hours per week depending on the verification of work, class schedule and if travel is further than 15 miles from home.

## **V. Determination of Co-payments**

- All families are required to pay a portion of their child care.
- Co-payments are calculated on per family basis. The lower income families will have a copay no more than 2% of their net income and on the higher end, families will have a copay no more than 10% of their net income for child care. This will ensure that copayments are affordable based on the percentages of their monthly net income.

## **VI. Selection of Child Care Provider**

- Parents can choose from the following categories of care; Center-based child care, group child care home and family child care home.
- The provider is required to be certified in CPR/First Aid, complete a background check plus fill out the application and submit the required documents to the child care office. Once the background check comes back cleared and the provider is certified in CPR/First Aid, and have trainings in The Prevention and control of infectious diseases (including immunizations), Prevention of Sudden Infant Death Syndrome and use of safe sleeping practices, and Prevention of Shaken Baby Syndrome, abusive head trauma, and child maltreatment; they may begin to provide daycare services to the families of the TISA Child Care Assistance Program.

## **VII. Parental Complaint Process**

- If a parent has a complaint about child care providers, the parent will need to submit the complaint to the TISA Child Care Assistance Program.
- Complaints are kept in a binder in the TISA Child Care Assistance Office, and if the public requests to look at the complaint book, it will be available.
- Once a complaint has been filed with, the TISA Child Care Assistance Program will follow up on the complaint within a week on receiving the complaint.
- If it is determined that the complaint is substantiated, a provider may be given a plan of correction and will be monitored frequently.

## **VIII. Status Change**

The family must report any changes in status within 10 days. The changes that must be reported are:

- Address changes
- Change in household size
- Changes in income
- Change in marital status
- Change of eligible activities-work, school, training
- Withdrawal or temporary withdrawal from the program.

Trenton Indian Service Area  
 Income Eligibility Chart Based on Net Monthly Income  
 Sliding Fee Scale  
 October 1, 2019

	FAMILY SIZE						
	2	3	4	5	6	7	8
No Income							
35% of SMI and Below	\$ 1,833	2,264	\$ 2,695	\$ 3,127	\$ 3,558	\$ 3,639	\$ 3,719
SMI	\$2,355	\$2,910	\$3,455	\$4,019	\$4,573	\$4,677	\$4,781
Parent Fee	2%	2%	2%	2%	2%	2%	2%
45% of SMI	\$2,356	\$2,910	\$3,456	\$4,020	\$4,574	\$4,678	\$4,782
<55% SMI	\$2,779	\$3,556	\$4,235	\$4,912	\$5,590	\$5,717	\$5,844
Parent Fee			4%	4%	4%	4%	4%
55% of SMI	\$2,280	\$3,577	\$4,236	\$4,913	\$5,591	\$5,718	\$5,845
of SMI	\$3,402	\$4,203	\$5,005	\$5,805	\$6,606	\$6,756	\$6,907
Parent Fee	6%	6%	6%	6%	6%	6%	6%
65% of SMI	\$ 3,403	4,204	\$ 5,006	\$ 5,806	\$ 6,607	\$ 6,757	\$ 6,908
SMI	\$3,926	\$4,850	\$5,775	\$6,699	\$7,623	\$7,796	\$7,969
Parent fee				0		0	
75% of SMI	\$3,927	\$4,851	\$5,776	\$6,700	\$7,624	\$7,797	\$7,970
of SMI	\$4,449	\$5,496	\$6,544	\$7,592	\$8,639	\$8,835	\$9,031
Parent Fee	8%	8%	8%	8%	8%	8%	8%
85% Of SMI	\$4,450	\$5,497	\$6,545	\$7,593	\$8,640	\$8,836	\$9,032
Parent fee	10%	10%	10%	10%	10%	10%	10%
Not Eligible for Program							
85% SMI	\$4,451	\$5,598	\$6,546	\$7,594	\$8,641	\$8,837	\$9,033