

# Flandreau Santee Sioux Tribal Childcare Program

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## *Childcare Provider Handbook*

The Flandreau Santee Sioux Tribal Childcare Program is providing this Handbook to all Childcare Providers serving Native American families. We are pleased that you have chosen a most important responsibility. Childcare providers create a nurturing, learning, and safe environment for children. We are also pleased to provide assistance to you and to work with you to ensure that high-quality childcare services are available, and affordable to families.

Native American families who need and are eligible for childcare assistance will receive a Childcare Voucher. This voucher will state the amount of childcare financial assistance the family is eligible to receive from the Tribal Childcare Program. By showing the families (co-payment) of the total daycare bill and the percentage the program will pay. Once you have received the voucher then you will be able to begin charging for services on the agreed start date with your family.

Childcare Provider will bill the Tribal Childcare Program. The Childcare Provider will bill the Tribal Childcare Program for eligible cost(s) by using the REQUEST FOR PAYMENT FORM. Please carefully read and understand all materials provided to you in regard to payment(s). Everyone will need to cooperate and comply with his or her share of responsibility. Payments to Childcare Providers will be mailed between seven (7) to ten (10) working days to each Childcare Provider. Although the tribal child care program staff will hand deliver payments if possible.

### **PARENT'S RIGHTS AND RESPONSIBILITIES**

- *Parents have the right to see or talk to their child(ren), or pick up their child(ren) any time.*
- *Parents have the right to select the Childcare Provider of their choice.*
- *Parents are responsible for paying their share of the childcare costs when due.*

### **PROVIDERS RIGHTS AND RESPONSIBILITIES**

It is the providers' responsibility to collect the family's portion (co-payment) of their childcare costs. Most eligible families will be required to pay a portion of their childcare costs based on a sliding fee scale. A family's failure to pay their co-payment will result in a loss of childcare subsidy. Childcare Providers will need to encourage families to make their co-payments(s) first, either in full or when a request for payment is due to the Tribal Childcare Program. **Providers are not to allow credit with their families, as it may become difficult to collect full payment.**

**If you are unable to collect the families' co-payment please contact the Tribal Childcare Services. A family's failure to pay their co-payment will result in their loss of childcare assistance. Childcare Providers have the right to refuse childcare services to families who do not pay their co-payment when due.**

Childcare Providers receiving reimbursement from the Tribal Childcare Program must be state-licensed, state registered or tribally authorized by the Tribal Childcare Program residing on tribal land.

### **UNREGULATED PROVIDERS MUST MEET ONE OF THE FOLLOWING DEFINITIONS:**

- **RELATIVE PROVIDER:** Can be aunt/uncle, grandparent, and great-grandparent to the child in care and be at least 18 years of age on tribal land.
- **IN-HOME PROVIDER:** Provides care in the child's home, for only the children of that family, must be 18 years of age or older, and maintain a separate residence. Child's homes must reside on tribal land.

Childcare Providers wishing to participate in the Tribal Childcare Program need to register and complete application forms in order to receive payments or reimbursement. Assistance cannot be provided to families unless Childcare Providers become registered. Providers who are in the process of becoming registered have 6 months to complete the process.

For our information, a brief overview of what is involved in the registration process is provided on the following pages.

#### **Family Day Care**

Family Day Care (FDC) is a service provided in the provider's own home and involves the care of 12 or fewer children including any children under the age of six who are living in the home. Registration is a process whereby the applicants declare their intent to provide Family Day Care and agree to comply with SD State Regulations and Standards established by the SD State Department of Social Services with a copy of the current license on file with TCC. If not state licensed providers will agree to abide by the Tribal Childcare Requirement to become Tribally Authorized while residing on Tribal Land which is necessary to regulate.

#### **Group Family Day Care Licensure**

Group Family Day Care (GFDC) is a service provided in the provider's own home or in a separate facility and involves the care of 13 to 20 children including the provider's own children under the age of six years. Registration is a process whereby the applicants declare their intent to provide Group Family Day Care and agree to comply with SD State Regulations and Standards established by the SD State Department of Social Services with a copy of the current license on file with TCC. If not state licensed providers will agree to abide by the Tribal Childcare Requirements to become Tribally Authorized if residing on tribal land.

#### **Day Care Center Licensure**

Day Care Center (DCC) is a service provided in the provider's own home or in a separate facility and involves the care of 21 or more children including the provider's own children under the age of six years. The DCC is a state-licensed facility meeting all state requirements and regulations. A copy of the current license must be on file with the Tribal Childcare Program. If not state licensed providers will agree to abide by the Tribal Childcare Requirements to become Tribally Authorized. Tribal Childcare Center on Tribal land will be Tribally Authorized monitored and follow approved National Standards.

**PROVIDER REGISTRATION REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:**

- Complete Affidavit for Criminal, National Sex Offender, National Child Abuse Registry, and include any household member over 18 years of age and over.
- Must be eighteen (18) years of age or older, and provide direct childcare services
- Agree to the terms & conditions of the FSST Tribal Child Care Program
- Submit and comply with signed Provider Registration Agreements.
- Be of good character, and have the understanding, ability & personality, to meet the emotional, mental, physical & social needs of the children in his/her care.
- Demonstrate the physical, mental & emotional capacity to provide quality care for children. (Statements from a medical professional may be requested if there is reasonable cause to question the provider's capacity to provide care for children.)
- Operate a smoke-free and drug-free workplace while supplying childcare services.
- Permit announced/unannounced inspection & monitoring visits by Flandreau Resource Staff (e.g. TCCP, Comm. Tribal or County Health Nurses, Environmental Health, Nutrition Program, IHS, etc.)
- Cannot be employed elsewhere during the time he/she is providing childcare services to eligible children.
- Not engage in or have an outgoing history of behaviors including mental or emotional disorders which are harmful or which may endanger the health, safety, or morals of children.
- Comply with all other applicable Federal, State, and Tribal licensed or regulatory requirements regarding the delivery of child care services.
- Provide Photo Identification (Driver's License, State I.D.)
- Provide Social Security Card, Employee I.D. Number, State, or Tribal ID.
- Provide immunization records and any other medical information that care should be aware of.
- Animals and household pets are permitted provided that; pet(s) are vaccinated, in good health and children's safety can be reasonably assured in a safe sanitary, and order-free environment. READ SAFETY, FIRE, AND HEALTH REQUIREMENTS.
- **Complete 3 hours of training in any of these areas (but not limited to) in 6 months:** Prevention and Detection of Child Abuse; Prevention and Control of Infectious Diseases; Nutrition; Early Childhood Development; Food Handlers; Special training for handicapped/disabled children if applicable; Infant/Child CPR, First Aid, Shaken Baby Prevention, and SIDS Risk Reduction. *Relative Providers are exempt from most standards except for Shaken Baby Prevention, SIDS Prevention, and Pediatric CPR.*
- Present training certificates from the Child-Family Resource Network to the TCCP and signed by a Training Coordinator or Presenter (3 hours per 6 months is required for unregulated In-Home providers). State-licensed or registered providers will need to comply with the State requirement for training hours. Training incentive pay is \$25.00 per class hour upon proper signed documentation to the TCCP.
- A W-9 Form needs to be completed for Tax Purposes.
- Tribal Childcare Handbook: Health and Safety Standards "STEPPING STONES TO USING – CARING FOR OUR CHILDREN" is a Child Care Guideline handbook based on National Health and Safety Performance Standards. Unregulated providers are encouraged to read and use it as a guide for your information. The Tribal Childcare Program does have these handbooks available and will hand them out at your request.
- To ensure that all health and safety regulations or policies are in compliance with SD State Laws and Administration, all SD State Licensed and Registered providers will need to show Licensures or

Certification Documents. A waiver will then be given to SD State Licensed Providers who have already completed the above process with the SD State Department of Social Services.

- The Tribal Childcare Program will continue to pay for enrollment rather than attendance, as long as the child receives services 85% of the time in a **month with no more than 5 days absent.**
- The Tribal Childcare program will not pay for days deemed tribal holidays or administrative leave that results in tribal office/program closure. **Parents will have to retrieve their child (ren) or pay out of pocket.**
- The Tribal Childcare Program will offer 10 days of paid day-rate personal leave for partnered Family Home Daycare, Group Family Home Daycare, and Center Family Home Daycare.
- Please provide families with ample notification of daycare closures.
- Please make note of personal leave days on payment voucher forms.

The Tribal Childcare Program will offer all federal holidays paid off.

1. New Year's Day ( January 1<sup>st</sup>)
2. Martin Luther King, Jr. Day (the third Monday in January)
3. President's Day (the third Monday in February)
4. Memorial Day (the third Monday in May)
5. Juneteenth (the third Monday in June)
6. Independence Day (July 4<sup>th</sup>)
7. Labor Day (the first Monday in September)
8. Native American Day (the second Monday in October)
9. Veteran's Day (November 10<sup>th</sup>)
10. Thanksgiving Day (the fourth Thursday in November)
11. National Native American Heritage Day (the Friday after Thanksgiving)
12. Christmas Day (December 25<sup>th</sup>)

The purpose of day-rate personal leave and paid federal holidays is to promote your mental well-being. While allowing time to decompress from your busy lives and enjoy time with your family.

We will not pay for additional day-rate personal leave for partnered childcare providers leave days over the 10 days.

Paid federal holiday and day-rate personal leave days do not accrue if not used. Beginning October 1, 2023 – September 30, 2024, in accordance with the fiscal calendar.

#### **TRIBALLY AUTHORIZATION PROCESS**

Tribally authorized providers are required to be authorized (this is not Licensure or registration) by the Tribal Child Care Subsidy Program in order to be reimbursed by program funds. To be an authorized provider, the individual is to complete and return the following forms to the TCC Office.

1. \_\_\_ Safety, Fire, Health Checklist
2. \_\_\_ Health Report/Immunization Verification
3. \_\_\_ Comprehensive background check
4. \_\_\_ W-9 Form
5. \_\_\_ Authorization Letter
6. \_\_\_ Required Training Verification
7. \_\_\_ Preservice Training Hours
8. \_\_\_ Annual Training Hours

### **TAX INFORMATION**

Providers are not employees of the Flandreau Santee Sioux Tribe but are considered self-employed. Therefore, the Flandreau Santee Sioux Tribe in its payments to providers does not withhold any federal or state income taxes, such as social security tax, federal unemployment insurance tax, etc. It is strongly advised that providers consult with a tax consultant to receive advice on filing tax obligations to avoid disputes with the Internal Revenue Service. Form W-9 for Taxpayer Identification Number and Certification Form must be completed and returned to TCCP in order for Providers to receive payments. Providers earning \$600.00 or more through the TCCP will receive a 1099 Miscellaneous Tax Form, which is mailed to providers by January 31, each year. The Tribe reports this information to the IRS for tax purposes.

### **EDUCATION AND TRAINING OPPORTUNITIES**

One of the main goals of the Tribal Childcare Program is to improve the accessibility, availability, and quality of childcare for our families. It is our wish, as part of this goal, to provide continuing education and training for Childcare Providers. Workshops, classes, etc. will be set up in the near future to accommodate training authorization requirements.

A Tribal Authorized Provider must participate in at least 3 hours of training within 6 months. Training can be obtained in the following subject areas but not limited to:

1. Infant/Child CPR and First Aid
2. Safety, Fire, and Health Requirements
3. Planning Learning Activities
4. Child Growth and Development
5. Guidance and Discipline Techniques
6. Reporting Child Abuse/Neglect
7. Food Handling Techniques
8. Prevention of Communicable Diseases
9. Safety Plans/Fire & Natural Disasters
10. Nutrition/Meal Planning
11. Shaken Baby Syndrome
12. Emergency Preparedness Plan in the Event of Natural Disaster

Check with our office for more information on training materials. We encourage all providers to take advantage of educational opportunities. Local training may also be offered by such agencies as:

1. Child & Family Resource Network
2. Moody County Extension
3. Family Nutrition Program
4. Moody County Community Health Nurse
5. Tribal Community Health Nurse
6. Flandreau Fire Department
7. Family and Consumer Science
8. Tribal Social Service

**2023 CHILD CARE RATES**

This worksheet is to be used to help you decide the approximate amount of reimbursement you will receive from our Tribal Childcare Subsidy. It is provided as a convenience. Please do not send this worksheet to TCCP. It is for your records ONLY. Follow the example in the shaded areas.

DATE	CHILDS NAME	HOURS	RATE/DAYS	TOTAL	FAMILY TOTAL	FAMILY CO-PAYMENT	CCS TOTAL
<i>March 31<sup>st</sup></i>	<i>James</i>	<i>8.5</i>	<i>\$29.43</i>	<i>23days – \$676.89</i>		<i>\$157.00</i>	<i>\$519.89</i>
<i>March 31<sup>st</sup></i>	<i>June</i>	<i>3.5</i>	<i>\$14.72</i>	<i>18 days – \$264.96</i>		<i>\$31.00</i>	<i>\$233.96</i>

How many days did you watch James? *23 days*  
 How much do you charge per day? *\$29.43*  
 What is the amount due? (*Days x Rate = amount due*) *\$519.89*

How many days did you watch June? *18 days*  
 How much do you charge per day? (*3.5 hours is half day rate*) *\$14.72*  
 What is the amount due? (*Days x Rate = amount due*) *\$233.96*

**Remember to deduct family co-pays. The child care provider is responsible for collecting co-payments from the family.**

What is the total due? (*Add the total for all children in the same family*) *\$784.85*

**CENTRAL REGISTRY SCREENING  
FOR TRIBALLY AUTHORIZED PROVIDERS**

- In order for the providers to bill for payment a criminal check must be completed on that person to ensure no convictions of substantiated abuse have occurred with that person.
- If the results of the screening indicate that you have a record of child abuse or sex offenses; or reports of assault you will be able to receive payments through our office.
- Public Law 101-630 regulations will be handled through the FSST Human Resource Director. And for confidentiality purposes will be the only person who sees your screen results.
- FSST Human Resources will screen Tribal, State, and Federal courts for substantiated reports of abuse.
- Once a screen is completed and valid it is good for five years; unless on a case-by-case basis, there is a need to screen again.
- Packets may be picked from the FSST Human Resource Department.

## CHILD CARE SUBSIDY REQUEST FOR PAYMENT

### CAREFULLY PRINT ALL INFORMATION INCLUDING THE COMPLETE ADDRESS

- The attached form is to be used by all families requesting payment from the Tribal Childcare Program for childcare costs.
- Request for payment forms should be submitted bi-weekly. All billing information can be found on the childcare services voucher.
- Only bill one family on each Request for Payment form.
- Bill for the actual hours of childcare used and only after the childcare has been provided.
- You are responsible for collecting the family's portion of the childcare costs which are owed to you.
- Request for payment must be made no later than 60 days following the Ending Date on the Childcare Voucher.
- Please list personal leave days taken, and federal holidays taken on request for payment forms.

### INSTRUCTIONS

- Carefully print all information.
- Complete the lines for provider name, address, and provider number.
- Write in the child (ren)'s name, the family number you are requesting payment under, and the child's age.
- Write in the date of care and hours of care. Write in total hours, hourly rate, and the total amount charged.
- Days of care are paid; hours are kept to see average hours per month.
- Sign and date, parent will need to sign also. Please include the receipt of payment from the family. Incomplete information and/or documents will delay payment processing.
- *ADDITIONAL REQUESTS FOR PAYMENT FORMS ARE AVAILABLE BY CONTACTING THE TRIBAL CHILDCARE PROGRAM.*

### RIGHT TO A HEARING

If you believe any action taken on your case is not correct you may request a hearing to appeal the decision. If you want to appeal, you must do so within ten days of the action.

If you request a hearing, you may represent yourself or you may choose an authorized representative such as a relative, friend, or legal counsel. Free legal help is available in many communities; however, the cost of legal counsel will not be the responsibility of the program.

If you want a hearing, mail you're signed and dated written request to the address below.

Whether or not you want a hearing, you may request an informal conference to discuss your situation. If you want a conference or have questions, please contact Tribal Childcare Program at (605) 997-2311

### QUESTIONS AND CONCERNS

If you have a question concerning for completion or reimbursement for the childcare subsidy you provide please contact:

***Flandreau Santee Sioux Tribal Child Care Program  
207. E 2<sup>nd</sup> Ave  
Flandreau SD, 57028***

**FLANDREAU SANTEE SIOUX CHILDCARE AGREEMENT**

**(THIS FORM MUST BE RETURNED TO THE TRIBAL CHILDCARE PROGRAM WITHIN 10 DAYS.)**

1. I certify that I have read all materials contained in the Provider's Guidebook.
2. I have completed a criminal background check and deemed eligible to participate in the Flandreau Santee Sioux Tribe Childcare Program.
3. I certify I am eighteen (18) years of age or older.
4. I certify that all forms required of me have been completed by me or authorizing person where applicable.
5. I certify to claim childcare hours only for the children of the family requesting my services on their application.
6. I understand that all parents have unlimited access to their children.
7. I declare and affirm under penalties of perjury that the documents provided to the Tribal Childcare Program to the best of my knowledge are true and correct.
8. Unlimited Parental Access: Parents/Guardians may stop in to place of childcare services to visit their children anytime during operational hours.

**Name Printed:** \_\_\_\_\_

**Name Signed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**SS Number:** \_\_\_\_\_

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

**Return to:** FSST Childcare Program  
207 E. 2<sup>nd</sup> Ave  
Flandreau, SD -57028-



**LENGTH OF CERTIFICATION**

Approved upon completion of required provider Authorization Process enclosed in Provider Guidebook.

Approved: 6 months review with inspection at any reasonable time.

A minimum of two unannounced visits per 12 months will be made by the FSST Childcare Subsidy Care Worker to the home where the services are provided.

I have read the following Safety, Fire, and Health Requirements. I understand the duties and responsibilities required in being a Childcare Provider. By signing this form I agree to abide by any and all terms of this agreement.

\_\_\_\_\_  
**Provider Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse Signature (if applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Worker's Signature (if applicable)**

\_\_\_\_\_  
**Date**