



# *Flandreau Santee Sioux Tribe*

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## **Tribal Child Care Program**

*207 East 2<sup>nd</sup> Ave.  
Flandreau, SD 57028*

*Phone: 605-997-2311  
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## **PARENT HANDBOOK**

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**FLANDREAU SANTEE SIOUX TRIBAL**

**CHILD CARE PROGRAM**

**207 EAST SECOND AVENUE**

**FLANDREAU, SOUTH DAKOTA 57028**

**605-997-2311**

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## PARENT INFORMATION

Welcome to the Flandreau Santee Sioux Tribal Child Care Program (TCCP). This material is provided to inform you of your responsibilities and help you with your childcare choices. Please keep this information on hand and refer to it if you have questions about the program and child care in general.

The Tribal Child Care Program is responsible for the regulation of the Tribal Child Care program in Moody County, South Dakota. The U.S. Department of Health and Human Services Administration for Children and Families funds the Tribal Child Care Program.

The Tribal Child Care Program will provide the following services:

- ≡ *Assist TANF Families*
- ≡ *Assist income Eligible Non-TANF families*
- ≡ *Increase Availability, Affordability, and Quality of Child Care*
- ≡ *Ensure Parental Choice*
- ≡ *Work with Parents toward selecting quality childcare*

### CHILD CARE PROGRAM REQUIREMENTS

1. Parents must be working, training, or attending an education program.
2. The TCCP will assist at a maximum of (10) hours daily unless in school and working simultaneously. Any accumulative child care beyond the 10 hours will be the responsibility of the parent.
3. The child, biological parent, or biological grandparent must be Native American and an enrolled member of a federally recognized tribe. The child and family must reside in Moody County. Tribal enrollment information must be submitted with your application.
4. Children, from birth through 12 years of age are eligible for assistance.
5. Once eligibility is determined, parents will receive a Parent and Provider Handbook. These handbooks outline program requirements.
6. In order to receive assistance, your Child Care Provider must be one of the following:
  - 1) *State licensed, or in the process.*
  - 2) *Tribal authorized*
7. All childcare providers must be 18 years of age or older.
8. Approved applicants will be required to pay a portion of their childcare bill if household income for family size is above Federal Poverty Level and between 85% of the State Median Income.
9. Child Protection Cases are exempt from payments. See page 4.
10. Special Provisions for Foster Care on page 4.
11. High School Students are exempt from co-payments as long as they are in school. A statement from their principal must be on the school letterhead.
12. A Sliding Fee Scale from 100% Federal Poverty Level (FPL) up to 85% State Median Income (SMI) is used to determine a monthly Family Co-payment amount.
13. Proof of household income shall be based on the following:

- ≡ *The child's household income.*
- ≡ *Previous year income tax return, if self-employed.*
- ≡ *Check stubs from the last two pay periods or written verification from an employer.*
- ≡ *Child and spousal support deductions are waived for receiving parents.*
- ≡ *TANF recipients are eligible for Tribal Child Care.*
- ≡ *Flandreau Santee Sioux Tribal general welfare payments are waived.*

14. The "Household" unit will be considered to be the child/children and parent/parents only.
15. Income will be derived from the parent/parents or guardian of the child/children applying for childcare services.
16. All forms and documentation regarding the family or child care provider shall be completed before a family will begin accruing payment for hours of child care.
17. Participants are responsible for their portion of the child care bill to the provider. Failure to do so will result in suspension from childcare services.
18. Participants can NOT participate in the Tribal Child Care Program and change providers while they still have payment owed to another provider while participating in the program.
19. Request for Payment forms are designed to bill every two weeks. It may take 3-10 working days to process the child care bill for payment to the provider.
20. Provider payment will be mailed directly to the provider unless an arrangement has been made between TCCP and the provider.
21. You will be required to abide by the rules of your childcare provider, please read your parent handbook with the rules for their daycare business.
22. Your child is required to receive services 85% of the time in a month no more than 5 days absent.
23. Please DO NOT partake in Cannabis/Marijuana usage immediately before or during childcare pick-up.
24. The tribal childcare program will offer paid Federal Holidays to family home childcare providers **if they so choose.** If you have **federal holidays off from work/school/training, childcare services will not be covered under the CCDF program, you will be required to pay for your childcare services.**
  - 1) New Year's Day ( January 1st)
  - 2) Martin Luther King, Jr. Day (the third Monday in January)
  - 3) President's Day (the third Monday in February)
  - 4) Memorial Day (the last Monday in May)
  - 5) Juneteenth (the third Monday in June)
  - 6) Independence Day (July 4th)
  - 7) Labor Day (the first Monday in September)
  - 8) Native American Day (the second Monday in October)
  - 9) Veteran's Day (November 11th)
  - 10) Thanksgiving Day (the fourth Thursday in November)
  - 11) National Native American Heritage Day (the Friday after Thanksgiving)
  - 12) Christmas Day (December 25th)

25. The Tribal Childcare program will not pay for days deemed tribal holidays or administrative leave that results in tribal office or tribal program closure. Please communicate your schedule with childcare providers and the childcare program.

26. Childcare providers will be offered 12 days of paid personal leave for Family Home Daycare, Group Family Home Daycare, and Center Family Home Daycare. We have asked childcare providers to provide ample notification of daycare closures.

### WORKING WITH YOUR TRIBAL CHILD CARE PROGRAM STAFF

It is important to have contact with your Tribal Child Care Program Staff if there are any questions regarding your provider, re-certification, payment, etc. Please feel free to contact the FSST Child Care Program staff for any assistance or guidance pertaining to your child care file.

*Notify the TCCP staff if you have any of the following changes:*

- ≡ *Change in hours you work.*
- ≡ *Number in your household.*
- ≡ *Your rate of pay and wages*
- ≡ *Change of address.*
- ≡ *Your educational status.*
- ≡ *Your employment status.*
- ≡ *Change of telephone number.*

### MAKING YOUR CO-PAYMENT

You are required to make a parent co-payment unless you are at or below 175% Federal Poverty Level (FPL). The Tribal Child Care Program uses a Sliding Fee Scale to determine an applicant's child care service monthly charge and if the applicant meets eligibility. The Sliding Fee Scale is at, 100% Federal Poverty Level (FPL) to 85% State Median Income (SMI), for family size and household monthly gross income. Parents' monthly co-payments range from 200% - 300% Federal Poverty Level has a copayment between .33% - 1.65% It is important to remember that your co-payment will remain consistent (with your wages) the same. It does not matter how many childcare hours you use, how many children are in care, or how much your provider charges. The co-payment will not change, so you may be able to budget easier.

Your co-payment covers the hours shown on your VOUCHER. Your provider may bill you for any other hours used beyond what is authorized on the VOUCHER. Remember, you are responsible for payment of any other hours not covered on your voucher. Such as federal holidays, tribal holidays and tribal administrative leave if you have these holidays off of work your childcare services are not paid for. If you work on federal holidays, tribal holidays and tribal administrative leave days and your child care provider is open child care services will be paid for.

Please communicate your work schedule with providers and the childcare program.

Families who fail to pay their co-payment will be ineligible to receive services with the Tribal Child Care Program until the family becomes current with their bill.

## **TRIBAL CHILD CARE VOUCHER**

All families who have completed an application and found eligible for services will receive a Child Care Voucher. The eligible family will receive by mail 2 voucher copies. One copy will be for the family to take to their childcare provider showing you are eligible for services. The other voucher copy is to keep for your record.

The voucher will state the date the services begin to the date to recertify. This is when your childcare provider will start billing. Also, it will include the children's names, ages needing care: and the parent's co-payment of the total monthly bill.

## **PROTECTIVE SERVICES CASES**

Child Protection cases are exempt from childcare payment. A child protection case includes those children from households involving mental and or addictive treatment and suspected and or substantiated cases of abuse or neglect. Appropriate documentation will be on file to warrant exemption from payment (i.e. Behavioral Health Director, State or Tribal Social Services, State Court or Tribal Court and Law Enforcement, etc.).

## **FOSTER CARE SERVICES**

Foster parents can apply for assistance for their foster child and will be accessed to a co-payment per family. The family shall consist of all siblings from one particular family. If a foster parent has children from more than one family, a co-payment will be accessed for each family.

## **LEGAL DOCUMENTATION REQUIRED**

1. If exercising parental control, the applicant must attach a copy of custody, guardianship, legal documentation, or tribal or state court order with the initial application.
2. Parents that separate while actively enrolled in the Tribal Child Care Program must verify the separation with documentation or the use of a party witness to verify separation. Otherwise, both incomes will be included.

## **PROOF OF RESIDENCY**

1. A utility bill with the parents/guardians' name on and street address.
2. A rent receipt listing parents/guardians' names and street addresses or a copy of the lease.
3. A pay stub with parents/guardians' name and address.

**Note: all changes in residency must be submitted in writing within FIVE days of the change.**

## IN-HOME CHILD CARE

Child care may not be provided in a child's home unless the child has documented severe medical problems that would place the child at risk i.e. apnea monitor, breathing treatments, cardiac monitor (parent must provide a written statement from the child's physician). The parent is a minor attending high school or GED classes and the child is under one year of age.

## JOB SEARCH

Child Care assistance will be to parents searching for a job as follows:

1. A 12-week period for job search is allowed once a year between October 1-September 30. A voucher will be given to the family within the 12-week time frame for the eligibility period.
2. Three days full-time days (8 hr. per day) in a one-week period will be allowed for child care services. A total of 15 days a month for care.
3. Once employment is found, the family will immediately provide a work schedule and wage verification.
4. If employment is not found at the end of the 12-week period the family will no longer receive assistance for child care until employment is found.

## CHILD CARE ASSISTANCE REQUIREMENTS FOR TRAINING RELATED CHILD CARE

1. Child Care benefits will be paid to TANF recipients who are attending school if they meet the work requirements of the TANF program.
2. Non-TANF students pursuing a 4-year degree full time, are exempt from work requirements.
3. Non-TANF students pursuing a 2-year degree full-time or attending Vocational Training are exempt from work requirements.
4. Students receiving SSI (Supplemental Security Income) are exempt from the work requirement.
5. High School students and students pursuing their GED are exempt from the work requirement.
6. Hours spent on internships, practice teaching, clinical work, or other tribal work assigned/volunteer can be applied toward a 40-hour-per-month work requirement.

## RE-CERTIFICATION PROCESS

Families participating in the Tribal Child Care Program are required to recertify once a year. The recertification date is October 1, of each year through September 30. New applications each year to ensure that families continue to meet the qualifications for assistance. Families will complete a new application that will be mailed at least 2 weeks before due to the Tribal Child Care Office. Families will need to include all required verifications. Tribal Child Care Program address and telephone number: 207 East Second Ave. Flandreau SD 57028, 605-997-2311.

## MISCELLANEOUS CERTIFICATION REQUIREMENTS:

1. A re-certification notice and application will be mailed to each participating family as a reminder to recertify. The notice includes a deadline date to complete all needed documentation and applications to be returned to the Tribal Childcare Office.
2. Re-certification is the responsibility of the family. If the information is not received by our office before the 12 months noted on the voucher, the file will be declared inactive. If the file is declared inactive, the family will be held responsible for the total payment of the child care bill to the provider until the date the TCCP office receives the information for re-certification.
3. All calls regarding applications or status of re-certification must be from the parent or guardian.
4. All calls regarding payment to the provider will be directed to the Childcare Administrator.

**NO CHILD WILL BE PERMITTED TO ATTEND A CHILDCARE FACILITY WITHOUT A VOUCHER. IF AN EMERGENCY SHOULD ARISE THAT PLACES A CHILD AT RISK FOR NEGLECT OR ABUSE, CONTACT THE CHILDCARE ADMINISTRATOR.**

## CHANGE OF PROVIDER

1. Parents may change providers at re-certification time only, with the following exceptions”
  - Substantiated complaint against the provider.
  - Parent moves to a different household or change jobs.
2. Parents must submit a statement from the current provider notifying our office that their account is clear.
3. Parent must submit a change request 7 days in advance.
4. Changes in childcare may result in temporary loss of childcare services, due to the lack of childcare providers in our community.

## CHILD SUPPORT ENFORCEMENT

As a Tribal Nation, we believe our children are sacred and only if we provide good care, our children will grow healthy and strong. However, children and custodial parents face poverty when the absent parent neglects their responsibility to provide adequate financial support for their children. When children do not receive financial support, everyone suffers. Children and custodial parents may be forced to seek assistance from Social Programs. As a recipient of the Tribal Child Care Program, custodial parents are advised to apply for child support.

**Below are offices where a parent is able to apply for child support:**

1. Flandreau Santee Sioux Tribal Court: 605-997-3593.
2. South Dakota Department of Social Services, South Dakota Division of Child Support, Flandreau office at, 218 E, 2<sup>nd</sup> Ave. 605-997-2447.  
Brookings office: 1-866-267-5228.

Federal and State law have established State Child Support Enforcement. The law allows the non-custodial parent to be located and obtain from them financial support for their children. The Flandreau Santee Sioux Tribal Court handles Tribal Child Support Enforcement applications and proceedings for



custodial parents residing within the FSST Tribal jurisdiction. Some of the established duties of these offices include:

- ≡ *Locating the non-custodial parent and their assets*
- ≡ *Enforce support orders and collect child support payments*
- ≡ *Establish and modify child support and medical support orders*
- ≡ *Enforce medical support orders*
- ≡ *Establish paternity*

All parents with minor children who need or are owed child support can apply. Families receiving TANF (Temporary Assistance for Needy Families) assistance receive Child Support Enforcement automatically. Parents not receiving TANF may apply at the above-listed offices.

### **CONFIDENTIAL**

- ≡ *All client/provider records and files are kept confidential.*
- ≡ *Requests for information must be on a company's letterhead with a release of information attached (unless a release of information is currently on file).*
- ≡ *Office of Tribal Child Care Program staff must contact the client or provider and obtain verbal permission in conjunction with the signed release.*

### **SUSPENSION**

#### **1. Fraud**

- In the event that fraud has occurred and is substantiated, the participant will be suspended indefinitely until the dollar amount has been repaid to the tribe.
- A re-payment agreement must be reached and signed within 30 days. If not, the matter will be submitted to the tribal attorney.
- If the repayment agreement is not maintained and payment has not been received in 60 days, the matter will be submitted to the tribal attorney.

#### **2. Failure to re-certify**

- In the event that the parent does not recertify and does not make payment to the child care provider for a time period not covered by the TCCP Office, the parent will be suspended from participation until the payment or an arrangement is made with the provider.

#### **3. Failure to supply requested documentation**

- Parents will be suspended from the TCCP if requested documentation is not received within the stated time period.
- Parents will be responsible for payment owed to the provider during the suspension period.

## COMPLAINTS

Complaints against a child care provider must be submitted by a Complaint Form attached with this parent guide, or be picked up at the Tribal Child Care Program office at, 207 East Second Avenue. Once the form is completed parents may turn it in at the Tribal Child Care Program office (TCCP).

## PARENT AGREEMENT

The attached Parent Agreement form must be signed and dated by the parent/parents or guardian and returned to the TCCP office to verify that the Parent Handbook has been read and parents agree to comply with the rules and regulations of the Flandreau Santee Sioux Tribal Child Care Assistance Program.

## CHILD CARE FOR YOUR FAMILY

As a parent, you will want to choose the best possible care for your child and family. In making this choice, there are several things you should consider including:

- Type of care (licensed, registered, or in-home, family friend, or informal care-relative).
- Location of the provider.
- Setting of care (home or center).

Even if you have been careful in your selection of a childcare provider, you may still wonder if you have made the right choice. Here are some things you should watch as you monitor your childcare provider.

### **DOES YOUR CHILD**

*Respond to the caregiver warmly?*

*Ask to stay to finish play?*

*Settle into play easily with a favorite toy or friend?*

*Show you or tell you the day's activity?*

### **DO YOU AS A PARENT**

*Feel comfortable spending time in the childcare setting?*

*Find the caregiver responsive to your comments or suggestions.*

## WHAT TO WATCH FOR

Parents worry about their children whenever they are in someone else's care. Therefore, Indian Child Welfare Program has provided a list of the following information as a courtesy and protective safeguard. This is to help you become aware of signs that may indicate that a child has experienced some abuse.

- You see or hear your child saying or doing things in play that seem to be a recall of an incident of some kind of maltreatment.
- Your child is afraid to go to the childcare home or center or afraid of one particular caregiver and you do not know why.

- Your child begins to act withdrawn, nervous, and depressed, develops fears, and begins having nightmares or physical symptoms like headaches or stomachaches.
- Your child is suddenly clingy or fearful of being away from you.
- Your child is afraid of using the bathroom, undressing, or bathing.

If you have concerns about the possibility of your child having been abused, you should contact the Tribal Social Services Office at 997-5055 or Report Child Abuse & Neglect toll-free at 1-866-847-7335.

**COMMUNITY RESOURCE, MOODY COUNTY, FLANDREAU, SOUTH DAKOTA**

1. Head Start & Early Head Start .....997-2824
2. Boys & Girls Club .....605-651-3940
3. Moody County Public Health & WIC ..... 997-3779
4. Wholeness Center ..... 997-3535
5. Bread Basket Food Pantry ..... 997-3871
6. South Dakota Social Services, TANF, Medicaid, SNAP ..... 997-2447
7. South Dakota Child Support Enforcement .....877-329-0019 or 605-773-3641
8. Flandreau Tribal Health Center ..... 997-2642
9. FSST Social Services/CPS ..... 997-5055
10. FSST Court ..... 997-3593
11. FSST Behavioral Health ..... 997-3844
12. FSST Education Office .....997-2859
13. FSST Housing Authority ..... 997-2194
14. FSST Administration ..... 997-3891
15. FSST Wellness Center ..... 573-0141
16. Community Counseling ..... 573-3771

Initial please

**FLANDREAU SANTEE SIOUX TRIBE CHILD CARE PROGRAM  
PARENT AGREEMENT**

- I will receive a childcare subsidy only for the time that I am working, training, or in class.
  - I will provide my childcare provider with my daytime telephone number as well as other emergency contact phone numbers.
  - If my child is ill and does not receive care, I will notify the provider with that information early in the day.
  - I will never sign a "Request for Payment form" if I believe there is an incorrect or improper claim for hours or days of care of my child/children,
  - I understand and will inform my childcare providers that if I request additional childcare services, I will pay for the additional services.
  - I understand that I am required to abide by my childcare provider's rules stated in their daycare parent handbooks.
  - I will notify the Tribal Child Care Program in writing within five (5) days of my changes on my application. This will include but is not limited to, a change of address, telephone number, and income.
  - I will report all listed and required income to the TCCP.
  - I understand that my child/children's file must be considered active for assistance to be paid.
  - I understand that if my child/children's file is inactive I am financially responsible for my child care services and that the Tribal Child Care Program will not back pay.
  - I understand that the family copayment amount is the dollar amount I must pay to the childcare provider each month for my family.
  - I understand that all financial obligations to my child care provider must be paid in full biweekly or monthly, and I am not allowed to charge.
  - I understand that if any fraud is committed, I will repay the amount of money in question to the Tribal Child Care Program. And be unable to participate in the childcare program for a period of one year. If money is not paid, I will be subject to prosecution.
  - I understand will not partake in cannabis/marijuana usage immediately before or during childcare pick-up.
  - I understand that I will be required to complete an updated application once annually.
  - I understand that to receive the Special Needs Care Rate, I must submit documentation that substantiates my child's need for this type of care. Provide physicians/pediatricians verification of special needs for the child needing special needs rates for child care.
  - I understand that all information regarding my file will be handled confidentially.
- By signing this agreement, I certify that I understand and agree to the handbook's contents and this agreement. I give my permission for the Tribal Child Care Program to investigate any information given by me on this application for service. I affirm under penalty of perjury that the child care application is complete and correct to the best of my knowledge and belief.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Tribal CCDF Administrator \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS PAGE TO FLANDREAU SANTEE SIOUX TRIBAL CHILD CARE OFFICES**