

3. Responsibilities of the Parent

- A. Notify the Child Care Office of any changes that might affect their eligibility.
- B. Recertify for continued assistance.
- C. Promptly make co-payments to providers.
- D. Parents who leave children longer than the approved time will be held responsible for hourly compensation to the Provider.

4. Record Keeping Guidelines

- A. Payment Policy: Approval Notice, Claim Forms
- B. 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.
- C. Processing time is 30 days from receipt of properly filled out claim. Holidays may extend processing time.
- D. Both signatures must be on claim forms.
- E. ATTENTION: CCDF, for prompt delivery
- F. Properly completed claim forms that are in the Child Care Office by the 5th day of the month will be issued a check by the 15th, barring unforeseen circumstances.

5. Health and Safety Requirements – We follow State and Tribal Standards

6. Monitoring Visits – Periodic Visits Will Be Done

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

7. Training

- A. Eligible to attend DHS sponsor training.
- B. Eligible to attend training sponsored by Seneca-Cayuga Child Care and Development Department.
- C. Training information is available through the Child Care Department.
- D. The Child Care Director will assist with information, consultation and technical assistance.

8. 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

Signature: Authorized Individual