



**Iowa Tribe of Oklahoma  
Tribal Child Care Assistance Program  
RR 1 Box 721  
3524 W. 76<sup>th</sup> Rd.  
Perkins, OK 74059  
(405) 547-2402 ext. 269  
(405) 547-1105 fax**

Dear Family:

In order to be considered eligible for Iowa Tribe of Oklahoma Tribal Child Care Assistance, the application packet must be accurately completed and you must meet the following criteria:

1. Please be advised: Completing an application does not guarantee Child Care Assistance will be awarded. Assistance is awarded to families based on greatest need and funds available. In the event your family qualifies and funds are not available, your family will be placed on a waiting list based on greatest need. You will be contacted when your name comes up on the waiting list.
2. All adults living in the household must be employed, in job training or in a formal education program. If any adult living in the household is unemployed, the family is not eligible for child care services unless documentation can be provided to show the unemployed adult's inability to care for the child.
3. Provide proof of income such as previous year's taxes, copy of previous month's check stubs or statement of income from Human Resources Department. In addition, copies of scholarship and/or grant award letters and child support received documentation, and SSI income. Overtime and student loans will not be calculated into monthly income.
4. Provide a copy of work/job training/school schedule upon application.
5. Provide copies of child's CDIB or Tribal enrollment cards or a letter from their Tribal official stating eligibility for enrollment. In the event the CDIB card has been applied for but not yet received, the family will have 30 days in which to provide this documentation to Iowa Tribe of Oklahoma Child Care Assistance Program. If the document is not provided within the 30-day grace period, the family will no longer be eligible for assistance and must recertification when CDIB is received. This may result in being placed on a waiting list.
6. Copy of child/ren birth certificates
7. Proof of residency

8. Families must choose a child care provider who is licensed through Department of Human Services at the 1Star+ level or higher. This provider can be a Child Care Center or Family Child Care Home. It is the Parent's responsibility to choose a provider who offers a safe, secure, stable, healthy and wholesome child care environment. Therefore, Iowa Tribe of Oklahoma Child Care Program will not be held liable for any accident or injury that may occur while your child is in child care.
  
9. If the family chooses a Relative Provider, that relative must be licensed through Department of Human Services unless the parents' schedules show the need for non-traditional child care hours. In this case, the Relative Provider can provide child care services in the family's home without being licensed. The Relative Provider cannot be living in the same household as the family needing child care. The relative is required to have the following:
  - ✓ Annual Physical Exam
  - ✓ Annual TB Test
  - ✓ Criminal background check
  - ✓ CPR/First Aid training within 45 days of the date Child Care service is approved.The family home must have:
  - ✓ Operating smoke alarms
  - ✓ Fire extinguisher inspected annually
  - ✓ Home inspection twice per year
  
10. Change of provider notification must be submitted to the Assistance Program, in writing, **no less than 5 business days in advance.** New providers are subject to the same requirements. It is recommended that you call the Iowa Tribe of Oklahoma Child Care Assistance office when considering choosing a new provider in order to determine if that provider can and/or is willing to be certified through the Tribe.

Iowa Tribe of Oklahoma Child Care Assistance Program can be reached at (405) 547-2402 Ext. 269.

Sincerely,

Misty Horne, Director  
Iowa Tribe of Oklahoma  
Early Childhood Department