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Through this information collection, the Administration for Children and Families (ACF) is gathering data on the Tribal Lead Agency's grant program to understand the design and effectiveness of the program and to inform technical assistance needs. The public reporting burden for this collection of information is estimated to average 20 hours per response for the Triennial Child Count (for all Tribal Lead Agencies) 60 hours per response for Part I (for all direct funded Tribal Lead Agencies), five hours per response for Part II (for direct funded Tribal Lead Agencies with small allocations) and 20 hours per response for Part III (for direct funded Tribal Lead Agencies with medium and large allocations), including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (P.L. 105-285, Section 680(b) as amended). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB number is 0970-0198 and the expiration date is 12/31/2027. For any comments on this collection of information, please contact ACF's Office of Child Care.



Child Care and Development Fund (CCDF) Plan

for

Tribe: **Wichita and Affiliated Tribes**

Federal Fiscal Years 2026–2028

Plan Status: Approved as of 2025-09-30 14:06:39 GMT

This Plan describes the Child Care and Development Fund (CCDF) program to be administered by the CCDF Tribal Lead Agency for the period from 10/01/2025 to 9/30/2028. As provided for in the applicable statutes and regulations, the Tribal Lead Agency has the flexibility to modify this program at any time, including amending the options selected or described herein.

For purposes of simplicity and clarity, the specific provisions printed herein of applicable laws and regulations are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text. The Tribal Lead Agency acknowledges its responsibility to adhere to laws and regulations regardless of these modifications.

Introduction and How to Approach Plan Development

PART I: ALL TRIBAL LEAD AGENCIES

1 CCDF Program Administration

- 1.1 Definition of Indian Child (Direct Funded Lead Agencies Only)
- 1.2 Definition of Service Area (Direct Funded Lead Agencies Only)
- 1.3 Child Count (Direct Funded and P.L. 102-477 Lead Agencies)
- 1.4 CCDF Leadership
- 1.5 Designated Tribal Lead Agency
- 1.6 Administration through Contracts or Agreements
- 1.7 Consultation in the Development of the Tribal CCDF Plan
- 1.8 Categories of Care
- 1.9 Coordination of Services
- 1.10 Program Integrity and Accountability
- 1.11 Disaster Preparedness and Response Plan

2 Health and Safety of Child Care Settings

- 2.1 Relative Providers
- 2.2 Overview of Health and Safety Standards, Training, and Inspections
- 2.3 Health and Safety Standards and Pre-Service/Orientation Training
- 2.4 Ongoing Training
- 2.5 Staff/Child Ratios and Group Sizes
- 2.6 Provider Qualifications
- 2.7 Monitoring and Enforcement of Health and Safety Requirements
- 2.8 Monitoring Inspectors
- 2.9 Comprehensive Background Checks
- 2.10 Comprehensive Background Checks for Household Members in Family Child Care
- 2.11 Disqualifying Crimes for Employment Eligibility
- 2.12 Fees
- 2.13 Timeliness in Returning Employment Determination Results
- 2.14 Provisional Hire
- 2.15 Privacy of Comprehensive Background Check Results
- 2.16 Appeals for Child Care Staff
- 2.17 Justification for Alternative Approaches

3 Quality Improvement

- 3.1 Quality Activities Needs Assessment Methodology
- 3.2 Quality Improvement Goals and Activities

PART II: TRIBAL LEAD AGENCIES WITH SMALL ALLOCATIONS

4 Direct Services

- 4.1 Direct Child Care Services
- 4.2 Direct Child Care Funding Methods
- 4.3 Eligibility Criteria
- 4.4 Payment Rates

PART III: TRIBAL LEAD AGENCIES WITH MEDIUM AND LARGE ALLOCATIONS

5 Child and Family Eligibility, Enrollment, and Continuity of Care

- 5.1 Basis for Determining Eligibility

- 5.2 Eligible Children and Families
- 5.3 Application and Eligibility Determination/Redetermination Process

6 Equal Access to Quality Child Care

- 6.1 Description of Direct Child Care Services
- 6.2 Establishing Adequate Payment Rates
- 6.3 Improving Access for Vulnerable Children and Families
- 6.4 Family Contribution to Payments

7 Family Outreach and Consumer Education

- 7.1 Sharing Information with Families
- 7.2 Information on Developmental Screenings
- 7.3 Consumer and Provider Education
- 7.4 Consumer Education
- 7.5 Information on Monitoring and Enforcement
- 7.6 Parental Complaint Process

Appendix 2: Tribal Early Learning Initiative (TELI)

Introduction and How to Approach Plan Development

Overview

The Child Care and Development Block Grant Act (CCDBG) (42 U.S.C. 9857 et seq.), together with Section 418 of the Social Security Act (42 U.S.C. 618), authorize the Child Care and Development Fund (CCDF), the primary federal funding source devoted to supporting families with low incomes afford child care and to increasing the quality of child care for all children. The CCDF program is administered by the Office of Child Care (OCC) within the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) and provides resources to state, territory, and Tribal governments via their designated CCDF Lead Agency.

CCDF plays a vital role in supporting family well-being and child development. It facilitates parental employment, training, and education, improving the economic stability and well-being of participating families. It also supports child development, promoting safe high-quality care and learning environments for children when child care is needed.

As required by the CCDBG Act, this Tribal CCDF Plan serves as the Tribal Lead Agency's application for a three-year cycle of CCDF funds and is the primary mechanism OCC uses to determine Tribal Lead Agency compliance with the requirements of the statute and regulations. Tribal CCDF Lead Agencies must comply with the rules set forth in the CCDBG Act and corresponding ACF-issued rules and regulations found at 45 CFR Part 98, which are cited throughout the Plan. For example, the citation for immunization requirements is noted as §98.41(a)(1)(i). The CCDF Plan is a fundamental part of OCC's oversight of CCDF and is designed to align with and complement other oversight mechanisms, including administrative and financial data reporting, audits, and the ACF-700 Tribal Annual Report.

The Tribal CCDF program includes flexibilities specifically to address a broad range of Tribal needs and population sizes, including tiered program requirements based on the size of the Tribal Lead Agency's CCDF allocation. CCDF categorizes a Tribal Lead Agency as receiving a small, medium, or large allocation based on its allocation in federal fiscal year (FFY) 2016. A Tribal Lead Agency designated as "small allocation" received less than \$250,000 in FFY 2016. A Tribal Lead Agency designated as "medium allocation" received between \$250,000 and \$1 million in FFY 2016. A Tribal Lead Agency designated as "large allocation" received over \$1 million in FFY 2016. A Tribal Lead Agency with a small allocation has the most flexibility in spending CCDF funds, though they must spend all their CCDF program funds in alignment with the goals and purposes of the CCDF program and comply with health and safety, monitoring, background checks, and quality spending requirements. To align with these more limited CCDF program requirements, a Tribal Lead Agency with a small allocation completes an abbreviated CCDF Plan.

Organization of Plan

In its Tribal CCDF Plan, a Tribal Lead Agency must describe how it implements the Tribal CCDF program. The Plan is organized into the following parts and sections:

Part I (all Tribal Lead Agencies): Three sections on program administration, the triennial child count, health and safety, and quality improvement.

Part II (only for Tribal Lead Agencies with small allocations): One section on direct services.

Part III (only for Tribal Lead Agencies with medium and large allocations): Three sections on child and family eligibility, enrollment and continuity of care, equal access, and family outreach and consumer education.

Appendix 1: Triennial Child Count Declaration/Demonstration: Relevant for Consortia Tribal Lead Agencies of all allocation sizes. Consortia Tribal Lead Agencies must submit a child count declaration/demonstration for each member Tribe for the Tribal Lead Agency to act on its behalf. The template (or a similar document) must be completed and signed by an individual authorized to act for the participating member Tribe/Village. The Consortia Lead Agency must upload the declaration/demonstration as part of their child count submission for each member Tribe/Village.

Appendix 2: Tribal Early Learning Initiative (TELI): Relevant for all Tribal Lead Agencies of all allocation sizes. A Tribal Lead Agency has the **option** to submit Appendix 2, which will serve as a notification to OCC that it plans to join the TELI Network and receive universal technical assistance on developing and strengthening Tribal early childhood systems building. This initiative is voluntary, and Tribal Lead Agencies are not required to complete this appendix.

Completing the Plan

This Plan aims to capture the most accurate and up-to-date information about how a Tribal Lead Agency is implementing its Tribal CCDF program in compliance with the requirements of CCDF. In responding to Plan questions, Tribal Lead Agencies should provide concise and specific summaries and/or may use bullet points as appropriate to the question.

Tribal CCDF Plan Submission

A Tribal Lead Agency will submit its Plan to OCC electronically through the Child Care Automated Reporting System (CARS). CARS will include all language and questions included in the final Tribal CCDF Plan template approved by the Office of Management and Budget (OMB).

A Tribal Lead Agency must submit its FFY 2026 – 2028 CCDF Plan to OCC no later than July 1, 2025.

Note: The format of the questions in CARS could be modified from the pdf version of the document to ensure compliance with Section 508 policies regarding accessibility to electronic and information technology for individuals with disabilities.

Plan Review

OCC will review submitted Tribal CCDF Plans for completeness and compliance with federal policies. Each Tribal Lead Agency will receive a letter approximately 90 days after the Plan is due to inform the Tribal Lead Agency that its Plan has been approved or approved with conditions.

Amendment Process

OCC recognizes that a Tribal Lead Agency may wish to modify and adapt its CCDF program to address evolving needs and priorities. A Tribal Lead Agency must submit amendments to its Plan as it makes substantial policy and program changes during the three-year Plan cycle, including when addressing areas of non-compliance.

PART I: ALL TRIBAL LEAD AGENCIES

1 CCDF Program Administration

1.1 Definition of Indian Child (Direct Funded Lead Agencies Only)

For the purposes of determining eligibility, Tribal Lead Agencies must define Indian child (§98.81(b)(2)(i)). This definition must be limited to children from federally recognized Indian Tribes, consistent with the CCDBG Act's definition of Indian Tribe (§98.2).

This definition could include children who are Tribal members, whose membership is pending, who are eligible for membership, and/or are children or descendants of members and could also include adopted children, foster children, or stepchildren.

1.1.1 Indian Child

For the purposes of determining CCDF eligibility, the Tribal Lead Agency defines an Indian child as: **All children who are eligible to be enrolled in any Federally Recognized Tribe and who reside in our service area. This includes children whose membership are pending and are eligible for membership to any Federally Recognized Tribe, children/descendants (at least 1 parent or grandparent enrolled in a federally recognized tribe with proof of enrollment & lineage) of any Federally Recognized Tribe and could also include adopted children, foster children, and step-children, or residing with any federal recognized tribal member.**

1.2 Definition of Service Area (Direct Funded Lead Agencies Only)

Programs and activities must be carried out for the benefit of Indian children living on or near the Indian reservation, which is called the service area. A Tribal Lead Agency must define its service area in the Tribal CCDF Plan (§98.83(b)). The service area must be within reasonably close geographic proximity to the borders of a Tribe's reservation (except for Tribes in Alaska, California, and Oklahoma). Tribes that do not have reservations must establish service areas within reasonably close geographic proximity to the area where the Tribe's population resides.

Tribal Lead Agencies are expected to be able to provide services to eligible families throughout the service area. ACF will not approve an entire state as a Tribe's service area.

1.2.1 Service Area

- a. The Tribal Lead Agency defines the service area as: **Caddo County, Canadian County, Cleveland County, Comanche County, Grady County, and Oklahoma County.**
- b. ***Optional:*** In addition to the description above, a clearly labeled map of the service area is attached. Attachment: **Document was not provided by TLA**

1.2.2 Neighboring and/or Overlapping Service Areas

Is the service area (as defined in 1.2.1) neighboring and/or overlapping with the service area(s) of any other Tribal Lead Agencies?

☐ No.

☒ Yes. If yes, answer the following questions:

- a. Identify those other Tribal Lead Agencies with neighboring and/or overlapping service areas.
Describe: **Absentee Shawnee Tribe**
Apache Tribe of Oklahoma
Caddo Nation
Cheyenne & Arapaho of Oklahoma
Chickasaw Nation of Oklahoma
Citizen Potawatomi Nation
Comanche Tribe of Oklahoma
Delaware Nation of Oklahoma
Fort Sill Apache Tribe of Oklahoma
Kaw Nation
Kickapoo Tribe of Oklahoma
Kiowa Indian Tribe
Muscogee-Creek Nation
Sac and Fox Nation of Oklahoma
Thlopthlocco Tribal Town
Wichita and Affiliated Tribes
- b. Describe the Tribal Lead Agency's process for ensuring unduplicated child counts for neighboring and/or overlapping service area(s): **We have had a meeting with several of our neighboring tribes regarding child count and overlapping service areas. We emailed the tribes prior to submission that service the same areas we intend to service and provided each tribe with notification of how the child count was determined for that area in our plan. During our emails with the other tribes in our service area, we discussed taking a slice of pie as our methodology for determining the number of children in each county of our service area, dividing the total number of children by the number of tribes servicing each county and adding the total together for all six counties. The other tribes agreed that this method was a fair way to ensure an unduplicated count.**

1.3 Child Count (Direct Funded and P.L. 102-477 Lead Agencies)

For the purposes of determining a Tribe/Tribal organization's annual CCDF program funding level, the Tribal Lead Agency is required to conduct and submit a triennial child count of children younger than age 13, (\$98.80). The child count submitted is not reflective of the number of children who receive direct child care services. Instead, the child count gives the number of children younger than 13 who meet the Tribal Lead Agency's definition of Indian child and who reside in the designated service area.

The Tribal child count will be effective from October 1, 2025, to September 30, 2028, and will be valid for three years. If a consortium gains or loses a member organization(s), then the adjustments will be made accordingly.

Note: A consortium must also submit a declaration/demonstration for each participating member Tribe/Village. (See Appendix 1: Triennial Child Count Declaration/Demonstration for a template).

A Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency. The Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have neighboring and/or overlapping service areas.

1.3.1 Child Count

(If the Tribal Lead Agency is not a consortium, it is required to answer this question.)

The Tribal Lead Agency certifies that the number of Indian children younger than age 13 (as defined in 1.1.1 or the approved P.L. 102-477 Plan) who reside in the service area (as defined in 1.2.1 or in the approved P.L. 102-477 Plan) for the Tribal Lead Agency is: **6907**

1.3.2 Consortium Child Count

(If the Tribal Lead Agency is a consortium, it is required to answer this question.)

The Tribal Lead Agency certifies that the number of Indian children younger than age 13 (as defined in 1.1.1 or in the approved P.L. 102-477 Plan) who reside in the service area (as defined in 1.2.1 or in the approved P.L. 102-477 Plan) for the consortium Tribal Lead Agency and consortium members are:

Consortium Tribal Lead Agency	Mandatory Count of Children Less than 13 Years Old	Discretionary Count of Children Less than 13 Years Old
TOTAL		

Consortium Member	Mandatory Count of Children Less than 13 Years Old	Discretionary Count of Children Less than 13 Years Old	Signed Declaration/Demonstration for Each Consortium Member (upload letter) <i>Example in Appendix 1</i>

1.3.3 102-477 Reallotted Tribal Discretionary Funds

(If a Tribe has a P.L. 102-477 consolidated plan, it is required to answer this question.)

Reallotted Discretionary funds are unobligated current grant year Discretionary funds re-awarded into the same originating grant year by ACF to other Tribal Lead Agencies (thus retaining original obligation and liquidation requirements). To be eligible to receive reallotted funds, the Tribal Lead Agency must indicate their interest below.

Does the Tribal Lead Agency request discretionary funds should they be available through the reallotment process?

1.4 CCDF Leadership

This section identifies the Tribal Nation or participating member Tribes/Villages of a Tribal consortium leadership of the CCDF program, including the designated Tribal Lead Agency. It also addresses who was

consulted in the development of the Tribal CCDF Plan and how the Tribal Lead Agency plans to coordinate CCDF services with other entities.

1.4.1 Program Compliance

By submitting this Plan, the Tribal Lead Agency assures that it will have in effect a program that complies with the provisions of the CCDF Plan, and that it is administered in accordance with the Child Care and Development Block Grant (CCDBG) Act (42 U.S.C. § 9857 et seq.), as amended by the CCDBG Act of 2014 (Pub. L. 113-186); section 418 of the Social Security Act (42 U.S.C. § 618); and all other applicable federal laws and regulations.

☒ Check this box to provide assurance.

1.4.2 Tribe or Tribal Consortium Information

- a. Official name of the federally recognized Tribe as listed in the Federal Register or Tribal consortium: **Wichita and Affiliated Tribes**
- b. Name of Tribal Chair, President, or Leader: **Amber Silverhorn-Wolfe**
- c. Title: **President**
- d. Address: **P.O. Box 729**
- e. City, state, ZIP code: **Anadarko, OK 73005**
- f. Telephone number: **4052472425**
- g. Email address: **amber.silverhorn-wolfe@wichitatribe.com**

1.4.3 Tribal Consortium

(If the Tribal Lead Agency is a consortium, it is required to answer this question.)

A Tribal consortium refers to a partnership between two or more Tribal governments authorized by the governing bodies of those Tribes/Alaska Native Villages to allow the Tribal consortium to apply for and receive CCDF funding on behalf of the participating member Tribes/Villages. A Tribal consortium must describe how it coordinates services on behalf of each of its participating member Tribes/Villages (§98.81(b)(8)(ii)).

Describe how the consortium coordinates with each participating member Tribe/Village on child care services:

1.5 Designated Tribal Lead Agency

The Tribe or Tribal consortium must designate an agency to represent the Tribe/consortium as the Tribal Lead Agency. This designated agency agrees to administer the Tribal CCDF program in accordance with applicable federal laws and regulations and the provisions of this Plan (§98.10; §98.16(a); §98.83(a)).

The Tribal Lead Agency can be a department or sub-agency, such as the CCDF department, human services department, or workforce development department. In some cases, the Tribe itself may be the Tribal Lead Agency.

Note: An amendment to the Tribal CCDF Plan is required in the event of a change in the designated Tribal Lead Agency.

1.5.1 Designated Agency by the Tribe or Tribal Consortium

Which agency has been designated by the Tribe or Tribal consortium to administer the CCDF program?

Name of Tribal Lead Agency: **Wichita and Affiliated Tribes CCDF**

1.5.2 Contact Information for the Tribal CCDF Administrator

Identify the CCDF Administrator designated by the Tribal Lead Agency. The CCDF Administrator serves as the day-to-day contact person responsible for administering the Tribal CCDF program.

If there is more than one designated contact person with shared responsibility for administering the CCDF program, please identify the Co-Administrator/Assistant Administrator and include relevant contact information for the Co-Administrator in 1.5.3.

- a. Name of Tribal CCDF Administrator: **Sunshine Rodriquez**
- b. Title: **CCDF Administrator**
- c. Mailing address: **P.O. Box 729 Anadarko, OK 73005**
- d. Physical address (if different than mailing address): **510 W. Mississippi Ave Anadarko, OK 73005**
- e. Phone number: **4056487095**
- f. Cell phone number: **4059010917**
- g. Email address: **sunshine.rodriquez@wichitatribe.com**

1.5.3 Contact Information for the Tribal CCDF Co-Administrator/Assistant Administrator

- a. Name of Tribal CCDF Co-Administrator/Assistant Administrator: **Josh Davilla**
- b. Title: **Assistant to CCDF Administrator**
- c. Mailing address (if different from above): **P.O. Box 729 Anadarko, OK 73005**
- d. Physical address (if different than mailing address): **510 W. Mississippi Ave Anadarko, OK 73005**
- e. Phone number: **4056487095**

- f. Cell phone number: **4052294919**
- g. Email address: **josh.davilla@wichitatribe.com**

1.5.4 Contact Information for the Tribal Fiscal Contact

Identify the fiscal contact designated by the Tribal Lead Agency. The fiscal contact serves as the person who will answer questions related to the annual Financial Reporting Form for Tribal CCDF Lead Agencies (ACF-696T), and other related CCDF fiscal topics. If there is more than one designated contact person with shared responsibility for fiscal management, please identify the person in 1.5.5 and include relevant contact information:

- a. Name of Tribal fiscal contact: **Amanda Tuttle**
- b. Title: **Tribal Grant Accountant**
- c. Mailing address: **1421 E. 45th St. Shawnee, OK 74804**
- d. Physical address (if different than mailing address):
- e. Phone number: **4053955085**
- f. Cell phone number: **9183995473**
- g. Email address **atuttle@finley-cook.com**

1.5.5 *Optional:* Contact Information for Any Other Needed Tribal Contact

Identify any additional contacts that OCC should include in correspondence with the Tribe or Tribal Lead Agency:

- a. Name of the other Tribal contact:
- b. Title:
- c. Mailing address:
- d. Physical address (if different than mailing address):
- e. Phone number:
- f. Cell phone number:
- g. Email address:

1.6 Administration through Contracts or Agreements

The Tribal Lead Agency has broad authority to administer the CCDF program through contracts or agreements with other governmental, non-governmental, or other public or private local agencies. The Tribal Lead Agency remains the single point of contact and retains overall responsibility for the administration of the CCDF program (§98.11(a)(3)).

1.6.1 Direct Administration and Operation

Will the Tribal Lead Agency directly administer and operate the CCDF program?

☒ Yes, the Tribal Lead Agency will directly administer and operate all aspects of the CCDF program.

☐ No, the Tribal Lead Agency will not directly administer and implement all aspects of the CCDF program and certifies that there is a written agreement between the Tribal Lead Agency and other agencies.

1.7 Consultation in the Development of the Tribal CCDF Plan

In the development of the Tribal CCDF Plan, the Tribal Lead Agency is required to consult with appropriate representatives of the local government of the Tribal Nation (§98.14(b)). Tribal Lead Agencies are also required to conduct a public hearing to provide an opportunity for the general public to comment on the provision of the child care services under the CCDF Plan (§98.14(c)). For the purposes of developing this CCDF Plan, consultation involves meeting with or obtaining input from appropriate representatives of the Tribal community.

1.7.1 Consultation and Representation

Does the Tribal Lead Agency certify that it consulted with appropriate representatives of the local government of the Tribal Nation in the development of this Plan, as practicable (§98.14(b))?

☒ Yes.

☐ No.

1.7.2 Public Hearings

Tribal Lead Agencies are required to conduct a public hearing to provide those interested with an opportunity to comment on the provision of child care services under the CCDF Plan (§98.14(c)).

The Tribal Lead Agency must conduct at least one public hearing prior to the submission of the Tribal CCDF Plan but no earlier than January 1, 2025. The Tribal Lead Agency must provide notice of the hearing throughout the Tribe's service area. This notice must be provided no later than 20 days prior to the date of the hearing. Tribal Lead Agencies must make the contents of the draft Plan available to the public in advance of the hearing.

Does the Tribal Lead Agency certify that it held at least one hearing after at least 20 days of public notice to provide the public an opportunity to comment on the provision of child care services under the CCDF Plan before the Plan is submitted to ACF, but no earlier than nine months before the Plan becomes effective, and it made the contents of the draft Plan available to the public in advance of the hearing?

☒ Yes.

☐ No.

1.7.3 Plan Availability to the Public

A Tribal Lead Agency must make its submitted and final Plan, any Plan amendments, and any waivers

publicly available (§98.14(d)).

Does the Tribal Lead Agency certify that it makes the final Plan, any subsequent Plan amendments, and waivers available to the public?

☒ Yes.

☐ No.

1.8 Categories of Care

Tribal Lead Agencies with small allocations are not required to offer direct services. Tribal Lead Agencies with medium and large allocations must provide direct services. Tribal Lead Agencies offering direct services must identify the categories of care CCDF eligible families may choose from, including those current or planned during the three-year Plan period.

Note: Choices in 1.8.1-1.8.3 will affect skip patterns throughout the Plan.

1.8.1 Center-Based Child Care (Including Tribally Operated Centers)

Does the Tribal Lead Agency offer center-based child care providers, including Tribally operated centers, which are providers licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child in a nonresidential setting, unless care in excess of 24 hours is due to the nature of work of a child's parent(s)?

☒ Yes.

☐ No.

1.8.2 Family Child Care

Does the Tribal Lead Agency offer family child care providers, which are individuals who provide child care services for fewer than 24 hours per day per child in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the work of a child's parent(s)?

☒ Yes.

☐ No.

1.8.3 In-Home Child Care

Does the Tribal Lead Agency offer in-home child care providers, which are individuals who provide child care services in the child's own home?

☒ Yes.

☐ No.

1.9 Coordination of Services

The Tribal Lead Agency is required, as practicable, to coordinate services with other Tribal, federal, state, and/or local child care and early childhood development programs and agencies, such as:

- Public health
- Employment services/workforce development
- Temporary Assistance for Needy Families (TANF)
- Child care licensing
- Head Start and/or Early Head Start
- State Advisory Council on Early Childhood Education and Care
- Statewide afterschool network
- Emergency management and response
- Child and Adult Care Food Program (CACFP)
- McKinney-Vento state coordinates for homeless education
- Agencies responsible for Medicaid and state children’s health insurance program
- Mental health services
- Child care resource and referral agencies

A Tribal Lead Agency must demonstrate in the Plan how it encourages partnerships, if applicable and to the extent practicable, among Tribal agencies, other public agencies, other Tribes and Tribal organizations, private entities, and community-based organizations to leverage existing service delivery systems and to increase the supply and quality of services (§98.14(a)).

1.9.1 Coordination of Services

Briefly describe the ways coordination occurs and the results of those coordination efforts: **Public health-Oklahoma State Department of Health Immunizations Department provides coordination for "shot record" checks and assistance in identifying each child's immunization that is not up to date. They utilize the OSIS, which is a statewide immunization registry. The immunization personnel will provide assistance to the guardian/parent to set up an appointment for the child to receive their needed immunizations.**
Indian Health Services provides food handler's training and kitchen inspections annually. Tribally Operated Centers also coordinate with the local career technical school Caddo Kiowa Technology Center for CPR and First Aid training and certificates.
Childcare licensing-Oklahoma Department of Human Services provides monitoring of all state licensed childcare centers, Coaching staff provide training opportunities for providers and staff including goal setting, action planning, rapid building personalized steps to improve teaching skills in and near our service area, support on questions we have with licensing regulations and standards, resources and information are made available to the Tribally Operated Center employees. Additionally, we work with QRIS Quality Rating and Improvement System through the state of Oklahoma.
State Advisory Council on Early Childhood Education and Care-Oklahoma State Department of Health Early Childhood Program provides early childhood education resources including a child guidance

program, which screen and evaluate children's skills and abilities, behavioral health, speech language, child development in Chickasha, Oklahoma and Lawton, Ok.

Emergency management and response-weather alerts are messaged through SMS to families. We coordinate with Anadarko Police, Fire Department, EMTs, Bureau of Indian Affairs, Caddo County Sheriff's Department.

Child and Adult Care Food Program (CACFP)-the Tribally Operated Centers follows CACFP meal patterns to serve nutritious meals. The goal is to successfully implement and administer the CACFP in all Tribally Operated Centers. Tribally Operated Centers coordinate with Wichita and Affiliated Tribes Food Distribution Program providing students a tour of the Food Distribution grocery store, walk-in freezers, and both gardens, explained the process of gardening and allowed students to pick a watermelon. Provided a food experience in taste testing different home-grown items and promoted the My Plate program and encourage students to develop healthy eating habits.

Mental health services-Tribal Lead Agency coordinates with Wichita and Affiliated Tribes 988 RISE Program training childcare staff about behavioral health counseling and consultations for students exhibiting behavioral health and social-emotional difficulties. Through this initiative, we will build our parent partnership through resource support and guidance, as well as aid in building the child's healthy emotional management tools and calming techniques for de-stressing. Tribally Operated Centers also coordinate with the local career technical school Caddo Kiowa Technology Center's Early Care and Education Instructor/Director for behavioral and guidance training.

Tribal agency coordination with the Apache Tribe of Oklahoma Safe Kids event.

CECPD-Center of Early Childhood Professional Development provides the Tribally Operated Center employees with a registry for professional development, training opportunities, Oklahoma's Director's credential, and stipends (when eligible). The Oklahoma Professional Development Registry allows us to achieve our quality goals. Other agencies or entities with which the Tribal Lead Agency coordinates-The TLA is a strong partner with the Wichita and Affiliated Tribes Language Department, also the Wichita and Affiliated Tribes has programs/resources to assist families along in their daily life helping them to achieve their family goals.

PBS Kids-Liza Marie Odom-Education Program Manager, Sensational Science Camp, offers various resources and programs to encourage children's interest in science. These camps utilize hands-on activities, games, and video content to engage students in science and engineering concepts. PBS KIDS provides a "Summer of Adventure" collection of resources, including science experiments and other activities for families.

Childcare resource and referral agencies-child care consumer education organizations, and providers of early childhood education training and professional development, Great Plains Child Care Resource & Referral Agency. This information is provided to families seeking quality childcare services.

Anadarko Public Schools-Tribally Operated Centers coordinate with the public schools on IEPs, behavioral issues, homework, grade improvement, communication and resources for the family and their children and transportation to and from Tribally Operated Centers.

Anadarko Public Library-coordinate with them via field trips provide literature and read to the children.

Anadarko WCD WIC- Wichita Caddo Delaware Women Infants and Children provides services for children from mothers pregnant or breastfeeding or after birth through 5 years old for supplemental nutrition and participate in our annual event Honor the Child.

McKinney-Vento-state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons-the Tribal Lead Agency obtains referrals from the local McKinney-Vento coordinators which are typically located in the public schools in our service area. The Office of Planning and Coordination at the

Oklahoma Commission on Children and Youth provides technical assistance and support to service providers, state agencies, coalitions, and advocates working to reduce childhood homelessness through cross-system collaborations, joint planning, and service coordination.

NICCA-National Indian Child Care Association provides training and resources on early childhood learning and development.

1.10 Program Integrity and Accountability

The Tribal Lead Agency is responsible for making sure that policies and procedures are in place to monitor programs and services, ensure compliance with the rules of the program, and provide oversight in the expenditure of all funds, including identifying improper expenditures and undertaking fraud prevention and recovery efforts.

1.10.1 Identifying Improper Payments

Tribal Lead Agencies are required to describe effective internal controls to identify improper payments.

- a. Briefly describe how the Tribal Lead Agency's effective internal controls ensure integrity and accountability, including processes to ensure sound fiscal management (§98.68(a)). Describe: **Providers are responsible for accuracy of timesheets, subsidy staff will review and enter for payment. The fiscal/subsidy staff will do internal audits. Our fiscal team verifies the accuracy of payments, timesheets, and attendance records as well for internal controls to ensure program integrity and accountability following the fiscal policy:**
 1. **Outsourced Accounting with Professional Oversight:** The TLA contracts with a certified external accounting firm that provides day-to-day financial management services, including grant accounting, reconciliations, and financial reporting in accordance with 2 CFR Part 200 (Uniform Guidance). This professional oversight ensures accuracy and compliance with federal requirements.
 2. **Unique Fund Codes for Grant Awards:** Each federal grant award is assigned a distinct fund code number within the accounting system. This allows the TLA to clearly segregate and track expenditures by funding source, program, and allowable cost category. This control is essential for identifying mischarges and ensuring that expenses are charged only to their appropriate funding streams.
 3. **Requisition and Multi-Level Approval Process:** All payments must go through a formal requisition process, which requires documentation and approval from the program administrator and Tribal Executive Committee. This multi-level review helps verify that payments are allowable, properly coded, and supported by adequate documentation before disbursement.
 4. **Monitoring for Improper Payments:** Through regular reviews of fund code assignments, expenditure reports, and budget-to-actual comparisons, both the external accounting firm and internal program staff are able to identify discrepancies that could indicate improper payments. Any such discrepancies are investigated and corrected promptly.
 5. **Annual Independent Audits:** The TLA undergoes an annual independent audit in compliance with the Single Audit Act. These audits include testing for improper payments, internal control weaknesses, and compliance with federal cost principles. If any issues are identified, corrective action plans are developed and monitored until resolution.
 6. **Policy Framework and Staff Training:** The TLA maintains formal fiscal policies that clearly define allowable costs, procurement standards, and documentation requirements. Program and fiscal staff receive ongoing training to ensure familiarity with these policies and with federal grant requirements.
- b. How does the Tribal Lead Agency prevent and identify improper payments (§98.68(b))? Check those that are included in the Tribe's policies and procedures:
 - i. ☒ Train staff on CCDF policies and regulations.
 - ii. ☒ Conduct supervisory staff reviews or quality assurance reviews.
 - iii. ☒ Share data with other programs (e.g., state CCDF program, Tribal or state TANF program, Head Start, CACFP, other Tribal offices).
 - iv. ☒ Run system reports that flag errors.
 - v. ☒ Review enrollment documents and attendance or billing records.
 - vi. ☒ Review provider records.
 - vii. ☒ Perform ongoing monitoring and assessment of policy implementation.
 - viii. ☒ Train staff on Tribal procurement procedures.

- ix. ☒ Inform families on allowable uses of Tribal CCDF funds.
- x. ☐ Create a timeline for review of a family's presumptive eligibility determinations.
- xi. ☐ Other. Briefly describe:

1.10.2 Investigating and Collecting Improper Payments

The Tribal Lead Agency is required to recover improper payments that are the result of fraud (§98.68(b)(2)). How does the Tribal Lead Agency investigate and collect improper payments resulting from fraud (intentional errors or program violations)? Check those that apply:

- a. ☒ Coordinate with and refer to other Tribal, state, or federal agencies (e.g., Tribal Council, law enforcement).
- b. ☐ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: \$
- c. ☒ Recover through repayment plans.
- d. ☒ Reduce payments in subsequent months.
- e. ☒ Recover through payroll deductions (i.e., for CCDF clients, providers, and staff employed by the Tribe).
- f. ☐ Other. Briefly describe:

1.11 Disaster Preparedness and Response Plan

(If the Tribal Lead Agency has a medium or large allocation, it is required to answer 1.11.1-1.11.3. Tribal Lead Agencies with small allocations are only required to answer 1.11.3 and 1.11.1 and 1.11.2 are optional to answer.)

Tribal Lead Agencies with medium and large allocations are required to establish a Child Care Disaster Plan for the Tribal service area. The plan must be developed in consultation with relevant agencies and partners and must describe how it will address the needs of children, including the need for safe child care before, during, and after a state of emergency declared by the Governor or Tribal Chief Executive for a major disaster or emergency (§98.16(dd) and as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122).

Tribal Lead Agencies with small allocations are not required to establish a Child Care Disaster Plan, but are required to include in its policies and procedures standards for disaster procedures including evacuation, relocation; shelter-in-place; lockdown; communication and reunification with families; continuity of operations; accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions; and conducting emergency preparedness training and practice drills for staff and volunteers.

1.11.1 Child Care Disaster Plan Collaboration

Did the Tribal Lead Agency collaborate with other agencies to develop the Child Care Disaster Plan, which may include other programs within the Tribal Lead Agency's governance structure, or any other partners identified by the Tribal Lead Agency (§98.16(dd)(1))? (e.g., Tribal or state emergency

management agency, child care licensing agency, or health department):

☒ Yes.

☐ No. Briefly describe:

1.11.2 Child Care Disaster Plan Components

Does the Child Care Disaster Plan include the following required components (§98.16(dd)(2)):

a. Guidelines for the continuation of child care subsidies?

☒ Yes.

☐ No.

b. Guidelines for the continuation of child care services?

☒ Yes.

☐ No.

c. Procedures for the coordination of post-disaster recovery of child care services?

☒ Yes.

☐ No.

1.11.3 Child Care Disaster Plan Disaster Procedures

Does the Tribal Lead Agency certify it has included in its Tribal CCDF Disaster Plan (or for small allocations, in its policies and procedures) standards for disaster procedures including evacuation; relocation; shelter-in-place; lockdown; communication and reunification with families; continuity of operations; accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions; and conducting emergency preparedness training and practice drills for staff and volunteers (§98.41(a)(1)(vii))?

☒ Yes.

☐ No.

2 Health and Safety of Child Care Settings

Child care health and safety standards and enforcement practices are essential to protect the health and safety of children while out of their parents' care. CCDF provides a minimum threshold for child care health and safety policies and practices but leaves authority to Tribal Lead Agencies to design, adapt, or adopt standards that appropriately protect children's safety and promote nurturing environments that support their healthy growth and development. Tribal Lead Agencies should implement standards for ratios, group size limits, and provider qualifications that help ensure that the child care environment is conducive to safety and learning and enable caregivers to promote all domains of children's development. Health and safety standards should set clear and enforceable expectations for providers, set the foundation for health and safety training, and establish the baseline for monitoring and inspection.

In this section, a Tribal Lead Agency will describe its health and safety standards, pre-service or orientation training on health and safety, monitoring system(s), and its comprehensive background checks approach. Tribal Lead Agencies may adopt state health and safety standards, training, monitoring, and comprehensive background checks, or they may set their own. Tribal Lead Agencies have the flexibility to describe alternative monitoring and background check approaches and to provide justification(s) for the approach(es). Tribal Lead Agencies will be skipped out of questions if they are adopting state standards or practices.

2.1 Relative Providers

Tribal Lead Agencies can use relative providers in either family child care or in-home settings. If the Tribal Lead Agency utilizes relative providers in its CCDF program (defined in the Child Care and Development Block Grant Act [42 U.S.C. 9857 et seq.] as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles age 18 and over), the Tribal Lead Agency has the flexibility to determine exemptions for relative providers for health and safety standards, training, monitoring, and comprehensive background checks if the individual cares only for relative children.

Check the exemptions the Tribal Lead Agency has for eligible relative providers age 18 and over for the following health and safety requirements.

2.1.1 Relative Providers

Does the Tribal Lead Agency allow for relative providers?

☐ No, the Tribal Lead Agency does not have relative providers. (If checked, skip 2.1.2-2.1.6.)

☒ Yes. If Yes, please check the category of care the Tribal Lead Agency allows

☒ Family child care: Care is provided by relative in a private residence other than the child's residence.

☒ In-home child care: Care is provided by relative in the child's home.

2.1.2 Relative Providers Only

Does the Tribal Lead Agency *only* provide child care services utilizing relative providers?

☐ Yes. (If checked, skip 2.2-2.8.)

☒ No. (If checked, skip 2.1.3-2.1.6.)

2.1.3 Health and Safety Standards for Relative Providers

Tribal Lead Agencies that only have relative providers will complete information on standards in this question and will skip 2.2-2.3.

Select one of the two options:

- ☐ Relative providers are exempt from all health and safety standard requirements.
- ☐ Select the topical standards **required** for relative providers:
- a. ☐ The prevention and control of infectious diseases (including immunizations). Describe:
 - b. ☐ Prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices. Describe:
 - c. ☐ Administration of medication, consistent with standards for parental consent. Describe:
 - d. ☐ Prevention and response to emergencies due to food and allergic reactions. Describe:
 - e. ☐ Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic. Describe:
 - f. ☐ Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment. Describe:
 - g. ☐ Emergency preparedness and response planning. Describe:
 - h. ☐ Handling and storage of hazardous materials and the appropriate disposal of biocontaminants. Describe:
 - i. ☐ Appropriate precautions in transporting children. Describe:
 - j. ☐ Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). Describe:
 - k. ☐ Recognition and reporting of child abuse and neglect. Describe:
 - l. ☐ Other. Describe:

2.1.4 Health and Safety Training for Relative Providers

Tribal Lead Agencies that only have relative providers will complete information on training in this question and will skip 2.4-2.6.

Select one of the two options:

- ☐ Relative providers are exempt from all health and safety training requirements.
- ☐ Select the topical trainings **required** for relative providers in a pre-service training or within a 90-day orientation period:
- a. ☐ The prevention and control of infectious diseases (including immunizations)
 - b. ☐ Prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices

- c. ☐ Administration of medication, consistent with standards for parental consent
- d. ☐ Prevention and response to emergencies due to food and allergic reactions
- e. ☐ Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic
- f. ☐ Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment
- g. ☐ Emergency preparedness and response planning
- h. ☐ Handling and storage of hazardous materials and the appropriate disposal of biocontaminants
- i. ☐ Appropriate precautions in transporting children
- j. ☐ Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR)
- k. ☐ Recognition and reporting of child abuse and neglect
- l. ☐ Other: *[Click or tap here to enter text.](#)*

2.1.5 Monitoring and Enforcement for Relative Providers

Tribal Lead Agencies that only have relative providers will complete information on monitoring in this question and will skip 2.7-2.8.

Select one of the two options:

- ☐ Relative providers are exempt from all monitoring and enforcement requirements.
- ☐ Relative providers are not exempt from all monitoring and enforcement requirements. Describe:

2.1.6 Comprehensive Background Checks for Relative Providers

Select one of the two options:

- ☐ Relative providers are exempt from all CCDF background check requirements. **(If checked, skip 2.9 and 2.11-2.17.)**
- ☐ Relative providers are not exempt from all CCDF background check requirements.

2.2 Overview of Health and Safety Standards, Training, and Inspections

Use the check boxes below to indicate the health and safety standards (§98.41(a)), monitoring systems (§98.42(a); §98.42(b)), and comprehensive background check processes (§98.43(a)(1)) used by the Tribal Lead Agency for each category of care.

Note: For Tribal Lead Agencies that utilize both relative providers and nonrelative providers, Sections 2.2 through 2.11 questions apply to non-relative providers only. If multiple boxes are checked in a category of care, describe the combination.

2.2.1 Health and Safety Standards

- a. Check the health and safety standards that apply for center-based care, including Tribally operated centers:
 - i. ☐ Tribal health and safety standards
 - ii. ☒ State health and safety standards. State(s): **Oklahoma DHS**
 - iii. If both Tribal and state standards are checked, briefly describe how each type of standard is applied:
- b. Check the health and safety standards that apply for family child care (check all that apply):
 - i. ☒ Tribal health and safety standards
 - ii. ☒ State health and safety standards. State(s): **Oklahoma DHS**
 - iii. If both Tribal and state standards are checked, briefly describe how each type of standard is applied: **For relatives who care for children, the only health and safety requirement is they must be CPR certified.**
- c. Check the health and safety standards that apply for in-home care (check all that apply):
 - i. ☒ Tribal health and safety standards
 - ii. ☒ State health and safety standards. State(s): **Oklahoma DHS**
 - iii. If both Tribal and state standards are checked, briefly describe how each type of standard is applied: **In-home care is only provided by relatives, they are only required to have CPR certification.**

(If only 2.2.1a.ii, 2.2.1b.ii, and 2.2.1c.ii are checked, skip 2.3.1-2.6.3.)

2.2.2 Monitoring Systems

- a. Check the monitoring systems that apply for center-based care, including Tribally operated centers:
 - i. ☒ Tribal monitoring. List entity(ies): **Indian Health Services**
 - ii. ☒ State monitoring. List entity(ies): **Oklahoma DHS**
 - iii. If both Tribal and state monitoring are checked, briefly describe how each type of monitoring is applied: **Indian Health Services provides kitchen inspections and building inspections. Oklahoma DHS is responsible for all center-based monitoring as required for licensure.**
- b. Check the monitoring systems that apply for family child care (check all that apply):
 - i. ☒ Tribal monitoring. List monitoring entity(ies): **Tribal Lead Agency**
 - ii. ☒ State monitoring. List monitoring entity(ies): **Oklahoma DHS**
 - iii. If both Tribal and state monitoring are checked, briefly describe how each type of monitoring is applied: **TLA conducts monitoring by CCDF staff. State of Oklahoma DHS conducts monitoring. Requirements for Family Child Care Homes as guidance in the monitoring tool used during visits conducted by the CCDF staff.**
- c. Check the monitoring systems that apply for in-home care:
 - i. ☒ Tribal monitoring. List monitoring entity(ies): **TLA conducts monitoring of Relative Provider care using guidance from State's Licensing Requirements for Small Family Child Care Homes.**
 - ii. ☐ State monitoring. List monitoring entity(ies):
 - iii. If both Tribal and state monitoring are checked, briefly describe how each type of monitoring is applied:

(If only 2.2.2a.ii, 2.2.2b.ii, and 2.2.2c.ii are checked, skip 2.7.1-2.8.3.)

2.2.3 Comprehensive Background Check Processes

- a. Does a state agency conduct all comprehensive background checks on behalf of the Tribal Lead Agency for all center-based care, including Tribally operated centers?
☒ Yes. List the state(s): **Oklahoma**
☐ No.
- b. Does a state agency conduct all comprehensive background checks on behalf of the Tribal Lead Agency for all family child care?
☒ Yes. List the state(s): **Oklahoma**
☐ No.
- c. Does a state agency conduct all comprehensive background checks on behalf of the Tribal Lead Agency for all in-home child care?
☐ Yes. List the state(s):

☒ No.

(If only 2.2.3a, 2.2.3b, and 2.2.3c are “Yes,” skip 2.9 and 2.11-2.17.)

2.3 Health and Safety Standards and Pre-Service/Orientation Training

Tribal Lead Agencies are required to establish health and safety standards for all providers receiving CCDF funds relating to the topics listed below, as appropriate to the provider setting and age of the children served (§98.41(a)). This requirement is applicable to all providers receiving CCDF program funds except for certain relatives, which may be exempted by the Tribal Lead Agency. Additionally, Tribal Lead Agencies must ensure caregivers, teachers, and directors are trained on health and safety standards either in pre-service training or within a three-month orientation period. Training must cover each of the required standards that address the health and safety requirements described in §98.41(a) and be appropriate to the provider setting and the age of children served.

In this section, the Tribal Lead Agency will describe health and safety standards that apply to all providers. A standard describes the actions that must be taken by child care providers to ensure the health and safety of children in care.

- In the first part of each health and safety topic, Tribal Lead Agencies must provide a brief summary or list of components for each standard and any variations based on the category of care and the ages of children served.
- In the second part of each health and safety topic, Tribal Lead Agencies must certify that the training topic is to be completed by providers either in a pre-service training or within a 90-day orientation period.

2.3.1 Prevention and Control of Infectious Diseases (Including Immunizations)

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(i)): **TLA complies with the required regulations of the State’s standards for each licensed center-based and family child care homes; this topic is addressed in the licensing requirements for each child care setting; relative providers may be exempt from some requirements such as exclusion of ill children unless required by child’s physician.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period? (§98.41(a)(2))?
☒ Yes.
☐ No.
- c. Does the Tribal Lead Agency certify that it established a grace period (in consultation with the state or Tribal health agency (§98.41(a)(1)(i)(C))) that allows children experiencing homelessness to receive CCDF assistance while providing families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements?
☒ Yes.
☐ No.

- d. Does the Tribal Lead Agency certify that it established a grace period (in consultation with the state or Tribal health agency (§98.41(a)(1)(i)(C))) that allows children in foster care to receive CCDF assistance while providing families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements?

☒ Yes.

☐ No.

2.3.2 Prevention of SIDS and the Use of Safe Sleeping Practices

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(ii)): **TLA complies with the required regulations of the State's standards for each licensed center-based and family child care homes; this topic is addressed in the licensing requirements for each child care setting; relative providers are only required to obtain safe sleep practices training if providing care for infant.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

2.3.3 Administration of Medication, Consistent with Standards for Parental Consent

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(iii)): **TLA complies with the required regulations of the State's standards for each licensed center-based and family child care homes; this topic is addressed in the licensing requirements for each child care setting; relative providers are required to store medicines out of reach of children, maintain administration log, and to follow 5 Rights framework for administering medication. Prescription medication will be administered by a designated staff member once a Medication Administration form is filled out completely and signed by the parent or guardian. Prescriptions must be in the original bottle with the prescription label that states the child's name, date of birth.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

2.3.4 Prevention of and Response to Emergencies Due to Food and Allergic Reactions

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(iv)): **OKDHS standards for Child Care Programs and Family Child Care standards require parents to provide children's health information upon enrollment, including allergy information. Children's food allergies must be posted in the kitchen and in every classroom.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

2.3.5 Safety of Building and Physical Premises

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(v)): **OKDHS Child Care Program and Family Home standards require the facility to be in a good state of repair and maintained in a clean, sanitary condition, including being compliant with building and fire codes. The outdoor play area is enclosed by a fence, hazard-free, and water hazards are inaccessible to children.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

2.3.6 Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(vi)): **Wichita and Affiliated Tribes follows OKDHS Child Care Licensing standards related to this topic. Our CCDF Program prohibits child maltreatment, which includes any physical, sexual, and emotional harm and further expands on prohibited behaviors in its provider policies, which is provided to each provider/caregiver upon approval to receive CCDF funds. Each of these have examples of behaviors that are prohibited by providers/caregivers. Our CCDF Program prohibits any action that causes injury to an infant, toddler, or child. Providers/caregivers must inform all staff of the dangers of shaking or striking infants, toddlers, or children, and must prohibit actions, including shaking or striking, that can cause injury to an infant, toddler, or child. Providers/caregivers must also establish methods for caregivers to cope with frustration when caring for infants, toddlers, or children. We also require that providers/caregivers complete positive guidance training annually.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

2.3.7 Emergency Preparedness and Response Planning

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(vii)): **OKDHS Child Care standards require policies for emergency plans and procedures for various situations, emergency contacts, first aid supplies, addressing children's needs, reunification and emergency preparedness drills including lock down, shelter in place, relocation, fire and tornadoes. Relative providers are exempt, however, our CCDF Program pays for fire extinguishers and smoke detectors.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?
- ☒ Yes.
- ☐ No.

2.3.8 Handling/Storage of Hazardous Materials and Appropriate Disposal of Biocontaminants

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(viii)): **OKDHS Child Care standards require premises to be free of hazards, indoor and outdoor environments. This standard applies to child care centers. Relative providers are exempt from this standard.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?
- ☒ Yes.
- ☐ No.

2.3.9 Precautions in Transporting Children

Does the Tribal Lead Agency permit providers to transport children?

☐ No.

☒ Yes. If yes, answer the following questions:

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(ix)): **OKDHS standards require that when children are transported, they are restrained according to the Oklahoma State Statute. When transporting children, parental permission is required, and appropriate ratios and supervision of children is maintained at all times. Relative and in-home providers are exempt from this standard.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?
- ☒ Yes.
- ☐ No.

2.3.10 Pediatric First Aid and Pediatric Cardiopulmonary Resuscitation (CPR)

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(x)): **Will take the CPR First Aid training and keep current as required from OKDHS standards. All relative and in-home provider types must be First Aid and CPR certified before caring for children. Our CCDF Program will pay for the training.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?
☒ Yes.
☐ No.

2.3.11 Recognition and Reporting of Child Abuse and Neglect

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(xi)): **OKDHS standards require all personnel to report suspected child abuse or neglect to the DHS child neglect hotline.**
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?
☒ Yes.
☐ No.

2.3.12 Child Development

(If the Tribal Lead Agency has a small allocation, it is not required to answer this question.)

Certify that the Tribal Lead Agency requires providers to be trained on child development, the major domains of cognitive, social, emotional, and physical development, approaches to learning, and any variations based on category of care and/or ages of children served in a pre-service training or within a 90-day orientation period (§98.44 (b)(1)(iii))?

- ☒ Yes.
☐ No.

2.3.13 Additional Standards

In addition to the CCDF required health and safety standards, Tribal Lead Agencies may require providers to comply with additional standards such as those related to nutrition, access to physical activity, care for children with special needs, and any other topic determined to be relevant by the Tribal Lead Agency (§98.41(a)(1)(xii)).

Does the Tribal Lead Agency require providers to follow any health and safety standards in addition to the CCDF-required health and safety topics?

- ☐ Yes. Briefly describe (e.g., nutrition, access to physical activity, caring for children with special

needs, or any other areas the Tribal Lead Agency requires providers to follow to promote child development or to protect children's health and safety):

☒ No.

2.4 Ongoing Training

Tribal Lead Agencies must have ongoing training requirements on health and safety for caregivers, teachers, and directors of programs receiving CCDF funds (§98.44(b)(2)).

2.4.1 Ongoing Training

Does the Tribal Lead Agency certify that it has ongoing training requirements on health and safety for caregivers, teachers, and directors for all providers serving children participating in CCDF?

☒ Yes.

☐ No.

2.5 Staff/Child Ratios and Group Sizes

Tribal Lead Agencies must have standards for appropriate ratios between staff and children and appropriate group size limits for specific age populations. Tribal Lead Agencies must set requirements for qualifications for providers (§98.41(d)).

2.5.1 Age Classifications

Briefly describe how the Tribal Lead Agency defines the following age classifications:

- a. Infant. Briefly describe: **6 weeks -12 months**
- b. Toddler. Briefly describe: **13 -35 Months**
- c. Preschool. Briefly describe: **36 -71 Months**
- d. School-Age. Briefly describe: **72 Months up to 13th birthday**

2.5.2 Center-Based Care Staff/Child Ratios and Group Sizes

For center-based care, including Tribally operated centers, provide the maximum staff/child ratio and group size for the settings and age groups below (§98.41(d)(1-2)):

- a. Infant
 - i. Ratio: **1:4**
 - ii. Group Size: **8**
- b. Toddler
 - i. Ratio: **1:6 for 1 year olds & 1:8 for 2 year olds**
 - ii. Group Size: **12**

- c. **Preschool**
 - i. **Ratio: 1:12 for 3 year olds & 1:15 for 4 & 5 year olds**
 - ii. **Group Size: 24**
- d. **School-Age**
 - i. **Ratio: 1:20**
 - ii. **Group Size: 20**
- e. **Mixed-Age Groups**
 - i. **Ratio: n/a**
 - ii. **Group Size: 0**

2.5.3 Family Child Care Staff/Child Ratios and Group Sizes

For family child care, provide the maximum staff/child ratio and group size for the settings and age groups below (§98.41(d)(1-2)):

- a. **Infant**
 - i. **Ratio: 1:5**
 - ii. **Group Size: 5**
- b. **Toddler**
 - i. **Ratio: 1:5**
 - ii. **Group Size: 5**
- c. **Preschool**
 - i. **Ratio: 1:6**
 - ii. **Group Size: 6**
- d. **School-Age**
 - i. **Ratio: 1:6**
 - ii. **Group Size: 6**
- e. **Mixed-Age Groups**
 - i. **Ratio: Single Caregiver 1:7, with a maximum of two infants (under 2 years old)**
 - ii. **Group Size: 7**

2.5.4 In-Home Care Staff/Child Ratios and Group Sizes

For in-home care, provide the maximum staff/child ratio and group size for the settings and age groups below (§98.41(d)(1-2)):

- a. **Infant**

- i. Ratio: **1:5**
 - ii. Group Size: **5**
- b. Toddler
 - i. Ratio: **1:5**
 - ii. Group Size: **5**
- c. Preschool
 - i. Ratio: **1:6**
 - ii. Group Size: **6**
- d. School-Age
 - i. Ratio: **1:6**
 - ii. Group Size: **6**
- e. Mixed-Age Groups
 - i. Ratio: **1:6**
 - ii. Group Size: **6**

2.6 Provider Qualifications

Describe the provider qualifications for each of the Tribal Lead Agency’s categories of care (§98.41(d)(3)).

2.6.1 Center-Based Care (including Tribally Operated Centers)

Briefly describe provider (caregiver, teacher, etc.) minimum qualifications: **Position specific qualifications for Masters teachers: (A) are at least 18 years of age. (B) have at least a high school diploma, GED, or licensing approved equivalent; and (C) have a current Oklahoma Professional Development Ladder (OPDFL) of Level 4 or higher. Director as master teacher may count as a master teacher when meeting the master teacher qualifications. Position specific qualifications for Assistant teachers: (A) are at least 16 years of age; and (B) meet one of the criteria in (i) through (iii): (i) have completed 10th grade and are currently enrolled in high school or an equivalent. (ii) have at least a high school diploma, GED, or approved equivalent (iii) have completed 10th grade and are in the process of obtaining GED.**

2.6.2 Family Child Care

Briefly describe provider (director, caregiver, teacher, etc.) minimum qualifications: **Relative and in-home caregivers must be at least 18 years of age to be left alone with children, have the ability to read and write for keeping required records, reading the licensing requirements, and administering medications. Caregivers must cooperate with CCDF personnel during monitors visits. Licensed Oklahoma family childcare providers must follow licensing requirements for provider minimum qualifications.**

2.6.3 In-Home Care

Briefly describe provider (caregiver, teacher, etc.) minimum qualifications: **Caregivers left alone with children have the ability to read and write for keeping records, reading the licensing requirements, and administering medications. Caregivers must cooperate with CCDF personal during monitors visits.**

2.7 Monitoring and Enforcement of Health and Safety Requirements

Tribal Lead Agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable CCDF and Tribal health and safety requirements.

This certification may include, but is not limited to, any systems used to ensure that providers meet health and safety requirements, any documentation required to be maintained by child care providers, and any other monitoring procedures to ensure compliance. Tribal Lead Agencies are subject to the provision at §98.42(b)(2) to require inspections of child care providers and facilities that receive CCDF program funds.

Note: All relative provider information is entered in Section 2.1.

2.7.1 Annual Inspections

Briefly describe the Tribal Lead Agency's policies for annual inspections of CCDF providers for compliance with 1) health and safety and 2) fire safety requirements for the following categories of care (§98.42(b)(2)(ii)):

- a. Center-based child care, including Tribally operated centers. Briefly describe: **OKDHS Licensing Specialists will monitor OKDHS licensed sites.**
- b. Family child care. Briefly describe: **The Tribal Lead Agency's monitoring specialist will ensure that at least 3 annual inspections are completed. These are health and safety inspections.**
- c. In-home care. Briefly describe: **The Tribal Lead Agency's monitoring specialist will ensure that at least 3 annual inspections are completed. These are health and safety inspections.**

2.7.2 Alternative Approach to Inspection Requirements

Does the Tribal Lead Agency use an optional alternative approach to the inspection requirements (§98.83(d))?

☐ Yes. Briefly describe the alternative monitoring approach to the inspections requirements and how it is comprehensive and protects the health and safety of children in care:

☒ No.

2.8 Monitoring Inspectors

Tribal Lead Agencies must ensure individuals who are hired as inspectors or monitors are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in §98.41(a)(1) and all aspects of the requirements detailed in Sections 2.3 and 2.4. Tribal Lead Agencies must also ensure the ratio of inspectors or monitors to child care providers and facilities is maintained at a level sufficient to conduct effective inspections of child care providers and facilities on a timely basis in accordance with Tribal, federal, state, and local laws.

2.8.1 Qualifications for Inspectors or Monitors to Inspect Facilities and Providers

Does the Tribal Lead Agency have policies that ensure individuals who inspect child care facilities have the expertise, experience, or education, as determined by the Tribal Lead Agency, to comprehensively conduct inspections to protect the health and safety of children in care (§98.42(b)(1))?

☒ Yes.

☐ No.

2.8.2 Inspectors or Monitors Training on Health and Safety Requirements

Does the Tribal Lead Agency train inspectors or monitors on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (§98.42(b)(1))?

☒ Yes.

☐ No.

2.8.3 Ratio of Inspectors or Monitors to Child Care Providers

Does the Tribal Lead Agency have policies to ensure the ratio of inspectors to child care providers and facilities is maintained at a level sufficient to enable the Tribe to conduct effective inspections on a timely basis (§98.42(b)(3))?

☒ Yes.

☐ No.

2.9 Comprehensive Background Checks

All Tribal Lead Agencies are required to conduct comprehensive background checks for employed and prospective staff members of all child care programs eligible to deliver CCDF services.

Comprehensive background checks must include three in-state checks, two national checks, and three interstate checks if the individual lived in another state or territory in the preceding five years. The background check components must be completed at least once every five years.

A Tribal Lead Agency may choose to conduct comprehensive background checks itself, partner with one or more states to complete the checks, or use alternative approaches.

Tribes may propose an alternative approach for assessing criminal history, sex offender status, and child abuse and neglect history. The alternative approach is subject to ACF approval, and ACF will not approve approaches with blanket exemptions that bypass the intent of protecting children's safety.

For the following categories of care, select the methods the Tribal Lead Agency uses to meet the comprehensive background check requirements. If using alternative approaches, the Tribal Lead Agency must describe how the alternative approaches selected are comprehensive and ensure the health and safety of children in child care in 2.17.

Note: Relative provider background check methods are described in Section 2.1 (§98.16(o); §98.43(b); §98.83(d)(3); §98.83(f)(3)).

2.9.1 Comprehensive Background Checks for Center-Based Care

Choose the method for conducting each of the eight components the Tribal Lead Agency uses for center-based care, including Tribally operated centers.

- a. Criminal registry or repository using fingerprints in the current state of residency (§98.43(b)(3)(i)):
 - i. ☒ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
 - ii. ☐ Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, briefly describe how each method is utilized:
- b. Sex offender registry or repository check in the current state of residency (§98.43(b)(3)(ii)):
 - i. ☒ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
 - ii. ☐ Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:
- c. Child abuse and neglect registry and database check in the current state of residency (§98.43(b)(3)(iii)):
 - i. ☒ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:

- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- d. Federal Bureau of Investigation (FBI) fingerprint check (§98.43(b)(1)):

 - i. ☒ State agency conducts an FBI fingerprint check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses a state's access to the FBI NGI System (a P.L. 92-544 state statute or a state's discretion under the NCPA/VCA)
 - iii. ☐ U.S. Department of Justice (DOJ) Tribal Access Program (TAP)
 - iv. ☐ FBI-approved channeler
 - v. ☐ Hard copy fingerprint cards mailed to the FBI
 - vi. ☐ Alternative approach: Third-party vendor
 - vii. ☐ Alternative approach: Other. Describe:

- e. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based search (§98.43(b)(2)):

 - i. ☒ State agency conducts an NCIC NSOR check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses a state's access to the NCIC NSOR name-based records
 - iii. ☐ Alternative approach: FBI fingerprint check (which includes an automatic check the of the NCIC NSOR fingerprint records)
 - iv. ☐ Alternative approach: Third-party vendor
 - v. ☐ Alternative approach: Private or public sex offender registry. Describe:
 - vi. ☐ Alternative approach: Other. Describe:

- f. Criminal registry or repository in the previous state of residency (in the past five years) (§98.43(b)(3)(i)):

 - i. ☒ State agency conducts criminal history check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:

- g. Sex offender registry or repository check in the previous state of residency (in the past five years) (§98.43(b)(3)(ii)):

 - i. ☒ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor

- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- h. Child abuse and neglect registry and database check in the previous state of registry (in the past five years) (§98.43(b)(3)(iii)):
 - i. ☒ State agency conducts child abuse and neglect registry check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:

2.9.2 Comprehensive Background Checks for Family Child Care

Choose the method the Tribal Lead Agency uses for conducting each of the eight components for family child care:

☒ The Tribal Lead Agency uses the same approach for comprehensive background checks as listed for center-based care as listed in 2.9.1. (If checked, skip 2.9.2a-h.)

☐ The Tribal Lead Agency uses a different approach for comprehensive background checks for family child care as listed in 2.9.1.

- a. Criminal registry or repository using fingerprints in the current state of residency (§98.43(b)(3)(i)):
 - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
 - ii. ☐ Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:
- b. Sex offender registry or repository check in the current state of residency (§98.43(b)(3)(ii)):
 - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
 - ii. ☐ Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):

- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- c. Child abuse and neglect registry and database check in the current state of residency (§98.43(b)(3)(iii)):
 - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:
- d. Federal Bureau of Investigation (FBI) fingerprint check (§98.43(b)(1)):
 - i. ☐ State agency conducts an FBI fingerprint check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses a state's access to the FBI NGI System (a P.L. 92-544 state statute or a state's discretion under the NCPA/VCA)
 - iii. ☐ U.S. Department of Justice (DOJ) Tribal Access Program (TAP)
 - iv. ☐ FBI-approved channeler
 - v. ☐ Hard copy fingerprint cards mailed to the FBI
 - vi. ☐ Alternative approach: Third-party vendor
 - vii. ☐ Alternative approach: Other. Describe:
- e. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based search (§98.43(b)(2)):
 - i. ☐ State agency conducts an NCIC NSOR check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses a state's access to the NCIC NSOR name-based records
 - iii. ☐ Alternative approach: FBI fingerprint check (which includes an automatic check the of the NCIC NSOR fingerprint records)
 - iv. ☐ Alternative approach: Third-party vendor
 - v. ☐ Alternative approach: Private or public sex offender registry. Describe:
 - vi. ☐ Alternative approach: Other. Describe:
- f. Criminal registry or repository in the previous state of residency (in the past five years) (§98.43(b)(3)(i)):
 - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency

- ii. ☐ The Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- g. Sex offender registry or repository check in the previous state of residency (in the past five years) (§98.43(b)(3)(ii)):
 - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:
- h. Child abuse and neglect registry and database check in the previous state of registry (in the past five years) (§98.43(b)(3)(iii)):
 - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:

2.9.3 Comprehensive Background Checks for In-Home Care

Choose the method for conducting each of the eight components the Tribal Lead Agency uses for in-home child care:

☒ The Tribal Lead Agency uses the same approach for comprehensive background checks for in-home care as listed in 2.9.1 or 2.9.2: **(If checked, skip 2.9.3a-h.)**

☐ Center-based care

☒ Family child care

☐ The Tribal Lead Agency uses a different approach for comprehensive background checks for in-home care as listed in 2.9.1 or 2.9.2.

- a. Criminal registry or repository using fingerprints in the current state of residency (§98.43(b)(3)(i)):
 - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
 - ii. ☐ Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:
- b. Sex offender registry or repository check in the current state of residency (§98.43(b)(3)(ii)):
 - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
 - ii. ☐ Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:
- c. Child abuse and neglect registry and database check in the current state of residency (§98.43(b)(3)(iii)):
 - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
 - iii. ☐ Alternative approach: Third-party vendor
 - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
 - v. ☐ Alternative approach: Other. Describe:
 - vi. If two or more methods are checked, describe how each method is utilized:
- d. Federal Bureau of Investigation (FBI) fingerprint check (§98.43(b)(1)):
 - i. ☐ State agency conducts an FBI fingerprint check on behalf of the Tribal Lead Agency
 - ii. ☐ The Tribal Lead Agency uses a state's access to the FBI NGI System (a P.L. 92-544 state statute or a state's discretion under the NCPA/VCA)
 - iii. ☐ U.S. Department of Justice (DOJ) Tribal Access Program (TAP)
 - iv. ☐ FBI-approved channeler
 - v. ☐ Hard copy fingerprint cards mailed to the FBI

- vi. ☐ Alternative approach: Third-party vendor
- vii. ☐ Alternative approach: Other. Describe:
- e. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based search (§98.43(b)(2)):
- i. ☐ State agency conducts an NCIC NSOR check on behalf of the Tribal Lead Agency
- ii. ☐ The Tribal Lead Agency uses a state's access to the NCIC NSOR name-based records
- iii. ☐ Alternative approach: FBI fingerprint check (which includes an automatic check the of the NCIC NSOR fingerprint records)
- iv. ☐ Alternative approach: Third-party vendor
- v. ☐ Alternative approach: Private or public sex offender registry. Describe:
- vi. ☐ Alternative approach: Other. Describe:
- f. Criminal registry or repository in the previous state of residency (in the past five years) (§98.43(b)(3)(i)):
- i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
- ii. ☐ The Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- g. Sex offender registry or repository check in the previous state of residency (in the past five years) (§98.43(b)(3)(ii)):
- i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
- ii. ☐ The Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- h. Child abuse and neglect registry and database check in the previous state of registry (in the past five years) (§98.43(b)(3)(iii)):
- i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
- ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):

- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:

2.10 Comprehensive Background Checks for Household Members in Family Child Care

(If the Tribal Lead Agency offers family child care, it is required to complete this section.)

For family child care, the comprehensive background check requirement includes the caregiver and household members (i.e., any other adults residing in the family home child care who are age 18 or older). ACF recognizes that completing all eight comprehensive background checks for household members may be burdensome for Tribes and will consider an alternative approach of at least one background check or completing some of the required checks. Tribal Lead Agencies who use this alternative approach must indicate which background checks apply to household members and must justify the alternative approach in section 2.17 (§98.43(a)(2)(ii)(C)).

2.10.1 Comprehensive Background Checks for Household Members

What comprehensive background check components are required for family child care household members over 18 years of age?

☒ All eight required components are required using the methods listed in 2.9.2 for family child care.

☐ An alternative approach to what is listed in 2.9.2 that includes a combination of the following components. Check those that apply:

- a. ☐ Criminal registry or repository using fingerprints in the current state of residency
- b. ☐ Sex offender registry or repository check in the current state of residency
- c. ☐ Child abuse and neglect registry and database check in the current state of residency
- d. ☐ Federal Bureau of Investigation (FBI) fingerprint check
- e. ☐ National Crime Information Center National Sex Offender Registry (NCIC NSOR) name-based search
- f. ☐ Criminal registry or repository in the previous state of residency (in the past five years)
- g. ☐ Sex offender registry or repository check in the previous state of residency (in the past five years)
- h. ☐ Child abuse and neglect registry and database check in the previous state of residency (in the past five years)

2.11 Disqualifying Crimes for Employment Eligibility

The Tribal Lead Agency must determine child care staff members (including prospective child care staff members) ineligible for employment or to deliver services if convicted of a felony for any of the following crimes specified in §98.43(c)(1)(iv): murder, child abuse or neglect, a crime against children, including child pornography, spousal abuse, a crime involving rape or sexual assault, kidnapping, arson, physical assault or battery, a drug-related offense committed during the preceding five years, or has been convicted of a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse, child endangerment, and sexual assault, or of any misdemeanor involving child pornography.

The Tribal Lead Agency must also determine a child care staff member or prospective child care staff member **ineligible** for employment for any components in §98.43(c)(1)(i) through §98.43(c)(1)(iii):

- refuses to consent to a background check,
- knowingly makes materially false statements in connection with the background check, or
- is registered, or is required to be registered, on the state/territory sex offender registry or repository or the National Sex Offender Registry (NSOR).

(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to complete this section.)

2.11.1 Disqualifying Crimes for Employment Eligibility

- a. Does the Tribal Lead Agency determine child care staff members or prospective child care staff members **ineligible** for child care employment or to deliver services based on conviction for crimes and other factors listed in §98.43(c)(1)?

☒ Yes.

☐ No.

- b. Does the Tribal Lead Agency have additional crimes for which it determines individuals **ineligible** for child care employment or to deliver services?

☐ Yes. List additional disqualifying crimes:

☒ No.

- c. Does the Tribal Lead Agency use an alternative approach that implements less than a lifetime ban for offenses that are not crimes against children?

☐ Yes. Briefly describe the alternative approach:

☒ No.

2.11.2 Felony Drug Offense Review Process

Does the Tribal Lead Agency have a review process for a felony drug offense committed within the preceding five years to determine if that individual is still eligible for employment (§98.43(e)(4))?

☐ Yes. Briefly describe:

☒ No.

2.12 Fees

The Tribal Lead Agency may not charge fees that exceed the actual costs of processing applications and administering a comprehensive background check, regardless of whether the checks are conducted by the Tribe, a state, or a third-party vendor or contractor.

(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)

2.12.1 Fees

Does the Tribal Lead Agency ensure that fees charged for completing the background check reflect the actual cost of processing and administration (§98.43(f))?

☐ Yes.

☐ No. If no, briefly describe the cost to the Tribal Lead Agency of processing and administering the background check and the amount charged to the applicant:

☒ Not applicable. The Tribal Lead Agency does not charge fees for background checks.

2.13 Timeliness in Returning Employment Determination Results

The Tribal Lead Agency must conduct comprehensive background checks as quickly as possible and provide employment determination results to the provider and to the current or prospective staff member within 45 days after the provider submitted the request. The request must be submitted prior to when the individual becomes a staff member and must be completed at least once every five years (§98.43(d)(2)(ii)).

Tribal Lead Agencies have the flexibility to make employment determination decisions for provisional hires if not all background check components are completed within 45 days.

(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)

2.13.1 Timeliness in Returning Employment Determination Results

Does the Tribal Lead Agency provide employment determination results to the provider and current or prospective staff member within 45 days (§98.43(e)(1))?

☒ Yes.

☐ No, there are barriers in providing employment determination results within 45 days. Describe the barriers:

☐ No, the Tribal Lead Agency proposes an alternative approach to providing employment determination results within 45 days. Describe the alternative approach:

2.13.2 Renewal of the Comprehensive Background Check

Does the Tribal Lead Agency conduct the comprehensive background check at least every five years for all required components for all applicable categories of care (§98.43(d)(2)(ii))?

☒ Yes.

☐ No.

2.14 Provisional Hire

Before prospective staff members may provide services or be near children, Tribal Lead Agencies must receive a qualifying result for either the FBI criminal background check or a fingerprint-based in-state criminal background check where the individual lives. Until all the background check components have been completed, the prospective staff member must be supervised at all times by someone who has already received a qualifying result on a background check within the past five years.

2.14.1 Provisional Hire

Does the Tribal Lead Agency allow a provisional hire to begin work before a qualifying result from an FBI fingerprint criminal check or an in-state fingerprint-based criminal history check (§98.43(d)(4))?

☐ No.

☒ Yes. If yes, answer the following questions:

- a. Does the Tribal Lead Agency require a qualifying result from the FBI fingerprint check or state/Tribal criminal checks before a provisional hire begins work with children?

☒ Yes.

☐ No.

☐ No, proposing an alternative approach. Describe the alternative approach:

- b. Does the Tribal Lead Agency require a provisional hire to be supervised by staff with a qualifying result for the comprehensive background check while awaiting results from all components of the comprehensive background check?

☒ Yes.

☐ No.

☐ No, proposing an alternative approach. Describe the alternative approach: .

2.15 Privacy of Comprehensive Background Check Results

Tribal Lead Agencies must ensure privacy by providing the results of the background check to the child care provider (i.e., employer) in a statement that only indicates whether a child care staff member (including staff member, prospective staff member, or household member) is eligible or ineligible for employment, without revealing any detailed information of criminal history, disqualifying crimes, or other related information regarding the individual. The Tribal Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data does not include personally identifiable information (§98.43(e)(2)(iii)). ACF will consider alternative approaches that allow some information to be shared with the child care provider.

Note: This provision is subject to limitations in FBI policy and state or Tribal privacy requirements, which may prevent the release of information. Tribal Lead Agencies must justify any alternative approach.

(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)

2.15.1 Privacy of Comprehensive Background Check Results

Does the Tribal Lead Agency certify it provides employment determination results to the provider without revealing any specific/detailed criminal history about the child care staff member (including staff member, prospective staff member, or household member) (§98.43(e)(2)(i))?

☒ Yes.

☐ No. Describe the alternative approach:

2.16 Appeals for Child Care Staff

Tribal Lead Agencies must have a process that allows an individual (including staff member, child care staff member, prospective staff member, or household member) to appeal the results of a background check to challenge the accuracy or completeness of the information contained in the individual's background check report.

(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)

2.16.1 Appeals Process

Does the appeals process:

- a. Provide the affected individual with information in writing related to each disqualifying crime in a report, along with information/notice on the opportunity to appeal (§98.43(e)(2)(ii))?
☒ Yes.
☐ No.
- b. Provide the affected individual with clear instructions about how to complete the appeals process for each background check component if the individual wishes to challenge the accuracy or completeness of the information contained in such individual's background check report (§98.43(e)(3)(ii))?
☒ Yes.
☐ No.
- c. Ensure the Tribal Lead Agency attempts to verify the accuracy of the information challenged by the individual, including making an effort to locate any missing disposition information related to the disqualifying crime (§98.43(e)(3)(iii))?
☒ Yes.
☐ No.
- d. Get completed in a timely manner (§98.43(e)(3)(iv))?
☒ Yes.
☐ No.
- e. Ensure the affected individual receives written notice of the decision (§98.43(e)(3)(v))?
☒ Yes.
☐ No.
- f. In the case of a negative determination, the decision must indicate (1) the Tribal Lead Agency's efforts to verify the accuracy of information challenged by the individual, (2) any additional appeals rights available to the individual, and (3) information on how the individual can correct records at issue in the case (§98.43(e)(3)(v))?
☒ Yes.
☐ No.

2.17 Justification for Alternative Approaches

(If the Tribal Lead Agency only checks preapproved methods in 2.9-2.15, it is not required to answer 2.17.1-2.17.2.)

Tribal Lead Agencies may use alternative approaches to complete all eight of the comprehensive background checks (Plan question 2.9); the implementation of less than lifetime bans for offenses that are not crimes against children (2.11); the policies that allow longer than 45 days to conduct comprehensive background checks (2.13); provisional hire (2.14); or any private information shared with the child care provider (i.e., employer) (2.15), as applicable.

OCC will consider alternative approaches in cases where the Tribe does not have authority or access to conduct a particular component of the check, particularly in cases where staff are not Tribal employees (e.g., staff of family child care providers or center-based providers receiving vouchers/certificates).

In the question below, describe how the alternative approach(es) selected in Plan questions 2.9-2.16 are comprehensive and ensure the health and safety of children in child care, as applicable.

2.17.1 Barriers in Completing CCDF Background Checks

What are the issues or barriers in completing the required CCDF background checks using approved methods? Check those that apply:

- ☐ Does not have the authority under the CCDF statute to conduct a NCIC NSOR name-based search.
- ☐ No direct authority under the CCDF statute to conduct an FBI fingerprint check.
- ☐ No existing formal or informal MOU or MOA with a state to access criminal or child abuse databases for CCDF purposes.
- ☐ Other. Describe:

2.17.2 Justification for Alternative Approaches

Describe how the alternative approach(es) in Plan questions 2.10-2.15 are comprehensive and ensure the health and safety of children in child care:

3 Quality Improvement

The quality of child care affects children’s safety and healthy development while in care settings, and high-quality child care can be foundational across the lifespan of a child. Tribal CCDF quality funds can be used in a broad variety of ways to improve the quality of child care for all children in care, including for culturally relevant activities, to meet the unique needs of Tribal children, families, and communities. Tribal Lead Agencies may use CCDF for quality improvement activities for all Indian children in care in the defined service area, not just those receiving child care subsidies.

Required Minimum for Quality Spending		
	Tribal Lead Agencies with Small Allocations	Tribal Lead Agencies with Medium and Large Allocations
Quality Set-Aside*	9%	9%
Infant-Toddler*	NA	3%
Total Quality*	9%	12%

**Does not apply to discretionary base amount.*

3.1 Quality Activities Needs Assessment Methodology

3.1.1 Quality Activities Needs Assessment Methodology

How did the Tribal Lead Agency assess needs to identify goals and activities to improve quality? Check those that apply:

- a. ☒ Parent, family, community, or Tribal meetings
- b. ☒ Self-assessments
- c. ☒ Surveys to families, providers, and Tribal leadership
- d. ☒ Site visits and/or monitoring inspection visits
- e. ☒ Community assessments
- f. ☐ Other. Describe:

3.2 Quality Improvement Goals and Activities

CCDF quality set-aside funds must be used on *at least one of ten quality improvement activities* described in CCDF regulations and may include supporting preservation and revitalization of Indigenous language and culture in child care programs. The quality activities must be aligned with the Tribal Lead Agency's assessment of the service area's need to carry out such services and care. The Tribal Lead Agency may describe activities currently underway, planned, or expected during the three-year Plan period (§98.53(a)).

3.2.1 Quality Improvement Activities

Identify the Tribal Lead Agency's plans to spend CCDF funds for selected quality improvement activities.

Check at least one quality activity:

- a. **[x] Training and Professional Development:** This category supports the training and professional development of the child care workforce. For example, the Tribal Lead Agency could fund training for required health and safety training topics, language and literacy, promotion of child development, family engagement, implementation of developmentally appropriate and culturally and linguistically responsive instruction, or more.

Briefly describe: **Promote child development, curriculum development & instruction, implementing culturally & linguistically responsive instruction, language & literacy, training on indigenous early learners, training on indigenous nations & community, family engagement, health & safety training, introduction to indigenous nutrition & foods, supporting childcare workforce through certificates, training, credentials & degrees. Incentive awards will be granted to Tribal Lead Agency/Tribally Operated Centers employees that demonstrate an effort in the support of their education and the education of our children in language and culture.**

- b. **[x] Early Learning and Developmental Guidelines:** This category supports developing, maintaining, or implementing early learning and developmental guidelines. For example, the Tribal Lead Agency could fund staff trainings on child development and early learning guidelines, use of the state's early learning guidelines, development or implementation of the Tribal Lead Agency's own Tribally specific guidelines, or more.

Briefly describe: **Supporting the use of the state's early learning guidelines & providing trainings for staff on child development and early learning guidelines.**

- c. **[x] Quality Rating and Improvement Systems (QRIS):** This category supports developing, implementing, or enhancing a quality improvement system. For example, the Tribal Lead Agency could fund participation in a state QRIS, collaboration with other Tribes to implement a QRIS or similar rating system, development of a Tribal QRIS or similar rating system, or more.

Briefly describe: **Participating in a state QRIS (Stars) & collaborating with other Tribes to implement a QRIS or similar rating system.**

- d. **[x] Supply and Quality of Services for Infants and Toddlers:** This category supports improving the supply and quality of child care services for infants and toddlers. For example, the Tribal Lead Agency could fund training and professional development to enhance child care providers' abilities to provide developmentally appropriate services for infants and toddlers, Indigenous language and culturally responsive practices for infants and toddlers, transparent and easy-to-understand consumer information about high-quality infant-toddler care that includes information on infant-toddler language, social-emotional, and early literacy and numeracy cognitive development, or more.

Briefly describe: **Indigenous language and culturally responsive practices for infants and toddlers, providing training and professional development to enhance child care providers' abilities to provide developmentally appropriate services for infants and toddlers, providing coaching, mentoring, and/or TA on this age group's unique needs from networks of qualified infant-toddler consumer information about high-quality infant-toddler care that includes information on infant-toddler language, social-emotional, and early literacy and numeracy cognitive development, coordinating with early intervention specialists who provide services for infants and toddlers with disabilities. We coordinate with our language and cultural coordinator.**

- e. **[x] Child Care Resource and Referral (CCR&R) Services:** This category supports establishing or expanding a system of CCR&R services. For example, the Tribal Lead Agency could fund partnerships with other Tribes to offer CCR&R services, incorporation of CCR&R services into the family intake process, use of a state CCR&R, or more.

Briefly describe: **Using a state CCR&R and collaborating with other tribal communities.**

- f. **[x] Licensing, Inspection, Monitoring, Training, Health, and Safety:** This category supports facilitating compliance with Tribal child care licensing, monitoring, inspection, and health and safety standards. For example, the Tribal Lead Agency could fund health and safety materials/equipment (e.g., carbon monoxide detectors, fencing, personal protective equipment), classroom materials and resources, conducting monitoring visits of child care providers, or more.

Briefly describe: **Provide health and safety materials/equipment (e.g. carbon monoxide detectors, fencing, personal protective equipment), classroom materials and resources, conduct monitoring visits of childcare providers, and financial assistance in meeting licensing requirements.**

- g. **[x] Evaluating the Quality of Child Care Programs:** This category supports evaluating the quality of child care programs, including how programs positively impact children. For example, the Tribal Lead Agency could purchase quality assessment tools, implement surveys to collect provider or family input, conduct internal training on the use of quality evaluations, or more.

Briefly describe: **Purchasing quality assessment tools such as the Brigance and ASQs, implementing surveys to collect providers, parents and staff input, and conducting internal training on the use of quality evaluations. Holding monthly parent meetings and collecting quality assessments. Perform site visits and/or monitoring inspection visits.**

- h. **[x] Supporting Providers in the Voluntary Pursuit of Accreditation:** This category supports accreditation by an accrediting body with demonstrated, valid, and reliable program standards of high quality. For example, the Tribal Lead Agency could use accreditation guidelines as a quality measure, fund any aspect of national accreditation (e.g., accreditation from the National Association for the Education of Young Children or National Association for Family Child Care, or accreditation developed by a Tribal association), pay annual accreditation fees, or more.

Briefly describe: **Funding any aspect of national accreditation (e.g. accreditation from the National Association for the Education of Young Children, or the National Association for Family Child Care, or accreditation developed by a Tribal association) or paying annual accreditation fees.**

- i. **[x] High-Quality Program Standards:** This category supports Tribal or local efforts to develop or adopt high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. For example, the Tribal Lead Agency could use Minimum Health and Safety Standards: A Guide for American Indian and Alaska Native CCDF Grantees, Caring for Our Children, Head Start Program Performance Standards, or more to develop or adopt high-quality program standards.

Briefly describe: **Using Stepping Stones to Caring for our Children: basics, using minimum health and safety standards: a guide for American Indian and Alaska Native Child Care and Development Fund Grantees. Setting high quality standards for mental health, nutrition (CACFP), physical activity through lesson plans, and physical development.**

- j. **[x] Other Measurable Quality Improvement Activities:** This category supports other activities the Tribal Lead Agency will engage in to improve the quality of child care services and the measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry, including culturally relevant quality activities. For example, the Tribal Lead Agency could incorporate Tribal language into child care settings, offer culturally based training opportunities for families and providers, serve traditional Indigenous foods in child care programs, fund written materials, including newsletters, brochures, and checklists on child care topics, develop or participate in the Tribal Early Learning Initiative (TELI), or more. For more information about TELI, see Appendix 2.

Briefly describe: **Culturally relevant activities, incorporating Tribal language into child care settings, providing teacher training related to implementing language and culture in the classroom, implementing immersion classrooms or language nests, partnering with language and culture departments to build curriculum, modifying curricula to reflect Tribal culture, Offering culturally based training opportunities for families and providers, providing information and training to non-Native providers about working with Native children and families, serving traditional native foods in child care programs.**

PART II: TRIBAL LEAD AGENCIES WITH SMALL ALLOCATIONS

4 Direct Services

Tribal Lead Agencies with small allocations do not have to offer direct services to children, but CCDF funds must be used in alignment with the goals and purpose of CCDF (§98.1). If the Tribal Lead Agency chooses to offer direct services, it is exempt from requirements listed in Section 5: Child and Family Eligibility, Enrollment, and Continuity of Care, Section 6: Equal Access, and Section 7: Family Outreach and Consumer Education, but not from the requirements listed in §98.83(f).

4.1 Direct Child Care Services

4.1.1 Direct Child Care Services

Indicate if the Tribal Lead Agency will offer direct child care services.

Check the appropriate box below:

☐ Yes. The Tribal Lead Agency will offer direct child care services.

☐ No. The Tribal Lead Agency will not offer direct child care services. If no, this concludes the abbreviated CCDF Plan for Tribal Lead Agencies with small allocations.

(If “No” is checked, skip 4.2.1–4.4.1. The application is complete.)

4.2 Direct Child Care Funding Methods

4.2.1 Funding Methods

How does the Tribal Lead Agency provide direct child care services? Check those that apply:

- a. ☐ Certificates and vouchers
- b. ☐ Grants or contracts with approved child care providers (e.g., the Tribal Lead Agency uses grants or contracts for child care slots to increase the supply and prioritize children in underserved areas, infants and toddlers, children with disabilities [as defined by the Tribal Lead Agency], and children who receive care during nontraditional hours and/or to improve quality of child care programs)
- c. ☐ Operational costs for a Tribally operated center. *Note: A Tribally operated center is a center owned and operated by a Tribe that delivers all or part of the Tribe’s child care services funded by CCDF.* Does the Tribal Lead Agency provide child care services exclusively through one or more Tribally operated centers?
 - ☐ Yes.
 - ☐ No.

4.3 Eligibility Criteria

Tribal Lead Agencies with small allocations who choose to provide direct child care services must at a minimum, limit eligibility to Indian children (as defined in Plan question 1.1.1) residing in the defined service area (as defined in Plan question 1.2.1). If the Tribal Lead Agencies have additional eligibility criteria, please describe below.

4.3.1 Eligibility Criteria

Describe the Tribal Lead Agency’s eligibility criteria:

4.4 Payment Rates

(If “Yes” is checked in 4.2.1c, the Tribal Lead Agency is not required to answer this question.)

4.4.1 Provider Payments

Describe how the Tribal Lead Agency sets payment rates for each provider type:

The abbreviated CCDF plan for Tribal Lead Agencies with small allocations ends here.

PART III: TRIBAL LEAD AGENCIES WITH MEDIUM AND LARGE ALLOCATIONS

5 Child and Family Eligibility, Enrollment, and Continuity of Care

Stable and reliable child care arrangements facilitate job stability for parents and healthy development of children. CCDF eligibility and enrollment policies can contribute to these goals. Policies and procedures that create barriers to families accessing CCDF interrupt a parent's ability to work and may deter eligible families from participating in CCDF.

To address these concerns, Tribal Lead Agencies must provide children with a minimum of 12 months between eligibility determinations, limit reporting requirements during the 12-month period, and ensure eligibility determination and redetermination processes do not interrupt a parent's work or school.

In this section, a Tribal Lead Agency will identify how it defines eligible children and families and how the Tribal Lead Agency's eligibility and enrollment policies support equal access for eligible children and families.

5.1 Basis for Determining Eligibility

Tribal Lead Agencies with medium and large allocations must include the basis for determining family eligibility, in addition to children meeting the definition of Indian child in Plan question 1.1.1 and living within the service area in 1.2.1, through one of two options or a combination of both, as described below.

Standard Eligibility. Tribal Lead Agencies implementing standard eligibility must determine eligibility for services pursuant to the criteria found in §98.20(a) and §98.81(b)(1)(ii). When eligibility is determined, children must (1) meet the Tribal Lead Agency's definition of Indian child, (2) reside in the Tribal service area, (3) be under age 13, and (4) reside with a parent or caregiver who is working, attending a job training or an educational program, or receive or need to receive protective services.

Per §98.81(b)(1)(ii), Tribal Lead Agencies have the option to disregard family income and assets as an eligibility requirement described under §98.20(a)(2). If the Tribal Lead Agency chooses to assess income or implement an asset limit, it is not required to limit family income to 85 percent of State Median Income (SMI) or family assets at \$1 million. Should the Tribal Lead Agency set an eligibility limit below 85 percent of SMI, it must implement policies required under §98.21 that are tied to the income requirement, including the implementation of a graduated phase-out process during re-determination (§98.21(b)) and continued assistance requirements (§98.21(a)(2)). Tribal Lead Agencies that set income limits above 85 percent SMI may establish a graduated phase-out or continued assistance policies but are not required to.

Categorical Eligibility. If 100 percent of the Tribe's Median Income (TMI) is below 85 percent of the State Median Income (SMI), the Tribal Lead Agency has the ***option*** to consider any Indian child in the Tribe's service area to be eligible to receive CCDF program funds, regardless of a family's income, work, education, or training status, provided that the provision for services still goes to those with the highest need (§98.81(b)(1)(i)). Tribal Lead Agencies that use categorical eligibility must still ensure that children meet the Tribal Lead Agency's Indian child and service area definitions to be eligible for services. Tribal Lead Agencies that use categorical eligibility may create opportunities to align or partner CCDF programs with other Tribal early childhood programs, including Tribal home visiting, Early Head Start, Head Start, state-funded Pre-K, and Tribally funded Pre-K.

A Tribal Lead Agency that chooses to use categorical eligibility will receive the same funding allocation as if it had chosen to use standard eligibility thresholds. Additional funds will not be allocated.

Combination of Categorical and Standard Eligibility: Tribal Lead Agencies also have the ***option*** to use different criteria in different parts of the service area, or a Tribal consortium may establish different eligibility tracks based on the preferences of its participating Tribes.

5.1.1 Basis for Determining Eligibility

Which option does the Tribal Lead Agency choose as the basis for determining child eligibility (§98.81(b)(1))?

- a. ☒ Standard Eligibility
- b. ☐ Categorical Eligibility in the entire service area
- c. ☐ Categorical Eligibility in part of the service area

(If “a” is checked, skip 5.1.3 and 5.1.4.)

(If “b” is checked, skip 5.2.2, 5.2.3, and 5.2.4.)

5.1.2 Timely Eligibility Documentation and Verification

Describe the policies in place for timely documentation and verification that children meet eligibility criteria at the time of eligibility determination and redetermination (§98.16(h)(10), §98.68(c)): **We have minimized the documentation needed for the determination of eligibility. Initial eligibility determinations are made within 7 working days from the date that we receive all completed documentation. Guardians are sent out notices of re-determination 30 days prior to the due date, once we received all the documentation the re-determination is processed with 7 working days.**

5.1.3 Categorical Eligibility Demonstration

- a. Demonstrate that 100% of the Tribal Median Income (TMI) is below 85% of the State Median Income (SMI) for a family of four:
 - i. 100 percent of Tribal Median Income: \$/month (must be less than 85 percent SMI)
 - ii. 85 percent of State Median Income: \$/month
- b. What data sources were used for TMI and SMI?
 - i. Source data for TMI:
 - ii. Source data for SMI, including the name of the state:

5.1.4 Additional Eligibility Criteria

If utilizing categorical eligibility, the Tribal Lead Agency may add additional eligibility criteria in addition to the requirement of meeting the definition of Indian child, residing within the service area, and the child age limits.

Does the Tribal Lead Agency use additional *optional* eligibility criteria (§98.20(b))?

☐ Yes, describe:

☐ No.

5.2 Eligible Children and Families

5.2.1 Eligibility Criteria: Age of Children Served

Tribal Lead Agencies may provide child care assistance for Indian children less than 13 years of age in the defined service area (§98.20(a)(1)). In addition, Tribal Lead Agencies can choose to serve a child under 19 and physically or mentally incapable of caring for himself or herself, or under court supervision (§98.20(a)(1)(ii)).

- a. The Tribal CCDF program serves eligible children from ages **6** weeks☒ months☐ years☐ through age **13** weeks☐ months☐ years☒ or under age 13.
- b. Does the Tribal Lead Agency allow CCDF-funded child care for a child age 13 and older but under 19 and physically or mentally incapable of caring for himself or herself?
☐ No.
☒ Yes, and the upper age limit is: **19** (may not equal or exceed age 19).
 - i. Provide the Tribal Lead Agency's definition of physical and/or mental incapacity: **Physical and mentally disabled to where he/she is incapacitated enough that they do not possess self-help capabilities. A verification of diagnosis must be submitted by an attending licensed doctor.**
- c. Does the Tribal Lead Agency allow CCDF participation for a child age 13 and older but under 19 who is under court supervision?
☐ No.
☒ Yes, and the upper age limit is: **19** (may not equal or exceed age 19).
- d. How does the Tribal Lead Agency define the following eligibility terms?
 - i. Define "residing with" (§98.16(g)(5)): **Residing is defined as living in a certain place for emergency, temporary, and permanent situations.**
 - ii. Define "in loco parentis" (§98.16(g)(9)): **In the place of a parent (either parent of a minor, guardian, or a person standing in loco parentis to the minor).**

5.2.2 Eligibility Criteria: Reason for Care

Tribal Lead Agencies have broad flexibility in defining the work, training, educational activities, and protective services required to qualify for child care assistance. Tribal Lead Agencies do not have to set a minimum number of hours for families to qualify for work, training, or educational activities, and there is no requirement to limit authorized child care services strictly based on the work, training, or educational schedule/hours of the parent(s).

How does the Tribal Lead Agency define the following for the purpose of determining eligibility (§98.16(g))?

- a. **“Working”:** A parent or guardian who has a documented paid position and works a minimum of 25 hours per work week or is looking for work. If the parent is looking for work, childcare assistance may be provided for a maximum of 160 hours per month period for job search activities. This will also include self-employment, drug or alcohol rehabilitation, subsistence activities, and/or volunteering as well as the travel time to and from the activity.
- b. **“Job training”:** Parent(s) or guardians who may be training in job positions provided by the Wichita and Affiliated Tribes Workforce Program, Workforce Oklahoma, or the state TANF agency. Apprenticeships, continuing education, and online training are eligible for "job training."
- c. **“Education”:** The parent(s) or guardians who may attend: Technical/vocational institutions, community colleges, university programs, GED programs, Wichita and Affiliated Tribes Language Department, Master Apprentice Programs, public schools, charter schools, or alternative schools for teenage parents, specialized training institutes/programs and other educational programs leading to the completion of high school diploma, GED certifications, or college degrees.
- d. **“Attending” (a job training or educational program):** Child care services are provided for work time, class time, lab time, study time, and travel time to and from the learning institution.
- e. Does the Tribal Lead Agency extend eligibility to specific populations of children otherwise not eligible by including them in its definition of children in, or in need of protective services (§98.20(a)(3)(ii))?

☐ No.

☒ Yes. If yes, provide the Tribal Lead Agency’s definition of protective services by checking those below that are included (§98.16(g)(7)):

- i. ☒ Children in foster care
- ii. ☒ Children in kinship care
- iii. ☒ Children who are in families under court supervision
- iv. ☒ Children who are in families receiving supports or otherwise engaged with a child welfare agency
- v. ☒ Children participating in an early childhood or school-aged partnership (e.g., Tribal Early Head Start – Child Care Partnership, CCDF and school-aged care partnerships)
- vi. ☒ Children experiencing homelessness
- vii. ☒ Children whose family has been affected by a natural disaster
- viii. ☐ Other. Describe:

- f. Does the Tribal Lead Agency use CCDF funds to provide respite care to custodial parents of children in protective services (§98.17(g)(7))?

☒ Yes.

☐ No.

5.2.3 Eligibility Criteria: Income Limits

Tribal Lead Agencies do not need to consider family income in eligibility determinations but can choose to do so. Tribal Lead Agencies also have flexibility in defining family income and setting income limits. This flexibility allows for the exclusion or deduction of certain types of income from calculations of total family incomes and setting the income limit above 85% of the State Median Income (SMI). If a Tribal Lead Agency chooses to set the income limit for families above 85% SMI, it does not have to answer the graduated phase-out questions below.

- a. Does the Tribal Lead Agency use income to determine eligibility?

☒ No. (If checked, skip 5.2.3b-d.)

☐ Yes.

- b. What is the income eligibility percentage of TMI at the time of initial eligibility determination? If there are different percentages per family size, report a family size of three:

- c. If family income at the time of initial eligibility is below 85% TMI, does the Tribal Lead Agency certify that it has a graduated phase-out for families with incomes less than 85% TMI?

☐ Yes. Describe the Tribal Lead Agency's graduated phase-out process, including methods for informing families and providers (§98.21(b)(1)):

☐ No.

☐ Not applicable.

- d. The Tribal Lead Agency processes for initial determination and redetermination must take into account irregular fluctuations in earnings (§98.21(c)).

Check the processes that the Tribal Lead Agency uses to take into account irregular fluctuations in earnings:

- i. ☐ Average the family's earnings over a period of time (e.g., 12 months).
- ii. ☐ Request earning statements that are most representative of the family's monthly income.
- iii. ☐ Deduct temporary or irregular increases in wages from the family's income level.
- iv. ☐ Are there other ways the Tribal Lead Agency takes into account irregular fluctuations in earnings? Describe:

5.2.4 Additional Eligibility Criteria

The Tribal Lead Agency may establish **optional** additional eligibility criteria (§98.20(b)).

Does the Tribal Lead Agency establish additional eligibility criteria?

☐ Yes. Describe:

☒ No.

5.3 Application and Eligibility Determination/Redetermination Process

5.3.1 Reducing Barriers to Family Enrollment and Redetermination

The Tribal Lead Agency has the flexibility to consider a child presumptively eligible for up to three months and begin to receive child care subsidy prior to full documentation and eligibility determination. The Tribal Lead Agency has the flexibility to verify eligibility as appropriate by using documents or verification from other benefit programs (e.g., Head Start, TANF, etc.).

Note: Policies for children experiencing homelessness should not be reported here, and instead should be reported in question 6.3.2c.

Check any eligibility practices the Tribal Lead Agency uses to reduce barriers to enrollment:

- a. ☐ Establishing presumptive eligibility (§98.21(e)). Describe the policy and how long the period of eligibility is:
- b. ☐ Leveraging eligibility from Tribal or other public assistance programs (§98.21(g)). Describe:
- c. ☐ Coordinating eligibility determinations for children in the same household. Describe:
- d. ☒ Other practices to reduce barriers to enrollment. Describe: **Mail application, online application on tribal website, send applications to all our CCDF program childcare centers, consultation available via phone, Indian Health Services will provide application based on surveys of need, and advanced notice of pending redetermination.**
- e. ☐ None of the above. The Tribal Lead Agency does not use any practices to reduce barriers to enrollment.

5.3.2 Priority for Child Care Services

- a. Tribal Lead Agencies must set priority rules to ensure the provision of child care services goes to children experiencing homelessness and children with special needs, which may include any vulnerable populations as defined by the Tribal Lead Agency. Does the Tribal Lead Agency certify that it prioritizes child care services to children experiencing homelessness and children with special needs, as defined by the Tribal Lead Agency (§98.46(a))?

☒ Yes.

☐ No.

- b. The Tribal Lead Agency may also establish additional priority rules (§98.20(b)). Does the Tribal Lead Agency set additional priority rules?

☐ Yes. Describe:

☒ No.

5.3.3 12-Month Eligibility

Tribal Lead Agencies are required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in a family's eligibility, including changes in a child's age and changes in a family's residency within a Tribal service area.

The Tribal Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences temporary changes in participation in work, training, or educational activities and must receive services at least at the same level.

Temporary changes shall include, at a minimum:

- Any time-limited absence from work for an employed parent due to reasons such as the need to care for a family member or an illness;
 - Any interruption in work for a seasonal worker who is not working between regular industry work seasons;
 - Any student holiday or break for a parent participating in training or education;
 - Any reduction in work, training, or education hours, as long as the parent is still working or attending training or education;
 - Any other cessation of work or attendance at a training or education program that does exceed three months or a longer period of time established by the Tribal Lead Agency;
 - If a child turns 13 years old during the eligibility period; and
 - Any change in residency within the Tribal service area.
- a. Does the Tribal Lead Agency certify that its policies or procedures provide a minimum 12-month eligibility period for each child at initial eligibility determination (§98.21(a))?
- ☒ Yes.
- ☐ No.
- b. Does the Tribal Lead Agency certify that its policies or procedures provide a minimum 12-month eligibility period for each child at redetermination (§98.21(d))?
- ☒ Yes.
- ☐ No.
- c. Does the Tribal Lead Agency certify that its temporary change requirements follow the requirements outlined above (§98.21(a)(1)(ii))?
- ☒ Yes.
- ☐ No. Describe:
- d. Does the Tribal Lead Agency include any additional conditions in the definition of "temporary changes in activity"?
- ☐ Yes. Describe:
- ☒ No.

5.3.4 Non-Temporary Changes to Family Eligibility

If a Tribal Lead Agency chooses to terminate assistance due to a parent's non-temporary (permanent) loss or cessation of work, attendance at a job training, educational program, or other eligible activity, it must provide at least three months of continued assistance ***at the same level***. Tribal Lead Agencies have the flexibility to allow a family who loses its eligible activity within three months of the end of the authorization period to continue its benefits until its redetermination date. Tribal Lead Agencies are encouraged to consider how policies will impact the families served and to ensure that such requirements help a parent find new employment without adding unnecessary burden.

At the end of the minimum three-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity, assistance cannot be terminated and the child must continue receiving assistance until the next scheduled redetermination.

Does the Tribal Lead Agency choose to discontinue assistance during the minimum 12-month eligibility period due to a parent's non-temporary or permanent loss or cessation of eligible activity?

☐ No. The Tribal Lead Agency does not discontinue assistance during the 12-month eligibility period due to a parent's non-temporary change.

☒ Yes. If yes, describe the Tribal Lead Agency's policies and procedures for offering a minimum three-month period to allow parents to engage in a job search and to resume participation in an eligible activity (§98.21(a)(2)(i)): **90 Day job search is granted in the event a guardian becomes unemployed & are seeking new employment, guardian receives a new parent agreement with the new expiration date. Tribal Lead Agency follows up with guardian periodically.**

5.3.5 Discontinuing Assistance

The Tribal Lead Agency may discontinue assistance prior to the next minimum 12-month redetermination in limited circumstances. Check the allowable circumstances used by the Tribal Lead Agency to discontinue assistance, if applicable:

- a. ☒ Excessive unexplained absences (after multiple attempts to contact the family, including the prior notification of a possible discontinuation of assistance)
- b. ☒ A change in residency outside of the Tribal service area
- c. ☒ Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility. Describe the violations that lead to discontinuing assistance: **With written evidence from substantiated sources regarding fraud or program violations.**

5.3.6 Eligibility Change Reporting

Tribal Lead Agencies may only require families to report limited changes during the minimum 12-month eligibility period.

Specifically, reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., that impact the Tribal Lead Agency's ability to contact the family or pay the child care providers) and shall not require an office visit. In addition, the Tribal Lead Agency must offer a range of notification options to accommodate families.

- a. Does the Tribal Lead Agency require families to report changes (e.g., change of address, change in child care provider) (§98.21(i)(2))?

☒ Yes. Describe what is required to be reported and the options for families to report changes (e.g., phone call, email, in person): **Reporting changes does not affect a family's twelve-month eligibility. The CCDF Program requires parents to keep updated change of address, phone number, emergency contact, and pickup person, in writing via email, mail, or dropped off at our location.**

☐ No.

- b. Does the Tribal Lead Agency ensure that reporting changes are not burdensome and avoid an impact on continued eligibility between redeterminations (e.g., reporting changes by mail, email, online forms, or in person; extended submission hours) (§98.21(i)(2)(iii)):

☒ Yes.

☐ No.

6 Equal Access to Quality Child Care

Core purposes of CCDF are to provide parental choice in child care arrangements and to provide equal access to child care for families participating in CCDF as families not participating in CCDF.

This section addresses many of the CCDF provisions related to equal access. This includes families being able to access the full range of providers available; building a supply of high-quality child care to address the needs of populations facing particularly acute shortages (e.g., children with disabilities, infants and toddlers, nontraditional hour care); adequate payment rates for providers; differential payment rates, if appropriate; and other strategies that support parental choice and access by helping to ensure that child care providers are available to serve children participating in CCDF.

6.1 Description of Direct Child Care Services

6.1.1 Funding Methods

Tribal Lead Agencies can provide direct child care services through certificates, grants or contracts, or operational costs of a Tribally operated center.

Which funding methods are used by the Tribal Lead Agency to fund its direct services program? Check those that apply:

- a. ☒ Certificates. *Note: Tribal Lead Agencies with large allocations are required to operate a certificate program that permits families to choose from all three categories of care.*
- b. ☐ Grants or contracts with approved child care providers for child care slots
- c. ☒ Operational costs for a Tribally operated center. *Note: A Tribally operated center is a center owned and operated by a Tribe that delivers all or part of the Tribe's child care services funded by CCDF. Does the Tribal Lead Agency provide child care services exclusively through one or more Tribally operated centers?*
 - ☐ Yes (This option is available only to Tribal Lead Agencies with medium allocations (§98.30(a)).
(If checked, skip 6.2. The Tribal Lead Agency is still required to answer 6.1.2, if applicable, and 6.1.3.)
 - ☒ No.

6.1.2 Funding Direct Child Care Services

(If the Tribal Lead Agency is a consortium, it is required to answer this question.)

Describe the direct services funded by CCDF for each of the participating Tribes of the consortium (§98.83(c)(1)):

6.1.3 Building the Supply of Child Care

Tribal Lead Agencies are required to develop and implement strategies to increase the supply of child care services and to improve the quality of care for children who are typically underserved, as listed below in options a through d (§98.16(y)). These populations include children who receive care during nontraditional hours, infants and toddlers, children with disabilities, and children in underserved geographic areas, as defined by the Tribal Lead Agency.

Strategies may include alternative payment rates to child care providers, differential payment rates, the provision of direct contracts or grants for child care slots, offering child care certificates to parents for relative care or family child care options, or training support using quality set-aside or other quality supports.

Briefly describe the strategies to increase the supply and improve the quality of child care services of the categories below:

- a. Children in need of nontraditional hours of care. Describe: **N/A**
- b. Infants and toddlers. Describe: **We are increasing the availability of infant and toddler areas in 2 of our Tribally Operated Centers by building a new childcare facility in Hinton, Oklahoma and expanding number of classroom availability in Anadarko, Oklahoma through construction of existing childcare center building a two story facility and moving the three-year-olds to the new childcare center to open up additional space at another existing childcare center.**
- c. Children with disabilities. Describe: **Provide training for staff to prepare them for children with disabilities.**
- d. Children in underserved geographic areas. Describe: **We are adding a childcare center to provide direct services to assist families in Hinton, Oklahoma, an area that currently does has a minimal number of facilities for childcare.**
- e. ☐ Other. Describe: **N/A**

6.2 Establishing Adequate Payment Rates

Tribal Lead Agencies must set sufficient base payment rates to provide equal access to the full range of child care services, cover the costs of providing child care, and are comparable to those provided to families not eligible to receive CCDF assistance. The Tribal Lead Agency will include a description of the Tribe's payment rates, how the rates are established, and how the rates support quality, including, where applicable, cultural and linguistic appropriateness.

6.2.1 Payment Rates to Support Equal Access

Does the Tribal Lead Agency certify that payment rates are sufficient to ensure equal access (§98.45(a))?

☒ Yes.

☐ No. Briefly describe:

6.2.2 Setting Payment Rates

Tribal Lead Agencies are required to set base payment rates at least at a level sufficient to cover the costs of meeting the health, safety, quality, and staffing requirements.

Briefly describe how the Tribal Lead Agency's base payment rates were established and how the rates support quality and meet the needs of the Tribal communities served (e.g. cultural, and linguistic appropriateness) (§98.81(b)(5)): **The Tribal Lead Agency sets base payment rates for Oklahoma licensed centers at the state of Oklahoma's level, which is according to the QRIS rating. These rates are sufficient to cover the costs for the provider's health, safety, quality, and staffing requirements included in the CCDBG Act and Final Rule.**

6.2.3 Payment Rates

The payment rates should reflect the categories of care offered in the Tribal Lead Agency's program and should also reflect any variations based on the child's age or the type or quality of care. Tribal Lead Agencies are reminded that payment rates cannot be based on a family's eligibility, such as receiving TANF or participation in education or training.

For each category of care offered, provide the full-time weekly base payment rate for each age group that the Tribal Lead Agency defines in Plan question 2.5.1 and serves. If weekly rates are not established, then the Tribal Lead Agency will need to calculate its equivalent. If the payment rates differ, use the highest base payment rates for center-based care and family child care. **(CARS opens the categories of care from 1.8; others are grayed out.)**

- a. Full-time weekly base payment rates for **center-based care**. If there are different base payment rates for geographical areas, provide the highest rates:
 - i. Infant: **\$253.00 FT for a five-star facility OKDHS Rating, \$30.40 PT for a five-star facility OKDHS Rating**
 - ii. Toddler: **\$240.50 for a five-star facility OKDHS Rating, \$145.00 PT for a five-star facility OKDHS Rating**
 - iii. Preschooler: **\$206.50 for a five-star facility OKDHS Rating, \$126.00 PT for a five-star facility OKDHS Rating**
 - iv. School-age child (based on full-day, full-year rates that would be paid during the summer): **\$145.00 for a five-star facility OKDHS Rating, \$92.50 PT for a five-star facility OKDHS Rating**
- b. Full-time weekly base payment rates for **family child care**. If there are different base payment rates for geographical areas, please provide the highest rates:
 - i. Infant: **\$227.00 FT, \$148.00 PT**
 - ii. Toddler: **\$227.00 FT, \$148.00 PT**
 - iii. Preschooler: **\$153.00 FT, \$127.00 PT**
 - iv. School-age child (based on full-day, full-year rates that would be paid during the summer): **\$119.00 FT, \$98.50 PT**
- c. Full-time weekly base payment rates for **in-home care**. If there are different base payment rates for geographical areas, please provide the highest rates:
 - i. Infant: **\$227.00 FT, \$148.00 PT**
 - ii. Toddler: **\$227.00 FT, \$148.00 PT**
 - iii. Preschooler: **\$153.00 FT, \$127.00 PT**
 - iv. School-age child (based on full-day, full-year rates that would be paid during the summer): **\$119.00 FT, \$98.50 PT**

6.2.4 In-Home Care Limits

(If the Tribal Lead Agency offers in-home care, it is required to answer this question.)

Does the Tribal Lead Agency limit the use of in-home care in any way, such as minimum age of provider, number of children in care, hours of care, relative providers, etc. (§98.30(e)(1)(iii))?

☒ Yes. Describe: **We only allow Relative providers-Relative care providers are defined as grandparents/great-grandparents, aunts/uncles, and siblings (not residing in the same home) of the child, they must reside in Oklahoma, be 18 years of age, no more than 5 children in care.**

☐ No.

6.3 Improving Access for Vulnerable Children and Families

Tribal Lead Agencies are required to give priority for child care assistance to children with special needs and children experiencing homelessness (§98.50(a)(4); §98.46(a)(2)). The prioritization of CCDF assistance services is not limited to eligibility determination.

6.3.1 Children With Special Needs

A Tribal Lead Agency has flexibility in how it defines children with special needs. The definition of children with special needs may include children with physical or mental disabilities or children who are considered part of vulnerable populations (e.g., families with very low incomes, children at risk of receiving protective services, children with teen parents) (§98.16(g)(1)).

Provide the Tribal Lead Agency's definition of children with special needs: **Children with special needs may include children with physical or mental disabilities or children who are considered part of vulnerable populations (e.g. families with very low incomes, children at risk of receiving protective services, children with teen parents).**

6.3.2 Services for Children Experiencing Homelessness

Tribal Lead Agencies are required to expend CCDF program funds to:

- Permit the enrollment (after an initial eligibility determination) of children experiencing homelessness (as defined by the McKinney-Vento Act) while required documentation is obtained—allowing a grace period,
- Provide training and technical assistance to child care providers and the appropriate Tribal Lead Agency (or designated entity) staff in identifying and serving children experiencing homelessness, and
- Conduct specific outreach to families experiencing homelessness.

Does the Tribal Lead Agency certify it permits the enrollment of children experiencing homelessness (as defined by the McKinney-Vento Act) while required documentation is obtained, provides training and technical assistance to child care providers, and the appropriate Tribal Lead Agency (or designated entity) staff in identifying and serving children experiencing homelessness, and conducts specific outreach to families experiencing homelessness (§98.51)?

☒ Yes.

☐ No.

6.4 Family Contribution to Payments

The Tribal Lead Agency may exempt all families participating in CCDF from co-payments or may waive co-payments for some populations and charge co-payments for other groups of families. Co-payments may not be more than seven percent of the family's income (§98.45(b)(5)).

6.4.1 Parent Co-Payments

- a. Does the Tribal Lead Agency exempt all families from co-payments?
- ☐ Yes. **(If checked, skip 6.4.1b.)**
- ☐ No, the Tribal Lead Agency requires co-payments for all families.
- ☒ No, the Tribal Lead Agency exempts some families from co-payments. Check only those that apply:
- i. ☐ Families whose income is below 150 percent of poverty level
 - ii. ☒ Families whose income is below 100 percent of poverty level
 - iii. ☒ Children who have a disability
 - iv. ☒ Children experiencing homelessness
 - v. ☐ Children enrolled in Early Head Start or Head Start
 - vi. ☐ Other. Briefly describe:
- b. What is the highest co-payment families are charged as a percentage of family income (§98.45(b)(5)); §98.45(l)(3)? **Our co-pay is 5% of the gross household income after a 20% flat expense deduction per household. Example: Family gross monthly income is \$3,548, we deduct 20% expense automatically (\$716.80), leaving \$2,867.20, 5% of this value is family's monthly co-pay maximum out of pocket would result in \$143.36. Co-payments will be determined per family instead of per child to ensure the 7% maximum limit is not exceeded.**

7 Family Outreach and Consumer Education

Tribal Lead Agencies are required to support families in making informed choices about the services that best suit their needs. Effective consumer education ensures that families know what services they have access to and what they may want to look for in determining whether a child care provider is a good fit for their family.

In this section, Tribal Lead Agencies share information about developmental screenings, consumer education, research, best practices, access to monitoring and enforcement results, and the parental complaint process. Tribal Lead Agencies must collect and share the information with families, providers, and the general public, but Tribal Lead Agencies are not required to have a consumer education website.

7.1 Sharing Information with Families

Tribal Lead Agencies must share information with families participating in CCDF, in hard copy or electronically, that contains specific information about the selected child care provider. *The following eight pieces of information are required (§98.33(d)):*

- Health and safety requirements met by the provider,
- Any licensing or regulatory requirements met by the provider,
- The date the provider was last inspected,
- Any history of violations of these requirements,
- Any voluntary quality standards met by the provider,
- How CCDF subsidies are designed to promote equal access,
- How to submit a complaint through a hotline, and
- How to contact local resource and referral agencies, family liaison, or other community-based supports that assist families in finding and enrolling in a quality child care program.

7.1.1 Sharing Information with Families

Does the Tribal Lead Agency certify it shares information with families, either in hard copy or electronically, that contains the required information about the provider a family has selected, including the eight required elements above (§98.33(d))?

☒ Yes, the Tribal Lead Agency shares information with families that contains the eight required elements.

☐ No, the Tribal Lead Agency does not share information with families with all the required elements.

7.2 Information on Developmental Screenings

Tribal Lead Agencies are required to share information and referrals on developmental screenings. This information should include resources and services that the Tribe can share, such as [Early and Periodic Screening, Diagnosis, and Treatment \(EPSDT\) services](#) under Medicaid and developmental screening services available through the Individuals with Disabilities Education Act (IDEA) Part B, Section 619, (Preschool Grants) and Part C (Early Intervention for Infants and Toddlers with Disabilities). Tribal Lead

Agencies are required to share this information with eligible families during CCDF intake and to child care providers through training and education.

7.2.1 Information on Resources for Developmental Screenings

Does the Tribal Lead Agency certify that it collects and shares information on the following to eligible parents and for training and education intended for CCDF child care providers (§98.33(c)(1)):

- a. Existing resources and services available for obtaining developmental screening?
☒ Yes.
☐ No.
- b. EPSDT program under the Medicaid program and developmental screening services available under Part B, Section 619 and Part C of IDEA?
☒ Yes.
☐ No.

7.2.2 Resources and Services to Obtain Developmental Screenings

Does the Tribal Lead Agency certify that families participating in CCDF or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays (§98.33(c)(2))?

- ☒ Yes.
☐ No.

7.3 Consumer and Provider Education

A Tribal Lead Agency is required to certify that it will collect and share information about the full range of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers.

7.3.1 Sharing Child Care Services Information and Availability

Does the Tribal Lead Agency certify it shares information with families, providers, and the general public about:

- The availability of child care services,
- The full range of categories of care provided through the CCDF program,
- Other programs for which the family may be eligible, such as Head Start, state or Tribal PreK, and
- The availability of financial assistance to obtain child care services (§98.33(b)(1)(i))?

- ☒ Yes.
☐ No.

7.3.2 Sharing Program Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about the following programs and benefits, as practicable (§98.33(b)(1)(ii))?

Check those that apply:

- a. ☒ Temporary Assistance for Needy Families (TANF) Program
- b. ☒ Head Start and Early Head Start Programs
- c. ☒ Low Income Home Energy Assistance Program (LIHEAP)
- d. ☒ Supplemental Nutrition Assistance Program (SNAP)
- e. ☒ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program
- f. ☒ Child and Adult Care Food Program (CACFP)
- g. ☒ Medicaid and Children's Health Insurance Program (CHIP)
- h. ☒ Programs carried out under Individuals with Disabilities Education Act (IDEA) Part B, Section 619, and Part C

7.3.3 Families Receiving Temporary Assistance for Needy Families (TANF) Benefits

Tribal Lead Agencies are required to inform parents who receive Temporary Assistance for Needy Families (TANF) benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age six (§98.33(f)).

Does the Tribal Lead Agencies inform parents who receive TANF benefits about this exception?

☒ Yes.

☐ No.

7.3.4 Sharing Child Development Research and Best Practices

Does the Tribal Lead Agency certify it shares information with families, providers, and the general public about child development research and best practices? The information must be tailored to a variety of audiences, and the information must include (§98.33(b)(1)(iv)):

- Physical health and development,
- Healthy eating and physical activity, and
- Successful parent and family engagement.

☒ Yes.

☐ No.

7.3.5 Sharing Social-Emotional, Behavioral, and Mental Health Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about its policies regarding social-emotional and behavioral health of children and early childhood mental health? The information must include:

- Information on positive behavioral health intervention and supports models for birth to school-age or age-appropriate
- Any partners who assist in providing this information (§98.33(b)(1)(v))

☒ Yes.

☐ No.

7.3.6 Sharing Suspension and Expulsion Prevention Information

Briefly describe the Tribal Lead Agency's policies to prevent the suspension and expulsion of children from birth to age five in child care and other early childhood programs receiving CCDF program funds (§98.33(b)(1)(v)): **It is the Tribal Lead Agency's position to not expel or suspend child due to behavior unless in extreme situations. The Tribal Lead Agency choses to implement a behavior plan when needed. The exception would be due to negligence to pay childcare fees. The Oklahoma Expulsion Policy is posted on the OKDHS website at <https://oklahoma.gov/okdhs/services/child-care-services/oklahomaexpulsionpreventionpolicy.html> for the general public to assist childcare programs with guiding principles and program recommendations. Licensing requirements for child care programs require programs to have expulsion policies that are shared with parents and staff and new staff are informed of the policy at the time of employment. Programs are encouraged to attend professional development on child behavior, child interactions and guiding children's behavior. Professional development is available for adults working with infants and toddlers, preschool children and guiding children who are attending out of school time program.**

7.4 Consumer Education

A Tribal Lead Agency is required to provide information to families, the general public, and when applicable, child care providers through a method of its choice that is consumer-friendly and easily accessible. The available information must include:

- Provider-specific information,
- The quality of each provider (if information is available),
- Contact information to local CCR&R organizations and any other agencies that can assist families in better understanding the information.

Tribal Lead Agencies are required to have in effect procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF program funds.

7.4.1 Consumer-Friendly and Accessible Information

Does the Tribal Lead Agency certify that it ensures its information is consumer-friendly and easily

accessible (§98.33(a))?

Note: There is no federal CCDF definition for easily accessible:

☒ Yes.

☐ No.

7.4.2 Sharing Background Check Information

Does the Tribal Lead Agency certify it shares information with families, providers, and the general public about policies and procedures for provider/staff comprehensive background checks, including offenses that prevent individuals from being employed or a provider from receiving CCDF funds (§98.33(a)(1))?

Note: Background check policies and processes are included in Section 2.9. The “not applicable” option is only available to Tribal Lead Agencies that only use relative providers and exempt them from all background check requirements:

☒ Yes.

☐ No.

☐ Not applicable.

7.4.3 Searchable List of Providers

The Tribal Lead Agency must share a localized list with families, providers, and the general public that includes all licensed child care providers and differentiation between licensed and license-exempt providers. The list must be searchable by ZIP code. The Tribal Lead Agency may also share all providers eligible to deliver Tribal CCDF services. Relative providers do not need to be included (§98.33(a)(2)).

Does the Tribal Lead Agency certify that it shares a list of licensed providers that differentiates between licensed and licensed-exempt providers and is searchable by ZIP code?

☒ Yes.

☐ No.

☐ Not applicable.

7.4.4 Sharing Quality Information and Reporting of Quality Ratings

If the Tribal Lead Agency has quality information about each child care provider, the Tribal Lead Agency must include the information with its provider-specific information. Tribal Lead Agencies may determine the type of quality information included (§98.33(a)(3)).

Does the Tribal Lead Agency certify that it shares quality ratings or other quality information about each child care provider?

☒ Yes.

- ☐ No.
- ☐ Not applicable.

7.4.5 Sharing CCR&R Referrals

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about the referral process to local CCR&R agencies (§98.33(a)(6))?

- ☒ Yes.
- ☐ No.
- ☐ Not applicable.

7.4.6 Parental Access to Children

Does the Tribal Lead Agency certify that it has procedures to ensure parents have unlimited access to their children and to the provider caring for their children during normal hours of provider operation? (§98.31)?

- ☒ Yes.
- ☐ No.

7.5 Information on Monitoring and Enforcement

A Tribal Lead Agency is required to provide information to families, the general public, and when applicable, child care providers through a method of its choice that is consumer-friendly and easily accessible on:

- Monitoring and inspection reports for providers, and
- An annual service area report on deaths, serious injuries, and the number of substantiated cases of child abuse that have occurred in child care settings.

7.5.1 Sharing Monitoring and Inspection Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about how child care providers are monitored and inspected by the Tribal Lead Agency and/or another entity or agency (including Tribally operated centers, if applicable) (§98.33(a)(1)(ii))?

Note: Monitoring enforcement policies and practices are referenced in Section 2.7:

- ☒ Yes.
- ☐ No.

7.5.2 Monitoring and Inspection Report Contents

Tribal Lead Agencies must share monitoring and inspection reports with families, providers, and the general public. These reports must include the following seven required elements in plain language and in a timely manner:

- Results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies,
- Information on the date of such inspection,
- Areas of compliance and non-compliance,
- Information on corrective actions taken by the Tribal Lead Agency and child care provider, where applicable,
- Any health and safety violations, including any fatalities and serious injuries occurring at the provider, prominently displayed on the report or summary,
- A minimum of three years of results where available, and
- A process for correcting inaccuracies.

Does the Tribal Lead Agency certify that its monitoring and inspection reports meet the seven required elements (§98.33(a)(4))?

☒ Yes, the Tribal Lead Agency shares monitoring and inspection reports and/or plain-language summaries that meet the seven required elements for Tribally regulated providers.

☐ Not applicable. The state issues all monitoring and inspection reports.

☐ No.

7.5.3 Sharing Aggregate Data on Serious Injuries, Deaths, and Child Abuse

Tribal Lead Agencies must share annual aggregate data with families, providers, and the general public on serious injuries, deaths, substantiated cases of child abuse that have occurred in child care settings, and the total number of children in care for each provider category and licensing status. The data must be organized by category of care (e.g., center-based child care, including Tribally operated centers, family child care, in-home child care) for all eligible CCDF provider categories in the Tribal Lead Agency's service area. The aggregate data report should not list individual provider-specific information or personally identifiable information.

Tribal Lead Agencies must designate a Tribal or state entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care.

- a. Does the Tribal Lead Agency certify that it shares annual aggregated data on serious injuries, deaths, substantiated cases of child abuse that have occurred in child care settings, and the total number of children in care for each provider category and licensing status (§98.33(a)(5))?

☒ Yes.

☐ No.

- b. Identify the Tribal or state entity(ies) to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care: **OK**

7.6 Parental Complaint Process

A Tribal Lead Agency must have a process for parents to submit complaints about child care providers and make information regarding substantiated complaints available to the public on request.

7.6.1 Process for Reporting Complaints

Briefly describe the Tribal Lead Agency's process for how parents can submit complaints about child care providers (§98.32(a)): **The complaints are reviewed by the Complaint Liaison/Investigator and forwarded to the program director within 2 business days of receipt. All complaints are investigated immediately and completely by the end of the 10th business day (without reason). Investigations include but are not limited to observations and interviews with staff, parents & other witnesses. An investigation could also result in a monitoring visit with the care provider if deemed necessary. All complaints are kept confidential. They are retained in a secure filing cabinet and are made available upon written request (no personal information is released). All complaints are logged using an Excel spreadsheet and updated by the Complaint Liaison/Investigator listing dates, times, results, reports & findings.**

7.6.2 Process for Responding to Complaints

Briefly describe the Tribal Lead Agency's process for how it screens, substantiates, and responds to complaints regarding CCDF providers, including if monitoring is included in the process (§98.32(d)(1)): **The complaints are reviewed by the Complaint Liaison/Investigator and forwarded to the program director within 2 business days of receipt. All complaints are investigated immediately and completed by the end of the 10th business day (within reason). Investigations include but are not limited to observations and interviews with staff, parents & other witnesses. An investigation could also result in a monitoring visit with the care provider if deemed necessary. All complaints are kept confidential. They are retained in a secure filing cabinet and are made available upon written request (no personal information is released). All complaints are logged using an Excel spreadsheet and updated by the Complaint Liaison/Investigator listing dates, times, results, reports & findings.**

7.6.3 Process for Maintaining a Record of Substantiated Parental Complaints

Briefly describe the Tribal Lead Agency's process for how it maintains a record of substantiated parental complaints. If the record is maintained by the state or another agency, describe how the Tribal Lead Agency has access to the record of substantiated parental complaints (§98.32(d)(2)): **The complaints are reviewed by the Complaint Liaison/Investigator and forwarded to the program director within 2 business days of receipt. All complaints are investigated immediately and completed by the end of the 10th business day (within reason). Investigations include but are not limited to observations and interviews with staff, parent, & other witnesses. An investigation could also result in a monitoring visit with the care provider if deemed necessary. All complaints are kept confidential. They are retained in a secure filing cabinet and made available upon written request (no personal information is released). All complaints are logged using an Excel spreadsheet and updated by the**

Complaint Liaison/Investigator.

7.6.4 Process for Providing Public Access to Substantiated Complaints

Briefly describe the Tribal Lead Agency's process for how the public can request information about substantiated parental complaints (§98.32(c)): **The results of the substantiated parental complaints will be made available via written request to sunshine.rodriquez@wichitatribe.com. The parent handbook lets the parents and staff know how to request a substantiated parental complaint.**

7.6.5 Sharing Contact Information for Consumer Education Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about how families can contact the Tribal Lead Agency, its designee, or other programs that can help families understand the consumer information shared throughout Section 7 (§98.33(a)(7))?

☒ Yes.

☐ No.

Appendix 2: Tribal Early Learning Initiative (TELI)

Tribal Lead Agencies are not required to complete this appendix.

One way for Tribal Lead Agencies to coordinate the delivery of CCDF with other early childhood partners is through the Tribal Early Learning Initiative (TELI) as a Collaborative or Network participant. The TELI Collaborative is an **optional** intensive technical assistance opportunity for up to eight Tribal Lead Agencies. Information on participating in the TELI Collaborative can be found on the [Tribal Early Learning Initiative](#) website.

The TELI Network is an **optional** opportunity for all Tribal Lead Agencies to receive universal technical assistance in developing and strengthening Tribal early childhood systems. Network participants will have access to the resources developed for, by, and shared with TELI Collaborative Teams. **This Appendix provides an opportunity to indicate interest in participation in the TELI Network.**

TELI Network

Are you interested in participating in the TELI Network?

☐ Yes.

☒ No.