

CHEROKEE NATION<sup>®</sup> Child Care & Development P.O. Box 948 Tahlequah, OK 74465 (918) 453-5300 Main Phone (918) 458-7616 Main Fax (918) 458-4446 Subsidy Fax

## **REQUIRED DOCUMENTS LIST**

The following documents are required to apply for Cherokee Nation Child Care & Development Subsidy Program assistance. All documents must be dated within 30 days of application.

- 1. Proof of a Citizenship in a Federally Recognized Tribe for you and/or your child(ren).
- 2. **Birth Certificate** for each child who will be using the Subsidy Program. It must list name of parent(s). NO CRIB CARDS, PATERNITY AFFIDAVITS will be accepted.
- 3. Child Care Information Sheet to be completed with household members, email address, phone number, etc.
- 4. Client Responsibility & Agreement Form must be completed, signed and dated. If married or living together both need to sign and date.
- 5. **Proof of Residence** is verification that you live in the CN service area (Examples: utility bill, mortgage statements or lease agreement). If mailing address is a P.O. Box then verification for the mailing address and physical address must be submitted. If living in someone else's home, they will need to provide a utility bill and notarized statement verifying you reside in their home along with a piece of mail in client's name.
- 6. **Employment Verification Form(s)** must be completed by your employer and include the days/hours worked per week, pay rate and must be dated within the last 30 days. This document is required for the client(s). If self-employed, client(s) must submit a written statement listing type of employment, days and hours worked, and income.
- 7. **Income Verification** requires pay stubs with gross wages listed be submitted for the last 30 days for each client(s). If paid weekly, submit last four pay stubs, if paid bi-weekly or bi-monthly submit last two pay stubs. If self-employed, the client(s) must submit most recent Federal tax forms including self-employment schedule C, E or F. If client is a student with no income they must submit a statement of no income
- 8. **School Schedule** must be an official copy of client(s) current class schedule listing the days and hours of classes. Schedule must be on school letterhead or an official transcript that includes current class schedule.
- 9. **Custody** information includes child support documents, divorce decree, custody documents, and legal court documentation of separation (if applicable).
- 10. **Registered Provider Information** is required if selecting a relative to provide care. The relative must complete an application with our licensing program and include proof of citizenship in a recognized tribe (if applicable), driver's license, social security card, and residence verification (utility bill, lease agreement). Grandparents, great-grandparents, immediate aunts/uncles or sibling (over the age of 18) to the child, can be relative providers. Relative providers cannot live in the child's home.
- 11. Select a Child Care Provider contracted with Cherokee Nation Licensing. If selecting a Child Care Center the center must have a one-star plus or higher quality rating before an application will be taken.

12. Other: \_\_\_\_\_

Child Care Client

Date

Child Care Worker

Date



## Consumer Statement

There are many factors to consider when choosing child care. Cherokee Nation Child Care and Development has resources available to allow eligible families to choose the best child care option to meet their family's needs. Program staff provide families with information on subsidy guidelines, quality child care programs, regulatory requirements, and other consumer education materials.

Child Care Subsidy is provided for income eligible families in need which allows parents the ability to choose from high quality child care services. To be eligible for child care subsidy the parent/guardian must be working, attending school, or in a qualified job program. Families can access information on child care subsidy at <a href="https://childcare.cherokee.org/subsidy">https://childcare.cherokee.org/subsidy</a> or can contact our office at 918-453-5300. Families can also pick up information at Cherokee Nation Human Services Field Offices in Catoosa, Pryor, Sallisaw or Stilwell.

Families can choose from the following types of child care providers:

- 1. State licensed child care center
- 2. State licensed family child care home
- 3. Relative provider

If choosing a Relative Provider, the Relative Provider must submit an application for a contract with Cherokee Nation Child Care and Development. The program will ensure the relative provider meets the following initial criteria:

- Relative of child needing care (Grandparent, Great Grandparent, Aunt, Uncle, Adult Sibling)
- At least 18 years of age
- Obtain clear OSBI

Additional criteria can be found at https://childcare.cherokee.org/licensing

Cherokee Nation Child Care and Development contracts with state licensed centers and homes for child care services. Parents may search the website at Oklahoma Child Care Services <u>Oklahoma Department of Human Services -</u> <u>Oklahoma Child Care Locator (okdhs.org)</u> to get a local list of state licensed providers. The website will contain regulatory requirements including license type, dates of inspections, violations of requirements, and quality rating. A provider list can also be obtained from <u>https://www.oklahomachildcare.org/search-for-child-care</u> the statewide Child Care Resource and Referral program. The state licensed provider the family selects for child care services must contract with Cherokee Nation Child Care and Development.

Additional care information can be found in *Selecting Quality Child Care: A Parent's Guide* <u>Selecting Quality Child</u> <u>Care (oklahoma.gov)</u>, a booklet published by OKDHS. This guide is offered electronically or hard copy.

Cherokee Nation Child Care and Development is committed to strengthening children and families. If your family has an issue with a state licensed program and needs to file a complaint please contact the Oklahoma Statewide Abuse and Neglect Hotline at 1-800-522-3511 or visit <u>www.OKHotline.org</u>. If there is an issue with a relative provider please contact the Cherokee Nation Child Care Licensing Manager at 918-453-5300.