**CRIHB (CCDF) Application Requirements**

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**General Requirements**

**Employment/Educational:**

To receive Federal subsidized CCDF benefits, families must meet eligibility and need criteria. In addition to meeting eligibility and need requirements, the child’s parent(s) must be working or attending school. Parent must work a minimum of 20 hours per week or attend school on a part-time status. A work schedule will be required. A copy from the educational institution will be required to establish school attendance by applicant.

**Any changes to employment or school status must be reported to CCDF within 10 days of the event occurring. Failure to report the change will affect eligibility to the program.**

**Children’s Age:**

Children requiring child care services must be no older than 13 years of age. Children who have reached their thirteenth (13th) birthday are ineligible for subsidized services. ***CCDF benefits will be cut off the day before the child’s thirteenth (13th) birthday.*** Children with exceptional needs may be served through the age of eighteen (18). Children with the exceptional needs shall also meet the criteria for that age group specified in the Education Code Section 56026 and Title 5 California Code of Regulations, Sections 3030 and 3031. Parents with child with severe medical disabilities must provide documented evidence of the child’s disability from a licensed professional.

**Eligibility Criteria**

1. Family is a public assistance recipient. (TANF recipients)
2. Family income falls below the federal poverty guideline. (guideline changes yearly)
3. Family is involved with child protective services (CPS) as defined in the “Definition” Identification.
4. Family who has children with disabilities (mental or physical, documented by a specialist).
5. Applicant must be working or attending school.
6. Children must be under the age of thirteen (13) years.
7. Applicant or Applicant child must be a tribal member.
8. Family is income eligible. Families whose income is above the Federal Poverty Guideline and below 85% of the State Median income will be assessed a fee schedule. When the number of family members and the amount of family income have been determined, eligibility may be established by reference to the family fee schedule. The fee schedule is determined by CRIHB, Inc. and changes yearly. **Initials:\_\_\_\_\_\_\_\_\_**

**Need Criteria**

Need shall be established by 1, 2, 3 or 4 below:

1. Child protective services as defined in section on “Definitions”. Note that in cases where the child is an out-of-home custodial placement, the custodial parent must have a qualifying need except:
	1. In cases where the child places an extraordinary care giving demand on the out-of-home custodial parent and a referral from a legally qualified professional indicates that the child is at risk or
	2. in instances where the child has a special need as described below.
2. ***The parent and any other adult counted in the family size are any of the following***:
	1. **Employed** (including court ordered community service). If the parent (or other adult counted in the family size) works in the home, the nature of the work must preclude the supervision of the family’s children. Family child care providers are not eligible for subsidized services because their work does not preclude the supervision of their own children. However, the children of family child care providers may be served in the State Preschool program or through other community child care resources or by other child care provider.
	2. **Seeking employment**. The family’s period of eligibility for this purpose is limited to sixty (60) working days during the fiscal year. Service is limited to an average not to exceed five (5) days per week for an average of less than six and one-half (6 ½ )hours per day.
	3. **Participation in vocational training** leading directly to a recognized trade, paraprofessional or profession. The vocational training will be reviewed by the CCFD Coordinator at the beginning of each semester or quarter to determine that progress is being made toward the vocational goal specified in the certification and eligibility documents.
	4. **Homeless and seeking permanent housing** for family stability is taken into consideration for application purposes. Families in this situation are given three (3) months to find permanent housing while receiving CCDF benefits.
3. Incapacity, including a medical or psychiatric special need, to the extent that the parent’s ability to provide normal care for the child is significantly limited, verified by a legally qualified professional.
4. The child has a medical or psychiatric special need, including children with exceptional needs, which cannot be met without provision of services, verified by a legally qualified professional.
5. After a maximum of a two year period of receiving CCDF assistance, all families will be taken off the program, in order to give other needy families the opportunity to receive CCDF subsidies. **Initials: \_\_\_\_\_\_\_\_\_\_**

**Tribal Membership Criteria:**

All CCDF applicants must provide written documentation of Tribal membership to one of the CCDF Consortium Tribes listed in the CRIHB CCDF Brochure. The applicant must include the Tribal information when submitting this application to the CCDF program. Documentation may be either:

A letter from your Tribal Membership officer, or someone in authority at your Tribe;

A copy of your Tribal Membership Card;

A copy of BIA documentation or

Any other official Tribal document(s) giving evidence of Tribal membership.

**Review Process of Application**:

The CCDF program is funded by the federal government, as such funding is limited by congressional budgetary decisions. Upon submission of your application to the CCDF program, it may take up to 1 (month) or more to process. No application will be approved nor fully reviewed if there are missing documents. No exceptions. **Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completing this application does NOT guarantee acceptance to the program. If no funding is available at the time you apply, you will be notified and your application will be placed on a waiting list for six months.**

If after review of your application, you do not meet the set of Eligibility and Need Criteria for the CCDF program, your application will be returned with an explanation.

**Initials: \_\_\_\_\_\_\_\_\_\_**

***Furthermore, the CCDF Program is a federally funded program that is designed to assist needy families. Abuse of the program in not tolerated. Giving fraudulent information or omitting or obstructing pertinent information on this application will result in immediate denial to the CCDF Program. If your application is approved on the based on fraudulent information, all monies disbursed to you or your child care provider will be assessed against you by the Lead Agency and possibly by the Administration for Children and Family’s Child Care Bureau in Washington D.C. By signing below you give CRIHB the right to review all your personal information and investigate all sources of income received by you, including State Aid/TANF or State CCDF programs.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name of Parent/Guardian**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent/Guardian**

**CRIHB (CCDF) Useful Program Definitions/Rules**

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**Definitions and Rules**

The following definitions and rules are used in this program. Please refer to this document if you have questions regarding requirements, rules, procedures and/or questions about the program. For specific answers to your questions, please contact the CCDF staff.

* **Absent Day Pay** – refers to **Licensed Child Care** providers who charge for absent days due to child illness or absentee. Payment will be made only to Licensed Child Care provider who bill CCDF for absent days.
	+ **Non-Licensed Providers** – will not be paid for absent/sick children missing from their care.
* **Adjusted monthly income:** Means the total countable income minus verified child support payments paid by the parent whose child is receiving child development services. Except for child support payments paid by the parent, monthly income shall not be adjusted because of voluntary or involuntary deductions. When income fluctuations occur, the adjusted monthly income shall be computed by averaging the total adjusted received during the twelve (12) months immediately before the month in which the application for services is signed or updated.
	+ The CCDF Coordinator makes final adjustments.
	+ Per Capita or Tribal Dividends are not included in the monthly income.
	+ TANF, SSI, SSD, student loans are not included in monthly income.
	+ Total Monthly income does include wages earned by EVERY member in the household in which you reside.
* **Affidavit**: A written declaration made under oath before a notary public or other authorized officer.
* **Afterschool Programs** – refers to programs that provide school-like activities that resemble school classes, sports, or cultural workshops. These programs will be deemed to fall under the category of licensed providers for CCDF program purposes in order to provide a full range of child care settings that are applicable to the Federal Regulations mandating “Equal Access” for Non-Exempt programs. The afterschool program satisfy the emotional/social development component of education.
* **Application Process Time** – refers to process time for a NEW application or changing of child care providers. This process can take up two (2) months, dependent on the receipt of required documents.
	+ Parent must complete the CCDF Application and return all requested documents;
	+ Child Care provider must complete their portion of the CCDF Application and return all requested documents;
	+ Application is initially reviewed by the CCDF Program Assistant. The assistant will contact parents and providers if any documents are missing in order to process the application;
	+ Once all documents are received, final approval of application is made by the Program Coordinator;
	+ A start date for CCDF benefits will begin after all required documents are received;
	+ The start date will be reflected in the CCDF Agreement.
	+ Payment of CCDF benefits are based and limited to the CCDF Agreement.
	+ Program will not pay for: (including, but not limited to)
		- Time prior to CCDF Agreement;
		- Rate not covered by Agreement;
		- Hours not covered by Agreement;
		- Agreements between the Child Care Provider and Parent outside of the CCDF Agreement;
		- Enrollment Fees;
		- Summer Fees; and
		- Field Trip Fees.
* **Authorized Representative:** means the person designated by CRIHB to certify eligibility for subsidized services. The CCDF Coordinator is the designated person for this program.
* **Birth Certificates:** refers to a legal document issued by either a County Recorders’ Office or Tribal Office given notice of a live birth. This document is required for all children to be placed on the CCDF program.
* **CCDF Agreement/Certificates:** An agreement created by the CCDF program by and between CRIHB and the parent indicating that the applicant parent has met all eligibility and income criteria wherein the parent will be afforded CCDF subsidies to assist with child care costs. The agreement will list the parent’s name, address, name of child care provider chosen, maximum hours of care allotted with maximum subsidy rate to be paid directly to child care provider. Please reference the CCDF Agreement for all specifics. **CCDF Agreements are NOT legally binding contracts**.
	+ No CCDF subsidies will be released to a child care provider without a signed CCDF Agreement from parent. No exceptions.
	+ Payments are limited to the dates reflected in the CCDF Agreement.
	+ The agreement is not a legally binding contract, but a document that gives acknowledgement of applicant’s eligibility to the program. The agreement is limited to federal funding availability. If the funding is cut, the agreement is terminated immediately.
	+ The CCDF Agreement can be terminated due to:
		- Non-compliance by client or child care provider;
		- Non-usage of funds by client for a period of 3 months;
		- Fraud;
		- See “Termination” section of this document for in-depth details.
	+ Program will not pay for: (including, but not limited to)
		- Time prior to CCDF Agreement;
		- Rate not covered by Agreement;
		- Hours not covered by Agreement;
		- Agreements between the Child Care Provider and Parent outside of the CCDF Agreement;
		- Enrollment Fees;
		- Summer Fees; and
		- Field Trip Fees;
	+ Child Care Provider **– is NOT CRIHB’s employee**. The child care provider is deemed the CCDF Parent Applicant’s employee. The child care provider is an independent contractor. The child care provider is chosen independently and prior to applying to the CCDF program.
* **CCDF Timesheets:**  Log sheets provided to child care provider to record hours of service rendered for child care.
* **CCDF Timesheet Submission:** sheets completed by child care provider must be submitted to the CCDF program in a timely manner for subsidy payments to be made.
	+ **Date Due:** Every 6th of each month to be considered on time. If the sheets are received after the 6th of the month, it may take longer for the finance department to send out the subsidy checks to the child care provider.
	+ **Timesheet Completion:** sheets must have Parent’s Name, Child Name, Provider Name, Date of Service Rendered, Child’s Birth date, Hours worked and Parent’s Initials. One sheet per child.
	+ **Payment on CCDF Timesheets:** CCDF subsidy payments are made only upon the submission of the CCDF Timesheets to the CCDF program. Payment is based upon rates listed in the CCDF Agreement. Adjustments are made by CCDF Coordinator. **Payment will go out on the 20th of each month if timesheets are turned in by the 6th of each month.**
	+ **Timely completion of Timesheets:** sheets **must be submitted no later than on the 6th of each month to be processed during that payment cycle**. Sheets received after the 6th but before the 15th of the month will be paid at end of the month. Any date after the 15th, payment will go into the next billing cycle. All dates are contingent upon receipt of funds, required paperwork and a valid CCDF Agreement. No exceptions.
	+ **(Forty-Five) 45 Day Late Policy:** refers to timesheets submitted forty-five (45) after the last day of service to CCDF will not be honored. The parent and/or the provider must submit timesheets monthly.
	+ **Submission of Timesheets:** Can be made by mail to 4400 Auburn Blvd., Second Flr., Sacramento, CA or by fax to 916-929-7246 or by emailing it to BOTH shelley.whitebear@crihb.org and ann.bonnitto@crihb.org
	+ **End of Fiscal Year Audit (CRIHB):** during the months of July, August and September of each calendar year, the CCDF subsidy payments will be delayed up to three (3) business weeks from date of submission.
		- **NOTICE:** Every July, the CCDF program must have all timesheets into the finance department by the second (2nd) Friday. The timesheets refer to all unprocessed timesheets for services rendered by the provider for the time periods completed before June 30th of each year.
			* **CRIHB reserves the right not to process timesheets received after the July deadline.** Parent becomes responsible to the provider for timesheets not turned in by the deadline.
* **Certificate of Registration**: Form that all child care providers must complete regardless of status to be registered by CRIHB’s CCDF program as a child care provider with this agency.
* **Certify Eligibility:** means the formal process the CCDF program goes through to collect information and documentation to determine that the family and/or child meets the criteria for recipient of subsidized child development services. The signature of the CCDF Coordinator on an application for services attests that the criteria have been met.
* **Change of Address:**
	+ **Parent/Applicant:** Must notify the CCDF program in writing within 2 weeks of change of address.
	+ **Child Care Provider:** Must notify the CCDF program in writing within 1 week of change of address. Must complete a new W-9 form reflecting the change of address.
	+ **Failure to Notify the Program of address changes may be grounds to suspend or terminate CCDF benefits.**
* **Child Care Provider:** Per the federal regulations, CRIHB allows families to choose from the following types of child care providers:
	+ **Licensed Care (State or Tribally);**
	+ **Non-Licensed (Trustline);**
	+ **Group Home;**
	+ **Family Home; and**
	+ **Licensed Exempt** – Relative care limited to Grandparents, Aunts and Uncles and siblings 18 years and not living in the same household.
* **Child Care Providers NOT allowed on the program**:
	+ **Boyfriend or Girlfriend** of CCDF Applicant or CCDF Client;
	+ **Father or Mother** of child listed for CCDF benefits;
	+ **Providers that do not clear a Department of Justice criminal background check**
	+ **Relative (grandparent, aunt, uncle or siblings) currently receiving CCDF benefits**.
		- Example: CCDF client cannot be a child care provider for their own grandchildren while their children attend child care.
* **Child Care Provider: (changing providers):**
	+ Parents are given the right to change providers during their eligibility period so long as:
		- A new application is completed by the parent.
		- Provider completes all required documents.
		- Provider completes the W-9 form.
	+ Provider will not be compensated during the time period that CCDF is waiting for required documents from both the parent and provider. The parent is responsible during that time period to pay for any services rendered.
	+ CRIHB will not reimburse the parent for payments made during the waiting period.
	+ CRIHB is not liable for waiting time period, if either parent or provider has delayed in turning in all required documents.
	+ Processing of child care provider documents and approval can take up to 2 months.
* **Child Protective Services:** means children receiving protective services through the local county welfare department as well as child identified by a legal, medical, social service agency or emergency shelter as abused, neglected or exploited or are at risk of abuse, neglect, or exploitation.
* **Children with exceptional needs:** means children who have been determined to be eligible for special education and related services by an individualized education program team. These children have an active individualized education program, and are receiving appropriate special education services, unless they are under three (3) years of age and permissive special education programs are available. These children may be mentally disabled, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multi-handicapped or children with specific learning disabilities, who require the special attention of adults in a child care setting.
* **Declaration:** means a written statement signed by a parent under penalty of perjury attesting that the contents of the statements are true and correct to the best of his or her knowledge.
* **Displaced families:** means to dis-enroll families in order to reduce service levels due to insufficient funding or inability of a CRIHB to operate one or more sites because of reasons beyond the control of CRIHB, including any and all natural disaster or federal monetary cut backs.
* **Dual Eligibility:** means that under the federal regulations, CFR 98 and California Management Bulletin, a Native American child is deemed to be eligible to be on either the California State CCDF program or a Tribal CCDF program.
	+ **No Double Dipping:** means that an applicant ***cannot be both*** on the State and Tribal CCDF program for the same child and same time period.
* **Eligibility Criteria:** means that the parent (applicant) must meet the following criteria to be eligible to be on the CCDF program:
	+ **Must be a Tribal Member –** verification will be required;
	+ **Must be employed or attend school –** verification will be required;
		- **Seeking employment –** refers to policy that allows CCDF Parent sixty (60) days to seek employment to remain eligible on the program. Verification will be required. Parent must call in and/or write the CCDF program as to the status of seeking employment. If employment is not found at the end of sixty (60) days, the CCDF Agreement will be terminated and CCDF benefits will terminate. The sixty (60) days begin to toll on that first day of unemployment. CCDF subsidy payments will be made during the sixty (60) days time period while parent is seeking employment only.
		- **Seeking to School or Training Program –** refers to policy that allows Parent sixty (60) days to seek enrollment into a school, training program or internship to remain eligible on the program. Verification will be required. Parent must call in and/or write the CCDF program as to the status of enrollment. If the parent does not register or being a training/internship at end of sixty (60) days, the CCDF Agreement will be terminated and CCDF benefits will terminate. The sixty (60) days begin to toll on that first day of unemployment. CCDF subsidy payments will be made during the sixty (day) time period while parent is seeking enrollment only.
	+ **Child Must be under the age of 13 years –** verification will be required;
	+ **Family Income not to exceed 85% of State Median –** verification will be required.
* **Eligibility Period:** refers to the time period after the parent and provider have completed all required documents and meet all state and federal requirements of the program as evidenced by either a CCDF Agreement or CCDF Amendment to the Agreement.
	+ **May be terminated if:** the parent falls out of compliance with eligibility criteria during the time period stated in the CCDF Agreement or CCDF Amendment to the Agreement. The CCDF Agreement and/or Amendment may also be terminated if no more federal funds are available.
	+ **Two (2) Year Eligibility Period for Families:** All families accepted onto the CCDF program are eligible to be on the program for up to two (2) years. Due to a high volume of need by all Tribal members, this policy is implemented to give as many Tribal families a chance to receive CCDF assistance.
		- **A family must remain eligible for the two (2) year period:** During the two (2) year period the family must remain eligible with all required program criteria.
		- **A family may rejoin the program after a year off the program if funding available.**
* **Family**: Most commonly refers to group of persons consisting of parents and children; a group of blood relatives; all the relations who descend from a common ancestor, or spring from a common root. A group of kindred persons can constitute non-traditional family setting.
	+ **The entire collective of members living under the same household may be considered family under this program**.
* **Family fee:** means the fee determined from the fee schedule prepared and issued by the CRIHB. If your family household income is above the federal poverty guideline and below the eighty-five percent (85%) of the state median income, you will be assessed a family fee to be determined by CRIHB.
* **Fraud:** Any activity done by either the client or the child care provider where information or documents are provided intentionally or by omission for the purpose of knowingly gaining CCDF benefits.
	+ **Discovery of Fraud:** any fraud discovered will be grounds for immediate termination from the program.
		- **Repayment of funds received due to the fraud will be demanded by CRIHB from offending party.**
		- If offending party is the client/parent, the parent will become automatically liable to the child care provider
		- CRIHB reserves the right to prosecute or take case to Small Claims Court.
* **Health and Safety Form** – form that Grandparents, Aunts and Uncles and non-licensed child care providers complete along with the parent to review the status of the household where the child will be while under the care of the child care provider.
* **Household:** the total number of persons residing at the same physical address. The total number of members must be included in this packet for eligibility determination. These include:
	+ Husbands/Wives;
	+ Extended Family – Grandparents, Aunts, Uncles, Cousins, etc.
	+ All Children residing in the household, not visiting and
	+ Boyfriends/Girlfriends/Partners
* **Household Income**: refers to income collectively brought into the house by all members living in the same house who are over the age of 18 years of age. This includes:
	+ Husbands/Wives;
	+ Extended Family – Grandparents, Aunts, Uncles, Cousins, etc.
	+ All Children residing in the household over the age of 18 and
	+ Boyfriends/Girlfriends/Partners
* **Household Income Request form:** refers to a form requested from all CCDF families and their household members every quarter. In order to remain eligible for the CCDF program all CCDF families must return this form on the date specified with the documents requested. If the form is not returned, the family will no longer be eligible to be on the CCDF program. If a CCDF client refuses to list all income in the household for all adults living in their house, they will be taken off the program.
* **Holiday Payments** – refers to payments made to **Licensed providers** during an observed State or Federal Holiday that is billed to the CCDF program.
	+ **Non-Licensed Providers** – will not automatically be paid for holidays worked without the parent’s work schedule evidencing need for child care on a holiday season.
* **Income:** Means income that is earned by any person residing in the household with the applicant, including the applicant. . Included as well are returns on money from one's own business, labor, gains, profits, salaries or wages, dividends from savings accounts, IRA accounts, investment accounts and/or alimony .Evidence of income must be provided either by W-2 or by current check stub or bank statements or court orders. All other sources of income received into the household will be included to determine eligibility. NOTE: CCDF payments made into the same household because a relative cares for a child living in the same household will not be included in the source of income to determine eligibility. Evidence of income must be provided either by W-2 or by current check stub.
* **Income that is not included is:**
	+ (1) Earnings of a child under the age of eighteen (18) years;
	+ (2) Loans, grants and scholarships obtained under conditions that preclude their use for current living costs;
	+ (3) Grants or loans to students for educational purposes made or insured by a state of federal agency;
	+ (4) Allowances received for uniforms or other work required clothing, food and shelter;
	+ (5) Per Capita earnings;
	+ (6) Child support;
	+ (7) Per diem earned as a Tribal Council Member;
	+ (8) Business expenses for self-employed family members;
	+ (9) State Unemployment Benefits, if other parent in household is working;
	+ (10) Any State or Federal Disability benefits; and/or
	+ (11) Worker’s Compensation Benefits.
* **Income Documents:** You must provide the program with the following copies:
	+ W-2 from prior year; and
	+ 3 months paystubs from the date you are applying;
* **Income eligible:** means that the family’s adjusted monthly income is at or below eighty-five percent (85%) of the median income, adjusted for family size at the time of initial enrollment, and shall not exceed one hundred percent (100%) of median income, adjusted for family size.
* **Income fluctuation:** Means income that varies because of income such as bonuses, commissions, overtime, lottery winnings or migrant agricultural work or other seasonal employment.
* **Independent Contractor Status Form:** A person who engages in independent employment with another to do something for him but who is not controlled by the other nor subject to the others right to control with respect to his physical conduct in the performance of the undertaking.
	+ ALL child care providers are independent contractors for the purpose of CCDF program.
	+ All work performed by the independent contractor (child care provider) is directed by the parent who contracted them, not CRIHB.
	+ Child care providers are not employees of CRIHB or CCDF.
	+ Child care providers are not entitled to any benefits given to employees
	+ All child care providers must provide a signed Independent Contractor Status Form to the CCDF staff
* **In loco parentis**: In the place of a parent; instead of a parent; charged, factitiously, with a parent’s rights, duties and responsibilities.
	+ (Example: when person undertakes care and control of another in absence of such supervision by latter’s natural parents and in absence of formal legal approval, and is temporary in character and is not to be likened to an adoption which is permanent. (*Griego v. Hogan*, 377 P.2d. 953,955))
* **Kindergarten:** Refers to a preschool for children age four (4) to six (6) to prepare them for primary school. (falls under eligible CCDF child care provider definition)
* **Legal Custody:** A person will be deemed to have legal custody of a minor child by providing any of the following:
	+ Court Order listing the individual as having legal custody or
	+ through a legal document that has been notarized or
	+ through ICWA documentation
* **Legally qualified professional:** Means a person licensed under applicable laws and regulations of the State of California to perform legal, medical, health or social services for the general public.
* **Licensed Centers:** Child care environments that have been licensed by either the California Community Licensing Board for the County or by Tribal law.
* **Licensed Child Care Providers** – Refers to either a State Licensed child care provider or a Tribally sanctioned provider that meets basic health and safety minimum standards.
* **Lost CCDF Checks:**  If a child care provider does not receive a CCDF subsidy check, thinks that the check was stolen or misplaces a check they must call the CCDF program to report the lost check. A stop check will only be issued after 20 days from date of issue. No exceptions. A replacement check will be issued only after a stop check has been placed.
* **Maternity Leave:** Only a mother will be afforded CCDF benefits if she has additional children in the home that need to continue attending pre-school, school, after-school or licensed care while she is home with the new born child. Maximum time afforded is 3 months.
* **Martial Status**: Refers to the applicants status as any of the following:
	+ Married;
	+ Single;
	+ Divorced;
	+ Widowed; or
	+ Domestic Partner
* **Martial Status – CHANGE** – Refers to any change in the applicant parent(s) status where living arrangements have changed, household size changed or name change has occurred.
* The applicant parent has one (1) month to give notice to the program of any changes to their status in order to update their file. Name changes must be accompanied with a copy of any government issued identification listing the new name.
	+ Marital status change may affect eligibility.
* **Maternity Leave:** Only a mother will be afforded CCDF benefits if she has additional children in the home that need to continue attending pre-school, school, after-school or licensed care while she is home with the new born child. Maximum time afforded is 3 months.
* **Native American Child**: A child under the age of majority (18 years) who is a member of a federally recognized tribe that is a member of CRIHB’s CCDF Consortium of Tribes. Tribal membership may be created by using either mother’s or father’s membership. Lineage can also be proved under the California Judgment Rule.
* **Parent:** means any person living with a child who has legal custody and responsibility for the care and welfare of the child.
	+ **Non-Traditional Parent Status** – refers to CRIHB’s recognition of Tribe’s cultural practices of having children raised by relatives or close community members.
* **Parent incapacity:** means that the ability of the child’s parent(s) to provide normal care for the child is significantly limited.
* **Parent’s Right Form:** Form completed by the parent informing them on their rights to access their children while the children are in a child care environment. Access to their children is unlimited while the child is the child care setting. The parent may take a copy of this form with them when dropping into the child care setting unannounced and present it to the child care provider.
* **Parent Work Schedule Form:** refers to form which the applicant parent must complete when applying to CCDF and every 4 months. The form must include:
	+ **Your Name:**
	+ Place of Work:
	+ Address of Work;
	+ Hourly/Monthly Rate;
	+ Time period which information covers; and
	+ Signed by either the employer or the immediate supervisor.
* **Paystubs**: refers to the document you receive that is attached to your payment for work done at your job. Paystubs are requested when applying for the program and every 4 months to show that you are employed.
* **Payment to Child Care Provider:**  The child care provider of your choice will receive the CCDF subsidy in the form of a physical check or direct deposit pursuant to CCDF Agreement limitations.
	+ **Payments are made on the 20th of each month**
		- **Timesheets must be received by the 6th of each month for payment.**
	+ **Payment may be affected by:**
		- **Submitting timesheets AFTER the 6th of each month**;
		- **No current CCDF Agreement on file;**
		- **No funding available;**
		- **No W-9 on file for child care provider;**
		- **No parent work schedule on file;**
		- **No child school schedule on file;**
		- **Or any missing pertinent document.**
* **Physical Address:** Refers to the address (house number or lot number) where family and child(ren) live and where children will receive child care. All applicants must provide this information in order for the program to know the whereabouts of the children while on the program.
* **Pre-School Programs** – Refers to schooling concerning a child between infancy and kindergarten age or a school or nursery for preschool children. (falls under eligible CCDF child care provider definition)
* **Purchase Order:**  Formal process by which funding is set aside on behalf of child care provider. The purchase order has to be generated (exist) before an agreement is sent to a parent or a payment can be made. Funding for Purchase Orders comes from a “draw-down” system where CRIHB has to ask to have money set aside for child care from the Office of Managed Budgets (OMB) in Washington DC.
	+ **The process is lengthy**. – It can take up to one (1) month to generate a PO.
* **Recipients of service:** Means families and / or children enrolled in a child care and development program subsidized by the CRIHB.
* **Registration:** Means a twenty-eight (28) day limited payment authorization for a license-exempt family child care homes. Registration consists of providing CRIHB with the providers name and address, date of birth, social security number, the amount of services to be provided and rates to be charged. To continue authorization, providers must also complete a health and safety self-certification and the Trust-Line application (through the state) within fourteen (14) calendar days of the first day of service.
* **Relative Child Care:** Child care provided by individuals who are not licensed through either the State or by Tribe, but are members’ of the child’s life. This limited to Grandparents, Aunts and Uncles.
* **Retroactive Pay During Approval Period of CCDF Application:** refers time period before the CCDF application is approved via a CCDF Agreement. Any time during this period in which a child care provider is working for the parent will not be considered as eligible for CCDF subsidies. The parent is responsible for paying the child care provider until the date listed on their CCDF Agreement.
* **Severely Disabled Children:** Children who require instruction and training in programs serving pupils with the following profound disabilities:: autism, blindness, deafness, severe orthopedic impairments, serious emotional disturbance or severe mental retardation. These children may be assessed by public school special education staff, regional center staff or another appropriately licensed clinical professional.
* **School Schedules:** Official schedule for each child on the program to be submitted every school year to show student is compliant with attending school and hours needed for child care.
	+ **Adult School Schedules:** Parent/Guardians attending school while on CCDF must supply the program a copy of their official school schedule upon completion of this application and every semester.
* **Social service agency:** Means an agency which, in the course of the day to day business, provides personal counseling, personal or group therapy using personnel property certified or licensed under California Law. Examples of such agencies include county welfare departments, county mental health departments, Family Service Association of American and Children’s Home Society.
* **State Median Income:** Means the most recent median income for California families as determined by the State Department of Finance.
* **Switching Child Care Providers:** Refers to parents substituting child care providers during a CCDF Agreement Period. A parent must notify both the child care provider and the CCDF program of their intention of switching providers in WRITING. Notice must be given at a minimum one (1) month prior to making the switch. New documentation for the new provider must be received by the CCDF program two (2) weeks PRIOR to making the switch. Parent must do the following:
	+ **Give CCDF program –** one month notice in writing;
	+ **Submitted all new documents for new child care provider**;
	+ **Sign a new CCDF Agreement with the new child care provider**

**Failure to give the program proper notice and submission of required documents will prevent the program from paying the new child care provider. The parent is responsible for all fees incurred while the new CCDF agreement is created.**

* **Subsidy Payments:** Are payments made on behalf of the applicant to help subsidies the cost of child care payable directly to the child care provider chosen by the applicant. The subsidy payment is based on the rate listed in the CCDF Agreement, limited to language found in the CCDF Agreement subsequent to the submission of monthly login sheets from the child care provider. The payment is made via a check. No advancement is made, nor is cash ever given.
* **TB Test Certification Form:** refers to the form related to tuberculosis testing of all license exempted child care providers. The test must be administered at a clinic or by a physician.
	+ **Negative Results of Test:** refers to the status resulting from the TB test. All providers must be negative in order to provide child care.
* **Termination of CCDF Agreement:** refers to the CCDF Agreement or CCDF Amendment ending either before the ending date on the document or due to a series of events. Those events include, but are not limited to:
	+ **Funding is no longer available due to Federal budgetary cut backs;**
	+ **The applicant is no longer eligible due to**
		- Not working or attending school;
		- Income for household is more than 85% of the State Median;
		- Applicant refusing to comply with CCDF requirements and/or failing to turn in documents requested by CCDF staff to verify continued eligibility.
	+ **Applicant’s child(ren) reach their 13th birthday**;
	+ **Fraud is discovered**;
	+ **Harassing, belligerent, or abusive language** or threats that are targeting CCDF staff.
* **Tribal Affiliation/ Membership:** The person applying must provide proof of Tribal Membership from a Federally recognized Tribe within the CCDF Program Consortium. The person applying can be either of the Parents, Legal Guardian or the child. The application will be denied if the applicant is not a member one of the CCDF consortium Tribes.
* **Trust Line:** refers to criminal background check administered to all non-family related child care providers that are not licensed. The background check is administered by the Department of Justice. All providers not related to the family MUST submit to this back ground check. The child care provider must:
	+ Provide his/her finger print at a Live Scan Center in their county; and
	+ Complete the Trust Line Form.

 The CCDF application process will be placed on hold until Trust Line results are reported to the

 CCDF Staff. The child care provider’s background check musts be clean in order to be on the

 program.

* **Update the application:** Means the process of revising the application for services between re-certifications. The application shall be revised by inserting the latest family information that documents continued need and eligibility.
* **W-2 Form:** Tax information form provided to employee by employer for work done through a calendar year. Form is mailed to employee no later than January 31st of each year.
	+ **Form required from applicants when applicable.**
* **W-9 Form**: Tax form that is completed by independent contractors when services will be rendered. Tax form must include person’s name, address, social security number and/or Employee Identification Number (EIN), date and signed by the person completing the form.
	+ **Form is required from all child care providers** each January 1st and the first day of services being rendered.
* **Work:** refers to any activity in which the CCDF parent(s)/guardian9s) is/are involved in practicing any physical or mental skill controlled or required by an employer and pursued necessarily and primarily for benefit of the employer and business. Work can be performed for the benefit of the parent(s)/guardian(s), if self-employed. The CCDF parent(s)/guardian(s) must work a minimum of 20 hours per week. Work does not have to involve payment as it is includes internships/externships.
	+ **ICWA Foster Parents –** are exempted from having to meet the working criteria.
* **1099-**MISC Form: The 1099 MISC form is used to report several classes of “miscellaneous income”, including royalties and prize money. Payments to independent contractors also appear on 1099 forms as non-employee compensation. All child care providers receive a 1099 MISC from CRIHB every January 31st. Read more at: the Definition of IRS 1099|eHow.com <http://www.ehow.com/about_7348985_definition-irs-1099.html#ixzzOsLqN9fY>.

I have read, understand and acknowledge the above listed definitions and rules.

**Signature of Parent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child Care Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**