



## **National Center on Tribal Early Childhood Development**

# **Developing Policies and Procedures for Subsidy Eligibility and Equal Access**

**Office of Child Care's 2018 American Indian  
and Alaska Native Regional Conference**



# Welcome



# Objectives

- ◆ Participants will gain insight into the role that policies and procedures play in the operation and implementation of Child Care and Development Fund (CCDF) subsidy eligibility determination processes, rate setting, and provider payment practices.
- ◆ Participants will assess their current policies and procedures and identify next steps to align them with CCDF final rule requirements.
- ◆ Participants will explore the ways that their CCDF policies and procedures can be integrated into their overall tribal administrative systems.



# Agenda

- ◆ Review: introduction to written CCDF policies and procedures
- ◆ Aligning CCDF policies and procedures to the CCDF final rule
- ◆ Planning and writing workshop for subsidy eligibility and equal access policies and procedures





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# Review: Introduction to Written CCDF Policies and Procedures



# Why Are Policies and Procedures Important?

- ◆ Provide direction and structure for program staff
- ◆ Provide consistency and ensure fair treatment for all parties
- ◆ Provide a smooth transition for the next program administrator
- ◆ Protect the rights and reduce the liabilities of the tribe, program, staff, providers, and families
- ◆ Document responsibility for implementation, monitoring, and enforcement
- ◆ Provide workflow documentation
- ◆ Reduce misunderstandings between program staff and participating families

# Policies versus Procedures

- ◆ **Policies** are the statements, rules, and definitions that guide the tribal Lead Agency (TLA) in the process of implementing the CCDF program.
- ◆ **Procedures** are the step-by-step details of when, where, and how policies are implemented and who is responsible for each step.

# A Policy Tells Us

- ◆ What is to be done
- ◆ Who is responsible
- ◆ Who is covered or affected
- ◆ In what circumstances it applies
- ◆ The degree to which the policy is applied
- ◆ Definitions of specific terms used
- ◆ Penalties for failure to follow the rules



# A Procedure Tells Us

- ◆ What steps must be taken to implement a certain policy or to achieve a specific goal
- ◆ Who is responsible for each step in the process
- ◆ When, where, and how each step is to be done
- ◆ What verification or follow-up is needed
- ◆ Where to get additional information or guidance when questions arise
- ◆ How to apply penalties for failures to comply

# Example: Definition of “Indian Child” for Eligibility Determination

## Policy

- ◆ The TLA will verify that children meet the definition of “Indian child” for the purposes of determining eligibility. “Indian child” is defined as any enrolled tribal member younger than 13 years of age, a child younger than 13 years who is eligible for membership in the tribe, or a child younger than 13 years with at least one parent who is an enrolled member of the tribe.

What is to be done and when it applies

# Example: Definition of “Indian Child” for Eligibility Determination

## Procedure

- ◆ Parent or guardian submits application and required documentation to the TLA in person or via email, fax, or mail.
- ◆ The child’s blood quantum or descendancy will be verified via either a tribal enrollment card or a certificate of degree of Indian blood. Documentation of tribal enrollment can be provided to the TLA by the parent or guardian, applicant, child welfare agency, or the tribe’s enrollment office.
- ◆ The child’s age will be verified via a state-certified birth certificate, a hospital-issued birth certificate, or printed official shot record. Documentation can be provided by the applicant or accessed by staff via online portal available within the service area.
- ◆ The child care director or designee will review documentation and verify that eligibility requirements are met.
- ◆ The child care director or designee will include copies of verification documents to be filed in the family’s folder. All family folders will remain locked in the designated filing cabinet in the records room.

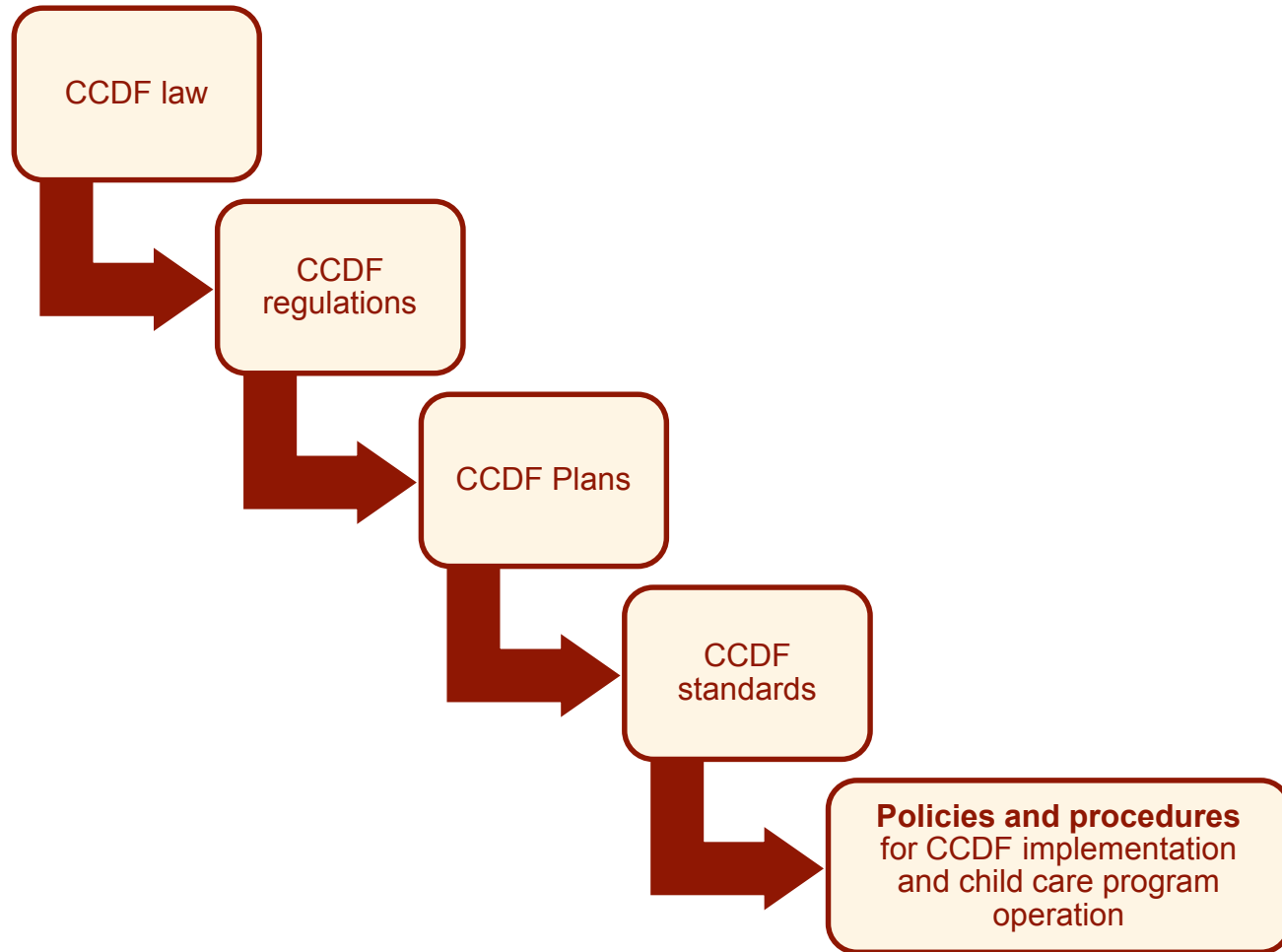
Steps required;  
who is responsible;  
when, where, and how each step will be completed



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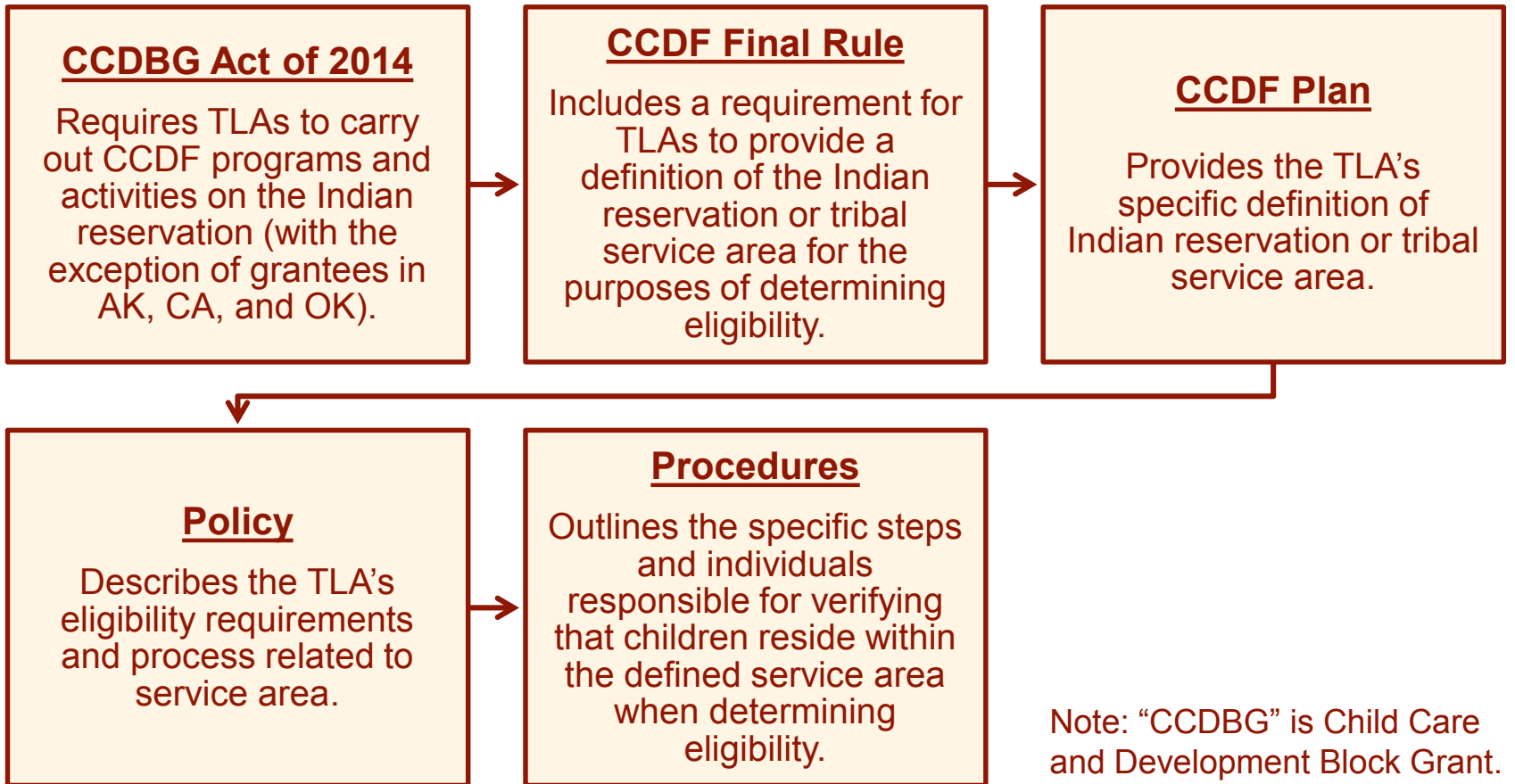
# Aligning Policies and Procedures

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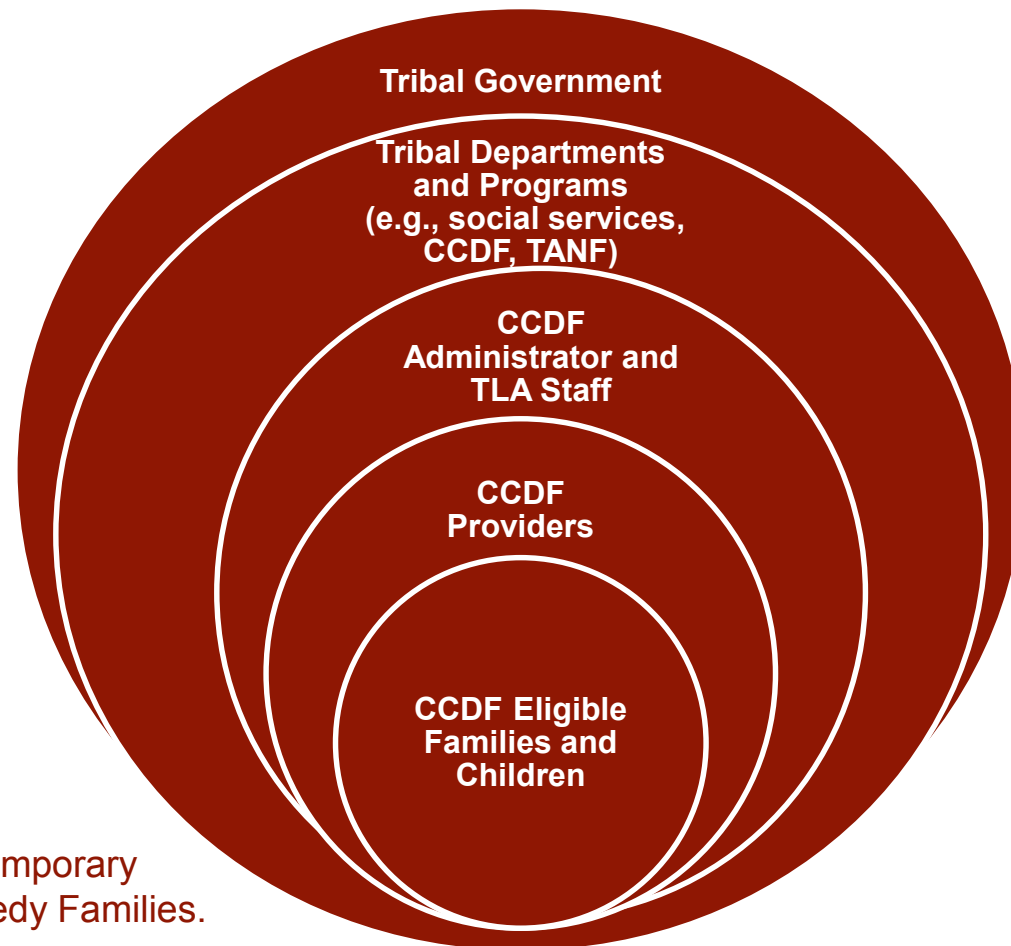




# Example: Definition of Service Area for Eligibility Determination



# How Do CCDF Policies and Procedures Fit into the Larger System?



Note: “TANF” is Temporary Assistance for Needy Families.



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# Planning and Writing Workshop

# Template

- ◆ Topic
- ◆ Tribe or organization
- ◆ Section
- ◆ Background or regulation
- ◆ Policy title
- ◆ Policy
- ◆ Date policy becomes effective
- ◆ Procedures
- ◆ Additional information

Topic:	
Tribe/Organization	
Section	
Background / Regulation	
Policy Title	
Policy	Effective Date:
Procedures	
Additional Information	

# Policies and Procedures Checklist for Child Care and Development Fund Tribal Lead Agencies

- ◆ **Checklist 1:** Define CCDF Leadership and Coordination with Relevant Systems
- ◆ **Checklist 2:** Establish Standards and Monitoring Processes to Ensure the Health and Safety of Child Care Settings
- ◆ **Checklist 3:** Supporting Continuous Quality Improvement
- ◆ **Checklist 4:** Provide Stable Child Care Financial Assistance (medium and large allocations)
- ◆ **Checklist 5:** Ensure Equal Access to High-Quality Child Care for Low-Income Children (medium and large allocations)
- ◆ **Checklist 6:** Promote Family Engagement through Outreach and Consumer Education (medium and large allocations)



# Questions and Answers



# Small-Group Work





# Reflective Evaluation

What worked today?

What do we want more of?

**National Center on Tribal Early Childhood Development,  
A Service of the Office of Child Care**

9300 Lee Highway  
Fairfax, VA 22031  
Phone: 877-296-2401

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