

# Sample Policies and Procedures for Subsidy Administration and Equal Access

The scenarios listed below outline some policies and procedures Tribal Lead Agencies (TLA) may consider for subsidy administration and equal access. There are no federal requirements regarding the structure or format of Child Care and Development Fund (CCDF) policies and procedures. Tribal Lead Agencies (TLAs) have the flexibility to develop written CCDF policies and procedures that meet the unique needs of their program and the children and families they serve.

## Sample: Eligibility Definition and Associated Verification Process

### 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.

### Procedure

- ◆ The parent or guardian will submit the application and required documentation to the TLA in person or via email, fax, or mail.
- ◆ The child’s blood quantum or descendance 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 the 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.

## Sample: Determining Copayment

### Policy

Eligibility staff will use the adjusted annual gross family income and family size to determine the amount of the copayment using the copayment scale. See appendix B in the current tribal CCDF Plan.

### Procedure

- ◆ To determine the family copayment using the copayment scale, input family size and income. For income, use the family's adjusted weekly, monthly or annual gross income (round up if between numbers).
- ◆ A family size of one applies to children in a guardianship situation where the fee is based solely on the child's income.
- ◆ The copayment fee is based on the tribe or the state sliding fee scale, which varies based on family size and income. It is not based on type of provider type (e.g., child care center or family child care home).
- ◆ The sliding fee scale has columns for full-time and part-time enrollment (first column is for the younger child; second column is for older child). There is no additional copayment required when there are more than two children.
- ◆ CCDF staff will consider the impact of any nontraditional child care options, which may result in a child being authorized for more than one type of care (e.g., full day plus nontraditional part-time). Care may be provided at the same facility or at different facilities. In either case, the parent(s) or guardian(s) will pay only one fee, based on the sliding fee scale, for any one child. Application of the copayment fee will apply to the child care provider with the largest number of hours only (in this example, the full-day placement). No fee will be assigned to the second placement.

## Sample: Eligibility Period

### Policy

Once a child is determined eligible for child care subsidy assistance, the family or individual will be considered to meet all eligibility requirements for such assistance and will receive assistance for no fewer than 12 months before eligibility is redetermined.

### Procedure

- ◆ A child shall remain eligible for the tribal child care subsidy program throughout the 12-month eligibility period regardless of the following:
  - A change in gross annual family income, if the gross annual family income does not exceed 85 percent of the grantee median income for a family of the same size.
  - Parental leave: for applicants already receiving child care services, child care may be continued during a parent or guardian's period of parental leave, for no fewer than 12 months from the last date the applicant was determined eligible for child care subsidy assistance. The applicant's income will determine whether the applicant pays a fee during parental leave. Child care for parental leave is not provided to new applicants.
  - A temporary change, as defined within this guide, in the child's parent(s) or guardian(s) ongoing status.

- A change in the child's age, including turning 13 during the eligibility period.
- Any change in residency within the tribal service area.

*The National Center on Tribal Early Childhood Development is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care.*

**The 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  
Email: [nctecd@ecetta.info](mailto:nctecd@ecetta.info)

**Subscribe to Updates**  
[http://www.occ-cmc.org/occannouncements\\_sign-up/](http://www.occ-cmc.org/occannouncements_sign-up/)



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**