

## TO QUALIFY FOR A CHILD CARE ASSISTANCE

An Eligible Parent or Legal Guardian Must:

- Reside on or near the Navajo Nation.
- Be employed (includes self-employment, job-search or;
- Be a student pursuing a High School Diploma, GED, or undergraduate/graduate degree/certificate or;
- Be attending a job-training program or;
- Be a participant of the TANF or Workforce Development Program (full time students attending school off the Navajo Nation must be a
- Participant of and referred by the Workforce Development Program).
- Referral from a Child Protective (CPS) Agency

An Eligible Child Must:

- Be twelve (12) years of age or younger.
- Be an enrolled member or eligible for enrollment with the Navajo Nation.
- Physically reside within the same household as the eligible parents or legal guardians where monthly income does not exceed the income eligibility criteria for the household unit size.
- Have a current and up to date age-appropriate immunization record.

Processing of the DCCD Application for Child Care Assistance :

Intake: Caseworker reviews DCCD Eligibility Requirements with client DCCD Application, a list of supporting documents needed by client.

Client submits request for assistance: DCCD Application and ALL supporting documents are needed before eligibility can be determined. (Approval/Denial, client is notified in writing by Caseworker).

If approved, a referral is made to the selected Child Care Provider

(In-Home, Family Home, Group Home and/or Child Care Centers). DCCD Authorizes Child Care Certificate(s) for assistance to begin for approved referrals only.

If Denied: Alternative Child Care options are discussed/referred.

## Required Documents to Determine Eligibility:

- DCCD Application
- Employment Verification
- Two Recent Check Stubs (Four check stubs if paid weekly)
- Letter of Admission or Verification of Enrollment for current semester (if in school)
- Official Class Schedule for current semester (includes Workforce Development Award Authorization)
- TANF/Personal Responsibility Plan, Workforce Development (If applicable)
- Map to Family's Home location
- Parent in loco-parentis or with power of attorney (Affidavit of Caregiver Authorization if applicable).
- Informal or Formal Guardianship documentation or legal court documents

Parent(s)/Legal Guardians:

- State Issued Driver's License or Identification Card (must have same name on application)
- Social Security Card (must have same name on application)
- Certificate of Indian Blood (CIB) to verify Navajo Tribal Enrollment (must have same name on application)

Child(ren):

- Official State Certified Birth Certificate (must have child's name)
- Social Security Card
- Certificate of Indian Blood (CIB) or Verification of Tribal Enrollment
- Immunization Record (current hospital print out with child's age, within 30 days of application).

BASED ON INDIVIDUAL OR PERSONAL SITUATIONS ADDITIONAL

DOCUMENTS NOT LISTED ABOVE MAY BE REQUESTED

## TO QUALIFY AS A REGISTERED PROVIDER UNDER THE NN DCCD

The following forms and documents must be completed and submitted to the DCCD Casework Office

- Child Care Provider Application
- Copy of Social Security Card
- Copy of Photo Driver's License/Identification Card
- Map to Child Care Site
- Provider Rate Agreement
- Child Care Service Agreement
- W-9 Tax Form
- Health & Safety Self-Certification for Relative Providers
- Hand Washing Policy for Providers and Children
- Diaper Policy and Procedures & Safe Sleep Policy

*Tribally Operated Child Care Centers* are required to provide the following: Sanitation Permit-Building & Food Service, OEH Comprehensive Inspection Report, Employee Health & Safety Checklist Form.

*State Child Care Centers* required to provide State Child Care License

### NAVAJO NATION DCCD REGION OFFICES

Central Administration	POB 2425 Window Rock, AZ 86515 PH (928) 871-6629 FAX (928) 871-7077
Chinle Casework Office	POB 129 Chinle, AZ 86503 PH (928) 674-2094 FAX (928) 674-2011
Crownpoint Casework Office	POB 1822 Crownpoint, NM 87313 PH (505) 786-2436 FAX (505) 786-2448
Shiprock Casework Office	POB 837 Shiprock, NM 87420 PH (505) 368-1212 FAX (505) 368-1229
Tuba City Casework Office	POB 6 Tuba City, AZ 86045 PH (928) 283-3470 FAX (928) 283-3471



## THE NAVAJO NATION DEPARTMENT OF CHILD CARE & DEVELOPMENT (DCCD)

Goals: The Department of Child Care & Development supports opportunities for parents and families to obtain self-sufficiency through employment, educational goals, development of job skills, and other programs, such as, TANF and Workforce Development.