



## APPLICATION / RECERTIFICATION CHECKLIST

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OTTAWA TRIBE  
13 S. 69A  
MIAMI, OK 74354  
PHONE: 918-540-1536  
FAX : 918-542-3214

The documentation must be delivered to the CCDF office by mail or hand. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** The following documentation is required to maintain eligibility for child care assistance.

- \_\_\_ 1. APPLICATION
- \_\_\_ 2. CERTIFICATE DEGREE OF INDIAN BLOOD (CDIB) OR TRIBAL MEMBERSHIP CARD.
- \_\_\_ 3. PROOF OF INCOME FOR ALL HOUSEHOLD MEMBERS (Check stub, State Aid, Self-employment, Social Security, any other income **and Employment Verification Form**).
- \_\_\_ 4. PROOF OF PHYSICAL ADDRESS (Current water, gas or electric bill)
- \_\_\_ 5. COPY OF SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD MEMBERS
- \_\_\_ 6. COPY OF IMMUNIZATION RECORDS (Must be up to date).
- \_\_\_ 7. COPY OF CHILDREN'S BIRTH CERTIFICATES.
- \_\_\_ 8. COPY OF PELL GRANTS AND ANY OTHER FINANCIAL ASSISTANCE.
- \_\_\_ 9. CLASS SCHEDULE AND LETTER OF ACCEPTANCE FROM SCHOOL
- \_\_\_ 10. DIVORCE / CUSTODY / GUARDIANSHIP DOCUMENTS
- \_\_\_ 11. OTHER \_\_\_\_\_

### APPENDIX 2 – ELIGIBILITY TERMINOLOGY

- 1) ATTENDING (a job or education program) – Duly enrolled in a program of training or education. Child care services reimbursed only for the necessary time for actual classroom attendance with required labs and travel time (30 minutes to get to class and 30 minutes to get to child care provider).
- 5) JOB TRAINING & EDUCATIONAL PROGRAM- Activities to secure a High School education or equivalency certificate or post secondary education; basic and remedial education to attain a basic literacy level; Education in English proficiency or Tribal language; job skill training which includes: vocational training for a specific job occupational area, and college work.
- 6) WORKING – Gainfully employed. Time spent in activities which incur wages, commissions, tips, piece-rate payments, on-the-job training programs, work study employment, and self-employed. Time spent on a pre-approved job search.

**I understand that I must have all the above documentation delivered to the CCDF office and have a complete application before I will be considered for assistance from the CCDF Program. I also have read the above terminology and understand that I must be attending work, a job-training program, and/or school, or pre-approved job search while my child is receiving CCDF subsidies. I also understand that if I falsify information or fail to submit information required for eligibility that I will be suspended or terminated and will be required to reimburse the program.**

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Signature of Applicant

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Date