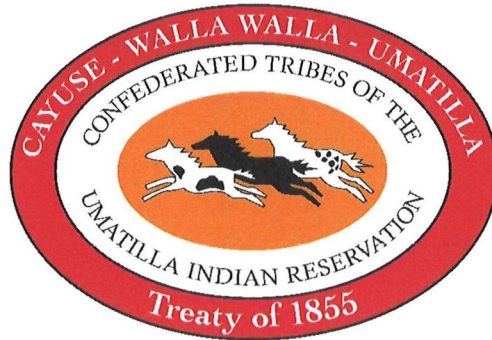


Effective October 1, 2025



Confederated Tribes of the Umatilla Indian Reservation

Department of Children and Family Services

Child Care Development Fund Program FY 2026-2028

Parent Handbook

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Introduction

Welcome to the Department of Children and Family Service's Child Care Development Fund Program. Through funding from the Administration of Children and Family Services, Office of Child Care, the Confederated Tribes of the Umatilla Indian Reservation is able to support the self-sufficiency of our community members and families. We are located in the Family Engagement Building located south of the Afterschool Program in the July Grounds.

Family Engagement Program

The Family Engagement Program is guided by the vision to preserve and retain the identity and unity of tribal families whenever possible. We are grounded in the philosophy of starting where the individual and family are at, working collaboratively with the individuals within the family structure to identify plans of engagement which focus on wellness and healing, sustainability and sufficiency. It is the program's mission to improve child well-being by promoting healthy families.

Quality of Care Matters

Early childhood care and education is important because healthy development in the early years provides the foundation for future growth and development. The building blocks for educational achievement, social connections, economic productivity and lifelong wellness are molded through these early experiences. More than 90% of brain development occurs in the first five years, and high-quality early education sets children up for lifelong learning and wellbeing.

Parents have communicated how helpful and rewarding the partnership between a child care provider and the home nest is when staff are welcoming, able to communicate developmental achievements, challenging behavior, program and community activities as well know resources within the community to support their needs and desires. Parents expressed appreciation when staff shared how the learning space supports child development and activities and routines, they may think about including in the home routine to support developmental milestones. Parents feel valued and heard when providers are open to receive input and feedback from them as primary caregivers. Providers who demonstrate these attributes as well welcome specialized experts and community partners to join their spaces to support holistic learning.

Accessing reliable, affordable, culturally responsive care can take time and effort. However, this investment most frequently results in a feeling of confidence and security about leaving your child while striving to achieve your goals.

After you have found child care it is important to set up a good relationship with the provider. Let your provider know what kind of care you expect for your child (ren). It is a good idea to stop in and see your child (ren) unexpectedly every so often to ensure you are happy with the care provided. Discuss your schedule with the childcare provider and inform them of any family changes that may affect their child's behavior or typical routine. It is also very important to review your providers' handbook, schedule a time to review it with the provider or to clarify any questions you may have. It is also important to identify when your co-pay is due.

Read this handbook and **ask for clarification** on any questions you may have. This handbook describes how the Department of Children and Family Services can assist with childcare expenses. Please note the following guidelines:

- Your provider must be licensed by the Department of Human Services for the State of Oregon or must meet DCFS child care provider requirements through licensure to receive

payments from DCFS. DCFS will only pay childcare on or after the date the provider has been approved, and the participant has a current certification.

- All child care expenses are ultimately the responsibility of the parent/guardian regardless of any assistance you may be receiving. The Child Care Development Fund Program pays your monthly child care invoice on your behalf to the approved provider.

Application

When applying for services it is the applicant and co-applicants' responsibility to accurately certify the answers and information given on the application in reference to household - family composition, income, work schedule, child care schedule and any other relevant information used to determine eligibility.

The primary applicant is considered the primary point of contact for the family whether it be the parent or legal guardian of the child(ren). The co-applicant may be the spouse, another parent, guardian or individual acting in loco parentis. Family composition and income must be reported accurately. "Family" is defined as child, legal parent(s) whether residing in the household or not, or an individual acting as in loco parentis. Any misrepresentation or falsification of information may result in denial of your application.

Eligibility Requirements

The program provides vouchers to eligible families and certificates to child care providers who meet tribal and/or state standards. Program eligibility is determined based on the criteria outlined in the Tribes Child Care and Development Fund Plan.

Eligibility Criteria is determined by the following:

1. The child(ren) needing care must meet the definition of Indian Child as identified in the CCDF Plan.
 - a. *Definition:* A child, under the age of 13 years, whose membership is pending, who are eligible or who is enrolled or direct descendant with the Confederated Tribes of the Umatilla Indian Reservation, and other federally recognized Indian Tribe: An Alaska native who is a member of a federally recognized tribe.
2. The child needing care must be domiciled in the service area.
 - a. *Definition:* the boundaries and ceded areas of the Confederated Tribes of the Umatilla Indian Reservation, inclusive of Morrow, Umatilla and Union counties.
3. Families must demonstrate a need for care. Employment, Individuals looking or whom have employment (full-time or part-time), enrolled in a certified job training program, attending an educational or vocational programs, need to receive or are receiving protective services, and/or are experiencing houselessness and/or family violence.
 - a. *Definition:* Employment refers to consistent employment of a working force by an industry over a given period of time. It is a job where employment is expected to continue on an ongoing basis and can only be terminated for specific reasons according to national legislation or tribal regulation. Regular employees are employed full-time or part-time on a continuous basis without term.
 - b. Your child care hours are determined by your family's work schedule. You may be required to provide an employer-generated work schedule.

- c. When attending educational or vocational programs, please submit your current class schedule and transcript after each semester as proof of completion. Participation attendance verification for educational programs will be accepted.
 - d. Job training participants must provide proof of enrollment and schedule of training program and certificate of completion.
4. Child(ren) must be under the age of 13
- a. Special needs children must be under the age of (18).
5. Applicants must meet the income eligibility on the Sliding Fee Scale.
- a. Gross income is used to determine the monthly family income and where the applicants fall on the Sliding Fee Scale.
 - b. *Definition:* Income is a gain or recurrent benefit usually measured in money that derives from capital or labor.
- c. *Prioritization: services are prioritized based on the identified need and available funding. Priorities are listed in the current plan.* Presumptive Eligibility is temporary approval of financial assistance while eligibility is being determined. Families may receive assistance for 30, 60 or up to 90 days.
- Eligibility is granted for a twelve-month period. If household circumstances change and the family no longer meets eligibility criteria, the family will be disqualified the month following the reported change. The program will require quarterly family check-ins to maintain participant compliance and to continue to receive services

Please allow up to ten business days from the date your application is received for staff reviewing eligibility and verify that all required documents are included. If any additional documentation is needed, staff will contact you directly.

Required Documentation

All required documentation must be submitted in full before your application is processed. You must submit the following documents:

1. Completed application with signatures of applicant and co-applicant
2. Verification of Tribal Enrollment or Descendancy (i.e. Tribal ID, Copy of CIB or letter from the Enrollment Office confirming status of enrollment). Please do not assume we have documents on file.
3. Proof of a full month of income – Please provide enough paystubs that reflect an entire month of income. We require paystub from both the applicant and the co-applicant. This allows us to accurately calculate where you fall on the Sliding Fee Scale.
4. Copy of your Income Tax Return – We only require the document that shows where the child(ren) who are in need of services are claimed by either the applicant or co-applicant.
5. Copy of Immunizations for each child needing services. Please submit the most current record.
6. Completed Release of Information
7. Official Documentation of Child Support Payments. Households where a child has an absent parent, the parent or guardian with whom the child resides must maintain and/or establish involvement with Child Support Enforcement Agencies. Failure to cooperate with Child Support Enforcement will hinder eligibility. Families are encouraged to communicate circumstances that jeopardize safety to access this resource.

8. Official Documentation of an Individualized Family Service Plan or Individual Education Plan is required to ensure an enhanced rate for your provider. Please provide the most updated plan. The IFSP/IEP must be the most current and signed plan.
9. Foster/Resource parents must submit evidence of care – this includes the most current placement authorization.

Additional documentation may be requested by the Child Care Development Fund Program.

Co-Pay & Sliding Fee Scale

Your income determines where you fall on the Sliding Fee Scale, determining if you have a co-pay. The co-pay is the portion of child care that is the parents' responsibility to pay directly to the child care provider. The co-pay is a set amount at the time of approval and does not include any additional or personal charges you may have arranged with the child care provider. The Sliding Fee Scale is utilized to determine the amount the family would have to contribute for the co-pay to the childcare provider. This varies based on the income and the size of the family.

You are responsible for the co-pay, and it should be paid directly to the Child Care Provider. If you neglect to pay the co-pay to the Child Care Provider, you may not receive assistance any further. The Child Care Development Fund Program will conduct a quarterly review with the Finance Department to verify that all required co-payments are being received and processed in accordance with program policy.

Approval

Approval of child care assistance will be granted once your eligibility has been verified and you have established care with a qualified child care provider. Upon approval you will receive an award letter as well as a Certificate for each child on your application. It is your responsibility as the applicant/co-applicant to provide this letter to your child care provider prior to receiving services. This certificate is valid only as issued and may be amended or revoked by DCFS at any time. If a revised or updated certificate is issued, the most recent certificate supersedes and invalidates all prior versions. DCFS will not pay for services until you have completed your in-person meeting, discussed and signed the Parent Handbook and received your official certificate from the Child Care Development Fund Program. If services are provided without prior approval, DCFS will not issue retroactive payments for unauthorized hours; ensuring prior approval is the responsibility of the parent or guardian. Approved services are generally granted for a 12-month period, contingent upon successful and accurate completion of quarterly check-ins by the applicant.

Approval may be granted under three different time categories, depending on your work schedule and demonstrated need for child care which differs with each family.

Hourly - (1-62 Hours)

Part-Time – (63-145 Hours)

Full-Time – (136-215 Hours)

Hours refers to the amount of actual hours your child has been in attendance at his/her child care provider. If you are unsure how many hours your child(ren) use a month, please refer to your provider. Brightwheel has the capabilities to check how many hours your child has already attended that month, so you know how many hours you have left to utilize. CTUIR Child Care Maximum Rates are established regardless of the available "spot" you and your child care provider has arranged.

In certain circumstances, presumptive approval may potentially be granted for a limited period of 30, 60, or 90 days based on the family's specific situation. During this presumptive period, it is the parent's or guardian's responsibility to provide all required documentation and demonstrate eligibility. At the end of the presumptive approval period, services may either be converted to a 12-month approval or terminated if the family is no longer eligible.

It is the parent/guardian's responsibility to utilize the approved child care hours as intended. Any noticeable changes, inconsistent patterns, or negligence in using the hours that were demonstrated as a basis for your child care need based on your submitted work schedule may result in a redetermination of your approved hours and rate of care. This redetermination may include an increase or reduction of hours and subsidy amount based on documented attendance history and logs.

Waiting List Policy

The Child Care Development Fund Program strives to serve all eligible families, but sometimes spaces are limited due to limited funded and high demand. The waiting list helps us fairly and transparently manage enrollment. Placement on the waitlist is determined by priority. Families with similar priority will be served in the order the applications we received. We will provide quarterly updates on your status. When slots become available families will be contacted in order of priority and applicants must respond within 3 business days to accept the assistance. If you fail to respond the spot may be offered to the next family on the list. You may request removal from the list at any time. Families who do not respond to multiple contact attempts may be removed. Families may receive priority placement due to high-risk situations or other criteria at the discretion of the Child Care Development Fund Program. Quarterly eligibility checks will be conducted to remain fair and ensure you are still eligible while on the waiting list.

Priority Point System

Once a family is determined eligible for child care assistance, they will be placed into the priority point system. This system is designed to ensure that services are provided in a fair and equitable manner, with points assigned based on factors such as houselessness, experiencing family violence, children who are infants and toddlers eligible to receive early intervention, special needs of the child, infants and toddlers of teen parents, and infants and toddlers in protective services. Families with the highest point totals will receive priority placement for available child care slots. As openings become available, applicants will be served in order of their point ranking to ensure that those with the greatest need are served first.

Special Needs

Our program is committed to supporting the individual needs of all children. Families of children with identified or suspected special needs are required to participate in a formal screening process. The screening must be conducted by a qualified professional or agency, and documentation of the child's Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) must be submitted to our office to receive prioritization points. It is the responsibility of the family to ensure that this documentation remains current. The program will review the IFSP/IEP documentation, including the review and revision dates, to ensure that we maintain the most accurate and up-to-date information possible. Updated copies must be provided to the program whenever changes occur. This process helps us to best support each child's development through staff and parent training while remaining in compliance with state and federal requirements.

Providers who complete required specialized training receive the 'Enhanced Rate' when both criteria are met parents/guardians submitting the required documentation (IEP/IFSP) to the program prior to receiving the 'Enhanced Rate' and the provider completing required specialized training prior to receiving the 'Enhanced Rate'.

Protected Services

Protected services are defined as "Families engaged in stability plans and/or emergency shelter proceedings, emergency shelter placements, commencement of minor-in-need-of-care proceedings, dependency cases, trial reunification as well as temporary voluntary placements situations." Engagement in services must be verified by official agency documents.

Attendance

The parent, legal guardian, or any approved individual listed on the authorized pick-up list must be the person signing the child in and out each day. The name and signature must match the individual responsible for drop-off and pick-up. The Child Care Development Fund Program tracks and documents the monthly Check-In reports.

The parent, legal guardian, or any approved individual listed on the authorized pick-up list must be the person signing the child in at least 85% of the month. This does not include absences. If the 85% is not met, then the parent or legal guardian must sign off on the entire month to verify accurate attendance.

Note: It is the responsibility of the child care provider to have the parent or guardian sign the appropriate monthly check-in report/timesheet to verify accurate attendance. The provider must then submit this verification to the Child Care Development Fund Program prior to receiving payment.

The Child Care Development Fund Program will cover this attendance policy during Parent Orientation. This serves as the first notice. During the application process CCDF Staff will also cover this while going over the handbook as well as responsibilities of the parent or guardian while enrolled in the Child Care Development Fund Program. This serves as the second notice. Should non-compliance be displayed after approval the program will send out a written notice to participants. This will serve as the final notice. The program distinguishes between isolated, unintentional errors, however repeated negligence and habitual mistakes will not be considered unintentional. After 3 months of neglecting to meet the 85% monthly sign-in rate you will no longer be eligible for services.

Approved Pick-Up & Drop-Off

It is the responsibility of the parent or guardian to ensure they have filled out the Approved Pick-Up/Drop-Off Form. Any changes must be submitted in writing by the parent and approved by program staff. Staff or providers should never add, remove, or modify authorized people on behalf of a parent regardless of circumstances.

Any changes to the approved to pick-up list or additional individuals must be submitted in writing by the parent or legal guardian at least 48 hours in advance of the change. We understand that emergencies may arise. In the event of an emergency, please contact the program immediately to notify staff of any changes to your child's schedule or pick-up arrangements.

Providers may not add themselves or staff as authorized individuals unless specifically requested and approved in writing by the parent or guardian then reviewed and approved by program staff.

Absence

The Child Care Development Fund Program pays for the hours that your child attends, this includes absent days and days your provider is closed. We understand that emergencies may arise. In the event of an emergency, please contact the program immediately to notify staff of any changes to your child's schedule or prolonged absence. We can then review and determine next steps.

In the event your child(ren) are absent for a period of over 10 business without notice from the parent/guardian you may not receive assistance any further until the matter is resolved.

Brightwheel

The Child Care Development Fund Program utilizes Brightwheel as the official child care management system to support CCDF-funded services. Brightwheel can be used for tracking child attendance, processing provider billing, managing family communications and maintaining data security in accordance with CCDF program integrity and accountability standards.

Please ensure that your child's class and Brightwheel code are established with your child care provider. Each applicant, including those acting in loco parentis, must have their own Brightwheel registry and unique code. Please refrain from misrepresenting your family composition by sharing codes. Doing so constitutes a misrepresentation and the omission of relevant information, which may affect program eligibility and compliance.

Payment Policies

Submitting the application does not guarantee eligibility, approval or receipt of services. The parent or guardian is ultimately responsible for all child care expenses incurred while your child(ren) is applying for or enrolled in the CTUIR Child Care Development Fund Program, regardless of any financial assistance you may be receiving.

It is the parent or guardian's responsibility for late fees or any other special charges or arrangements made outside of this subsidy from your child care provider. This includes the difference between the provider and the DCFS payment. We will not issue retroactive assistance for any care provided before the official approval date. Assistance is contingent upon quarterly eligibility check-ins.

Only individuals who are the applicant and/or a co-applicant can verify monthly invoices. If the family assistance case falls under the DCFS Family Preservation Program, the Program Manager and the Case worker must review and approve any changes or additions to the CCDF application.

Parent Communication

Parent involvement is both welcomed and encouraged. We expect families to get involved in the culture and language to support the children in their growth in the language. We encourage families to attend one language/culture class monthly to support the work that the children are doing in their classrooms. If parents want to learn more about the culture, please let the Early

Childhood Collaborative Coordinator or the Family Engagement Specialists know, so that way we can provide support. If you have a cultural gift or talent that you would like to share, we encourage you to let us know. We would like our events to be more reflective of our rich culture.

Families are notified of Family Engagement activities through Brightwheel, email, social media, flyers, newsletters, texting or classroom bulletin boards.

Various parent meetings or orientation will be held periodically, or when needed for important program updates. If you happen to miss parent orientation and have questions, please reach out to the Early Childhood Collaborative Coordinator. Important information is shared at these events, and we want you to be as well-informed as possible. The Child Care Development Fund Program may mail out a summary of these meetings in the event of important updates or information being shared.

Parents or guardians are required to report quarterly with any changes in circumstance that may affect their eligibility to receive assistance. The program must be notified within 5 business days to ensure continues accuracy, accountability and service delivery in alignment with CCDF regulations. Changes that must be reported include, but are not limited to:

- A.) Change in full-time or part-time employment or education status and semester schedule such as when the semester ends/begins.
- B.) Change in income or household size, this includes taking maternity/paternity leave and change in pay consistency.
- C.) Change in marital or coparenting status
- D.) Change in residence or contact information
- E.) Change in child care providers
- F.) Change in child custody or guardianship
- G.) Discontinuation of child care assistance need
- H.) Birth or adoption of a child
- I.) Termination of employment or school, semester withdraw and conclusion/start of semester.
- J.) Temporary absence over 30 days
- K.) Change in child's attendance, schedule and approved pick-up list
- L.) Change is child's IEP or IFSP
- M.) Any emergency impacting the family's ability to maintain eligibility or approved use of care

Parents and guardians are required to report any changes in household composition, income, or other information relevant to program eligibility within the required time frame. Failure to provide timely and accurate information may result in termination of child care services. Families who have had services terminated for failure to report will be suspended from reapplying for a period of 30, 60 or 90 days, this is determined by the program.

Communication between parents/guardians should be done in writing as much as possible. We encourage parents/guardians to provide written notifications by notes or email. Emails between employees and parents/guardians can be sent to ChildCareAssistance@ctuir.org. If the message is important enough to say, then it is important enough to write and date to avoid confusion. This will help minimize misunderstanding and miscommunication. All communication (written and verbal) shall be placed into your file.

Parent Conduct

Our program is committed to providing a safe, respectful, and positive environment for children, families, and staff. Parents/guardians are expected to conduct themselves in a manner that reflects these values while on program premises or during program-related activities.

This includes:

- Treating staff, children, families and anyone associated with DCFS with respect and courtesy.
- Following program policies, procedures, and guidelines regarding drop-off, pick-up, communication, and participation.
- Communicating concerns or questions professionally and constructively with program staff.
- Avoiding disruptive, threatening, intimidating or inappropriate behavior that may compromise the safety or well-being of children or staff.

Failure to follow these expectations may result in restricted access to program facilities, a formal warning, or suspension or termination of program services.

The goal of this policy is to ensure a positive environment where children can thrive, and families and staff can work collaboratively.

Parent Responsibility

You are responsible for any late fees and other special charges from your child care provider. This includes the difference between the provider and the DCFS payment rate.

If you wish to end your child's care with a current provider, you must provide at least 30 days' notice to both the provider and the Child Care Development Fund Program. Parents and guardians are also required to follow all policies outlined in the provider's handbook. The Child Care Development Fund Program is not responsible for any additional fees incurred if the terms of your contract with the provider are not met.

If you plan to change providers, you must complete a Change of Provider Form and submit it at least 30 days before the child's start date with the new provider. To receive child care assistance, your new provider must be licensed by the CTUIR prior to the start of services. It is the parent's responsibility to communicate all approval details and license verification to both the program and the new provider to ensure subsidy payments can be processed.

Provider Enrollment

All child care providers participating in the Child Care Development Fund Program must complete the program's licensing process before providing care. This process ensures that providers understand program requirements, policies, and expectations and are prepared to deliver quality care.

Please ensure that you and your family are familiar with your chosen child care provider. Confirm that your child has an available spot and that you understand the difference between enrollment and billing procedures. By selecting this provider, you acknowledge that you have reviewed and agree to abide by the provider's program policies and procedures.

Please remember, the Child Care Development Fund Program will not 'hold' or 'save' your child's spot. This includes but is not limited to continuing regular payment when your child(ren) have not been attending regularly as demonstrated at the time of application without prior notice or approval from the program.

Immunizations

To protect the health and safety of all children in our program, it is required that each child's immunizations are current and documented. Parents or guardians must provide an up-to-date immunization record at the time of enrollment and keep it updated throughout the child's participation in the program. Children who are not up to date with required immunizations may be excluded from care in accordance with state regulations and program policies. Families are encouraged to consult their child's health care provider to ensure all vaccinations are completed on schedule.

We also accept state-approved immunization exemptions, but only if the official documentation is provided. Families are encouraged to consult their child's health care provider to ensure all vaccinations are completed on schedule or to obtain the proper exemption documentation.

Confidentiality & Privacy

There may be times when your family is experiencing sensitive issues. Our staff is bound by confidentiality. Please do not hesitate to talk to staff if your family is experiencing times when you may need extra help.

The only information teachers should share with parents is information concerning his or her own child. Conversations about other children, other parents, co-workers, staff, supervisors, etc., are not allowed, and in some instances, illegal, as it is a breach of confidentiality.

Complaints

Concerns and/or complaints must utilize the complaint form which includes: a description of the problem, date of occurrence, names of the individuals involved and possible solutions. Concerns or complaints can be submitted by email, verbally, in writing or by phone. Complaints/Concerns must be reviewed within twenty-four hours of receiving.

All complaints will be documented for purposes of determining the need for investigation or plan of quality improvement. Parents/guardians always have the option to submit an anonymous complaint however if the complaint/report involves reports of child abuse and neglect the information will be shared confidentially with tribal and/or state law enforcement per mandatory reporting requirements.

Child Abuse and Neglect

Understand that Department of Children and Family Services staff are mandated reporters and must report all suspicions of possible child abuse or neglect to proper authorities immediately.

As a parent/guardian:

1. I understand the definition of child abuse and neglect, the types of child abuse, and the purpose of mandated reporters.
2. I understand the role and legal obligations of mandated reporters.
3. I understand that all information about possible child abuse or neglect is confidential and may not be discussed with anyone except for DCFS Staff or proper authorities.

Records & Information Sharing

Your file is always available to you upon request. All program records, including participant applications, attendance records, and supporting documentation, will be retained for a minimum of three years from the date of creation or submission. This retention period ensures compliance with program requirements and provides a reliable record for audits, reporting, and program review. After the minimum retention period, records will be securely disposed of in a manner that protects participant confidentiality.

Our program maintains confidential records for each participant and household. Information will not be shared or requested without a current and complete Release of Information (ROI) form on file. Each time information is shared, a valid ROI is required. This ensures that all sharing of information is authorized, secure, and in compliance with privacy standards.

Redetermination

The approved period of eligibility is stated both in your approval letter and certificate. In the event of a change in circumstances that affects your eligibility or approval for child care assistance, you will remain approved through the end of the current month. At that time, the program will take the appropriate next steps, which may include:

- Issuing an updated child care certificate that reflects your new eligibility, or
- Discontinuing services if eligibility requirements are no longer met.

It is your responsibility to report changes promptly so the program can make timely adjustments and ensure compliance with policy.

The Child Care Development Fund Program will send renewal notices 60/30 days before your eligibility expires. Please use these reminders to fill out a new application and prepare your documents.

Parents are required to reapply and submit updated documents to redetermine or recertify their eligibility for assistance for an additional 12-month period. Failure to submit the requested information in a timely manner may result in termination from the program. The parent would be responsible for paying any child care expenses outside of any approval period.

Maternal & Paternal Leave

The Child Care Development Fund Program recognizes that families may experience the birth or adoption of a child and may need time away from work or child care. Parents or guardians may request leave in accordance with their employer's policies.

Should you utilize maternity or paternity leave, it is important to notify the program in advance regarding any changes to your child care schedule or service needs. Child care assistance may be paused during this time if your child does not attend care.

To ensure continuity and proper planning, parents are encouraged to communicate with both their provider and the program about leave dates and expected return to care. This allows the program to maintain compliance, accurate enrollment records and verify subsidy eligibility.

When a family adds a sibling to the household. The eligibility period for the new child will be 12 months from the date of approval. The other children approved will then have the eligibility period as the additional sibling. When adding an additional child only child information is needed to add onto the existing application.

Special Circumstance

We understand that life does not always go as planned and that emergencies or unexpected situations may arise. Our program is committed to listening and working with families to determine how we can best provide support and serve the community. In any situation involving special or extenuating circumstances that are not addressed elsewhere in this handbook, please contact the program directly. We will work with you to understand your situation and explore ways to assist your family while maintaining program integrity and your confidentiality.

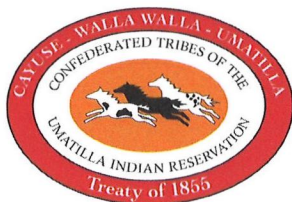
Need Help or Clarification?

Please contact the program directly if you have any questions or need assistance navigating the Child Care Development Fund Program. We are your primary point of contact for funding, enrollment, and eligibility matters, and reaching out to us ensures accurate information and helps prevent miscommunication.

Forms & Attachments

Below are the Maximum Rates that are associated with the Child Care Development Fund FY 2026-2028 Eligibility criteria. The Sliding Fee scale is also included for your reference and understanding of your co-payment.

Please read and understand all areas covered in this Parent Handbook above. Then complete and sign the Brightwheel Form, Letter of Expectations and the Parent Handbook Acknowledgement. These are required prior to receiving your Child Care Assistance Certificate.



Department of Children & Family Services
 Child Care Development Fund
 Maximum Rates – Effective Date October 1, 2025
 ChildCareAssistance@ctuir.org
 541-429-7889

Family Home Provider (FHP) Relative Provider (RP) / In-Home Provider (IHP)

	Hourly (1-62 hours)	Part-time (63-135 hours)	Monthly (136-215 hours)
Infant	\$4.67	\$625.00	\$833.00
Toddler	\$4.33	\$587.00	\$783.00
Preschool	\$4.17	\$576.00	\$768.00
School	\$4.33	\$539.00	\$719.00
Special Needs	\$4.67	\$625.00	\$833.00

Child Care Center

	Hourly (1-62 hours)	Part-time (63-135 hours)	Monthly (136-215 hours)
Infant	\$7.75	\$1013.00	\$1,350.00
Toddler	\$6.58	\$945.00	\$1,260.00
Preschool	\$9.50	\$765.00	\$1020.00
School	\$5.27	\$472.00	\$629.00
Special Needs	\$7.75	\$1013.00	\$1,350.00

Categories	Child's Age
Infant	• Newborn through 11 months for all providers
Toddler	• 1 year (12 months) through age 2 (35 months) for all providers
Preschool	• 3 years (36 months) through 5 years (age to attend Kindergarten) for all providers
School	• 6 years through 12 years for all providers
Special Needs	• A child from newborn through 18 years who needs more costly care due to physical, behavioral or mental disability for all providers. Provider completed required training.

Categories	Center Based Child Care Ratio's
Infant	6 weeks through 11 months Ratio: 1:4 Group size: 8 - Exception is children coming into DCFS Custody is from birth.
Toddler	12 months through 35 months Ratio: 1:5 Group size: 10
Preschool	36 months through 5 years (age to attend Kindergarten) Ratio: 1:10 Group size: 20
School	6 years through 12 years Ratio: 1:15 Group size: 30
Special Needs	A child from newborn through 18 years who needs more costly care due to physical, behavioral or mental disability for all providers

Categories	Family and In Home Child Care Ratio's
The number of caregivers and group size must be determined by the number and ages of children in attendance. The number of caregivers is determined by the age and number of the youngest child(ren) in the group.	
Infant	6 weeks through 11 months Ratio: 1:2 Group size: 2
Toddler	12 months through 35 months Ratio: 1: 3 Group size: 3
Preschool	36 months through 5 years (age to attend Kindergarten) Ratio: 1:4 Group size: 4
School	6 years through 12 years Ratio: 1:10 Group size: 10
Special Needs	A child from newborn through 18 years who needs more costly care due to physical, behavioral or mental disability for all providers
Age Distribution Restrictions	- Maximum of 10 children can be served less than 13 years of age or under age 18 for a child with specials need if: - No more than 6 children are preschool age or younger, this includes provider's children, of which only 2 children may be younger than 24 months of age. There may be 4 school-aged children.



October 1, 2025 to 2028
CCDF Income Eligibility/Sliding Fee Scale
CONFEDERATED TRIBES of the UMATILLA INDIAN RESERVATION



FAMILY SIZE									PER CHILD COPAYMENT
	1	2	3	4	5	6	7	8	
100% of FPG	\$1,304	\$1,763	\$2,221	\$2,679	\$3,138	\$3,596	\$4,054	\$5,641	1%
Monthly Parent Fee	\$13	\$18	\$22	\$27	\$31	\$36	\$41	\$56	
125% of FPG	\$1,630	\$2,203	\$2,776	\$3,349	\$3,922	\$4,495	\$5,068	\$5,641	3%
Monthly Parent Fee	\$49	\$66	\$83	\$100	\$118	\$135	\$152	\$169	
150% of FPG	\$1,956	\$2,644	\$3,331	\$4,019	\$4,706	\$5,394	\$6,081	\$6,769	4%
Monthly Parent Fee	\$78	\$106	\$133	\$161	\$188	\$216	\$243	\$271	
175% of FPG	\$2,282	\$3,084	\$3,886	\$4,689	\$5,491	\$6,293	\$7,095	\$7,897	5%
Monthly Parent Fee	\$137	\$185	\$233	\$281	\$329	\$378	\$426	\$474	
200% of FPG	\$2,608	\$3,525	\$4,442	\$5,358	\$6,275	\$7,192	\$8,108	\$9,025	6%
Monthly Parent Fee	\$156	\$212	\$267	\$321	\$377	\$432	\$486	\$542	
250% of FPG	\$3,260	\$4,406	\$5,552	\$6,698	\$7,844	\$8,990	\$10,135	\$11,281	7%
Monthly Parent Fee	\$228	\$308	\$389	\$469	\$549	\$629	\$709	\$790	
85% of SMI	\$3,691	\$4,827	\$5,962	\$7,098	\$8,234	\$9,370	\$9,583	\$9,795	
Monthly Parent Fee	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible	
SMI Source: https://www.acf.hhs.gov/sites/default/files/documents/ocs/COMM_LIHEAP_Att1SMITable_FY2023.pdf FPG Data Source: https://aspe.hhs.gov/sites/default/files/documents/1c92a9207f3ed5915ca020d58fe77696/detailed-guidelines-2023.pdf									

Brightwheel Form
Please complete this form to the best of your knowledge.

Brightwheel		
Note: Brightwheel is used by DCFS to verify child care attendance, billing activity, pick-up/drop-off authorization and provider communication. Consistent use is required to maintain eligibility.		
Do you have access to the Brightwheel app?	☐ Yes	☐ No
Which features are you actively using in Brightwheel? <i>Check all that apply.</i>		
☐ Checking child in/out ☐ Viewing daily updates/notes ☐ Other: ☐ Messaging with provider or teachers ☐ Accessing billing/invoice info ☐ Uploading documents ☐ None at this time ☐ Making payments		
Who in your household uses Brightwheel to manage or view your child's progress? <i>Please list.</i>		
Have you experienced any issues or difficulties using Brightwheel? <i>Please describe.</i>		

Authorized Pick Up/ Drop off			
Full Name	Relationship to Child(ren)	Photo I.D. on File Yes or No	Authorized Days/Times

Child Care Development Fund Program Letter of Expectations

Gossip, Harassment and Community Conduct

The Confederated Tribes of the Umatilla Indian Reservation (“CTUIR”) Department of Children & family Services (“DCFS”) is committed to fostering an environment that is free from all forms of harassment, discrimination, and disrespectful conduct. All employees, providers, and affiliated individuals have the right to work, receive care and engage in an environment where they are treated with dignity and professionalism.

The CTUIR expressly prohibits any form of harassment or discrimination based on race, color, sex, gender identity or expression, sexual orientation, religion, national origin, citizenship, age, veteran status, marital status, physical or mental disability; or retaliation or bullying, based on any other protected characteristic. This policy applies to interactions involving employees, co-workers, supervisors, providers, vendors, clients, and members of the public.

Any behavior that is demeaning, offensive, or contributes to a hostile environment may result in corrective or disciplinary action, regardless of the intent behind the action.

Definition of Harassment

Harassment includes any unwelcome, offensive, or inappropriate behavior directed at another individual. Examples include, but are not limited to:

- Threats or acts of violence
- Requests for sexual favors or other unwelcome sexual advances
- Teasing, inappropriate jokes, slurs, or innuendos
- Bullying, taunting, heckling, or verbal abuse
- Humiliation, sarcasm, public criticism, or degrading remarks
- Intimidation through gestures or hostile body language
- Repeated ridicule or name-calling
- Offensive messages left via email, phone, or other communication platforms
- Inappropriate written materials, posters, calendars, graffiti, photographs, or cartoons that contribute to a hostile or offensive environment
- Malicious gossip, rumor-spreading, or character attacks
- Any conduct contributing to a hostile environment

CTUIR has a **zero tolerance** for behavior that undermines the safety, dignity, and wellbeing of its employees, partners, or program participants. All concerns or reports will be taken seriously and addressed in accordance with program policy.

The following will not be tolerated:

1. Disrespectful Behavior. Being disrespectful toward guests, co-workers, program staff, and/or leadership, including dismissive attitudes, unprofessional tone, or failure to collaborate in a respectful manner.

2. Obscene or Abusive Language and Gossip. The use of obscene, abusive or inappropriate language, as well as engaging in gossip, rumor-spreading or defamatory conversation – especially when such behavior involves families or children associated with the Department of Children and Family Services.

3. Breach of Confidentiality and Chain of Communications. Sharing confidential information without authorization or bypassing established lines of communication and reporting procedures. CTUIR Employees please refer to the TPPM.

4. Negligence. Demonstrating carelessness, intentional repeated errors or deliberate lack of attention in the performance of duties that impacts the safety, integrity or quality of services provided.

5. Harassment, Bullying, and Intimidation. Any form of harassment, bullying, threats, intimidation, retaliation, or lateral violence directed towards staff or community members – **particularly when directed at or involving families, children, community members served by the Department of Children and Family Services.**

By signing below, I acknowledge that I have read, understand, and agree to abide by the conduct expectations outlined in this document, including the prohibition of gossip, harassment, disrespectful behavior, and breaches of confidentiality—**particularly in relation to families and children associated with the Department of Children and Family Services.**

I understand that failure to adhere to these expectations may result in corrective action, up to and including removal from the CTUIR Child Care Development Fund Program and revocation of licensure.

Applicant Name (Print): _____

Applicant Signature: _____

Date: _____

Co-Applicant Name (Print): _____

Co-Applicant Signature: _____

Date: _____

Child(ren) Name(s): _____

Early Childhood Collaborative Coordinator: _____

Date: _____



CTUIR CCDF FY 2026-2028 Parent Handbook Acknowledgement

I acknowledge that I have received and reviewed a copy of the CTUIR Child Care Development Fund Program Parent Handbook.

I understand that this handbook outlines the responsibilities of both parents/guardians and the program, as well as requirements necessary to maintain compliance with the CCDF grant. The Sliding Fee Scale and the CTUIR Child Care Rates have been provided to me in this handbook.

By signing below, I confirm that I have read and understand the information contained in this handbook and agree to follow the policies and procedures as stated.

Applicant Name (print): _____

Signature: _____

Co-Applicant Name (print): _____

Signature: _____

Date: _____

Early Childhood Collaborative Coordinator: _____

Date: _____



Effective October 1, 2025

Child Care Development Fund Program – Change of Provider Form

Applicant Information:

Name: _____

Date: _____

Children's Names(s): _____

Current Provider: _____

New Provider Name: _____

Address: _____

Phone: _____ Email: _____

Before changing providers, please review the following requirements.	Do you meet the requirements?
Confirm Availability Ensure the new provider has an opening for your child(ren).	☐ Yes ☐ No
Subsidy Acceptance - Verify that the new provider accepts CCDF payments. - Are they licensed by the State of Oregon?	☐ Yes ☐ No
Provider Certification Confirm that the new provider is currently certified/approved to receive CTUIR CCDF payments.	☐ Yes ☐ No
Standing with Previous Provider Any outstanding payments or required notices must be completed before switching.	☐ Yes ☐ No
Notice of Change Submit this form along with proof of notice given to your previous provider 30 days before the start date at the new provider.	☐ Yes ☐ No

Parent/Guardian Acknowledgement

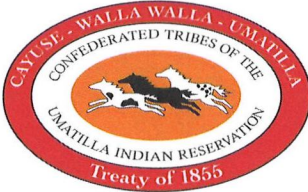
I understand that a change of provider cannot be processed until all the above requirements are met. I also understand that failure to meet financial or notice obligations with my current provider may affect my continued CCDF eligibility.

Signature: _____

Date: _____

Early Childhood Collaborative Coordinator: _____

Date: _____



Confederated Tribes of the Umatilla Indian Reservation
Department of Children & Family Services
Child Care Development Fund Program
ChildCareAssistance@ctuir.org
541-429-7889

**CCDF Parent or Community Member
Complaint Policy and Procedures**

Policy:

Parents and community members are always welcome and invited to come into the Family Engagement Building to discuss children's progress, problems, or concerns. Parents and community members sometimes feel unhappy or unsatisfied with decisions that are made and/or implemented. If this should be the case, you are encouraged to file your concern/complaint with the program.

Parents and community Members shall be free from discrimination or prejudice when using these procedures. The Child Care Assistance Program anticipates minimum complaints of this nature in hopes of resolutions through the program management system and positive working relations. However, if a complaint is filed, the parent or community member's complaint shall be dealt with fairly and promptly.

Complaint/Concern Procedure

1. Written concerns should include a description of the problem, date of occurrence, names of people involved and possible solutions. All parents of enrolled children and community members are encouraged to use the complaint procedure and the attached form. Parents and community members may submit a concern or complaint by email, verbally, in writing, or by phone.
2. The written concern form, if utilized, will be completed by the individual involved and given to the Early Childhood Collaborative Coordinator within ten (10) working days. A meeting may be scheduled to discuss the situation. The ECC Coordinator may or may not invite all or part of the following to review the complaint: Family Engagement Program Manager, Department of Children and Families Director, Deputy Executive Director or the Executive Director.
3. The Coordinator will prepare a written response outlining the action taken and give it to the concerned parent or community member within ten (10) working days of the meeting.
4. If a parent or community member is not satisfied with the written response from the Coordinator, the parent or community member may request a meeting with the DCFS Director.
5. If the parent or community member is not satisfied with the response from the DCFS d, they may request a meeting with the Head Start Policy Council. Parents may consult their Policy Council Board of Trustees Representative for advice and assistance.
6. If the parent or community member continues to be dissatisfied with the response from the Program Preschool Coordinator, Early Childhood Services Program Manager, and Policy Council they may schedule a meeting with the Education Director to present their concern.

**Child Care Development Fund Program
Complaint Form**

Date Incident Occurred: _____ Time: _____

Complaint/Grievance Filed by:

Parent Community Member Employee Other: _____

Name of person filling out the complaint/grievance: _____

Describe the nature of the complaint/grievance (BE SPECIFIC) - Use an additional sheet of paper if needed.

If other persons involved, name them:

If there were witnesses, name them:

What actions/recommendations do you feel need to be taken?

Signature person filing complaint/grievance

Date

Received by: Name & Title

Date

Early Childhood Collaborative Coordinator

Date

Staff Inquiry

Date of this report: _____

Name of person filing complaint: _____

Name of person receiving complaint: _____

Date incident occurred: _____

Complaint referred to: _____
(staff member)

1. Describe the incident as provided by the individual.

Follow-up by: _____

2. Describe the incident as seen/heard by witnesses.

Follow-up by: _____

3. Describe your findings regarding the incident.

Follow-up by: _____

5. Recommendations/Corrective action taken.

7. Has the complaint/concern been resolved to the satisfaction of all concerned?

Signature-person preparing investigation report

Date

I _____, certify that I have received a copy of the documents surrounding the grievance/complaint I filed on _____.

Early Childhood Collaborative Coordinator

Date

