



MOAPA BAND OF PAIUTES
TRIBAL CHILD CARE

Las Vegas: 700 N. Rainbow BLVD Las Vegas, NV 89107
 Office: (702) 333-6565

Moapa: #5 Lincoln St. / P.O. Box 572 Moapa, NV 89025
 Office: (702) 861-7206

MBOP Tribal Child Care Provider Responsibilities

Provider Name:	Family Number:
Location: Moapa / Las Vegas	Case Manager:

MBOP Tribal Child Care permits **In-Home Provider** care (i.e., care provided in the child’s own home) that is limited to individuals (18) years of age or older. MBOP Tribal ChildCare also allows for a **Family Care Provider** (i.e., care provided outside the child’s home) that restricts care by relatives who are (18) years of age or older. Parents and legal guardians are not eligible to participate in either the In-Home Provider or Family Care Provider program.

Required Documentation to process In-Home or Family Care Providers:

- Copy of State Identification Card or State Driver’s License
- Provide contact information: Telephone, email, and mailing address.
- Fill out a W-9 Form – this is entered in our vendor payment system and Providers will receive a 1099 Form at the end of the year to file with your taxes. Please be sure to keep copies of your check stubs and any receipts related to childcare expenses, as these documents will be needed when filing your taxes with your personal tax preparer.
- Review/Sign the Roles & Responsibilities Form
- Sign the 12-Month Certificate
- Sign Applicant Affidavit of In-Home / Family Care Provider Compliance Agreement

All providers are strongly encouraged to complete an orientation with the MBOP Tribal ChildCare Case Managers and be processed through our MBOP Tribal ChildCare Health & Safety Department to ensure clear understanding of their roles and responsibilities. All providers must complete their orientation, required training, and their 1st initial inspection before providing childcare services and receiving payment.

All providers are required to:

- Undergo and successfully pass a comprehensive background check to be cleared for participation.
- Complete the health training provided by our TCC Health & Safety Department
- Receive a childcare safety package.
- Gain access to additional training and certification opportunities.
- Participating in scheduled inspections conducted by our TCC Health & Safety Department

Please note: Unannounced (surprise) inspections may occur if MBOP Tribal ChildCare receives a complaint regarding the provider or care environment.

All fees associated with background checks and training certifications are at no cost to the Provider.

Background Checks: MBOP Tribal ChildCare requires all providers to undergo (3) separate background checks as part of the eligibility process. Completion of these checks is mandatory before a provider can begin delivering care or receiving payment. If an applicant selects a Family Care Provider (i.e., care provided outside the child’s home) all adults residing in the home over the age of (18) must undergo background checks to ensure the safety and well-being of the children served. Refusal to complete the required background checks will result in an automatic denial or termination from the MBOP Tribal ChildCare Program.



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Here are the following background checks:

- FBI & In-State Fingerprint Criminal History Check – conducted by B&D Fingerprinting with a process that takes up to (45) days.
- NCIC/NSOR National Sex Offender Registry – Immediately
- Child Abuse & Neglect Registry – Process takes up to (15) business days.

MBOP Tribal ChildCare may request updated background checks periodically throughout each new CCDF Plan fiscal year to maintain accurate records. These requests will not interrupt childcare services or affect provider payments if cleared. If a background check reveals any conviction listed on the Disqualifying Crimes List as defined by NRS 432A.170 and maintained by the Nevada Department of Health & Human Services, Division of Public and Behavioral Health, the provider will be automatically disqualified from participating in the MBOP Tribal ChildCare Program. In such cases, MBOP Tribal ChildCare will terminate the service agreement with existing providers, and the applicant will be required to work with their assigned TCC Case Manager to select an alternative provider.

Limitations on Care: MBOP Tribal ChildCare has limitations of care defined in Section 6.2.4 of the CCDF Plan.

Here are the following limitations:

- In-Home Providers must be over the age of (18).
- Family Care Providers must be a relative over the age of (18) – must provide proof of relation.
- All providers are not to exceed (5) days a week to match the schedule of the parent/guardian that does not exceed (9) hours.
- A single caregiver may care between (2) to (6) children.
- If a provider cares for a child with special needs, we recommend you coordinate with your assigned TCC Case Manager for additional resources.

Please note primary and secondary providers are not authorized to provide care on duplicate dates.

Mandatory Reporters: MBOP Tribal ChildCare Staff are mandated reporters and are required to report any suspected cases of child abuse, neglect, injury, or truancy involving school-aged children to the appropriate authorities. If providers witness any of the following reportable issues, they are *mandated* to report such occurrences to our TCC Health & Safety Department.

Certificate Required: MBOP Tribal ChildCare can only issue payments for childcare services when a valid 12-Month Certificate is on file. To be considered valid, the 12-Month Certificate must be signed by both the family and the provider. This must be completed within (10) business days of receiving the 12-Month Certificate. Your assigned TCC Case Manager will provide the necessary documentation for you to sign, either in person or via email. Once the 12-Month Certificate is completed, both applicant and provider will be notified by their TCC Case Manager.

- MBOP Tribal ChildCare will promptly notify Providers of any changes to the family's eligibility status that may affect payments. This notification will be issued no later than the date the program becomes aware of the change. The assigned TCC Case Manager will communicate with the Provider via phone, email, mail, or in person, as appropriate.
- If a family is undergoing Re-Determination, transitioning, or has been asked to submit updated documentation for their case file, payment processing may be delayed or temporarily placed on *hold*. Providers are not authorized to add additional children without the knowledge of the TCC Case Manager. MBOP Tribal ChildCare is only obligated



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to issue payment once all required documentation has been verified and a current 12-Month Certificate is in place. Your assigned TCC Case Manager will communicate with both the family and their Provider throughout this process. To avoid delays, we encourage prompt submission of Re-Determination paperwork, which allows us to issue a new 12-Month Certificate more quickly.

Payment Policy: Providers must request invoice forms from their assigned TCC Case Manager for completion. All invoices must be submitted either in person or by mail to one of the following MBOP Tribal ChildCare Locations:

- Las Vegas Office: 700 N. Rainbow BLVD Las Vegas, NV 89107
- Moapa Office: #6 Lincoln St. Moapa, NV 89025
- Mailing Address: P.O. Box 572 Moapa, NV 89025
- Alternatively, invoices may be submitted via email to your assigned TCC Case Manager.

A completed W-9 Form must accompany the first invoice submitted by the provider. Invoices should be submitted **bi-weekly** or **monthly**, with a **submission deadline of Tuesdays by 3:00 PM**. If you miss the designated submission deadline, your invoices will be processed the following week. Each invoice must include the child’s and family’s name and ID number(s). Once MBOP Tribal ChildCare receives a completed invoice, it will be forwarded to the MBOP Tribal Finance Department for processing. Payments will be issued by check within (21) days of receipt. Please note that payments will not exceed the maximum rates outlined on the 12-Month Certificate. Invoices for future dates will *not* be accepted. Checks are only valid for (30) days from the date listed. In the event of holidays, unforeseen circumstances, or closures, your assigned TCC Case Manager will inform you of any delays of processing checks. Your assigned TCC Case Manager will coordinate with the Provider to arrange check pick up during office hours or accommodate special requests for delivery either in person or by mail.

Please note: For updates regarding your payment, please contact your assigned TCC Case Manager directly. TCC Staff will notify you when checks are available. We kindly ask that you refrain from contacting the MBOP Tribal Administration Offices, as they manage separate financial matters and do not release checks before they are processed through our department.

Moapa Band of Paiutes Closures/Holidays:

MBOP Tribal ChildCare observes statutory holidays in accordance with the Moapa Band of Paiutes holiday schedule. The office may also be closed for staff development days, building maintenance, natural disasters, or other unforeseen circumstances. Closure notices will be shared via email, posted on bulletin boards, displayed on our office door, and published on our social media.

New Year’s Day	Martin Luther King Day	President’s Day	Native American Day	Memorial Day	Juneteenth	Independence Day	Labor Day
State Indian Day	Nevada Day	Veteran’s Day	Thanksgiving Day	Family Day	Christmas Eve	Christmas Day	New Year’s Eve(1/2 Day)



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Complaints: If you have concerns about your child’s care or incidents involving your TCC Case Manager or family, and wish to file a complaint, your assigned TCC Case Manager will provide you with a complaint form. Once completed, please submit the form to any of our TCC Staff, who will process it and schedule a meeting with TCC Upper Management to address your concerns.

MBOP Tribal ChildCare also encourages you to contact TCC Upper Management directly with any questions, concerns, or recommendations. To ensure your concerns receive full attention, we ask that you schedule an appointment with our management team to allow for a focused and respectful discussion.

- Project Director: addresses all policy and overall related concerns.
- TCC Assistant Project Director: addresses all concerns related to the Tribally Operated Center.
- TCC Health & Safety Monitor: addresses all health and safety related concerns.

Report to the following MBOP Tribal ChildCare Management by telephone or email:

(chain of command)

Name	Title	Contact Number	Email
Ashly M. Osborne	Project Director	(702) 371-9087	aosborne@mbopchildtribalcare.org
Loretta Seweingyawma	TCC Assistant Director	(702) 533-2871	lsewingyawma@mboptribalchildcare.org
Maricia “Rici” Calabaza	TCC Health & Safety	(702) 533-4917	mcalabaza@mboptribalchildcare.org

***If you contact after office hours, messages will be returned the following day during office hours**

Confidentiality: MBOP Tribal ChildCare maintains identifiable information for each applicant, co-applicant, and Provider in a secure record system, where data can be retrieved by name, case number, Social Security number, or other unique personal identifiers related to families and children. An active record is kept for each client while services are being provided. Once a case is closed, it is stored in inactive status and retained for five years following the submission of final federal reports for the fiscal year in which the case was closed.

Our Confidentiality Agreement states the following:

“All information received by the case manager from the applicant shall be held in strict confidence by both the applicant and the program. This includes all and any information received verbally, electronically, in writing, or in any other form of communication. All such information shall remain in confidence after the case manager relationship has ended. I understand that any information that is requested by other agencies on my behalf that are required for my eligibility and/or co-serving my case with an affiliated agency MUST have my written permission with a valid Release of Information in my file.”

Records are protected under Federal Confidentiality Regulations (42 CFR, part 2) and cannot be disclosed without written consent unless otherwise provided for in the regulations.



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Child Abuse and Neglect: MBOP Tribal ChildCare Staff are legally required to report any suspected or disclosed child abuse and/or neglect. Failure to do so may result in legal consequences under the Family and Child Service Act. While our staff are not expected to diagnose or investigate cases of abuse and/or neglect, they are trained to recognize common physical and emotional signs of maltreatment and report them appropriately. Please understand that MBOP Tribal ChildCare Staff are not authorized to discuss any case under investigation unless a representative from Social Services, ICWA, or law enforcement is present."

If the emergency contact, family member, or authorized person(s) of the parent make an allegation to TCC Staff about any abuse. TCC Staff are still obligated to report the allegation.

What is Child Abuse?

Child abuse includes physical, sexual, psychological, and emotional abuse. Other components of abuse include shaken baby syndrome/acute head trauma and repeated exposure to violence, including domestic violence. Neglect occurs when the parent/guardian/caregiver does not meet the child’s basic needs and includes physical, medical, educational, and emotional neglect.

Mandatory reporting to the appropriate authorities also applies if a case manager is aware or suspects that parent/guardian(s) are having their children not attending school or not enrolled in a public or private school. School-aged children must verify enrollment with the Clark County School District of Nevada which requires children to attend school, and parents whose children are absent too often could be subject to misdemeanor criminal charges. [NRS 392.040, et seq]

By signing this document, I acknowledge and agree to the roles and responsibilities outlined. I understand what is expected of me as an applicant in the MBOP Tribal ChildCare Program. Please sign below to confirm that you have reviewed all aspects of this form and had the opportunity to ask questions or express concerns with your assigned TCC Case Manager.

Provider Signature:	Case Manager Signature:
Print Name:	Print Name:
Date:	Date: