



**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

**Applicant Affidavit of In-Home / Family Care Provider Compliance**  
**Provider Information**

<b>Provider Name:</b>
<b>Type of Provider: In-Home Provider / Family Care Provider</b>
<b>Relationship with Applicant/Co-Applicant:</b>
<b>Mailing Address:</b>
<b>Street Address (if different):</b>
<b>Phone:</b>
<b>Email:</b>

**Provider Rate Information (or attach fee scale sheet)**

<b>Enrollment (FT or PT)</b>	<b>Age/Group</b>	<b>Description of Service</b>	<b>Rate</b>	<b>Maximum Payment Rate</b>
				<b>\$0.00/Day</b>

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 Child Care 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. By signing below, the applicant confirms that the designated In-Home or Family Care Provider complies with all applicable MBOP Tribal Child Care policies.

- 1. MBOP Tribal Child Care Points of Contact.** For inquiries regarding MBOP Tribal Child Care policy, please contact Ashly M. Osborne, Project Director, by scheduling an appointment at (702) 333-6565 or via email at aosborne@mboptribalchildcare.org. Your assigned TCC Case Manager is **NAME & Contact Info Here**
- 2. Certificate Required.** MBOP Tribal Child Care 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 applicant(s) and the provider. This must be completed within (10) business days of receiving the 12-Month Certificate.
- 3. 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 Child Care 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.** Each invoice must include the child’s and family’s name and ID



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number(s). Once MBOP Tribal Child Care 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.

4. **Fee Scale.** The provider agrees to abide by the applicable rates or fee scale.
5. **Orientation, Training, and Inspections.** All providers are strongly encouraged to complete an orientation with the MBOP Tribal Child Care Case Managers and be processed through our MBOP Tribal Child Care Health & Safety Department to ensure clear understanding of their roles and responsibilities. All providers must complete their orientation, required training, and their 1<sup>st</sup> 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.
- Participate in scheduled inspections conducted by our TCC Health & Safety Department

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

6. **Background Checks.** MBOP Tribal Child Care 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 Child Care Program.

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.



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MBOP Tribal Child Care 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 Child Care Program. In such cases, MBOP Tribal Child Care 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.

**7. Limitations on Care.** MBOP Tribal Child Care 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 date.

**8. Communication.** MBOP Tribal Child Care provides individualized phase-out assistance for families approaching ineligible status. While this is uncommon due to categorical eligibility, other factors may affect a family's continued eligibility.

In such cases:

- The provider will be notified on the same day the issue is identified.
- The assigned caseworker will communicate with the provider via telephone, email, mail, and/or in person.
- All correspondence will be documented in the family's file for recordkeeping.
- If a valid 12-Month Certificate and updated payment agreement are not signed, **payments can be placed on hold** until compliance is met.

**9. Mandatory Reporters.** MBOP Tribal Child Care 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



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following reportable issues, they are *mandated* to report such occurrences to our TCC Health & Safety Department.

**10. Dispute Resolution.** Upon notification of a billing or payment discrepancy, MBOP Tribal Child Care will initiate written communication with the Applicant, the Provider, and designated MBOP Tribal Child Care Points of Contact via email and mail, followed by a phone call. MBOP Tribal Child Care will maintain active correspondence with all parties and provide a follow-up response **within (10) business days** of receiving the claim.

Please note:

- Payments may be temporarily withheld until the issue is resolved.
- MBOP Tribal Child Care is required to recover any improper payments resulting from fraud.
- The program also retains flexibility to recover payments resulting from unintentional errors or program violations.

Nothing in this agreement shall be construed as a waiver of the sovereign immunity of the Moapa Band of Paiutes.

**11. Modification.** This Agreement may be modified or amended only by written agreement, duly signed by the authorized representatives of the parties hereto.

**12. Applicant’s Consent.** By signing below, the applicant grants full consent for the named provider to care for their child(ren) and authorizes MBOP Tribal Child Care to implement this agreement in accordance with all applicable MBOP Tribal Child Care policies.

Applicant’s Signature:	Provider Signature:
Name:	Name:
Date Signed:	Date Signed:
Case Manager Signature:	Project Director Signature:
Name:	Name: <b>Ashly Osborne</b>
Date Signed:	Date Signed:

Form Effective:  
 10/01/2025.