ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

1.0 Purpose

The Moapa Band of Paiutes (MBOP) Tribal ChildCare assists eligible Native American/Alaskan Native families living in Clark County access high-quality, low-cost childcare. We strive to increase high-quality, affordable childcare living in Southern Nevada. Moapa Tribal ChildCare is funded by the *Child Care and Development Fund (CCDF) through the U.S. Department of Health and Human Services under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 consolidated funding for childcare under section 418 of the Social Security Act* ***[42 U.S.C. § 618]*** *and made such funding subject to the requirements of the Child Care and Development and Block Grant.* **Our mission is to provide safe, supportive, high-quality cultural and educational childcare services to Native American/Alaskan Native families both on and off the reservation. Providing a healthy childcare experience that encourages each child's social, emotional, and cognitive growth is our purpose.** The purpose of this policy and procedure is to establish a uniform method and format to ensure proper facilitation of policies and procedures for the Moapa Band of Paiutes Tribal ChildCare 12- Month Certificate Eligibility for TCC Case Managers.

Equal Opportunity: Eligibility requirements are applied without regard to Anti-discrimination law may include protections for groups based on sex, age, race, ethnicity, nationality, disability, mental illness or ability, sexual orientation, gender, gender identity/expression, sex characteristics, religion, creed, or individual political opinions. No upper or lower age limited is established, which will in and of itself, result in finding of ineligibility for any person who otherwise meets basic eligibility requirements.

MBOP Tribal ChildCare management makes all final decisions about an applicant's eligibility, scope of services, and provisions in accordance with clearly defined policies and procedures. We depend on our licensed, credentialed partner organizations; however, MBOP Tribal ChildCare maintains the authority to make final decisions about eligibility and the scope of childcare services provided. This allows us to ensure that applicants/co-applicants who request culturally appropriate services actually receive them.

2.0 Policy Details

The MBOP Tribal ChildCare is in accordance with the Child Care and Development Block Grant (CCDBG) Act of 2014 which was signed into law. The CCDBG Act, also known as "CCDF reauthorization," reauthorized the Child Care and Development Fund (CCDF) program and introduced legal changes to strengthen the health, safety, and quality of childcare and provide more stable childcare assistance to families. The Table below provides an overview of the regulatory guidance that is in support of the program's eligibility criteria. The full reference regulations in the U.S. of Federal Regulations at **[45 C.F.R. Part 98 and 99].**

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3.0 Policy Scope

3.1 Provide Direct Services through a Tribally Operated Center Certificate Program, and/or grants and contacts **[45 C.F.R. § 98.50(a)]**

3.2 Operate a certificate program **[45 C.F.R. § 98.83(e)]**

3.3 Provide eligibility definitions of "Indian child" and "service area" **[45 C.F.R. § 98.81(b)(2)]**

3.4 Establish additional eligibility criteria and definitions within federal parameters-- child age (under age 13, or age 19 if incapable of self-care), reason for care (working, training/education, protective services), and family income (no more than 85 percent of grantee median income) **[45 C.F.R. § 98.20]**

3.5 Have the option for categorical eligibility (considering any Indian child within the service area eligible for services) if the Tribe's median income is below 85 percent of the state median income, provided that services go to those with the highest need **[45 C.F.R. § 98.81(b)(1)]**

3.6 Establish a minimum of a 12-month eligibility period, regardless of temporary changes in parents' work or activities, a change in the child's age, a change in the family's address within the service area, or changes in family income (as long as the income does not exceed 85 percent of the grantee median income) **[45 C.F.R. § 98.21(a)]**

3.7 Offer graduated phase out of assistance for children whose family income at redetermination exceeds the initial eligibility limit but is below 85 percent of grantee median income **[45 C.F.R. § 98.21(b)]**

3.8 Ensure that parents are not required to unduly disrupt their education, training, or employment in order to complete the eligibility redetermination process **[45 C.F.R. § 98.21(d)]**

3.9 Give priority for childcare assistance to children with special needs and families experiencing homelessness **[45 C.F.R. §§ 98.46(a)(2), 98.46(a)(3)]**

3.10 Prioritize increasing access to high-quality childcare in areas with significant concentrations of poverty and unemployment **[45 C.F.R. § 98.83(d)(1)(vi)]**

3.11 Give priority for services to children of families with very low family income **[45 C.F.R. § 98.83(d)(1)(v)]**

3.12 Set payment rates for childcare services that are adequate, ensure equal access, and support health and safety and quality **[45 C.F.R. § 98.45(a)]**

3.13 Nothing in this policy shall take precedence over the Moapa Band of Paiutes Policies and Procedures Manual without approval and will be reviewed by the Moapa Band of Paiutes Tribal Council before implementation. This policy may be reviewed and subjected to later revision.

4.0 Related Policies

4.1 Moapa Band of Paiutes Policies and Procedures Manual

4.2 Moapa Band of Paiutes Finance Department Policies and Procedures

4.3 MBOP Tribal ChildCare Policy & Procedures: Tribally-Operated Center

4.4 MBOP Tribal ChildCare Policy & Procedures: Health & Safety Department

5.0 Policy Owner

5.1 This policy is owned and enforced by the MBOP Tribal ChildCare Project Director.

5.1.1 Internal Control: the principle of internal control is that no one person will handle all phases of transaction. The flow of work should be from one employee to the next,

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without duplication of effort, ensuring that each employee in this flow of work is obligated to check on the work of the previous employee.

5.1.2 This Policy is Managed by MBOP Tribal ChildCare Administrative Offices for TCC Case Managers for eligible children and their families to determine eligibility. **TCC Case Managers are responsible for collecting all the necessary supportive documentation and have (60) days to determine eligibility. TCC Case Managers are obligated to follow up with applicant within (2) weeks of application date.** An application may be submitted: In person, email, U.S. Mail, or online www.tribalchildcare.org.

5.1.3 MBOP Tribal ChildCare must establish a budget every fiscal year for discretionary and mandatory spending to be approved by MBOP Tribal Council. These budgets must manage and track all the necessary spending requirements for: Quality Improvement (9%), Quality Improvement for Infant and Toddler (3%), Direct Services to Children (70%), Non-Direct (no cap), and Administrative Costs (15%).

6.0 Definitions

6.1 **Policy:** a course or principle of action adopted by The Moapa Band of Paiutes.

6.2 **Process:** a series of actions or steps taken in order to achieve a particular end.

6.3 **Procedure:** an established, official way of doing something.

6.4 **Definition of Indian Child:** A child under the age of (13), who is a member of a federally recognized Indian Tribe, eligible for membership in a federally recognized Indian Tribe, a descendant of a member of a federally recognized Indian Tribe or holds a BIA Certificate of degree or Indian Blood Card. This also includes children who do not meet the above requirements and/or descendant of a federally recognized Indian Tribe, children who reside in the home and are stepchildren, half-siblings, and/or foster children. **[MBOP Tribal Council Approved June 29, 2019]**

6.5 **Licensed Provider:** (Center Based Child Care) Group care provided in a facility outside the child's or provider's home

6.6 **In-Home Provider:** Care provided in the child's home

6.7 **Family Child Care:** Care Provided by one caregiver (family childcare provider) in a private residence other than the child's residence

6.8 **Applicant/Co-applicant:** (1) member of a household must be a tribal member or descendant of a federally recognized tribe.

6.9 **Service Area:** The demographical area in which the MBOP Tribal ChildCare program can provide services. The service area must be "on or near the reservation," located in Clark County, Nevada

6.10 **Categorical Eligibility:** the flexibility to consider an AI/AN child in their service area to be eligible to receive CCDF Funds, regardless of the family's income, work, or training status as long as the tribal median income is below (85) percent of the Nevada State Medium.

6.11 **Family Contribution:** Families are required to contribute to the cost of care through a copayment and/or overage fees. A sliding fee scale for copayments are based on family size and income.

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6.12 **Improving Access for Vulnerable Children and Families:** Priority must be given to children with special needs: disability, protective services, low income, welfare, teen parents, and homelessness

6.13 **Release of Information (ROI):** a statement signed by the client authorizing a contact person to give the division information about the client's situation or requested copies of documentation.

6.14 **Confidentiality:** refers to the obligation of professionals who have access to applicant/co-applicant records or communication to hold that information in confidence

6.15 **The Health Insurance Portability and Accountability Act of 1996 (HIPAA):** required the Secretary of the U.S. Department of Health and Human Services (HHS) to develop regulations protecting the privacy and security of certain health information.[1] To fulfill this requirement, HHS published what are commonly known as the HIPAA Privacy Rule and the HIPAA Security Rule. The Privacy Rule, or Standards for Privacy of Individually Identifiable Health Information, establishes national standards for the protection of certain health information. The Security Standards for the Protection of Electronic Protected Health Information (the Security Rule) establish a national set of security standards for protecting certain health information that is held or transferred in electronic form. The Security Rule operationalizes the protections contained in the Privacy Rule by addressing the technical and non-technical safeguards that organizations called "covered entities" must put in place to secure individuals' "electronic protected health information" (e-PHI). Within HHS, the Office for Civil Rights (OCR) has responsibility for enforcing the Privacy and Security Rules with voluntary compliance activities and civil money penalties.

6.16 **Indian Child Welfare Act (ICWA):** A federal law passed in 1978 in response to the alarmingly high number of Indian children being removed from their homes by both public and private agencies. The intent of Congress under ICWA was to "protect the best interests of Indian children and to promote the stability and security of Indian tribes and families" **(25 U.S.C. § 1902).** ICWA sets federal requirements that apply to state child custody proceedings involving an Indian child who is a member of or eligible for membership in a federally recognized tribe.

6.17 **Special Needs Child:** a youth who has been determined to require special attention and specific necessities that other children do not. The state may declare this status for the purpose of offering benefits and assistance for the child's well-being and growth. Child with a disability means a child evaluated in accordance with **[§§300.304 through 300.311]** as having an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as "emotional disturbance"), an orthopedic impairment, autism, traumatic brain injury, and other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.

6.18 **Child with a 504 Plan:** The 504 Plan is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution which receives accommodations that will ensure their academic success and access to the learning environment.

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6.19 **The Individualized Educational Plan (IEP):** a plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction and related services.

6.20 **Designated Instruction Services (DIS):** support services to help a child benefit from their special education program. They also help them make progress in the general curriculum. Eligibility is evaluated through an assessment during the IEP process or by referral after placement. DIS must be specified in writing on the IEP.

6.21 **Certificate Program:** a 12-Month Certificate confirms a family's eligibility and payment for childcare services with a Licensed Provider, Family Child Care, and In-Home Care, Before/After school program, and Tribal Operated Center. Families obtain a certificate that they can use for the childcare of their choice from the full range of available providers that meet the eligibility requirements.

6.22 **Vulnerable Populations:** include the economically disadvantaged, the uninsured, low-income children, the elderly, the homeless, those with human immunodeficiency virus, and those with other chronic health conditions; including severe mental illness, substance abuse, and alcoholism.

6.23 **Children Residing with a Family:** Families must reside within the boundaries of the Clark County Service area in Southern Nevada living within an Indian Home (applicant's residence). Children that fall under "Vulnerable Populations," that either court ordered, fostered, stepchildren, or half-siblings must validate proof that they are under their responsibility of care. This does not include roommates of children that are non-Native.

6.24 **Protective Services:** Child Protective Services (CPS) is the first step to ensure the safety and permanency of children who are reporting as being abused or neglected. This also includes children exposed to domestic violence validated by the courts. The focus of CPS is on protecting the child from harm or risk of harm and make it safe for the child to live with the parent or caretaker. Child protection is a part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures outlined by the courts and Social Service case worker in detail on how to respond to concerns about a child.

6.25 **Homelessness:** Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning has a primary nighttime residence that is public or private place not meant for habitation (includes temporary staying at a residence that is not their own).

- 6.25.1 Sharing the housing of others due to a housing economic hardship, or similar reason (couch surfing or temporary stay)
- 6.25.2 Living in hotels, motels, RV parks, or campgrounds due to the lack of alternative adequate accommodations
- 6.25.3 Living in emergency or transitional shelters
- 6.25.4 Abandoned in hospitals
- 6.25.5 Living in a primary nighttime residence that is public or not designated for human beings
- 6.25.6 Living in cars, parks, public spaces, abandon buildings, substandard housing, bus or train stations, or similar settings

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6.25.7 Migrant Children

6.26 **Teen Pregnancy:** Teenage pregnancy is defined as occurring between thirteen and nineteen years of age.

6.27 **Low income:** In 2018, the federal poverty income threshold in Nevada was $25,465 for a family of four with (2) children, and $17,308 for a single parent of one child. If the family's total income is less than the corresponding threshold, then that family and every individual in it is considered in poverty. Families would also be considered and eligible for Division of Welfare and Supportive Services that receive TANF benefits.

6.28 **Family Relative:** a person connected by blood or marriage or under the defined definition of tribal communities associated by clans and/or desired individuals that constitute as family members in tribal settings.

6.29 **Redetermination Process:** Every year, individuals who receive assistance through government programs must be found eligible again for this assistance to continue. Redetermination means that the eligibility process is repeated. Redetermination is often referred to as rede, for short.

6.30 **Appropriate Child Care:** Appropriate child care is defined at **[AS47.27.035]** and at **[7AAC45.260]** as care by a provider who is at a location that is within (30) minutes travel time, by public or private transportation, from the participant's home or activity site, who is willing to care for the child, and who appears to have the ability to care for children of the same age and development level as the participant's child.

Child care that is licensed or certified by the State of Nevada Division of Public and Behavioral Health: Child Care Licensing Unit.

Child care that meets the minimum health and safety standards and guidelines established by the Division of Child Care and Early ChildCare Education Licensing Rules and Regulations and/or the MBOP Tribal ChildCare (11) health and safety standards. All care must be provided in a center, licensed day care home, or a registered or relative home (in-home).

Appropriate child care is defined as child care chosen by the parent that meets the needs of the child and parents and is either licensed for the appropriate age group or special needs category, or is license-exempt (before/after school programs, non-profit organizations/religious institutions).

Care and supervision that maintains the health and safety of the child while encouraging growth and development. Appropriate child care should strive to meet the developmental, physical, mental, and emotional needs of the child, as defined by the county in the approved MBOP Tribal ChildCare Program.

Care that meets the health and safety standards as defined by State licensing guidelines, and that meets the age-appropriate needs of the child and the child care needs of the parents.

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Child care must meet the parent's needs in terms of hours and location. The child care center or family child care provide must be licensed. An in-home or relative provider must meet the minimum requirements incorporated in the child care provider's agreement. The basic needs of the child(ren) must be met (safety, developmental, social, cultural, and health).

6.31 **Reasonable Distance:** reasonable distance constitutes a location that is within (30) minutes travel by public or private transportation from the participant's home or activity site.

Child Care that is available when the total travel from a TANF participant's home to the child care provider, and to a work activity, is 1 ½ hours (or less) one way; or ½ hour (or less) one way if the only mode of transportation is walking.

The travel time from the parent's home to his or her place of employment must not exceed more than (30) minutes on way in order to be required to place a child in child care.

Reasonable distance is defined as the distance customarily traveled by working families in accessing child care in the community.

6.32 **Unsuitability of Informal Child Care:** constitutes a provider who is not willing to care for the participant's child, does not appear to have the ability to care for children of the same age and developmental level as the participant's child, and is not located within (30) minutes travel time by public or private transportation from the participant's home or activity site. Child care that is available through a relative provider, but the recipient declares in writing that the provider is inappropriate based on factors such as: The relative provider (in-home) has the following:

6.32.1.1 Any history of crimes that are detailed under the "List of Disqualifying Crimes," from the Department of Health & Human Services Division of Public & Behavioral Health Child Care Licensing Program

6.32.1.2 Has a history of child neglect or abuse

6.32.1.3 Is experiencing domestic violence

6.32.1.4 Is a drug/alcohol abuser

6.32.1.5 Has an emotional, mental, or physical condition that prevents the relative from providing safe care

6.32.1.6 Resides in a home that is unsafe for children

Care that does not meet the developmental needs of the child or care that has been determined not to be in the best interest of the child or parent. Informal childcare is unsuitable when the caregiver cannot be allowable in accordance with the MBOP Tribal Child Care Program's regulations or would otherwise be denied payment for child care services that are exempt from licensure because of a violent felony conviction.

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Care provided in a legally exempt setting that endangers the health or safety of the child or that hinders the growth and development of the child, as defined by the county in the approved MBOP Tribal ChildCare Program. Informal care that would not meet the physical or psychological needs of the child.

6.33 **Affordable Child Care Arrangements:** are defined as **[AS 47.27.035]** as care for which the family has sufficient income or access to assistance through a subsidy program. Child care that is available when the cost of case is equal to or less than the amount that MBOP Tribal ChildCare will pay. Quality care provided

6.34 **Definition of Direct Services to Children:** services provided by the MBOP Tribal ChildCare Program through 12-Month Certificate Programs, Tribally Operated Centers, and contracts and grants that are spent on 70% of funds.

6.35 **Definition of Quality Improvement:** Allowable activities under the CCDF Final Rule designed to improve the quality of availability of child care that are spent on 9% of funds.

6.36 **Definition of Quality Improvement for Infant & Toddler:** Allowable activities under the CCDF Final Rule designed to improve the quality and availability of care for infants and toddlers that are spent on 3% of funds.

6.37 **Definition of Non-Direct Services:** Program costs that are not direct services to families, quality expenditures, or administrative costs. There are no spending requirements for this category but most if not, all operational costs that are not quality improvement are charged to this category.

6.38 **Definition of Administrative Costs:** Organization-wide CCDF Management and administrative functions of a maximum of 15%.

6.39 The Project Director plays a critical role in the administration and management of the MBOP Tribal ChildCare Program. This policy establishes the scope of responsibilities to ensure the program is operated with integrity, transparency, and in alignment with applicable laws and tribal values.

6.39.1 **Program Oversight**

6.39.1.1 Ensure compliance with all federal CCDF regulations, tribal policies, and grant requirements.

6.39.1.2 Monitor program performance and ensure timely reporting to funding agencies.

6.39.2 **Policy Development and Implementation**

6.39.2.1 Develop, revise, and implement policies and procedures related to child care services.

6.39.2.2 Ensure policies are culturally appropriate and meet the needs of tribal families.

6.39.3 **Budget and Fiscal Management**

6.39.3.1 Oversee the MBOP Tribal ChildCare budget, including planning, allocation, and expenditure tracking.

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6.39.3.2 Ensure fiscal accountability and prepare financial reports as required.

6.39.4 **Staff Supervision and Support**

6.39.4.1 Provide guidance and supervision to MBOP Tribal ChildCare Staff that makes all the final personnel decisions. The immediate supervisor for the TCC Case Managers is the TCC Lead Case Manager. The immediate supervisor for the Tribally Operated Center is the TCC Assistant Director. The TCC Upper Management that assists the Project Director in corrective action are: TCC Assistant Director, TCC Health & Safety Monitor, and the TCC Lead Case Manager.

6.39.4.2 Approve training and professional development opportunities.

6.39.5 **Eligibility and Case Management Oversight**

6.39.5.1 Ensure eligibility determinations are conducted accurately and fairly by conducting Case Record Reviews annually.

6.39.5.2 Review and approve case actions and resolutions, including appeals and complaints.

6.39.6 **Provider Relations**

6.39.6.1 Supervises the TCC Health & Safety Monitor as they maintain communication with child care providers and ensure compliance with licensing and health/safety standards.

6.39.6.2 Support provider development and quality improvement initiatives.

6.39.7 **Community Engagement**

6.39.7.1 Collaborate with tribal departments, families, and community partners to promote child care access and quality.

6.39.7.2 Represent the MBOP Tribal ChildCare Program in tribal meetings and external forums.

6.39.8 **Data Management and Reporting**

6.39.8.1 The Project Director is the authorized official designated for program's online data collection shall be responsible for the secure, timely, and accurate submission of all required data to the appropriate federal and tribal entities. This role is critical to maintaining program integrity, funding compliance, and informed decision-making.

6.39.8.2 **Online Data Collection Systems:** Federal or tribal platforms used for CCDF data reporting, such as the ACF-700, ACF-800, and other required systems.

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6.39.8.3 Ensure accurate data collection and reporting for federal and tribal requirements for the ACF-700 and ACF-696T Reports.

6.39.8.4 Submit all required reports (e.g., ACF-700, ACF-800) by federal deadlines.

6.39.8.5 Maintain a calendar of reporting deadlines and ensure internal timelines are met.

6.39.8.6 Use data to inform program improvements and strategic planning.

6.39.9 **Emergency and Incident Response**

6.39.9.1 Respond to program-related emergencies or incidents, including provider or applicant concerns.

6.39.9.2 Notify the MBOP Tribal Administrator immediately of any critical issues and coordinate resolution steps.

6.39.9.3 Refer to the separate "Emergency Manage Plan," for defined procedures.

6.39.10 **Data Access and Security**

6.39.10.1 Maintain secure login credentials for all federal and tribal data systems.

6.39.10.2 Ensure only authorized personnel have access to sensitive data.

6.39.10.3 Comply with tribal and federal data privacy and security protocols.

6.39.10.4 Review and verify all data entries for completeness and accuracy prior to submission.

6.39.10.5 Coordinate with MBOP Tribal ChildCare Staff to ensure timely collection of required data from families, providers, and program records.

6.39.10.6 **Coordination and Communication for Data Security**

6.39.10.6.1 Work closely with the MBOP Tribal ChildCare Staff, IT personnel, and federal contacts to resolve data issues.

6.39.10.6.2 Notify the MBOP Tribal Administrator and federal contacts of any discrepancies, delays, or system issues that may impact reporting.

6.39.10.7 **Training and Compliance**

6.39.10.7.1 Participate in required federal and tribal training related to data systems and reporting.

6.39.10.7.2 Stay informed of changes to data collection requirements and ensure program compliance.

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6.39.10.8 **Documentation and Recordkeeping**

6.39.10.8.1 Maintain records of all data submissions, correspondence, and system access logs.

6.39.10.8.2 Ensure data is archived in accordance with tribal and federal retention policies.

6.40 The MBOP Tribal Child Care Program is committed to administering the CCDF program in a manner that ensures compliance with federal regulations, promotes high-quality child care services, and meets the needs of tribal families. The program may be administered directly by MBOP Tribal ChildCare staff or through formal contracts and agreements with qualified entities.

6.40.1 **Direct Administration**

6.40.1.1 The Moapa Band of Paiutes may administer the CCDF program directly through its MBOP Tribal ChildCare Program. The MBOP Tribal ChildCare Program must have (2) available locations for the urban and rural area to cover the Clark County, Nevada service area.

6.40.1.2 Responsibilities include eligibility determination, provider oversight, fiscal management, data reporting, and family engagement.

6.40.1.3 All program operations are managed by the Project Director under the supervision of the MBOP Tribal Administrator and MBOP Tribal leadership.

6.40.2 **Administration via Contracts or Agreements**

6.40.2.1 MBOP Tribal ChildCare may enter formal contracts, Memoranda of Understanding (MOUs), or Interagency Agreements with qualified entities to carry out specific components of the MBOP Tribal ChildCare program.

6.40.2.2 These entities may include tribal departments, nonprofit organizations, or other approved service providers.

6.40.2.3 All contracts and agreements must:

6.40.2.3.1 Be approved by the MBOP Tribal Council or designated authority.

6.40.2.3.2 Clearly define roles, responsibilities, deliverables, and performance standards.

6.40.2.3.3 Include provisions for monitoring, reporting, and compliance with CCDF regulations.

6.40.2.3.4 **Oversight and Accountability:** MBOP Tribal ChildCare retains full oversight and accountability for all aspects of the CCDF program, regardless of the method of administration.

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6.41 The MBOP Tribal ChildCare Program recognizes the importance of meaningful consultation with MBOP Tribal Leadership, community representatives, and external partners to ensure that the MBOP Tribal ChildCare reflects the needs, values, and priorities of the Moapa Band of Paiutes and supports collaboration with other entities serving Native children and families.

6.41.1 **Consultation Objectives:**

6.41.1.1 Promote transparency and shared decision-making in MBOP Tribal ChildCare planning and implementation.

6.41.1.2 Ensure tribal voices are central in shaping child care policies and services.

6.41.1.3 Strengthen partnerships with tribal and non-tribal organizations to improve service delivery and resource coordination.

6.41.1.4 **Consultation Requirements:**

6.41.1.4.1 **With Moapa Band of Paiutes Representatives**

6.41.1.4.1.1 Engage in regular consultation with Tribal Council members, elders, and designated representatives.

6.41.1.4.1.2 Provide updates on CCDF program activities, funding, and outcomes.

6.41.1.4.1.3 Seek input on major policy changes, budget allocations, and strategic planning.

6.41.1.5 **With Other Tribal Entities**

6.41.1.5.1 Coordinate with neighboring tribes, intertribal organizations, and tribal child care programs to share best practices and explore collaborative opportunities.

6.41.1.5.2 Participate in regional tribal child care forums and working groups.

6.41.1.6 **With Non-Tribal Organizations**

6.41.1.6.1 Consult with local, state, and federal agencies, nonprofit organizations, and educational institutions that serve Native children and families.

6.41.1.6.2 Establish formal agreements or MOUs when appropriate to define roles, responsibilities, and shared goals.

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6.41.1.6.3 Support paid membership dues for child care related organizations at the local, state, or federal level.

6.42 The Moapa Band of Paiutes is committed to transparency and community engagement in the administration of the MBOP Tribal ChildCare Program. In accordance with federal requirements, MBOP Tribal ChildCare will conduct a public hearing to gather input on the CCDF Plan and ensure the final plan and any amendments are accessible to the public.

6.42.1 **Public Hearing Requirements**

6.42.1.1 **Timing**

6.42.1.1.1 A public hearing shall be held prior to the submission of the triennial CCDF Plan or any significant amendments.

6.42.1.1.2 The hearing will be scheduled to allow sufficient time for community input and plan revisions before submission deadlines.

6.42.1.2 **Notice of Public Hearing**

6.42.1.2.1 MBOP will provide public notice of the hearing at least (20) calendar days in advance**.**

6.42.1.2.2 Notice will include:

6.42.1.2.2.1 Date, time, and location (or virtual access information) of the hearing.

6.42.1.2.2.2 A summary of the purpose of the hearing.

6.42.1.2.2.3 Instructions for accessing the draft CCDF Plan.

6.42.1.2.3 Notice will be distributed through:

6.42.1.2.3.1 Tribal newsletters or bulletins

6.42.1.2.3.2 Official program website and/or social media platforms

6.42.1.2.3.3 Flyers posted at tribal offices and community centers

6.42.1.2.3.4 Email or mailings to relevant stakeholders and community members

6.42.1.2.4 **Public Participation**

6.42.1.2.4.1 All community members, including parents, providers, and MBOP Tribal Leaders, are encouraged to attend and provide feedback.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

6.42.1.2.4.2 Written comments will also be accepted during the notice period and up to (5) days after the hearing.

6.42.2 **Availability of the CCDF Plan**

6.42.2.1 **Draft Plan**

6.42.2.1.1 The draft CCDF Plan will be made available to the public at the time the hearing notice is issued.

6.42.2.1.2 Draft Copies will be accessible:

6.42.2.1.2.1 At the MBOP Tribal ChildCare offices or the Tribally Operated Center

6.42.2.1.2.2 By request via email or printed copy

6.42.2.1.3 Documentation of the public hearing, including attendance, comments received, and responses, will be maintained by the CCDF Administrator.

6.42.2.1.4 A summary of public input and how it was addressed will be included in the final plan submission.

6.42.2.2 **Final Plan and Amendments:** Once approved, the final CCDF Plan and any approved amendments will be made available to the public through:

6.42.2.2.1.1 At the MBOP Tribal ChildCare offices or the Tribally Operated Center

6.42.2.2.1.2 By request via email or printed copy

6.43 The Moapa Band of Paiutes is responsible for submitting an accurate, unduplicated count of eligible Indian children under age (13) residing within its CCDF service area every (3) years. This count is essential for determining CCDF funding allocations and must reflect only those children served by MBOP Tribal ChildCare Program, excluding any children counted by other Tribal Lead Agencies.

6.43.1 **Child Count Determination Procedures**

6.43.1.1 **Data Sources**

6.43.1.1.1 MBOP Tribal ChildCare will use a combination of U.S. Census Data, tribal enrollment records, health clinic data, Head Start rosters, Clark County School enrollment data, and other verified sources to identify eligible children.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

6.43.1.1.2 Data will be reviewed to ensure children meet CCDF eligibility criteria (tribal membership or descent, age, and residency within the service area).

6.43.1.2 **Verification Process**: All data will be cross-checked to eliminate duplicate entries.

6.43.2 **Preventing Duplication with Other Tribal Lead Agencies**

6.43.2.1 **Coordination**

6.43.2.1.1 MBOP Tribal ChildCare will coordinate with neighboring or overlapping Tribal Lead Agencies to compare child count data and ensure no duplication.

6.43.2.1.2 Formal communication will be established to share non-identifiable data (e.g., aggregate numbers, zip codes, age ranges) for verification purposes.

6.43.2.1.3 MBOP will maintain written documentation of coordination efforts

6.43.2.1.4 If necessary, MBOP will consult with the Administration for Children and Families (ACF) for guidance.

6.44 MBOP Tribal ChildCare Program is responsible for ensuring that all CCDF-funded activities are carried out in accordance with applicable laws, regulations, and policies. This includes regular monitoring of child care services, provider compliance, and financial management to safeguard the effective use of CCDF funds.

6.44.1 **Program Monitoring Responsibilities**

6.44.1.1 **Monitoring of Services**

6.44.1.1.1 The TCC Health & Safety Monitor will conduct regular inspections and site visits to child care providers to assess compliance with health, safety, and program standards.

6.44.1.1.2 The TCC Health & Safety Monitor will provide reports of inspections and site visits and will provide corrective action instructions.

6.44.1.1.3 The TCC Health & Safety Monitor will conduct all shelter-in-place and evacuation drills and compile reports and provide corrective action instructions for the Tribally Operated Center.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

6.44.1.1.4 The TCC Health & Safety Monitor will respond to corrective action from inspections conducted at the Tribally Operated Center.

6.44.1.1.5 The TCC Health & Safety Monitor will monitor all provisional and permeant licenses including retrieving any facilities that have an exempt status.

6.44.1.1.6 The TCC Health & Safety Monitor will conduct all background checks and manage record retention.

6.44.1.1.7 The TCC Health & Safety Monitor will have a excel sheet of records of incidents, complaints, and infractions available for consumer education.

6.44.1.1.8 Use standardized monitoring tools and checklists to ensure consistency.

6.44.1.2 **Compliance Verification**

6.44.1.2.1 Ensure providers meet all MBOP Tribal ChildCare eligibility requirements, including licensing, background checks, and training.

6.44.1.2.2 Monitor adherence to TCC Health & Safety Standards.

6.44.1.2.3 Address non-compliance through corrective action plans, technical assistance, or termination of funding if necessary.

6.44.1.3 **Family Eligibility Monitoring:**

6.44.1.3.1 TCC Case Managers review family eligibility files to ensure accurate documentation of income, employment, and residency.

6.44.1.3.2 Conduct periodic audits to verify continued eligibility and prevent fraud or misuse. Case Record Reviews are done annually.

6.44.1.3.3 Use standardized monitoring tools and checklists to ensure consistency.

6.44.1.4 **Fiscal Oversight Responsibilities**

6.44.1.4.1 **Expenditure Tracking**

6.44.1.4.1.1 Maintain detailed records of all program expenditures: direct child care services, quality improvement for infants and toddlers, quality

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

improvement, non-direct, and administrative costs.

6.44.1.4.1.2 Utilize the current fiscal year's budget and expense report's cuff account to record all expenditures for mandatory and discretionary funds. At the end of the fiscal year, the Project Director will review itemized MBOP Tribal financial expense reports to match our records.

6.44.1.4.1.3 The TCC Administrative Assistant will manage the record retention for all expenditures and update data in the budget and expense report's cuff account. These records should be updated on a weekly basis for the Project Director to review monthly. Physical copies of submissions are kept in their respective binders.

6.44.1.4.1.4 The TCC Case Managers will manage record retention for all provider payments and update their general ledger spreadsheet to track all payments in the family's case file.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.0 Eligibility Criteria for Children and Applicant/Co-Applicant:

7.1 **Indian Child [definition listed under Policy No. 6.0 Article No. 6.4]**

7.1.1 Provide Birth Certificate and/or Legal Guardianship Documentation

7.1.1.1 In the absence of an official birth certificate, the following documents maybe accepted as temporary verification of the child's identity: crib card, tribal enrollment documentation, school records, hospital records, or immunization records. These documents may be used until an official birth certificate is obtained. TCC Case Managers may assist families in acquiring the official birth certificate as needed.

7.1.1.2 If the applicant's name is not listed on the child's birth certificate, alternative documentation may be submitted to establish the relationship. Acceptable documents include: court records, documentation of kinship status, a valid foster care identification card, a letter from a social worker, power of attorney, or legal guardianship papers.

7.1.1.3 "In *loco parentis*," refers to an individual who assumes the role and responsibilities of a parent in the absence of the child's legal guardian. Individuals acting in this capacity must provide a notarized statement affirming their assumption of parental responsibility for the children.

7.1.2 **Children Age Eligibility:** Children are eligible between age (6) weeks through (12) years of age. This also includes: stepchildren, half-siblings, or children in foster care living within an Indian Home.

7.1.2.1 Special Needs Children who require personal care assistance qualify up to age (18).

7.1.2.2 Children that are under court supervision and/or fostered from ages (13-18) are also allowable for childcare services.

7.1.2.3 children that are roommates with the applicant that are non-Native do not qualify

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.2 **Applicant/Co-Applicant**

7.2.1 **Valid Identification**: State Identification Card, Driver's License, or Legal Passport

7.2.2 **Proof of Tribal Affiliation:** Applicants must provide documentation verifying Certified Indian Blood (CIB). Acceptable forms of verification include: A valid Tribal Identification Card, A Tribal Enrollment Letter, or a Certified of Degree of Indian Blood (CDIB) issued by the Bureau of Indian Affairs (BIA).

7.2.2.1 In cases where the applicant does not possess direct documentation, proof of tribal affiliation through direct descendancy may be accepted. This includes verification from the listed sources above of paternal or maternal family members (e.g., grandparents), accompanied by the applicant's birth certificate to establish the familial relationship.

7.2.2.2 At least (1) member of a household must be a tribal member or a descendant of a federally recognized Native American/Alaskan Native Tribe.

7.2.3 **Clark County Residency:** Applicants seeking assistance from MBOP Tribal ChildCare must reside in Clark County, Nevada, and demonstrate the intent to continue residing in the county for an indefinite period.

7.2.3.1 If the applicant's physical or mailing address does not match the address listed on their valid identification, the following documents may be accepted to verify residency: utility bills in the applicant's name (e.g., electric, gas, or water), rental lease agreement, or mortgage statement. These documents must clearly display the applicant's name and current address.

7.2.3.2 Applications for assistance must be submitted by the individual or head of household requesting child care services. A household is defined as including the applicant, the applicant's spouse, domestic partner, or familial co-applicant, and any minor children under the age of (18). Individuals under (18) years old are considered minors and must be included in the household of their parent, legal guardian, or adult relatives unless legally emancipated through a court process. This information assists in the Family Teir Calculations for the sliding fee scale.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.2.3.3 A co-applicant is defined as an individual listed as a member of the household at the permanent residence and/or identified as a parent or guardian on legal documentation. If the co-applicant does not reside in the household (e.g., in cases of separation), their income is not included in the calculation of the household income.

7.2.4 **Income Restrictions:** Income doesn't exceed 85% of the Grantee Medium Income (GMI) – Household composition will be used for sliding fee scale placement. Verification for employment income is only used for the determination for the sliding fee scale and will **not** affect their eligibility.

7.2.5 **Assets do *not* exceed $1,000,000.00**

7.2.6 ***Not* receiving any other child care assistance subsidy.**

7.2.7 **Categorical Eligibility:** Applicants or co-applicants must be engaged in one or more of the following activities: employment, enrollment in an education program, or participating in job search. However, under categorical eligibility guidelines, *any Indian child residing within the Tribe's service area is eligible to receive child care services, regardless of the family's income level or the applicant's work or training status*. Supportive documentation is required to verify eligibility for vulnerable populations.

Estimated for a family size of 4:

1. 85% of State Median Income (SMI), $5,230.68/month
2. 100% of Tribal Median Income (TMI), $2,461.44/month
   [MBOP CCDF Plan 5.1.2 *Categorical Eligibility*]

Moapa Indian Reservation Tribal Median Income: $34,792.00 per year
State of Nevada Median Income: $62,786.25 per year

7.2.8 **Applicant/Co-Applicant Relocation:** Individuals or households who knowingly relocate to Clark County, Nevada, within the primary intent of obtaining child care services will not be eligible for MBOP Tribal ChildCare services until they can provide documentation verifying residency within Clark County. TCC Case Managers may offer transitional support during this period by collecting documentation. TCC Case Managers are required to follow up with applicants within (30) days to obtain updated documentation confirming official residency in Clark County, Nevada.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.2.9 **Demonstrate a Need for Assistance:**

7.2.9.1 Complete the MBOP TCC Application

7.2.9.2 Verify all household members

7.2.9.3 Submit all required documentation necessary to determine eligibility

7.2.10 **Application Withdrawal or Denial:**

7.2.10.1 Application is not complete

7.2.10.2 Application is not submitted

7.2.10.3 Orientation and Intake is not completed

7.2.10.4 Required verifications are not submitted for eligibility

7.2.10.5 Client requests withdrawal

7.2.10.6 Client is unable to locate or contact

7.2.11 **Case Closure Contact Process:** If, at any point during the application or Re-Determination process, an applicant or co-applicant engaged in any action outlined in Section 7.2.10, TCC Case Managers must follow the steps below:

7.2.11.1 Initiate contact with the applicant by telephone and follow up with an email. A total of (3) contact attempts must be made and documented.

7.2.11.2 If no response is received after the 3rd attempt, issue a formal "Notice of Closure," to the applicant's mailing and email address. The notice must clearly state the reason for ineligibility and provide a (2) week grace period for the applicant to respond by the date specified in the letter.

7.2.11.3 If the applicant responds within the grace period, the TCC Case Manager may resume processing the 12-Month Certificate.

7.2.11.4 If no response is received by the deadline, the TCC Case Manager will proceed with officially closing the case file.

7.2.12 **Documentation Requested for Verification:**

7.2.12.1.1 **Job Related:** Applicants must provide documentation to verify employment status, which may include: (2) recent paycheck stubs, a letter from their employer, or an intent-to-hire letter.

7.2.12.1.1.1.1 **Earned income**

7.2.12.1.1.1.1.1 Wages

7.2.12.1.1.1.1.2 Seasonal Income – generally averaged over (12) months

7.2.12.1.1.1.1.3 Self-Employment Income: profit and loss margins, bank statements, or current IRS tax information

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.2.12.1.1.1.2 **Unearned income:** does not apply to sliding fee scale but must be collected during the intake process

7.2.12.1.1.1.2.1 MBOP General Welfare Assistance and/or Tribal dividends (per capita)

7.2.12.1.1.1.2.2 Pensions

7.2.12.1.1.1.2.3 Social Security

7.2.12.1.1.1.2.4 Unemployment

7.2.12.1.1.1.2.5 Veteran's Benefits

7.2.12.1.1.1.2.6 Worker's Compensation

7.2.12.1.1.1.2.7 Trust Income

7.2.12.1.1.1.2.8 Child Support

7.2.12.1.1.1.2.9 Alimony

7.2.12.1.1.1.2.10 Gambling Winnings

7.2.12.1.1.1.2.11 Foster Parent Income

7.2.12.1.1.1.2.12 Education Grant for living expenses

7.2.12.1.1.1.2.13 Monetary gifts

7.2.12.1.1.1.2.14 Donations/contributions

7.2.12.1.1.1.2.15 Bills paid by others

7.2.12.1.1.1.2.16 Utility Allowance

7.2.12.1.2 **Job Search Verifications**

7.2.12.1.2.1.1 Applicants engaged in job search activities must submit documentation on a quarterly basis.

7.2.12.1.2.1.2 TCC Case Managers will provide a standardized "Job Search Form," for applicants to complete and return.

7.2.12.1.2.1.3 Applicants may also submit email confirmations or other verifiable documentation showing they have applied for jobs.

7.2.12.1.2.1.4 Applicants should be referred to the MBOP Tribal Vocational Rehabilitation Program: Project INPUT, Moapa Band of Paiutes Tribal TERO, or other employment programs

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

listed on the Nevada 211 website for employment services.

7.2.12.1.3 **Educational/Training Program:** Applicants must submit one or more of the following documents to verify participation in an educational or training program: enrollment letter from the institution, class schedule, or training schedule. The determination of child care hours will not be based on the number of hours or travel time. Instead, it will be guided by the continuity of care the child is currently enrolled in, whether part-time or full-time to ensure alignment with the applicant's educational or training schedule.

7.3 **Eligibility Based on Vulnerable Populations**

7.3.1 Due to *categorical eligibility*, families that fall under these categories are considered "*vulnerable populations*." During orientation and intake, TCC Case Managers will review the eligibility checklist to identify families with significant need. Priority for services will be given to applicants who meet (1) or more of the (9) established indicators of high need.

7.3.1.1.1 Families Experiencing Homelessness
7.3.1.1.2 Families Experiencing Addiction
7.3.1.1.3 Families Experiencing Chronic Health Conditions (SSDI)
7.3.1.1.4 Families Experiencing Domestic Violence
7.3.1.1.5 Children with Special Needs
7.3.1.1.6 Children under Court Ordered Guardianship or Foster Care (Abuse/Neglect)
7.3.1.1.7 Teen Parents
7.3.1.1.8 The Elderly (SSI)
7.3.1.1.9 Low Income

7.3.2 **Priority Indicators for Child Care Services for Vulnerable Populations**

7.3.2.1 To ensure services are prioritized for families with the highest need, the following categories are recognized. Documentation is required for verification, and co-payments are waived for the qualifying families under the MBOP Tribal ChildCare Sliding Fee Scale.

7.3.2.2 **Families Experiencing Homelessness:** are given immediate priority.

7.3.2.2.1 Verification & Support

7.3.2.2.1.1 Complete the "Statement of No Income & Residency," Form

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.3.2.2.1.2 A 12-Month Certificate will be issued immediately, regardless of pending documentation. The only required verification is required is tribal affiliation.

7.3.2.2.1.3 TCC Case Managers must assist with obtaining documentation, including covering the associated fees

7.3.2.2.1.4 Release of Information (ROI) must accompany referrals

7.3.2.2.1.5 Co-Payments and overages are automatically waived

7.3.2.2.1.6 Referrals

7.3.2.2.1.6.1 Las Vegas Paiute Tribe Health & Human Services for benefits

7.3.2.2.1.6.2 Housing Programs for displaced families

7.3.2.2.1.6.3 MBOP Tribal Vocational Rehabilitation Program: Project INPUT for employment services

7.3.2.3 **Families Experiencing Addiction:** Applicants in recovery from alcohol or substance abuse may qualify.

7.3.2.3.1 Verification & Support

7.3.2.3.1.1 Letter of support from a rehabilitation program

7.3.2.3.1.2 Letter from a licensed Alcohol and Drug Counselor (LADC)

7.3.2.3.1.3 Letter from social services or the court

7.3.2.3.1.4 Court Records

7.3.2.3.1.5 Kindship Documentation

7.3.2.3.1.6 Legal Guardianship papers

7.3.2.3.1.7 Notarized in loco parentis statement

7.3.2.3.1.8 Refer to MBOP Tribal Vocational Rehabilitation Program: Project INPUT for employment services

7.3.2.3.1.9 Co-Payments are only waived if they are court ordered guardianship or in foster care

7.3.2.4 **Families Experiencing Chronic Health Conditions:** Applicants with disabilities may qualify by providing:

7.3.2.4.1 Current Social Security Disability Income (SSDI) documentation

7.3.2.4.2 Valid medical documentation for physical, mental, or developmental health conditions, including HIV

7.3.2.4.3 Refer to MBOP Tribal Vocational Rehabilitation Program: Project INPUT for employment services

7.3.2.5 **Families Experiencing Domestic Violence:** Children placed under temporary guardianship due to domestic violence may qualify.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.3.2.5.1 Court Records
7.3.2.5.2 Kinship Documentation
7.3.2.5.3 Foster ID Card
7.3.2.5.4 Legal Guardianship papers
7.3.2.5.5 Notarized *in loco parentis* statement
7.3.2.5.6 Lease or mortgage to verify residence
7.3.2.5.7 Additional Actions
7.3.2.5.7.1 Release of Information must accompany referrals
7.3.2.5.7.2 Coordinate with domestic violence programs for victims to receive services
7.3.2.5.7.3 Co-Payments are only waived if they are court ordered guardianship or in foster care.

7.3.2.6 **Children under Court Ordered Guardianship or Foster Care or (Victims of Abuse/Neglect):**
7.3.2.6.1 Court Records
7.3.2.6.2 Kindship Documentation
7.3.2.6.3 Foster ID Card
7.3.2.6.4 Legal Guardianship papers
7.3.2.6.5 Notarized in loco parentis statement
7.3.2.6.6 Lease or mortgage to verify residence
7.3.2.6.7 Additional Actions
7.3.2.6.7.1 Release of Information must accompany referrals
7.3.2.6.7.2 Coordinate with The Children's Advocacy Center for victims to receive services
7.3.2.6.7.3 Co-payments are automatically waived

7.3.2.7 **Children with Special Needs:** children identified with intellectual, speech, physical, or mental disabilities must have verification provided by the applicant with the following documents:
7.3.2.7.1 Medical documentation from a doctor or specialist
7.3.2.7.2 504 Plan
7.3.2.7.3 Individual Education Plan (IEP)
7.3.2.7.4 Individual Family Support Plan (IFSP)
7.3.2.7.5 Letter from a licensed provider verifying the disability
7.3.2.7.6 Additional Actions
7.3.2.7.6.1 If documentation is unavailable, a Release of Information (ROI) must accompany a referral to obtain verification on the applicant's behalf
7.3.2.7.6.2 If a parent is requesting assistance with obtaining a diagnosis, referrals for assessments may be made; a

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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Release of Information and medical insurance information must be provided to assist

7.3.2.7.6.3 Co-payments are automatically waived

7.3.2.7.6.4 MBOP Tribal ChildCare can cover child care for special needs children that require personal assistance up to the age of (18).

7.3.2.8 **Teen Parents:** Teen parents aged (13-18) must provide:

7.3.2.8.1 Age verification from their birth certificate or identification cards (Valid Identification Card, Driver's Permit, or Driver's License)

7.3.2.8.2 Refer teen parents to resources for family planning or parenting classes

7.3.2.8.3 Co-payments and overages are waived

7.3.2.9 **Elderly Applicants:** Applicants aged (62) and older must provide:

7.3.2.9.1 Age verification from their birth certificate or identification cards (Valid Identification Card, Driver's Permit, or Driver's License)

7.3.2.9.2 Proof of Social Security Income (SSI)

7.3.2.10 **Low Income: Families**: receiving public assistance or demonstrating economic hardship may qualify

7.3.2.10.1 A household is considered low income if its total income falls at or below the specific threshold established by MBOP Tribal ChildCare's Sliding Fee Scale. This threshold is typically based on a percentage of the Federal Poverty Guidelines or the Area Median Income (AMI), as defined by our MBOP Tribal ChildCare's approved CCDF Plan.

7.3.2.10.2 Verification of Temporary Assistance for Needy Families (TANF)

7.3.2.10.3 Verification of Supplemental Nutrition Assistance Program (SNAP)

7.3.2.10.4 Verification of Women, Infants, and Children (WIC)

7.3.2.10.5 Letter from the Department of Welfare and Social Services

7.3.2.10.6 Additional Considerations (CCDF Plan 5.2.9)

7.3.2.10.6.1 Child care must be developmentally appropriate and selected by the parent

7.3.2.10.6.2 Provider location must be within a reasonable distance (not exceeding (60) minutes of travel

7.3.2.10.6.3 Informal care must be legal and abide by MBOP Tribal ChildCare Health & Safety Standards

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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7.3.2.10.6.4 Child costs must not exceed 10% of the parent's income

7.3.2.10.6.5 Co-payments are automatically waived

7.4 **TCC Case Management Procedures for Eligibility**

7.4.1 **Introductory Memo:** Upon assignment of a family case file, an introductory memo is issued to the applicant/co-applicant. This memo includes the assigned Family ID# and Child(ren) ID#, the name of the assigned TCC Case Manager, and all relevant contact information. A copy of the memo is retained in the applicant's file.

7.4.2 **Review of Eligibility Documents:** TCC Case Managers must review all submitted documents using the official eligibility checklist. Each incoming document must be dated and initialed to confirm receipt and review.

7.4.3 **Release of Information (ROI):** If the applicant/co-applicant requires assistance in obtaining necessary documentation, a Release of Information (ROI) form must be completed and submitted with any referrals to facilitate document collection.

7.4.4 **Fees Associated with Eligibility Documentation:** MBOP Tribal Child Care may cover costs associated with obtaining eligibility documentation either through direct vendor payment or applicant reimbursement. Covered expenses include:

7.4.4.1 Birth certificates

7.4.4.2 Driver's license or identification card

7.4.4.3 Assessments for IEPs, 504 Plans, or medical diagnoses

7.4.4.4 Court fees related to eligibility documentation

7.4.4.5 School district record fees

7.4.4.6 Parenting classes

7.4.4.7 Notary services

7.4.4.8 Mileage reimbursement for applicants searching for child care centers

7.4.4.9 Support payments for child therapies not covered by insurance

7.4.4.10 Bus passes for applicants and In-Home/Family Care providers

7.4.4.10.1 Bus Pass Guidelines:

7.4.4.10.1.1 Applicants without personal transportation may receive up to five (5) bus passes per week, aligned with their work or education schedule.

7.4.4.10.1.2 In-Home/Family Care Providers without personal transportation may receive up to five (5) bus passes per week, aligned with the days of care listed on the invoice.

7.4.4.10.1.3 Families Experiencing Homelessness may receive bus passes upon request for themselves and their children, provided they do not own a personal vehicle.

7.4.5 **Orientation & Intake:** All applicants/co-applicants must complete Orientation and Intake to receive an overview of MBOP Tribal ChildCare services and to

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

establish a client profile. Required forms must be signed and retained in the applicant's file. Applicants must receive a copy of the TCC Parent Handbook after agreeing to program policies. The TCC Intake Form must be completed either through interview or self-report to gather necessary case information.

7.4.6 **Case Note Documentation:** All interactions with applicants/co-applicants and providers must be recorded in the Correspondence Log located in the applicant's file. This includes in-person meetings, phone calls, texting, mail, and email communications. Significant incidents must be documented with printed copies of emails or text messages and reported to TCC Upper Management.

7.4.7 **Case Record Reviews:** TCC Case Managers are required to conduct annual Case Record Reviews at the end of each fiscal year (September) to ensure compliance. Completed reviews must be submitted to the TCC Project Director.

7.4.8 **Case Manager Reporting:** TCC Case Managers must submit a Case Manager Reporting Form by the 25th of each month. This data supports the annual submission of the ACF-700 Report due in December. The TCC Lead Case Manager will coordinate with other Case Managers to complete the report.

7.4.8.1 TCC Case Managers are responsible for updating the TCC Case Manager Spreadsheet located on OneDrive. This spreadsheet includes:

7.4.8.1.1 Assigned tabs for each TCC Case Manager

7.4.8.1.2 Active and inactive client lists

7.4.8.1.3 Las Vegas/Moapa client contact lists

7.4.8.1.4 Family ID#, Child ID#, Family Invoice #

7.4.8.1.5 Provider contact lists organized by location

7.4.8.2 TCC Case Managers are responsible for updating the ACF-700 Spreadsheet located on OneDrive.

7.5 **Sliding Fee Scale Copayments and Overage Fee Calculations:** MBOP Tribal ChildCare determines family eligibility and monthly copayment amounts using the Sliding Fee Scale, which is based on total household income and family size, as approved by the funding agency. **[Reference: MBOP CCDF Plan 5.4]** This fee is paid directly to the child care provider and is based on verified income and family size.

7.5.1 **Primary Sliding Fee Scale:** applies to full time licensed and exempt providers

7.5.2 **Secondary Sliding Fee Scale:** Applies to before/after school, part-time, In-Home Providers, and Family Providers

7.5.3 The monthly fee is a fixed dollar amount indicated on the 12-Month Certificate voucher. MBOP Tribal ChildCare utilizes a Tier Worksheet and a Co-Pay/Overage Worksheet to automatically calculate the required amounts.

7.5.3.1 TCC Case Managers will compare provider rates to the TCC Maximum Daily Rates to determine whether the full cost is covered.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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7.5.3.2 A cap is applied after a certain number of children; no additional fee is charged beyond that point.

7.5.3.3 The fee is assessed per family, not per child.

7.5.3.4 If the provider's rate exceeds the TCC maximum, the family is responsible for paying the *overage fee* directly to the provider. This amount will be listed on the 12-Month Certificate alongside the calculated co-pay.

7.5.3.5 Families that have non-traditional hours utilize the 7 Day Co-Pay/Overage worksheet.

7.5.3.6 All Teir Worksheets and Co-Pay/Overage Worksheets are reviewed with the families in agreeance before the 12-Month Certificate is processed.

7.5.3.7 TCC Case Managers will monitor payment compliance and assess whether the cost presents a barrier to care. If so, families will be encouraged to explore alternative child care options. **[Reference: MBOP CCDF Plan 5.4.1(h)]**

7.5.3.8 **Income Verification and Calculation:** To determine monthly net income, families must submit recent paycheck stubs or documentation of other income sources.

7.5.3.8.1 If paid bi-weekly: Add the net pay from two consecutive pay stubs to determine monthly income.

7.5.3.8.2 If paid weekly: Add the net pay from four consecutive pay stubs to calculate monthly income.

7.6 **Selecting Child Care Providers:** Once an applicant or co-applicant has successfully completed the eligibility screening process, they may proceed to select a child care provider that best meets the needs of their family. MBOP Tribal Child Care offers the following provider options:

7.6.1 **Center-Based Care:** Licensed child care facilities located in Clark County, Nevada, including before- and after-school programs and exempt programs. This category also includes the MBOP Tribally Operated Child Care Center located on the Moapa Band of Paiutes Reservation.

7.6.2 **Center-Based Child Care Provider Evaluation and Support:** When evaluating new center-based child care providers, families should be informed of key considerations and the support available through TCC Case Managers. Applicants my independently select their preferred child care provider or request support from their TCC Case Manager. TCC Case Managers are available to assist in identifying appropriate child care options and may accompany families on facility tours to ensure the provider aligns with the family's needs and program standards.

7.6.3 **Licensing Requirements:** All licensed child care centers in Nevada must hold either a provisional or permanent license issued by The State of Nevada Division

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
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EMAIL: aosborne@mboptribalchildcare.org

of Public and Behavioral Health – Child Care Licensing Unit, in accordance with Nevada Administrative Code (NAC) Chapter 432A. A copy will be submitted to our TCC Health & Safety Department for monitoring to avoid expiration dates. If a facility operates under an Exempt Status, a formal letter of justification is required. MBOP Tribal Child Care must retain a copy of the exemption documentation in the provider's file.

7.6.4 **Role of TCC Case Managers:** TCC Case Managers are responsible for supporting families throughout the provider selection and enrollment process. Their responsibilities include:

7.6.4.1 Assisting with the registration of the selected child care provider with MBOP Tribal ChildCare

7.6.4.2 Supporting families in locating suitable child care programs within their geographic area

7.6.4.3 Explaining the provider's application and enrollment procedures

7.6.4.4 Referring families to relevant community resources and assisting with access

7.6.4.5 Supporting families in negotiating child care rates, including:

7.6.4.5.1 Before and after-school care

7.6.4.5.2 School-year break schedules

7.6.4.5.3 Adjustments due to inflation, changes in fee scales, or natural disasters

7.6.5 **Center-Based Child Care Requirements:** To ensure compliance and quality care, all center-based child care providers participating in the MBOP Tribal ChildCare Program must meet the following requirements:

7.6.5.1 **Required Documentation:** Providers must submit the following documentation prior to enrollment and payment processing:

7.6.5.2 A valid 12-Month Certificate, signed by the applicant, provider, and TCC Case Manager.

7.6.5.3 A signed Provider Payment Agreement, completed by all parties

7.6.5.4 A copy of the provider's current Provisional or Permanent License (for licensed providers) – payments will be placed on hold if a valid license is not received.

7.6.5.5 A copy of Exemption Status documentation (for exempt programs)

7.6.5.6 The MBOP Tribal ChildCare's "TCC Center Waiver Form," must be placed in the case file for those families enrolled in the Tribally Operated Center only.

7.6.5.7 A current Provider Rate Sheet

7.6.5.8 A completed W-9 Form (required for new providers only)

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.6.5.9 Monthly submission of provider invoices to the assigned TCC Case Manager

7.6.5.10 Participation in scheduled inspections conducted by the TCC Health & Safety Department. All new providers are subjected to their 1st initial inspection during the 12-Month Certificate process. During each fiscal year, providers are scheduled (2) inspections per year.

7.6.5.11 Surprise (unannounced) inspections may be conducted if a complaint is received regarding the provider or care environment

7.6.6 **Registration & Fee Coverage:** MBOP Tribal ChildCare will cover registration and application fees up to $500 per calendar year. Any amount exceeding this limit is the responsibility of the parent or guardian.

7.6.6.1 MBOP Tribal ChildCare will also cover fees directly related to the child's care, including:

7.6.6.1.1 Diaper and wipe fees

7.6.6.1.2 Potty training fees

7.6.6.1.3 Meal fees

7.6.6.1.4 Supply fees

7.6.6.2 MBOP Tribal ChildCare does *not* cover fees for extracurricular activities such as sports, dance, or field trips. Any additional required fees must be reviewed and approved by the TCC Project Director prior to payment.

7.6.7 **Enrollment Type:** Families are encouraged to enroll children in full-time, high-quality care whenever possible. MBOP Tribal ChildCare will pay based on the selected enrollment type—either full-time or part-time.

7.6.7.1 Infants and toddlers have full time care.

7.6.7.2 For school-age children:

7.6.7.2.1 MBOP Tribal ChildCare covers before and/or after-school care during the school year

7.6.7.2.2 Full-time care is only covered during official school breaks (e.g., spring, summer, winter)

7.6.8 **Attendance Policy:** MBOP Tribal ChildCare reimburses providers based on enrollment, not daily attendance. Occasional absences will not affect provider payments. However, if a child is frequently absent, families must notify their assigned TCC Case Manager to reassess the care schedule.

7.6.8.1 MBOP Tribal ChildCare does not cover late fees for co-pays and overages charged by providers as they are the responsibility of the applicant

7.6.8.2 MBOP Tribal ChildCare will not pay for days when:

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.6.8.2.1 The center is closed unexpectedly

7.6.8.2.2 The child exits the program before the end of the month

7.6.8.2.3 The center is not operating for any reason

7.6.9 **Vulnerable Populations:** For families identified as vulnerable populations, child care costs should not exceed 10% of gross income. If co-payments are not made and the balance exceeds $500.00, the family will be required to transition to a more affordable provider—*no exceptions.*

7.6.10 **Fee Changes:** If a provider adjusts their rates due to inflation or other factors, they must submit written notice and an updated fee sheet to MBOP Tribal ChildCare within **(15) days**. New rates will apply only to invoices submitted after the notice is received. If a provider offers discounts or tuition credits, they must submit written documentation specifying the discount amount and duration. MBOP Tribal ChildCare will adjust payments accordingly to avoid duplication.

7.6.11 **Children with Special Needs:** MBOP Tribal ChildCare Program may provide support for children with special needs, including behavioral therapies, when such services enhance the quality of care and are not part of a formal educational curriculum. Support is limited to care-related services and does not extend to educational instruction or tutoring.

7.6.11.1 **Program Limitations**: MBOP Tribal ChildCare does *not* cover costs associated with Designated Instructional Services (DIS) that are part of an accredited special education program or private school curriculum. This includes, but is not limited to, tutoring and other academic supports.

7.6.11.2 **Documentation Requirements**: To authorize payment for services related to special needs care:

7.6.11.2.1 A current Individualized Education Plan (IEP) or

7.6.11.2.2 A medical evaluation from a licensed specialist must be on file with the assigned TCC Case Manager.

7.6.11.2.3 Annual Reassessment: IEPs must be reassessed and updated annually by a licensed specialist to ensure alignment with the child's age and developmental needs. Expired IEPs will not be accepted for payment authorization and invoices will be held until valid documentation is submitted.

7.6.11.2.4 Documentation Support: TCC Case Managers may assist families in obtaining necessary documentation by initiating

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

referrals accompanied by a signed Release of Information (ROI) form.

7.6.12 **Family Monthly Fee Policy:** Family monthly fees are determined based on household size and total income. The MBOP Tribal ChildCare Sliding Fee Scale is used to assess income levels and assign the appropriate payment tier.

7.6.12.1 **Income Verification**: Families must provide documentation to verify income.

7.6.12.2 **Fee Structure:** The monthly fee applies to the entire family, regardless of the number of children enrolled. Families are responsible for submitting their monthly fee payments directly to their designated child care provider.

7.6.12.3 **Overage Fees:** If a provider's charges exceed the amount covered by MBOP Tribal ChildCare, families are responsible for paying the difference. This additional cost is referred to as an overage fee.

7.6.12.4 **Applicant Responsibility:** Parents/guardians are responsible for any co-payments or overage fees not covered by MBOP Tribal ChildCare. These are determined based on household income and the sliding fee scale outlined in the 12-Month Certificate.

7.6.12.5 **Co-Payment Guidelines:**

7.6.12.5.1 Calculated based on (52) weeks per year

7.6.12.5.2 Parents must submit proof of payment to their TCC Case Manager by the 1st of each month

7.6.12.5.3 If proof is not provided, TCC Case Managers may contact the provider for attendance records, balance statements, or receipts

7.6.13 **Licensing and Funding Eligibility for Child Care Programs Affiliated with Private Institutions:** Child care programs affiliated with private institutions must hold either a provisional or permanent license issued by The State of Nevada Division of Public and Behavioral Health – Child Care Licensing Unit.

7.6.13.1 These programs must submit a rate sheet that includes:

7.6.13.1.1 Age-based child care service rates,

7.6.13.1.2 Associated costs,

7.6.13.1.3 Details of preparatory programs offered within the center that are non-accredited.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.6.13.1.4 Institutions that refer to their services as "tuition" must provide written justification demonstrating that their program constitutes child care preparatory services and is not affiliated with any accredited educational programs.

7.6.13.1.5 Programs offering accredited tuition-based services are *not eligible* for MBOP Tribal ChildCare funding for students enrolled in grades 1 through 12, in accordance with [**45 CFR §98.56(c)**].

7.6.13.2 **Ineligible Services:** MBOP Tribal Child Care funds may not be used for the following:

7.6.13.2.1 Services provided to students during the regular school day;

7.6.13.2.2 Services for which students receive academic credit toward graduation.

7.6.13.2.3 Instructional services that supplant or duplicate the academic curriculum of any public or private school.

7.6.14 **In-Home Provider:** Child care services provided within the child's own home by a chosen individual who is at least (18) years of age. This option is subject to restrictions and must meet all program requirements for health, safety, and provider eligibility.

7.6.15 **Family Care Provider:** Child care services provided outside the child's home by a relative who is at least eighteen (18) years of age. This option is subject to restrictions and must meet all program requirements for health, safety, and provider eligibility. The relative must be a blood or by marriage relative.

7.6.16 Parents and legal guardians are *not* eligible to participate in either the In-Home Provider or Family Care Provider program.

7.6.17 **Required Documentation and Eligibility for In-Home and Family Care Providers:** To initiate processing as an In-Home or Family Care Provider under the MBOP Tribal ChildCare Program, applicants must submit the following documentation:

7.6.17.1 **Valid State Identification**

7.6.17.1.1 Copy of a current State-issued ID

7.6.17.1.2 Driver's License.

7.6.17.2 **Tax Documentation**

7.6.17.2.1 Completed W-9 Form for vendor system entry.

7.6.17.2.2 Providers will receive a 1099 Form annually for tax filing purposes.

7.6.17.3 **Program Agreements**

7.6.17.3.1 Signed Roles & Responsibilities Form.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.6.17.3.2 Signed 12-Month Certificate of Service.

7.6.17.3.3 Signed Applicant Affidavit of In-Home/Family Care Provider Compliance Agreement.

7.6.17.4 **Orientation and Training Requirements:** All providers are strongly encouraged to complete an orientation with MBOP Tribal ChildCare Case Managers and must be processed through the MBOP Tribal ChildCare Health & Safety Department prior to delivering services or receiving payment.

7.6.17.4.1 **Mandatory Requirements Before Service Begins:**

7.6.17.4.1.1 Completion of orientation and required health and safety trainings.

7.6.17.4.1.2 Successful completion of the initial inspection.

7.6.17.4.1.3 Receipt of a child care safety package.

7.6.17.4.1.4 Access to ongoing training and certification opportunities.

7.6.17.4.1.5 Participation in scheduled inspections conducted by the TCC Health & Safety Department. All new providers are subjected to their 1st initial inspection during the 12-Month Certificate process. During each fiscal year, providers are scheduled (2) inspections per year.

7.6.17.4.1.6 Surprise (unannounced) inspections may be conducted if a complaint is received regarding the provider or care environment.

7.6.17.4.2 **Background Check Requirements:** All providers must undergo and successfully pass three (3) separate background checks prior to approval for participation and payment:

7.6.17.4.2.1 <u>FBI & In-State Fingerprint Criminal History Check:</u> Conducted by B&D Fingerprinting; processing time up to (45) days.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.6.17.4.2.2 NCIC/NSOR National Sex Offender Registry Check: Immediate processing.

7.6.17.4.3 Child Abuse & Neglect Registry Check: Processing time up to (15) business days.

7.6.17.4.4 **Additional Requirements for Family Care Providers:** If care is provided outside the child's home, all adults (18+) residing in the provider's household must also complete background checks.

7.6.17.4.5 Refusal to complete required background checks will result in automatic denial or termination from the MBOP Tribal ChildCare Program. MBOP Tribal ChildCare may request updated background checks periodically throughout each CCDF Plan fiscal year. These updates will not disrupt services or payments if cleared.

If any background check reveals a conviction listed on the **Disqualifying Crimes List** (as defined by **NRS 432A.170** and maintained by the Nevada Department of Health & Human Services), the provider will be *automatically disqualified*. In such cases, MBOP Tribal Child Care will terminate the service agreement, and the applicant must work with their assigned TCC Case Manager to select an alternative provider.

7.6.17.5 **Limitations on Care** (Per CCDF Plan Section 6.2.4): The following limitations apply to In-Home and Family Care Providers:

7.6.17.5.1 **Service Limits:**

7.6.17.5.1.1 Care may not exceed **(**5) days per week, aligned with the parent/guardian's schedule.

7.6.17.5.1.2 Daily care may not exceed **(**9) hours.

7.6.17.5.2 **Child Capacity:** A single caregiver may care for **(**2) to (6) children**.**

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.6.17.6 **Special Needs Support:** Providers caring for children with special needs should coordinate with their assigned TCC Case Manager for additional resources.

7.6.17.7 Primary and secondary providers are not authorized to provide care on duplicate dates.

7.7 **Policy: Stipulations for Children Enrolled in the Clark County School District**

7.7.1 **Kindergarten and First Grade Enrollment Requirements:** In accordance with Nevada Revised Statutes **[NRS 388 and NRS 392]** and the Clark County School District (CCSD) guidelines:

7.7.1.1 Children must be (5) years old on or before August 1 of the school year to enroll in kindergarten.

7.7.1.2 Kindergarten is a mandatory prerequisite for enrollment in first grade.

7.7.1.3 Children must be (6) years old on or before August 1 and have completed kindergarten to enroll in first grade.

7.7.1.4 If a parent or legal guardian has waived kindergarten attendance in a public, state-licensed, state-exempt private school, or approved homeschool program, the child must undergo a developmental assessment by CCSD to determine readiness for first grade

7.7.2 **School Attendance Requirements:** Per [**NRS 392.040**], children between the ages of (7) and (17) are required to attend school regularly

7.7.2.1 Parents or guardians are legally responsible for ensuring their child's attendance.

7.7.2.2 Failure to comply may result in misdemeanor charges against the parent or guardian

7.7.2.3 CCSD may grant exceptions to attendance requirements, but formal approval from the school board is required. Applicants must provide documentation upon request.

7.8 **Policy: Children Enrolled in Distance Learning or Homeschooling:** Compliance with Nevada Compulsory Attendance Laws for Applicants with school-aged children enrolled in distance learning or homeschooling must comply with Nevada Revised Statutes **[NRS 388D.020]**.

7.8.1 The applicant or co-applicant must submit a written acknowledgment of receipt from the Clark County School District (CCSD).

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

7.8.2 This acknowledgment serves as proof of compliance with Nevada's compulsory attendance laws.

7.8.3 CCSD is required to retain a copy of this acknowledgment for a minimum of (15) years.

7.8.4 **Limitations on MBOP Tribal Child Care Coverage:** MBOP Tribal ChildCare cannot issue a 12-Month Certificate for children enrolled in distance learning programs. This restriction is based on the distinction between:

7.8.4.1 Accredited instruction occurring during the time of care provided by In-Home/Family Care Providers, which is **unallowable** under program guidelines.

7.8.4.2 Center-based care**,** which may be allowable for children enrolled in distance learning, depending on the nature of the care and instructional schedule.

7.8.5 **Emergency Exceptions:** Exceptions to this policy may be granted under the following circumstances:

7.8.5.1 A Nevada State of Emergency is declared.

7.8.5.2 A Moapa Band of Paiutes Reservation Lockdown is enacted.

7.8.5.3 Unforeseen natural disasters result in the closure of public or private educational institutions.

7.8.5.4 Under these conditions, MBOP Tribal ChildCare may accommodate school-aged children participating in distance learning due to district-wide closures.

7.8.6 **Mandatory Reporting Requirements:** If a TCC Case Manager or an In-Home/Family Care Provider becomes aware of or suspects that a parent or guardian is:

7.8.6.1 Failing to enroll their child in a public, private, or approved distance learning program, or

7.8.6.2 Preventing their child from attending school without valid exemption,

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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7.8.6.3 The TCC Case Manager is required to report the situation to the appropriate authorities in accordance with state law and MBOP Tribal ChildCare policy. Clark County School District for truancy-related issues by calling the Attendance Enforcement Office at (702) 799-8640.

8.1 **12-Month Certificate Requirements**

8.1.1 **Certificate Issuance:** A 12-Month Certificate voucher will be issued once all required documentation has been submitted and verified. Upon completion:

8.1.2 A Family Identification Number (Family ID) and Child Identification Number(s) (Child ID) will be generated and recorded in the Master Case File List maintained on OneDrive.

8.1.3 **Each 12-Month Certificate includes the following:**

8.1.3.1 **Family ID# and Child(ren) ID#** (top right-hand corner)

8.1.3.1.1 **Family Information**:

8.1.3.1.1.1 Parent/Guardian Name(s)

8.1.3.1.1.2 Address

8.1.3.1.1.3 Contact Number

8.1.3.1.1.4 Email Address

8.1.3.1.2 **Family Tier Level**

8.1.3.1.3 **Assigned TCC Case Manager Contact Information**:

8.1.3.1.3.1 Phone Number

8.1.3.1.3.2 Email Address

8.1.3.2 **Child Care Provider Information**:

8.1.3.2.1 Provider Name

8.1.3.2.2 Type of Provider (Licensed Center, Exempt Program, Family Care Provider, or In-Home Provider)

8.1.3.2.3 Type of Care (Full-Time or Part-Time)

8.1.3.2.4 Provider Address

8.1.3.2.5 Contact Number

8.1.3.2.6 Email Address

8.1.3.3 **Certificate Period**:

8.1.3.3.1 Effective Date

8.1.3.3.2 Re-Determination Date

8.1.3.4 **Child Information**:

8.1.3.4.1 Child Name(s) and Child ID#

8.1.3.4.2 Date of Birth

8.1.3.4.3 Age Group (Infant, Toddler, Pre-School, or School Age)

8.1.3.5 **Financial Details**:

8.1.3.5.1 Provider Daily Rates by Age Category

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.1.3.5.2 MBOP Tribal ChildCare Maximum Daily Rates by Age Category
8.1.3.5.3 Family Responsibility (Co-Pays and Overage Fees)
8.1.3.5.4 Total Monthly Amount
8.1.3.5.5 MBOP Tribal ChildCare Average Maximum Payment w/Annual registration fees

8.1.3.6 **Required Signatures**:
8.1.3.6.1 Parent/Guardian(s)
8.1.3.6.2 Provider
8.1.3.6.3 TCC Case Manager
8.1.3.6.4 Approved by the Project Director

8.1.4 **Eligibility Verification and Documentation Review:** All required documentation must be submitted and verified before a 12-Month Certificate can be issued. The certificate must be reviewed and authorized by the TCC Lead Case Manager prior to final approval by the Project Director.

8.1.4.1 **Required Submission Materials:** To initiate the authorization process, the following documents must be submitted:
8.1.4.1.1 **Tier Sheet** – Verifies family income and placement within the MBOP Tribal Child Care Sliding Fee Scale.
8.1.4.1.2 **Co-Pay/Overage Worksheet** – Calculates the family's financial responsibility and total monthly amount.
8.1.4.1.3 **Provider Payment Agreement** – for center-based providers
8.1.4.1.4 **Provider Payment Affidavit** – Required for In-Home and Family Care Providers.
8.1.4.1.5 **Unsigned 12-Month Certificate** – Draft version for review.

8.1.5 **Review and Approval Workflow**

8.1.5.1 **Initial Review:** The assigned TCC Case Manager submits the complete documentation package to the TCC Lead Case Manager. If any items are incomplete or incorrect, the package will be returned to the assigned TCC Case Manager for correction and resubmission.

8.1.5.2 **TCC Lead Case Manager Review:** The TCC Lead Case Manager will initial all reviewed documents and submit the finalized package to the Project Director for approval. If errors are identified, the Project Director will return the package to the TCC Lead Case Manager for correction.

8.1.5.3 **Final Approval:** Once all materials are verified and approved, the Project Director will sign off on the submission. The submission will be returned to the assigned TCC Case Manager.

8.1.6 **Completion and Activation:** Upon receiving the approved 12- Month Certificate:

8.1.6.1 The assigned TCC Case Manager is responsible for contacting the applicant/co-applicant and the selected provider to obtain final signatures. Once the 12-

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

Month Certificate and the Provider Payment Agreement or In-Home/Family Care Provider Affidavit are signed by all parties, the certificate is considered valid and active.

8.1.6.2 MBOP Tribal ChildCare will only pay for services listed on the signed and dated 12-Month Certificate. Services rendered before the start date or after the expiration date of the certificate will not be reimbursed.

8.1.7 **MBOP Tribally Operated Center Enrollment:** Families who enroll their children in the MBOP Tribal ChildCare's Tribally Operated Center on the Moapa Reservation are not required to pay tuition fees. These services are classified as direct services to children.

8.1.7.1 The Moapa TCC Case Manager must complete the MBOP Tribal ChildCare – Tribally Operated Center Waiver Form, which replaces the Family General Ledger Log Sheet tab.

8.1.7.2 **Alternative Care for Center Closures:** Families enrolled in the MBOP Tribal ChildCare's Tribally Operated Center are strongly encouraged to designate a secondary In-Home/Family Care Provider to ensure continuity of care during scheduled or emergency closures. Closures may occur due to:

8.1.7.2.1 Monthly Staff Development Days (typically the 2nd Monday of each month)

8.1.7.2.2 Recognized holidays

8.1.7.2.3 Health and safety concerns

8.1.7.2.4 Building repairs

8.1.7.2.5 Training sessions

8.1.7.2.6 Other reasons as determined by TCC Upper Management

8.1.7.3 Families who choose not to designate secondary care are responsible for arranging their own alternative care during these closures.

8.1.7.4 **Closure Notifications** are provided through multiple channels:

8.1.7.4.1 Flyers posted on the center door and bulletin board

8.1.7.4.2 TCC Center Newsletter and MBOP Tribal ChildCare Newsletter

8.1.7.4.3 Email notifications

8.1.7.4.4 Notices at child pick-up that require signature of receipt

8.1.7.4.5 Flyers posted in the Tribal Community

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PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.1.7.4.6 Announcements on the MBOP Tribal ChildCare Facebook Page

8.2 **Policy: Invoice Submission and Processing Procedures**

8.2.1 **Submission Timeline and Method:** All invoice packages must be submitted every Tuesday before 3:00 PM to ensure timely processing. The following items must be scanned and forwarded to the assigned TCC Case Manager, who will upload them into the financial procurement system.

8.2.2 Licensed Providers and Exempt Programs must submit invoices monthly for children enrolled in their care with no overlapping dates with charges that align with the weekly/monthly rates listed on the family's 12-Month Certificate.

8.2.3 In-Home and Family Care providers must submit invoices bi-weekly for children in their care with no overlapping dates. Providers must request the invoice template from their assigned TCC Case Manager. Separate invoices must be submitted for each child in their care.

8.2.4 All invoice submissions must be completed promptly, as MBOP Tribal ChildCare has a maximum of **(21) days** to process payments.

8.2.5 If a provider fails to submit invoices in a timely manner and the total outstanding amount exceeds $10,000.00, payment processing will be *delayed* pending formal approval from the Moapa Band of Paiutes Tribal Council. This policy ensures fiscal oversight and accountability for high-value disbursements within the MBOP Tribal ChildCare Program.

8.2.6 All checks issued by the MBOP Tribal ChildCare Program are subject to a (30) day grace period for cashing. Providers must ensure checks are deposited or cashed within this timeframe to avoid delays or reissuance procedures. Any delays at any stage will affect the overall processing timeline. Complete and accurate documentation is essential.

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PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.2.7 Delivery of ordered items ordered by credit card typically takes 2–3 weeks through the Tribal Purchasing Department.

8.2.8 Exceptions to this schedule may occur due to holidays or compliance corrections. In such cases, MBOP Tribal Child Care will notify the applicant and provider.

8.2.9 All documentation must be:

8.2.9.1 Digitally saved in OneDrive, and

8.2.9.2 Physically filed in the applicant's case file.

8.2.10 **Required Invoice Submission Materials:** Each invoice package must include:

8.2.10.1 **MBOP Tribal ChildCare Invoice Cover Sheet:** Automatically calculates payment amounts based on the 12-Month Certificate.

8.2.10.2 **Copy of the Provider Invoice:** Must include provider name, address, and matching service dates.

8.2.10.3 Family and child names must be redacted; original version retained in the file.

8.2.10.4 **Copy of the 12-Month Certificate**

8.2.10.5 **Rate Sheets:** Provider Rate Sheet and MBOP Maximum Daily Rate Sheet is required only for the first submission from a provider.

8.2.10.6 **W-9 Form:** Required once for each new provider.

8.2.10.7 **Child Care Licenses –** provided to the TCC Health & Safety Monitor, but all licenses are required to current before processing invoices. Licenses that have expired require invoices to be held until we receive a current valid license.

8.2.10.7.1 **Provisional licenses** must be validated monthly.

8.2.10.7.2 **Permanent licenses** must be validated annually.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
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8.2.10.7.3 **Exempt Programs** must have either: A valid business license, or documentation verifying status under Internal Revenue Code Section 501(c)(3).

8.2.11 **Payment Monitoring and Recordkeeping:** TCC Case Managers must update their invoice tracking spreadsheet to record:

8.2.11.1 Invoice details

8.2.11.2 Copy of the check (placed in the applicant's file)

8.2.12 **Check Distribution Protocol:** Available the following Monday after weekly processing.

8.2.12.1 **Moapa Applicants:** checks are dropped off at the Moapa Office location

8.2.12.2 **Las Vegas Applicants**: Checks must be transported to the Las Vegas offices.

8.2.12.3 **Provider Notification**: TCC Staff will notify providers via courtesy call when checks are ready for pick-up.

8.2.12.4 Applicants, co-applicants, and providers must not contact the Tribal Administration Office directly regarding check status. Due to confidentiality and redacted information, administrative staff are not authorized to provide updates.

8.2.12.5 TCC Case Managers are responsible for:

8.2.12.5.1 Coordinating check pick-up arrangements and ensuring providers sign the pick-up log.

8.2.12.5.2 Mailing checks via U.S. Postal Service if needed

8.2.12.5.3 Request for delivery in special circumstances

8.2.13 **Check and Purchase Order Processing**: The Moapa Band of Paiutes Tribal Finance Department processes payments through a batch check system, which requires strict adherence to submission procedures and complete documentation. Failure to comply may result in processing delays or denial.

8.2.14 **Provider Setup and Procurement System Entry**

8.2.14.1 TCC Case Managers are responsible for onboarding new providers.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.2.14.2 W-9 forms must be submitted to the Financial Department at least one week in advance to allow time for entry into the procurement system. The W-9 Forms are collected in the family's case file but require to be filed in a separate folder as you update the W-9 Form list available on the OneDrive.

8.2.15 **Provider Changes:** Families enrolled in the MBOP Tribal ChildCare Program have the right to request a change in their child care provider at any time. The process differs slightly depending on the type of provider.

8.2.15.1.1 **Submit Written Notification**

8.2.15.1.1.1 Notify your assigned TCC Case Manager via email or letter.

8.2.15.1.1.2 Complete the Provider Change Form provided by your TCC Case Manager.

8.2.15.2 **Disenrollment Process:**

8.2.15.2.1 If you signed an agreement with your current provider, follow their disenrollment procedures.

8.2.15.2.2 If no agreement exists, provide a (2) week written notice to the provider and inform your TCC Case Manager.

8.2.15.2.3 The TCC Case Manager will inform the In-Home/Family Care Provider with a formal letter that their services are no longer needed.

8.2.15.2.4 MBOP Tribal ChildCare's Tribally Operated Center requires the applicant to submit a "Withdrawal Form."

8.2.15.3 **Financial Obligations**

8.2.15.3.1 Ensure all co-payments and overage fees are paid in full.

8.2.15.3.2 Submit proof of payment to your TCC Case Manager.

8.2.15.3.3 MBOP Tribal ChildCare does not cover past-due balances for co-pays and overages that are the family's responsibility.

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8.2.15.3.4 MBOP Tribal ChildCare will process any remaining invoices owed to the provider.

8.2.15.4 **New Provider Selection:** Once all obligations are met, your TCC Case Manager will begin the process of selecting a new provider and issuing a new 12-Month Certificate, following all standard eligibility and documentation procedures.

8.2.15.5 **Provider Compliance Notification:** Your TCC Case Manager will inform you of any **known** incidents or licensing violations involving your current center-based provider. You may choose to remain with the provider at your discretion.

8.2.15.6 **Reporting Provider Concerns:** Complaints may be submitted via phone, mail, or email to: info@mboptribalchildcare.org or directly to your assigned Case Manager.

8.2.16 **Child Phase Out Process:** MBOP Tribal Child Care Program provides child care services to eligible children from birth through age (12). Children may continue receiving services until the day before their 13th birthday. This policy outlines the procedures for phasing out services and supporting families during the transition.

8.2.16.1 **Phase-Out Procedures**

8.2.16.1.1 **Notification to Families**

8.2.16.1.1.1 Families will receive written notice at least (30) days prior to the child's 13th birthday. The notice will include:

8.2.16.1.1.1.1 The date services will end

8.2.16.1.1.1.2 Information on alternative programs or resources

8.2.16.1.1.1.3 Contact information for support

8.2.16.1.2 **Case Manager Support:** Case Managers will assist families in identifying alternative care options, such as:

8.2.16.1.2.1 After-school programs

8.2.16.1.2.2 Youth development programs

8.2.16.1.2.3 Tribal or community-based services for older children

8.2.16.1.2.4 Referrals and transition planning will be documented in the child's case file.

8.2.16.1.3 **Provider Notification:** Child care providers will be notified of the child's phase-out date to ensure accurate billing and service

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

planning. Providers must update attendance and service records accordingly.

8.2.16.1.4 **Exceptions and Special Circumstances:** In rare cases, children with documented special needs or court ordered/foster care children may be eligible for extended services beyond age (13) must request for exceptions must be submitted in writing and include supporting documentation.

8.2.17 **Re-Determination Process:** Re-determination ensures continued eligibility and accurate documentation for child care services.

8.2.17.1 **Timeline:**

8.2.17.1.1 Applicant's Re-Determination Date is listed on their current 12-Month Certificate.

8.2.17.1.2 Around the 10th month of coverage, you must submit updated documentation.

8.2.17.2 **Documentation Requirements:**

8.2.17.2.1 All required documents must be submitted before the expiration date of your current 12-Month Certificate.

8.2.17.2.2 All requested documents from applicant must be submitted no later than (30) calendar days from date of letter to ensure there is no lapse in services.

8.2.17.2.3 Late submissions may result in delayed payments or interruption of services.

8.2.17.3 **Reporting Changes:** Applicant(s) must notify their TCC Case Manager immediately of any changes to:

8.2.17.3.1 Address

8.2.17.3.2 Phone number

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8.2.17.3.3 Employment

8.2.17.3.4 School schedule

8.2.17.3.5 Changes that may affect your eligibility

8.2.17.3.6 Changes that may affect your monthly parent fees

8.2.17.3.7 Updates may be submitted via mail, email, or in person.

8.2.18 **Temporary Changes in Applicant Activity and 12- Month Certificate Adjustments: [Reference: MBOP CCDF Plan Sections 5.2.5(b), 5.2.6(b), and 5.2.7]**. During the 12-Month eligibility period, families may experience temporary changes in employment, education, or residency. These changes may warrant adjustments to the 12-Month Certificate. The following scenarios are considered allowable:

8.2.18.1 **Time-limited absence from employment** due to illness or the need to care for a family member.

8.2.18.2 **Seasonal employment interruptions**.

8.2.18.3 **Scheduled academic breaks** for parents enrolled in education or training programs.

8.2.18.4 **Reduction in work, training, or education hours**, provided the parent remains actively engaged in the program.

8.2.18.5 **Temporary cessation of work or education/training** not exceeding three (3) months, or a longer period as determined by the assigned TCC Case Manager.

8.2.18.6 **Change in residency** within the Clark County service area, allowing for transition to a provider closer to the new residence.

8.2.18.7 Families must notify MBOP Tribal ChildCare of any changes during the eligibility period, especially if household income exceeds 85% of the Federal Median Income (FMI), including irregular fluctuations. [45 CFR §98.21(e)(1); MBOP CCDF Plan Section 5.2.7]

8.2.18.8 **Temporary Justification for Certificate Adjustments:** If a certificate adjustment is requested outside the standard "Reason for Adjustment" clause, the following documentation is required:

8.2.18.8.1 A formal letter from the applicant on official letterhead stating the reason for the adjustment.

8.2.18.8.2 A completed Certificate for Temporary Justification Form.

8.2.18.8.3 These accommodations must be reviewed and approved by TCC Upper Management and may be granted for a period of (3) to (6) months of supervision**.** TCC Case Managers are responsible for

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LAS VEGAS NV 89107
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monitoring the justification and must initiate a re-determination or phase-out process by the 5th month of the temporary period.

8.2.18.8.4 **Certificate Adjustments Due to Changes:** MBOP Tribal ChildCare does not discontinue assistance during the 12-Month eligibility period due to non-temporary changes in activity. However, the 12-Month Certificate must be updated to reflect the change in circumstances.

8.2.18.9 **Reasons for Discontinued Assistance:** child care services may be discontinued under the following conditions:

8.2.18.9.1 Excessive unexplained absences, following multiple documented attempts to contact the family and prior notification of potential termination where the applicant refuses or fails to respond (unable to locate or contact).

8.2.18.9.2 Change in residency outside the Clark County service area**.**

8.2.18.9.3 Substantiated fraud or intentional program violations that invalidate the original eligibility determination.

8.2.18.9.4 Violations outlined in the Discharge & Termination Agreement**.**

8.2.18.10 **Denial, Revocation, or Suspension of Child Care Services.** An applicant and/or Provider may be denied, suspended, or have their MBOP Tribal ChildCare 12-Month Certificate revoked if found to have engaged in fraud, collusion, misrepresentation, or deceit in the application process or in obtaining child care services through the MBOP Tribal ChildCare subsidy program.

8.2.18.10.1 **Participant Fraud**

8.2.18.10.1.1 Failure to include all income (earned and/or unearned) on the application.

8.2.18.10.1.2 Household composition (ex. Failure to include spouse)

8.2.18.10.1.3 Providing false information on the application (ex. Child is not the responsibility of the applicant)

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8.2.18.10.2 **Provider Fraud**

8.2.18.10.2.1 Billing for an ineligible child for care services

8.2.18.10.2.2 Credentialing or licensing schemes

8.2.18.10.2.3 Invoice Altering (fixing invoices) MBOP Tribal ChildCare will not accept different rates than they charge to the general public.

8.2.18.10.2.4 "Double Dipping" - receiving double payments from (2) subsidy programs.

8.2.18.10.3 **Participant/Provider Collusion**

8.2.18.10.3.1 Ghosting – splitting subsidy payments and the child never attending the center.

8.2.18.10.3.2 Falsifying the child's age for increased payment/rates

8.2.18.10.3.3 Provider assisting the parent in falsifying verification documents.

8.2.18.10.3.4 Provider assisting in any activities listed above.

8.2.18.10.3.5 The Provider is using unacceptable disciplinary methods, such as corporal punishment and/or emotional or verbal abuse.

8.2.18.10.3.6 The Provider has failed to comply with the provisions of the MBOP Tribal ChildCare health & safety standards. MBOP Tribal ChildCare will have the authority to sanction or deny services to a Provider that is in the process of having their state license revoked or enforcement action taken.

8.2.18.10.3.7 The Provider is awaiting trial on, has been convicted of, or has admitted to committing major criminal offenses in any state.

8.2.18.10.3.8 The Provider has allowed other persons or family members to provide services when those persons are not properly registered or have been denied registration by the MBOP Tribal ChildCare Program.

8.2.18.10.3.9 There is an intention omission of, or refusal to provide, information or records necessary for the MBOP Tribal ChildCare Program to determine compliance.

8.2.18.10.3.10 The Provider refused or failed to allow the MBOP Tribal ChildCare Staff to enter the facility to conduct inspections through our TCC Health & Safety Department.

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8.2.18.10.3.11 The Provider knowingly conceals or misleads the program in regard to all adult household members living in applicant(s) homes that contribute to income verification.

8.2.18.10.3.12 The Provider has knowledge of or knowingly conceals or provides false statements in regard to a parent/guardian(s) employment, education, or job training activities and/or status that will make them ineligible for child care assistance.

8.2.18.10.3.13 The Provider is suspected of child abuse and/or neglect and local law enforcement and child protective services are conducting an investigation. A substantiated report determined by a tribal or state child protection service agency at the outcome of the investigation will be a basis for MBOP Tribal ChildCare Program to decide to deny, suspend, or revoke the provider from child care services.

8.2.18.11 **Improper Payment Recovery and Resolution:** MBOP Tribal ChildCare is committed to maintaining financial integrity and is obligated to recover any improper payments over $500.00 resulting from:

8.2.18.11.1 **Fraudulent activity & Program Violations**

8.2.18.11.2 **Unintentional errors for Overpayment/Underpayment**

8.2.18.11.3 This policy does not *waive* the sovereign immunity of the Moapa Band of Paiutes.

8.2.18.11.4 The TCC Case Manager must promptly notify the Project Director upon the occurrence of such instances. Additionally, the Case Manager is responsible for informing both the applicant and the provider of the appropriate next steps toward resolution.

8.2.18.12 **Resolution Options**

8.2.18.12.1 **Fraud by Applicant or Provider**

8.2.18.12.1.1 Full reimbursement of the overpaid amount is required.

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PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.2.18.12.1.2 A written repayment agreement may be established to recover the amount through a reasonable and affordable payment plan.

8.2.18.12.1.3 MBOP Tribal ChildCare may deduct a set amount from the provider's monthly subsidy payments until the balance is recovered.

8.2.18.12.1.4 Families or Providers that participate in fraud will have their child care services revoked and flagged in our system.

8.2.18.12.1.5 If the applicant or provider refuses to agree to the payment terms, the case will be forwarded to the Moapa Band of Paiutes Tribal Council for legal action.

8.2.18.13 **Provider/Program Unintentional Errors for Overpayment/Underpayment**

8.2.18.13.1 If an overpayment or underpayment is due to an unintentional error, MBOP Tribal ChildCare will adjust the subsidy amount accordingly.

8.2.18.13.2 The adjustment must be clearly reflected on the invoice.

8.2.18.13.3 MBOP Tribal ChildCare may deduct a set amount from the provider's monthly subsidy payments until the balance is recovered.

8.2.18.13.4 The payment resolution may either:

8.2.18.13.4.1 Issue a one-time repayment

8.2.18.13.4.2 Enter into a written repayment agreement.

8.2.18.13.4.3 Apply credits with the provider for MBOP Tribal Child Care overpayment

8.2.18.13.4.4 Reimbursement checks to the MBOP Tribal ChildCare program are made out to the Moapa Band of Paiutes and include in the memo that this is a reimbursement to the MBOP Tribal ChildCare Program (CCDF).

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LAS VEGAS NV 89107
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CELL: (702) 371-9087
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8.2.19 **Due Process for Complaints:** Applicants who have concerns or complaints related to their child care services or decisions affecting their 12-Month Certificate are entitled to a formal due process.

8.2.19.1 Complaints must be submitted in writing (email or letter) to the any of the MBOP Tribal ChildCare Staff within (7) calendar days of the incident. We also accept complaint forms to be filled out by the applicant.

8.2.19.2 The applicant must schedule an appointment to discuss the issue and submit a written complaint for inclusion in their case file.

8.2.19.3 All complaints are handled internally. Applicants, providers, and MBOP Tribal ChildCare Staff must not contact the Tribal Administrative Offices or Tribal Council directly regarding program matters.

8.2.19.4 **Internal Review Process:** Complaints will be reviewed by the TCC Upper Management Team, which includes:

8.2.19.4.1 Project Director

8.2.19.4.2 TCC Assistant Project Director

8.2.19.4.3 TCC Health & Safety Monitor

8.2.19.4.4 TCC Lead Case Manager

8.2.19.5 **Complaints Involving TCC Case Managers**

8.2.19.5.1 A formal investigation will be conducted with all parties involved.

8.2.19.5.2 If the issue is not resolved, the Project Director may reassign the applicant to a new TCC Case Manager.

8.2.19.6 **Complaints Involving Providers**

8.2.19.6.1 A formal investigation will be conducted with all parties involved.

8.2.19.6.2 The TCC Health & Safety Monitor may conduct an unannounced inspection if applicable.

8.2.19.6.3 A formal report is provided by the TCC Health & Safety Monitor

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8.2.19.6.4 If the applicant wants to take matters further, the TCC Health and Safety Monitor can assist with filing a formal complaint with the child care licensing unit.

8.2.19.6.5 The TCC Case Manager will assist the applicant in transitioning to a new provider and issue a new 12-Month Certificate.

8.2.19.6.6 If the family chooses to remain with the provider, the TCC Health & Safety Monitor will conduct unannounced inspections to ensure compliance with health and safety standards.

8.2.20 **TCC Health & Safety Mini-Grants Policy:** MBOP Tribal ChildCare Program may provide TCC Health & Safety Mini-Grants to support the needs of children in our care, assist parents/guardians with purchasing necessary items for licensed or license-exempt centers, In-Home/Family Care Providers, or support families experiencing hardship who meet the criteria for vulnerable populations.

8.2.20.1 **Providers / Families**

8.2.20.1.1 During initial orientation, newly registered In-Home/Family Providers are eligible to receive one (1) Starter Safety Kit.

8.2.20.1.2 If a licensed or exempt center-based provider requests items from parent/guardian(s) or provide for the child's care.

8.2.20.1.3 Additional approved items may be requested quarterly through a written submission by requesting a TCC Health & Safety Mini-Grant request with justification or expressing financial hardship. Request monthly are approved by special circumstances.

8.2.20.1.4 All items must directly support the health, safety, and developmental needs of children in care.

8.2.20.1.5 MBOP Tribal ChildCare will not purchase items such as furniture for Family Care Providers.

8.2.20.1.6 MBOP Tribal ChildCare will not purchase items that are not within the child's age group.

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8.2.20.1.7 Items purchased for the Tribally Operated Center are not items to be released to parent/guardian(s).

8.2.20.1.8 TCC Health & Safety Mini-Grants do not apply for unborn children. A newborn must be enrolled before requesting items. The only exception is if a parent can provide medical documentation for an expected due date, they may request an infant car seat for suitable transportation for leaving the hospital.

8.2.20.1.9 Parent/Guardian(s) may request items for their new born after (6) weeks.

8.2.20.2 **Approved Items Include:**

8.2.20.2.1 Baby Gate
8.2.20.2.2 Car Seat/Booster Seat
8.2.20.2.3 High Chairs
8.2.20.2.4 Carbon Monoxide Detector (with batteries)
8.2.20.2.5 Changing Table/Pad
8.2.20.2.6 Cleaning Products (e.g., EPA-registered disinfectants)
8.2.20.2.7 Crib or Bassinet and Mattress
8.2.20.2.8 Diaper Organizer/Storage
8.2.20.2.9 Children's Desk and Chair
8.2.20.2.10 Educational Toys
8.2.20.2.11 Emergency Evacuation Kit
8.2.20.2.12 Fire Extinguisher *(one-time issuance at orientation)*
8.2.20.2.13 First Aid Kit *(one-time issuance at orientation)*
8.2.20.2.14 Fridge Thermometer
8.2.20.2.15 Personal Protective Equipment (PPE)
8.2.20.2.16 Potty Training Seat/Chair
8.2.20.2.17 Smoke Detector (with batteries)
8.2.20.2.18 Digital Pediatric Thermometer
8.2.20.2.19 Diapers/Wipes
8.2.20.2.20 Formula
8.2.20.2.21 Soap/Tissues
8.2.20.2.22 Pacifiers
8.2.20.2.23 Water Bottles
8.2.20.2.24 Teething items
8.2.20.2.25 Lunch Boxes
8.2.20.2.26 Special Needs for assisted devices required by their IPE.

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8.2.20.2.27 Items listed on the center-based provider's supply list

8.2.20.2.28 Safety First Kit *(one-time issuance at orientation)* Includes: Corner Guards, Cabinet Locks, Door Locks, Outlet Plugs

8.2.20.3 **Excluded Items:**

8.2.20.3.1 School supplies

8.2.20.3.2 Non-educational toys

8.2.20.3.3 Electronics not related to special needs or not listed in their IPE

8.2.20.3.4 Household appliances or repairs

8.2.20.3.5 Food, rent/mortgage, utility bills

8.2.20.3.6 Vehicle repairs

8.2.20.3.7 Clothing

8.2.20.4 **Vulnerable Populations:** Requests from families experiencing hardship are reviewed on a case-by-case basis. Final approval is determined by the Project Director.

8.2.20.4.1 Requests must be submitted in writing (letter or email) with clear justification by filling out the request form.

8.2.20.4.2 Mini-Grants are not intended to replace existing items unless there is a verified health or safety concern.

8.2.20.4.3 These grants are not issued monthly and must reflect a significant impact on the child's quality of care.

8.2.20.5 **Review and Approval Process**

8.2.20.5.1 **Inspection & Assessment**: Upon receiving a request, the TCC Health & Safety Monitor will conduct an inspection and provide a written assessment, including photographs, if necessary, to justify the need.

8.2.20.5.2 **Cost Guidelines**

8.2.20.5.2.1 Requested items must be reasonable and cost-effective, not exceeding $300.00.

8.2.20.5.2.2 Items exceeding this amount require Project Director approval to ensure budget compliance.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.2.20.5.2.3 Substitutions may be made for more cost-effective alternatives of equal quality.

8.2.20.5.3 **Documentation & Recordkeeping**

8.2.20.5.3.1 All requests must be submitted in writing by the request form

8.2.20.5.3.2 The TCC Health & Safety Monitor's inspection and assessment must be included with the request.

8.2.20.5.3.3 A TCC Health & Safety Mini-Grant Cover Sheet and a copy of the shopping cart items is required for submission.

8.2.20.5.3.4 All approved purchases must be documented using a Receipt of Service form.

8.2.20.5.3.5 Each transaction will be logged and stored in an individual binder for record retention.

8.2.20.5.3.6 All names must be redacted before submission to ensure confidentiality.

8.20.20 **Approval Workflow for Checks and Purchase Orders:** The MBOP Tribal ChildCare check and purchase order process involves multiple levels of review:

8.20.20.2 All procurement activities must follow documented procedures that comply with tribal laws, and applicable state and federal regulations, including **[2 CFR §§ 200.317–200.327].**

8.20.20.3 Procurement procedures must be reviewed annually and updated as needed to reflect changes in law or policy.

8.20.20.4 **Compliance and Documentation:** Internal Controls and Approval Workflow for all financial submissions must follow a structured internal control process:

8.20.20.4.1 Initiated by an authorized requester.

8.20.20.4.2 Reviewed and approved by the Project Director.

8.20.20.4.3 Submissions over $1,000.00 require approval from the MBOP Tribal Administrator.

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8.20.20.4.4 Approved submissions are forwarded to MBOP Tribal Finance for processing.

8.20.20.4.5 Submissions exceeding $10,000.00 require MBOP Tribal Council approval prior to processing.

8.20.20.4.6 Tribal Finance Department – Processes the check.

8.20.20.4.7 Tribal Council – Two (2) Council Members must sign each check.

8.20.20.5 **Inventory and Duplication Prevention**

8.20.20.5.1 Maintain an up-to-date inventory to avoid unnecessary or duplicative purchases.

8.20.20.5.2 Inventory checks must be conducted prior to submitting any new procurement request.

8.20.20.6 **Credit Card Receipts:** Copies of all credit card receipts must be submitted to MBOP Tribal Finance for reconciliation and recordkeeping.

8.20.20.7 **Voiding Submissions**

8.20.20.7.1 Notify the Project Director.

8.20.20.7.2 Contact MBOP Tribal Finance to verify check status or initiate a stop payment.

8.20.20.7.3 Provide supporting documentation, including a copy of the original check.

8.20.20.7.4 The Project Director will submit an official void notice to MBOP Tribal Finance.

8.20.20.7.5 A copy of the void documentation will be retained in the official records.

8.20.20.8 **Tribally Operated Center Financial Requests**

8.20.20.8.1 Material Request Form with appropriate category and justification.

8.20.20.8.2 Invoice or shopping cart for credit card purchases.

8.20.20.8.3 All submissions must be reviewed by the TCC Assistant Director before forwarding to the authorized requester. Deadline is Friday at 12:00 PM

8.20.20.9 **Health & Safety Mini-Grant Financial Requests**

8.20.20.9.1 Request Form completed by parent/guardian, In-Home Provider, or Family Care Provider.

8.20.20.9.2 Review by TCC Health & Safety Monitor for allowability and cost-effectiveness.

8.20.20.9.3 Consultation with Project Director for specialty items.

8.20.20.9.4 The final Health & Safety Request Form with attachments is submitted by the TCC Health & Safety Monitor to the Project Director for approval.

8.20.20.9.5 The TCC Health & Safety Monitor will redact family information and forward documents to the authorized requester for submission.

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8.20.20.10 **General Submissions**

8.20.20.10.1 Inventory review to prevent duplication.

8.20.20.10.2 Proposal with justification for specialty items submitted to the Project Director.

8.20.20.10.3 Invoices or shopping carts from selected vendors submitted to the authorized requester.

8.20.20.11 **Travel Requests**

8.20.20.11.1 All travel must be pre-approved by the Project Director or designated authority.

8.20.20.11.2 Travel must be directly related to MBOP Tribal ChildCare program goals, such as training, technical assistance, or program development.

8.20.20.11.3 All travel must comply with:

8.20.20.11.3.1 2 CFR §200.474 (Travel Costs)

8.20.20.11.3.2 Federal Travel Regulations (FTR)

8.20.20.11.3.3 Tribal travel policies and procedures

8.20.20.11.3.4 **Allowable expenses include:**

8.20.20.11.3.4.1 Airfare & Baggage (economy class only)

8.20.20.11.3.4.2 Ground transportation (e.g., mileage, rental cars, taxis, rideshare) – transportation to and from the conference and airports only. Transportation for personal activities will not be reimbursed.

8.20.20.11.3.4.3 Lodging (at or below GSA per diem rates)

8.20.20.11.3.4.4 Meals and incidentals (per diem only; no alcohol)

8.20.20.11.3.4.5 Conference registration fees

8.20.20.11.3.4.6 Parking and tolls

8.20.20.11.4 **Travel Authorization Process**

8.20.20.11.4.1 Submit a Travel Request Form with a purpose of travel – provide justification that aligns with program or professional development goals.

8.20.20.11.4.2 Estimated costs – provide copies of researched expenses with the allowable expenses listed above that includes the GSA rates.

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8.20.20.11.4.3 Agenda and conference registration fees.

8.20.20.11.4.4 Obtain approval from:

8.20.20.11.4.4.1 Project Director

8.20.20.11.4.4.2 Tribal Administrator (if required)

8.20.20.11.4.5 Submit to MBOP Tribal Finance for processing and travel advance:

8.20.20.11.4.5.1 Purchases made by credit card are all submitted separately in the financial system. If there is a group traveling together, best practice is to register as a group and appoint a person in charge.

8.20.20.11.4.5.2 If you require any reasonable accommodations for your travel, they must be requested in advance. Once approved, notify the authorized requester to include arrangements for your travel (hotel/airfare).

8.20.20.11.4.5.3 All hotels are required to submit a "credit card authorization form," that is required to be filled out by the purchasing department to only cover lodging and taxes.

8.20.20.11.4.5.4 Per Diem is issued by check. Ensure to process (2) weeks before travel departure.

8.20.20.11.4.5.5 Program vehicles are provided for travel, but you must be approved on the MBOP Tribal insurance and sign the MBOP Tribal ChildCare's Transportation Policy.

8.20.20.11.4.6 **Submit a Travel Expense Report within (10) business days of return:**

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8.20.20.11.4.6.1 Provide copies of all receipts

8.20.20.11.4.6.2 Reimbursements will only be allowable expenses if you utilized personal funds

8.20.20.11.4.6.3 Personal travel expenses (e.g., entertainment, alcohol, family travel) are not reimbursable.

8.20.20.11.4.6.4 Travel costs must not be duplicated or supplanted by other funding sources.

8.20.20.12 **Reimbursements:** MBOP Tribal ChildCare established procedures for reimbursing allowable expenses incurred by TCC Staff, providers, and authorized individuals under our program. This policy applies to:

8.20.20.12.1 MBOP Tribal ChildCare Staff

8.20.20.12.2 Child Care Providers

8.20.20.12.3 Parents/Guardians – list of allowable reimbursements in MBOP Tribal ChildCare's Policy & Procedure for the 12-Month Certificate Program.

8.20.20.12.4 Contractors and consultants (if specified in contract)

8.20.20.12.5 **Reimbursements must be:**

8.20.20.12.5.1 Necessary and reasonable and directly related to MBOP Tribal ChildCare program goals

8.20.20.12.5.2 Pre-approved by the Project Director – purchases made without authorization will not be approved.

8.20.20.12.5.3 Supported by itemized receipts or documentation

8.20.20.12.5.4 All reimbursements must comply with:

8.20.20.12.5.4.1 2 CFR Part 200 Subpart E (Cost Principles)

8.20.20.12.5.4.2 45 CFR Part 98 (CCDF regulations)

8.20.20.12.5.4.3 Tribal fiscal policies and procedures

8.20.20.13 **Reimbursements for Work-Related Expenses:** MBOP Tribal ChildCare employees may be required to use their personal car for business purposes if a program vehicle is unavailable. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. Other expenses must be substantiated by receipts. The costs of commuting (travel between home and the work site) will not be reimbursed.

8.20.20.14 **Milage Reimbursement Policy**

8.20.20.14.1 MBOP Tribal ChildCare employees who use their cars for business purposes must have current and adequate automobile/liability insurance coverage. Employees must not transport volunteers or clients in their personal vehicles. If transportation of this type is necessary, approval from Management is required and they must coordinate to access a MBOP Tribal Vehicle.

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8.20.20.14.2 Mileage will be reimbursed for the round-trip distance between the employee's work site and the location of the business function being attended. If employees depart from or return to their home instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense.

8.20.20.14.3 Mileage amounts must be verifiable using commercially available websites (ex. Google Maps) using the "shortest route" option with the rates calculated yearly through gsa.gov. Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided. Employees must document their travel on the Mileage Reimbursement Form.

8.20.20.14.4 **Allowable Milage expenses**

8.20.20.14.4.1 Meetings/Conferences/Presentations/Community Outreach Events

8.20.20.14.4.2 Meeting Clients or Providers at specified locations

8.20.20.14.4.3 Travel between Office sites

8.20.20.14.4.4 Site visits & inspections

8.20.20.14.4.5 Work-related errands (post office, office supply store, etc.)

8.20.20.14.4.6 Classes and workshops if job related and approved by the Project Director

8.20.20.14.5 **Unallowable Mileage Expenses**

8.20.20.14.5.1 Commuting between home and the work site

8.20.20.14.5.2 Elective continuing education

8.20.20.14.5.3 Extracurricular activities after hours during conferences

8.20.20.14.5.4 If employees are carpooling, only the driver may receive reimbursement

8.20.20.14.6 **Procedure for Mileage Reimbursements**

8.20.20.14.6.1 Timing: In order to comply with IRS documentation requirements, a complete and accurate Mileage Reimbursement Form must be submitted monthly. MBOP Tribal ChildCare will not honor reimbursements that are past the (30) day calendar month.

8.20.20.14.6.2 Approval: Forms will be reviewed by the Project Director for approval.

8.20.20.14.6.3 Documenting applicant mileage reimbursement: Must include your name, dates, reason for travel, and milage detailed on the Milage Reimbursement Form.

8.20.20.14.6.4 The Project Director must approve in writing to grant applicant milage reimbursements only for assistance in search of finding a suitable child care facility.

8.20.20.14.6.5 Applicant must fill out a W-9 Form in order for MBOP Tribal Finance to process check.

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8.20.20.14.6.6 Documenting the Business Purpose: Indicate the purpose of the travel as briefly as possible in the "Purpose of Trip" section. If additional room is required, use the "Notes" section of the form to justify.

8.20.20.14.6.7 Notes: Keep in mind that these forms will be reviewed by outside auditors. If more clarification is required, enter the details in the "Notes" section of the form. This is especially important if the number of miles claimed does not match commercially available websites for calculating mileage. Examples of when this may occur include: travel to or from home to a meeting or conference; carpooling in which several stops are required before the destination; getting lost.

8.20.20.14.7 **General Reimbursements:** This policy applies to all our employees that need to spend money for work-related activities. This policy also outlines what allowable reimbursable expenses are for program applicants of the MBOP Tribal ChildCare Program.

8.20.20.14.7.1 Before you make a payment for items or purchases on the behalf of the program, you will require approval from the MBOP Project Director

8.20.20.14.7.2 In most cases, you will be required to submit your requests per our usual procurement method, unless by special circumstances it warrants immediate payment to grant special approval

8.20.20.14.7.3 Provide your receipts for submission to justify reimbursements

8.20.20.14.7.4 **Non-Reimbursable Items**

8.20.20.14.7.4.1 Expenses incurred by spouses, family, friends, or non-employees who accompany our employees on their travels

8.20.20.14.7.4.2 Un-authorized service upgrades

8.20.20.14.7.4.3 Personal Services (massages/beauty treatments)

8.20.20.14.7.4.4 Personal Purchases (gifts, clothing, etc.)

8.20.20.14.7.4.5 Staff retreats outside of working hours that are unauthorized

8.20.20.14.7.4.6 Lost personal property

8.20.20.14.7.4.7 Unauthorized or unscheduled business meetings with clients, partnerships, or job candidates.

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8.20.20.14.7.4.8 Fines incurred when driving on the clock
8.20.20.14.7.4.9 Non-Business subscriptions
8.20.20.14.7.4.10 Unauthorized training expenses
8.20.20.14.7.4.11 Alcoholic beverages
8.20.20.14.7.4.12 Expenses that are not covered under your travel per diem
8.20.20.14.7.4.13 Car Repairs

8.20.20.15 **Reimbursement Process:** Submit a Reimbursement Request Form with:
- 8.20.20.15.1 Description of expense
- 8.20.20.15.2 Purpose and connection to CCDF program
- 8.20.20.15.3 Itemized receipts or invoices
- 8.20.20.15.4 Approval signature from Project Director or designee

8.20.20.16 **Restrictions and Non-Allowable Costs:** The following are not reimbursable:
- 8.20.20.16.1 Alcohol, entertainment, or personal expenses
- 8.20.20.16.2 Costs not related to CCDF program goals
- 8.20.20.16.3 Duplicate reimbursements from other funding sources
- 8.20.20.16.4 Expenses without proper documentation

8.20.20.17 **Conflict of Interest**

- 8.20.20.17.1 Maintain written standards of conduct for employees, officers, agents, and board members
- 8.20.20.17.2 Prohibit participation in procurement if a real or apparent conflict of interest exists.
- 8.20.20.17.3 No acceptance of gratuities, favors, or monetary items from contractors.
- 8.20.20.17.4 Include disciplinary actions for violations.
- 8.20.20.17.5 Address organizational conflicts of interest where impartiality may be compromised.

8.20.20.18 **Competitive Bidding for large projects over $50,000.00**

- 8.20.20.18.1 Develop a Request for Proposal (RFP)
- 8.20.20.18.2 Ensure full and open competition in all procurement transactions
- 8.20.20.18.3 You are required to submit (3) bids and include in writing any denial for bidding.
- 8.20.20.18.4 Avoid restrictive practices such as excessive bonding or unnecessary qualifications.

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8.20.20.18.5 Exclude vendors who helped develop specifications from bidding.

8.20.20.18.6 Use sealed bids or competitive proposals for formal procurements above the simplified acquisition threshold requested by Moapa Band of Paiutes Tribal Council

8.20.20.19 **Contractor Oversight**

8.20.20.19.1 Monitor contractor performance to ensure compliance with contract terms

8.20.20.19.2 Use time-and-materials contracts only when no other contract type is suitable and include a ceiling price.

8.20.20.19.3 Maintain high oversight for open-ended contracts to ensure cost control and efficiency.

8.20.20.20 **Record Retention for overall operations**

8.20.20.20.1 Recorded onto the financial cuff account

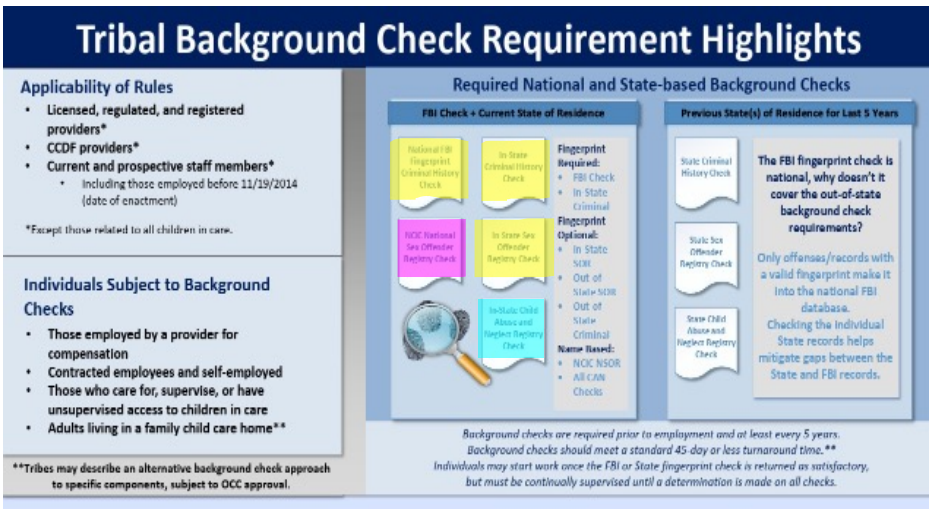
8.20.20.20.2 Copies of submission cover sheets, invoices/credit card orders, and receipts and checks kept in their respective binders

8.20.20.20.3 Family Case files are required to follow eligibility check lists, case record reviews, and recorded file general ledgers

8.20.20.21 Retain procurement records for (5) years from the date of final financial report submission

8.20.20.22 Include provisions in contracts requiring contractors to retain and provide access to relevant records.

8.20.20.23 Extend retention if litigation, audit, or claims are pending.



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LAS VEGAS NV 89107
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8.3 **Background Checks:** MBOP Tribal ChildCare has an obligation to Federal Laws and regulations to administer the CCDF Program requires us in Section 2.3 of our CCDF Plan obligates our program to administer background checks for the following criteria: The MBOP Tribal Child Care Policy and Procedure manual, states: "*Conduct comprehensive criminal background checks for all CCDF providers, with the flexibility to propose an alternative approach* ***[C.F.R. § 98.43(d)(3)]***" To ensure the safety and well-being of children served by the MBOP Tribal Child Care Program, all staff and In-Home/Family Providers must undergo a comprehensive background screening process in compliance with federal, state, and tribal regulations.

8.3.1 **Initial Screening Requirements:**

8.3.1.1 **FBI Fingerprint Criminal History Check (state/federal)**

8.3.1.2 **NCIC/NSOR National Sex Offender Registry**

8.3.1.3 **Child Abuse & Neglect Registry**

These screenings are conducted in accordance with the Under the Nevada Division of Public and Behavioral Health Child Care Licensing Unit, all licensed child care facilities must undergo background checks covering a (5) year history, as outlined in **[NRS 432A.024 and NRS 432A.9245]** and the Indian Child Protection and Family Violence Prevention Act **[25 U.S.C. § 3207]**, facilitated through the U.S. Department of Justice.

8.3.2 MBOP Tribal Child Care has established an account with the Nevada Department of Public Safety – Records, Communications, and Compliance Division to process FBI Fingerprint screenings. The Project Director and the TCC Health & Safety Monitor, have completed nexTEST Training, granting them authorized access to Criminal History Record Information (CHRI)**.**

8.3.3 All FBI Fingerprint screenings are conducted through an approved vendor, B&D Fingerprinting, in compliance with Nevada state child care licensing requirements. These screenings are authorized under the National Child Protection Act/Volunteers for Children Act (NCPA/VCA) **[P.L. 101-209, as amended, 34 U.S.C. § 40101 et seq.]**. All required screenings will be issued a voucher form to take with them to B&D Fingerprinting. This voucher is returned to our offices that provides a control number to match when results are received.

8.3.4 MBOP ChildCare screens both Tribal ChildCare staff and eligible In-Home/Family Care Providers. The full screening process may take up to **(45) days**, with results delivered via certified mail to our Las Vegas Office. All results are stored confidentially in a locked filing cabinet and reviewed by the TCC Health & Safety Monitor.

8.3.5 MBOP Tribal ChildCare new staff must undergo a comprehensive background check and employment drug screening prior to employment. New staff will be placed on a (90) Day probationary period until the results are reviewed and approved.

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8.3.6 All In-Home/Family Care Providers must undergo a comprehensive background check before they are authorized to provide care. No services may begin until clearance is confirmed.

8.3.7 MBOP Tribal ChildCare covers the cost of background checks for all MBOP Tribal ChildCare Staff and In-Home/Family Care Providers.

8.3.8 **Procedure: FBI Fingerprint Criminal History Check**

8.3.8.1 The TCC Health & Safety Monitor provides an FBI Fingerprinting Voucher for B&D Fingerprinting.

8.3.8.2 Location: 800 N. Rainbow Blvd, Suite 175, Las Vegas, NV 89107 | Phone: (702) 485-5256

8.3.8.3 Individuals must complete required documentation and present valid identification and return the FBI Fingerprinting Voucher after screening.

8.3.8.4 Any offenses listed under the Disqualifying Crimes List **[NRS 432A.170]** result in automatic denial.

8.3.8.5 Confidential files are stored in accordance with the Internal Written Procedures Policy.

8.3.9 **Procedure: National Sex Offender Registry (NCIC/NSOR)**

8.3.9.1 The TCC Health & Safety Monitor access the Dru Sjodin National Sex Offender Public Website (NSOPW): https://www.nsopw.gov

8.3.9.2 A search is conducted for each applicant.

8.3.9.3 Results are available **immediately**.

8.3.9.4 A letter summarizing the results is placed in the applicant's file, along with a screenshot of the search results. Confidential files are stored in accordance with the Internal Written Procedures Policy.

8.3.10 **Procedure: Child Abuse & Neglect Registry Check**

8.3.10.1 Applicant completes the Employer Request for Child Abuse & Neglect Central Registry Information form, available at https://dcfs.nv.gov/Forms/CentralRegistry.

8.3.10.2 The form must be signed and notarized, or signed with a copy of the applicant's photo ID.

8.3.10.3 Submit the completed form via email to: DCFS-CANS@dcfs.nv.gov

8.3.10.4 Results are typically returned within **(15) business days**.

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8.3.10.5 The TCC Health & Safety Monitor reviews and files the results. Confidential files are stored in accordance with the Internal Written Procedures Policy.

8.3.11 **Final Review and Authorization:** Once all five components of the background check are completed, TCC Health & Safety Monitor will:

8.3.11.1 Review all results

8.3.11.2 Issue an Approval or Rejection Letter

8.3.11.3 Obtain the Project Director's signature

8.3.11.4 Notify the applicant and relevant parties and provide an In-Home/Family Care provider Authorization letter for the assigned TCC Case Manager.

8.3.12 **Disqualifying Criteria:** MBOP Tribal Child Care adheres to the Nevada Department of Health and Human Services – Division of Public and Behavioral Health Child Care Licensing Program's List of Disqualifying Crimes, as outlined in [**NRS 432A.170]**.

8.3.12.1 Individuals convicted of any disqualifying offenses listed under this statute are *prohibited* from working with children.

8.3.12.2 Any applicant found to have committed a disqualifying offense will be automatically denied employment or service authorization.

8.3.12.3 **Appeal Process**

8.3.12.3.1 Applicants who are denied based on background check results may submit a written appeal within (20) calendar days of receiving their results.

8.3.12.3.2 MBOP Tribal Child Care Upper Management will review the appeal and issue a formal response within **(**30) calendar days of receipt.

8.3.13 **Background Check Internal Written Procedures (IWP):** Criminal History Record Information (CHRI) is used by MBOP Tribal ChildCare for Employment purposes. MBOP Tribal ChildCare submits fingerprints to the NV Department of Public Safety under the National Child Protection Act of 1993, as amended by the Volunteers for Children Act (NCPA/VCA) authority. CHRI obtained under such authority may be used solely for the purpose for which the record was requested.

8.3.14 **ACCESS:** Only staff members listed on the Authorized Personnel List have access to Criminal History Record Information (CHRI). Signed Training Documentation (certificate of completion/training acknowledgement) is kept on file for all active authorized personnel.

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8.3.15 **TRAINING:** Authorized personnel shall be trained in Security Awareness Training (CJIS Online) and internal agency training on the agency's security and handling processes prior to being allowed access to criminal justice and/or criminal history record information. Refresher training shall be completed every two years.

8.3.16 **STORAGE:** Hard copy Criminal History Record Information (CHRI) received from the Nevada Department of Public Safety is retained. These records are maintained in a locked, secured records environment accessible only by trained authorized personnel. CHRI is stored in the Health & Safety Department locked storage located at 700 N. Rainbow BLVD. Las Vegas, NV 89107.

8.3.17 **PROCESS/HANDLING:** Prior to fingerprinting, applicants complete a signed and dated Fingerprint Background Waiver and NCPA/VCA Notice to Applicant Waiver. These waivers are maintained on file by MBOP Tribal ChildCare for one full audit cycle (3 years).

8.3.18 MBOP Tribal ChildCare submits fingerprints for processing Electronically. The applicant is provided a Fingerprint Request Form and sent to 700 N. Rainbow BLVD., Las Vegas, NV 89107. Once processed, Criminal History Record Information (CHRI) is mailed to MBOP Tribal ChildCare via USPS. Mail containing CHRI is only opened and reviewed by authorized personnel to make an eligibility determination.

8.3.18.1 Provide form for the applicant to fill out and sign

8.3.18.2 Review the document to ensure that all areas are filled out correctly

8.3.18.3 Submit electronically to Criminally History Record Information (CHRI)

8.3.18.4 Once our offices receive notification of the report, review documentation and apply checklist for List of Disqualifying Crimes **[NRS 432A.170]** and MBOP Tribal ChildCare Background Criteria Checklist for approval

8.3.18.4.1 After review from the TCC Upper Management Team, the TCC Health & Safety Monitor issues a letter of eligibility and/or acceptance to the MBOP Tribal ChildCare to be issued to applicant and a copy to be placed in their file. The MBOP Tribal ChildCare's Project Director initiates the orientation process for the new hire.

8.3.18.4.2 For In-Home/Family Care Providers, the TCC Health & Safety Monitor notifies the assigned TCC Case Manager via email of approval to complete employment or the 12-Month Certificate In-Home/Family Care Provider process.

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8.3.18.4.3 If applicant is ineligible due to any infractions relating to List of Disqualifying Crimes (NRS 432A.170), issue a letter of ineligibility accompanying information to Nevada Legal Aid Center to applicant and place copy in their file.

8.3.18.4.3.1 Notify via email to the Project Director of ineligibility regarding employment immediately

8.3.18.4.3.2 Notify via email the assigned TCC Case Manager of ineligibility to not further process the 12- Month Certificate as an In-Home/Family Care Provider so the case manager can assist parent/guardian to seek other means for child care services

8.3.18.5 **STORAGE/DESTRUCTION OF CHRI:** CHRI shall be maintained in a locked secured records environment until it is destroyed. CHRI is destroyed by or under the observation of authorized personnel by shredding. When destroyed, CHRI is shredded by authorized personnel onsite.

8.4 **TCC Health & Safety Monitoring & Inspections**: To ensure that all child care providers participating in the MBOP Tribal ChildCare Program meet health and safety standards required under the Child Care and Development Fund (CCDF) regulations, and to protect the well-being of children served by the program. This policy applies to:

8.4.1 Licensed child care centers
8.4.2 License-exempt providers
8.4.3 In-Home and Family Care Providers
8.4.4 MBOP Tribally Operated ChildCare Center
8.4.5 Monitoring Requirements: In accordance with [**45 CFR § 98.41 and § 98.83**], MBOP Tribal ChildCare shall:

8.4.5.1 **Conduct Pre-Service Inspections:**

8.4.5.1.1 All new providers must undergo an initial inspection prior to approval and issuance of a 12-Month Certificate.

8.4.5.1.2 Inspections will verify compliance with MBOP Tribal ChildCare Health & Safety Standards.

8.4.5.2 **Routine Monitoring:**

8.4.5.2.1 **Licensed Providers:** Minimum of (2) inspections per fiscal year.

8.4.5.2.2 **In-Home/Family Care Providers:** Minimum of (2) inspections per fiscal year.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.4.5.2.3 **Tribally Operated Center:** Monthly health and safety checks, including shelter-in-place and evacuation drills. Complete inspections with Indian Health Services (IHS) Office of Environmental Engineering Department.

8.4.5.3 **Unannounced Inspections:**

8.4.5.3.1 Conducted in response to complaints, incidents, or suspected non-compliance.

8.4.5.3.2 May occur at any time without prior notice.

8.4.5.4 **Corrective Action:**

8.4.5.4.1 Providers found non-compliant will receive a written report outlining violations and required corrective actions.

8.4.5.4.2 Follow-up inspections will be scheduled within **(30) days** to verify resolution.

8.4.5.4.3 Continued non-compliance may result in suspension or termination of provider agreement.

8.4.5.5 **Inspection Protocol:**

8.4.5.5.1 Use standardized inspection checklists aligned with MBOP Tribal ChildCare Health & Safety Standards.

8.4.5.5.2 Document findings with photographs (if applicable) and written reports.

8.4.5.5.3 Maintain inspection records in provider files and OneDrive system. All inspection reports, corrective actions, and provider communications must be documented and retained for (5) years.

8.5 **Training Requirements:** To ensure that all child care providers and MBOP Tribal ChildCare staff are trained in health and safety practices that meet or exceed the standards required under the Child Care and Development Fund (CCDF) regulations. In-Home/Family Care Providers are strongly encouraged to complete health and safety orientation. This policy applies to:

8.5.1 MBOP Tribal ChildCare Staff

8.5.2 In-Home and Family Care Providers

8.5.3 Training Requirements for Pre- Service Training

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.5.3.1 MBOP Tribal ChildCare Health & Safety Orientation

8.5.3.2 Initial inspection and approval by the TCC Health & Safety Monitor

8.5.3.3 Receipt of the MBOP Child Care Safety Kit

8.5.4 **Required Health & Safety Topics:** Training must cover the following core areas as outlined in **[45 CFR §98.41(a)(1)]**:

8.5.4.1 Prevention and control of infectious diseases (including immunizations)

8.5.4.2 Safe sleep practices

8.5.4.3 Administration of medication

8.5.4.4 Prevention of and response to emergencies due to food and allergic reactions

8.5.4.5 Building and physical premises safety

8.5.4.6 Prevention of shaken baby syndrome and abusive head trauma

8.5.4.7 Emergency preparedness and response planning

8.5.4.8 Handling and storage of hazardous materials

8.5.4.9 Transportation safety (if applicable)

8.5.4.10 First Aid/CPR & AED certification (for applicable providers)

8.5.5 **Ongoing Training:**

8.5.5.1 MBOP Tribal ChildCare Staff and In-Home/Family Care Providers must participate in annual refresher training on health and safety standards.

8.5.5.2 MBOP Tribal ChildCare Staff must undergo additional trainings may be required following corrective actions or policy updates.

8.5.5.3 MBOP Tribal ChildCare Staff have access to the Nevada Registry Trainings.

8.5.6 **Documentation:**

8.5.6.1 All training completion certificates must be submitted to the TCC Health & Safety Monitor. Records will be maintained in the provider's or MBOP Tribal ChildCare Staff member's personnel file or provider file.

8.6 **Professional Development:** To support the professional growth of MBOP Tribal ChildCare staff by encouraging and facilitating access to additional trainings, certifications, and higher education opportunities that enhance the quality of child care services and align with MBOP Tribal ChildCare

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

goals. MBOP Tribal ChildCare recognizes that ongoing professional development is essential to delivering high-quality, culturally responsive child care services. MBOP Tribal Child Care Staff are encouraged to pursue additional training, certifications, and higher education in early childhood education, child development, health and safety, administration, and other relevant fields. This policy applies to:

8.6.1 MBOP Tribal ChildCare staff

8.6.2 TCC Case Managers

8.6.3 TCC Health & Safety Department

8.6.4 Tribally Operated Center Staff

8.6.5 **Eligible Activities**

8.6.5.1 State-approved or tribal-approved child care training programs

8.6.5.2 CPR/First Aid & AED certification renewals

8.6.5.3 Food Handlers Card or Food Manager's Card

8.6.5.4 OSHA Certifications

8.6.5.5 Health & Safety training modules

8.6.5.6 Early Childhood Education (ECE) coursework

8.6.5.7 Child Development Associate (CDA) credential

8.6.5.8 Associate's, Bachelor's, or Master's degree programs in child care-related fields

8.6.5.9 Specialized certifications (e.g., trauma-informed care, special needs education)

8.6.5.10 Attendance at conferences, workshops, and webinars

8.6.6 **Request Procedure:**

8.6.6.1 Submit a Written Request to the Project Director including:

8.6.6.1.1 Description of the training or program

8.6.6.1.2 Relevance to current role or career advancement

8.6.6.1.3 Estimated costs and duration

8.6.6.1.4 Proposed timeline for completion

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.6.7 **Review and Approval:**

8.6.7.1 The Project Director will review the request for alignment with program goals and budget availability.

8.6.7.2 Requests exceeding $1,000 require approval from the MBOP Tribal Administrator.

8.6.7.3 Approved requests will be documented in the staff member's personnel file.

8.6.7.4 **Funding Support:**

8.6.7.4.1 Tuition or registration fees

8.6.7.4.2 Required materials (books, supplies)

8.6.7.4.3 Travel expenses (if applicable)

8.6.7.4.4 Staff may be eligible for reimbursement upon submission of itemized receipts.

8.6.8 **Expectations:**

8.6.8.1 Staff must maintain satisfactory progress and submit proof of completion.

8.6.8.2 Training must be completed outside of scheduled work hours unless pre-approved.

8.6.8.3 Staff must share knowledge gained with the team through presentations or written summaries per request.

8.6.8.4 Failure to complete approved training or misuse of funds may result in:

8.6.8.4.1 Revocation of funding

8.6.8.4.2 Reimbursement obligations

8.6.8.4.3 Disciplinary action

8.7 **Child Abuse & Neglect Reporting:** To ensure the protection and safety of all children served by the MBOP Tribal ChildCare Program by establishing clear guidelines for recognizing and reporting suspected child abuse and neglect, in accordance with federal law and tribal protocols.

8.7.1 **Child Abuse** refers to any intentional act or failure to act by a parent, guardian, caregiver, or other adult that results in harm, potential harm, or threat of harm to a child. This includes:

8.7.1.1 **Physical Abuse**: Infliction of physical injury such as hitting, shaking, burning, or otherwise causing bodily harm.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.7.1.2 **Sexual Abuse**: Involvement of a child in sexual activity, including molestation, exploitation, or exposure to inappropriate sexual content.

8.7.1.3 **Emotional/Psychological Abuse**: Behaviors that harm a child's emotional development or sense of self-worth, including verbal abuse, threats, isolation, or rejection.

8.7.1.4 **Exposure to Violence**: Repeated exposure to domestic violence or other forms of violent behavior, including **Shaken Baby Syndrome** or **Acute Head Trauma**.

8.7.2 **Child Neglect** is the failure of a parent, guardian, or caregiver to provide for a child's basic needs, which may include:

8.7.2.1 **Physical Neglect**: Lack of adequate food, shelter, clothing, or supervision.

8.7.2.2 **Medical Neglect**: Failure to provide necessary medical or mental health treatment.

8.7.2.3 **Educational Neglect**: Failure to enroll a child in school or address special educational needs.

8.7.2.4 **Emotional Neglect**: Inattention to a child's emotional needs, lack of affection, or exposure to chronic substance abuse or mental illness.

8.7.3 **Mandated Reporting Requirement:** All MBOP Tribal ChildCare staff are designated **Mandated Reporters** and are legally obligated to report suspected cases of child abuse or neglect under: **Public Law 101-630, as amended 25 U.S.C. § 3203 – Indian Child Protection and Family Violence Prevention Act.** Staff are not expected to diagnose or investigate abuse but must be familiar with common physical and emotional indicators of maltreatment. Reference materials are available in Appendix M: Recognizing Child Abuse and Neglect *(attachment available)*.

8.7.4 **Reporting Agencies:** When a local law enforcement agency or child protective services agency receives a report of:

8.7.4.1 **On the Moapa Reservation or Las Vegas Paiute Tribe:**

8.7.4.1.1 Suspected abuse of a child in Indian Country, or

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.7.4.1.2 Actions reasonably expected to result in abuse of a child in Indian Country

8.7.4.1.3 Contact the Moapa Band of Paiutes Tribal Police Department and Moapa Band of Paiutes Social Services for the Moapa Reservation.

8.7.4.1.4 Contact the Las Vegas Paiute Tribe Police Department and Las Vegas Paiute Tribe Health & Human Services to reach their social services department for the Las Vegas Paiute Tribe.

8.7.4.1.5 If the alleged abuser is an Indian and a preliminary inquiry indicates a criminal violation, the MBOP Tribal Police law enforcement agency (if not the FBI) must report the incident to the Federal Bureau of Investigation (FBI).

8.7.4.2 **Off the Moapa Reservation:**

8.7.4.2.1 Suspected abuse of a child

8.7.4.2.2 Actions reasonably expected to result in abuse of a child

8.7.4.2.3 Contact Las Vegas Metropolitan Police Department and Clark County Department of Family Services (DFS).

8.7.4.3 **Investigation and Follow-Up:**

8.7.4.3.1 Upon receiving a report, local law enforcement or child protective services must take immediate and appropriate action to ensure the safety and well-being of the child(ren) involved.

8.7.4.3.2 MBOP Tribal ChildCare will cooperate fully with investigative authorities.

8.7.4.3.3 Upon completion of the investigation, MBOP Tribal Child Care will prepare a final written report by receiving a case report from the authorities documenting the allegation and outcome.

8.7.4.4 **Confidentiality and Reporting Policy: Child Abuse & Neglect:** The identity of any individual who submits a report of suspected child abuse or neglect shall

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

remain confidential and may not be disclosed without the individual's written consent. Disclosure is only permitted to:

8.7.4.4.1 A court of competent jurisdiction

8.7.4.4.2 Authorized employees of an Indian Tribe, State, or Federal Government who require access to the information in the performance of their official duties.

8.7.4.4.3 This policy is in accordance with [**25 U.S.C. § 3203(b)**] under the Indian Child Protection and Family Violence Prevention Act.

8.7.4.5 **Communication Restrictions During Open Investigations**

8.7.4.5.1 **MBOP Tribal ChildCare Staff involved in an open allegation** are prohibited from discussing the matter directly with the parent or guardian of the child involved.

8.7.4.5.2 Communication is restricted to authorized personnel responsible for investigating the allegation and conducting follow-up actions.

8.7.4.5.3 MBOP Tribal ChildCare Staff may not discuss the case with other MBOP Tribal Child Care Staff members not directly involved, other MBOP Tribal employees, or any external parties including family or friends. This ensures confidentiality and integrity throughout the investigation process.

8.7.4.6 **Administrative Leave and Termination Procedures for Allegations of Child Abuse or Neglect:** To ensure the safety and protection of children served by the MBOP Tribal ChildCare Program, this policy outlines the procedures for placing MBOP Tribal ChildCare Staff and In-Home/Family Care providers on administrative leave during investigations of alleged child abuse or neglect, and the conditions under which termination may occur.

8.7.4.6.1 **Administrative Leave During Investigation:**

8.7.4.6.1.1 Any MBOP Tribal Child Care Staff member who is under investigation for alleged child abuse or neglect will be placed on immediate administrative leave.

8.7.4.6.1.2 In-Home/Family Care Providers and their families will be notified immediately of suspension of services.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.7.4.6.1.3 The individual will remain on leave until the investigation is completed, and a formal outcome is determined.

8.7.4.6.1.4 During this period, the individual is prohibited from engaging in any child care-related duties or having contact with children enrolled in the program.

8.7.4.6.2 **Outcome and Determination:**

8.7.4.6.2.1 If the investigation concludes with no findings of abuse or neglect, the MBOP Tribal ChildCare Staff member or In-Home/Family Care Provider may be reinstated to their position or service role.

8.7.4.6.2.2 If the investigation results in substantiated findings of child abuse or neglect, the individual will be immediately and permanently terminated from employment or service with MBOP Tribal ChildCare.

8.7.4.7 **Failure to Report Child Abuse:** All states mandate the reporting of suspected child abuse and neglect to child protection agencies and/or local law enforcement.

8.7.4.7.1 Under Section 266 of the Victims of Child Abuse Act of 1990, any individual acting in a professional capacity on federal land or in a federally operated or contracted facility who becomes aware of facts that give reason to suspect child abuse and fails to report in a timely manner shall be guilty of a Class B Misdemeanor.

8.7.4.7.2 If any MBOP Tribal ChildCare Staff or In-Home/Family Care Provider is caught not reporting suspected abuse, the individual will be *immediately* and *permanently terminated* from employment service with MBOP Tribal ChildCare.

8.7.5 **Procedure for Reporting Child Abuse & Neglect:** To ensure timely, accurate, and confidential reporting of suspected child abuse or neglect by MBOP Tribal ChildCare Staff, in accordance with federal, state, and tribal laws.

8.7.5.1 **Reporting Requirements**

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.7.5.1.1 All reports must be documented objectively and submitted **within (24) hours** of the incident or disclosure.

8.7.5.1.2 SCAN Reporting forms are available upon request from your supervisor and are stored in the OneDrive.

8.7.5.1.3 Reports must include detailed, factual information and avoid personal opinions or assumptions.

8.7.5.2 **Required Information in the Report**

8.7.5.2.1 Child's full name, age, sex, and address

8.7.5.2.2 School name and grade level (if applicable)

8.7.5.2.3 Parent/guardian name(s), address, and contact information

8.7.5.2.4 Names and ages of other children in the household (if known)

8.7.5.2.5 Name and address of the alleged offender

8.7.5.2.6 Name, address, and contact information of the reporting individual

8.7.5.2.7 Detailed description of the injury, condition, or disclosure observed

8.7.5.2.8 Location of the suspected abuse, including address and description (if known)

8.7.5.2.9 Any history of prior suspected abuse involving the child or siblings, with approximate dates

8.7.5.2.10 Dates and times when the injury or disclosure was first observed or reported

8.7.5.2.11 A portrait photograph of the child and any visible markings (if applicable)

8.7.5.2.12 Any actions taken to assist, protect, or treat the child

8.7.5.3 **Submission Process:**

8.7.5.3.1 **Complete the SCAN Form:** and attach your objective statement and any photographs.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.7.5.3.2 **Notify your immediate supervisor:** that the report is being submitted.

8.7.5.3.3 **Scan and submit the report:** to the following parties, as applicable:

8.7.5.3.3.1 Project Director

8.7.5.3.3.2 TCC Assistant Director

8.7.5.3.3.3 TCC Health & Safety Monitor

8.7.5.3.3.4 IHS Social Services (Moapa Reservation)

8.7.5.3.3.5 Clark County Department of Family Services (Off-Reservation)

8.7.5.3.3.6 MBOP Tribal Police Chief (Moapa Reservation)

8.7.5.3.3.7 Las Vegas Paiute Tribe Police Department (LV Paiute Colony)

8.7.5.3.3.8 Las Vegas Metropolitan Police Department (Off-Reservation)

Name	Title	Phone Number	Email
Ashly M. Osborne	Project Director	(702) 371-9087	aosborne@mboptribalchildcare.org
Loretta Seweingyawma	TCC Assistant Director	(702) 533-2871	lseweingyawma@mboptribalchildcare.org
Maricia Calabaza	TCC Health & Safety	(702) 533-4917	mcalabaza@mboptribalchildcare.org
Kyle Wilson	MBOP Tribal PD	(702) 865-2828	kwilson@moapatribalpd.com
Juan Herrera	IHS Social Services	(928) 669-3374	juan.herrera@ihs.gov
N/A	Las Vegas Metro	(702) 828-3364	N/A
N/A	Clark County DFS	(702) 339-0081	DFSIntake@ClarkCountyNV.gov
N/A	LV Paiute Tribe PD	(702) 471-0844	jowens@lvpaiute.com

8.7.5.4 **Additional Guidance:**

8.7.5.4.1 If an applicant, co-applicant, relative listed on file, or In-Home/Family Care Provider discloses suspected abuse, TCC Case

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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Managers are obligated to report the allegation to the appropriate authorities.

8.7.5.4.2 If the child is present, ensure their safety and provide a calm environment until authorities arrive.

8.7.5.4.3 A MBOP Tribal ChildCare Staff Member's role is to listen supportively and provide a safe space for the child to speak. This can foster resilience and emotional strength in children exposed to violence.

8.8 **Confidentiality Policy & System of Records:** The MBOP Tribal ChildCare Program maintains identifiable information for all clients served in a secure system of records. Information is retrievable by unique identifiers such as: Name, Case number, Social Security number, Medical insurance information, Family or child-specific identifiers.

8.8.1 An active record is maintained for each client throughout the duration of service. Upon case closure, records are transitioned to inactive status and retained for a period of (5) years following submission of the final federal report for the fiscal year in which the case was closed.

8.8.2 An explanation of these policies and procedures will be provided to each applicant in a manner that is accessible, including in the individual's preferred language or through an appropriate communication method.

8.8.3 All applicants and co-applicants must complete and sign a Confidentiality Agreement Form acknowledging their understanding and acceptance of this policy.

8.8.4 Any MBOP Tribal ChildCare Staff that breeches this agreement will receive a formal reprimand.

8.8.5 **General Provisions:** These policies and procedures are established to safeguard the confidentiality of all personal information, including photographs, names, and other sensitive data. MBOP Tribal ChildCare ensures:

8.8.5.1 Each child and family is assigned a Family ID# and Child ID# for case tracking and documentation purposes.

8.8.5.2 When submitting invoices, original documents are filed securely, and redacted versions using ID numbers are used for internal processing.

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8.8.5.3 All physical records are stored in locked filing cabinets and must not be left unattended.

8.8.5.4 All applicants, their representatives, service providers, cooperating agencies, and other relevant parties are informed of confidentiality protocols and conditions for accessing or releasing personal information.

8.8.5.5 **Release of Information:** Communication with individuals or entities outside the MBOP Tribal ChildCare Program requires a signed Release of Information Form from the applicant prior to disclosure. Applicants are informed of:

8.8.5.5.1 The legal authority under which personal information is collected

8.8.5.5.2 The primary purpose for which the information will be used or disclosed

8.8.5.5.3 Whether providing the requested information is mandatory or voluntary, and the implications of refusal

8.8.5.5.4 Circumstances under which written consent is required or not required for information release such as 12-Month Certificate Vouchers and Payment Agreements

8.8.5.5.5 Agencies to which information is routinely disclosed

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.

8.8.5.6 **Confidential Information Use and Release Policy:** All personal information collected and maintained by the MBOP Tribal ChildCare Program shall be used solely for purposes directly related to the administration of services under the Moapa Band of Paiutes. Identifiable information may not be shared with advisory bodies or external entities that do not have official administrative responsibilities within the program. Personal information obtained from service providers or cooperating agencies is collected under strict assurances that such

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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information will not be further disclosed, except as necessary for verification and compliance purposes.

8.8.5.7 **Release to Applicants and Eligible Individuals**

8.8.5.7.1 Upon written request from an applicant or eligible individual, MBOP Tribal ChildCare will provide access to all information contained in the individual's service record. This information will be released to the individual or their authorized representative in a timely and secure manner.

8.8.5.7.2 Sensitive documents such as medical or psychological assessments, IEPs, 504 Plans, or other materials deemed potentially harmful to the individual will be released only through a third party designated by the individual (e.g., an advocate, licensed medical or mental health professional). If a court-appointed representative exists, the information will be released directly to that representative.

8.8.5.7.3 These documents are collected to verify eligibility and determine appropriate 12-Month Certificate rates. TCC Case Managers are not authorized to release or interpret these documents, as doing so falls outside their scope of work.

8.8.5.7.4 If personal information was obtained from another agency or organization, it may only be released under the conditions established by that agency. A signed MBOP Tribal ChildCare Release of Information (ROI) Form is required prior to any disclosure.

8.8.5.7.5 Applicants who believe their record contains inaccurate or misleading information may submit a written request for

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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amendment. If the request is denied, the documentation of the request will be retained in the individual's service record.

8.8.5.8 **Release for Audit, Evaluation, and Research:** Personal information may be released to organizations, agencies, or individuals conducting audits, evaluations, or research only if:

8.8.5.8.1 The purpose is directly connected to the administration of MBOP Tribal ChildCare services or will significantly improve the quality of life for applicants and eligible individuals.

8.8.5.8.2 The recipient assures that:

8.8.5.8.2.1 Information will be used only for the stated purpose.

8.8.5.8.2.2 Access is limited to authorized personnel.

8.8.5.8.2.3 Information will not be released to the individual.

8.8.5.8.2.4 Confidentiality will be strictly maintained.

8.8.5.8.2.5 Final reports will not include personally identifiable information without the individual's informed written consent.

8.8.5.8.2.6 Redacted copies of documents will be provided to audit teams for review.

8.8.5.9 **Release to Other Programs or Authorities:** With informed written consent, MBOP Tribal ChildCare may release personal information to another agency or organization only to the extent that the information may be released to the individual or their representative, and only if the requesting agency demonstrates that the information is necessary for its for their file.

8.8.5.9.1 Sensitive documents such as medical assessments, IEPs, or 504 Plans may be released only if the requesting agency assures MBOP Tribal ChildCare that the information will be used exclusively for its intended purpose and will not be further disclosed to the individual. Requests for medical records from third-party organizations must be directed to the original medical provider.

8.8.5.9.2 MBOP Tribal ChildCare will release personal information in response to:

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.8.5.9.2.1 Investigations related to law enforcement, fraud, or abuse, unless prohibited by Tribal or Federal law

8.8.5.9.2.2 A valid court order issued by a judge, magistrate, or other authorized judicial officer

8.8.5.10 **Temporary Consent:** When a client's written consent specifies a limited duration or expiration date, the authorization will expire upon completion of the request. If the consent identifies specific information to be released, it will be presumed to apply only to that information, unless otherwise clearly stated. All informal requests must be submitted in writing by the applicant.

8.8.5.11 **Transmitting Confidential Material:**

8.8.5.11.1 A cover letter must accompany all confidential material sent to third parties, listing the contents of the record. A copy of the cover letter must be retained in the case file.

8.8.5.11.2 Emails must be sent only to authorized recipients and include a confidentiality clause.

8.8.5.11.3 Physical files must be transmitted in a secure container with a lid to prevent unauthorized access.

8.9 **Cybersecurity Policy:** To ensure the protection of sensitive data, personally identifiable information (PII), and digital assets within the MBOP Tribal ChildCare Program through secure and responsible use of technology.

8.9.1 **Workstation and Access Control:**

8.9.1.1 MBOP Tribal ChildCare Staff are permitted to use only their assigned workstation after being issued by the Project Director.

8.9.1.2 Password sharing is strictly prohibited. Access to system credentials is limited to the Project Director and the authorized IT service provider under contract.

8.9.1.3 MBOP Tribal ChildCare Staff must lock their screens when away from their workstation and use privacy screen filters to prevent visibility of sensitive information by visitors, other staff, or applicants.

8.9.2 **Device and Data Security:**

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.9.2.1 External devices (e.g., USB drives, personal hardware) may not be connected to MBOP Tribal ChildCare equipment.

8.9.2.2 All digital assets, intellectual property, and program files are the exclusive property of MBOP Tribal Child Care.

8.9.2.3 Staff must ensure that PII is stored securely and handled in accordance with confidentiality protocols.

8.9.3 **Software and Network Protection:**

8.9.3.1 MBOP Tribal ChildCare provides licensed software, antivirus protection, VPN access, email proof point, and an encrypted firewall to safeguard systems and data.

8.9.3.2 MBOP Tribal ChildCare Staff are responsible for ensuring that files are regularly backed up to the secure OneDrive provided by the program.

8.9.4 **Suspicious Email Protocol:**

8.9.4.1 If you encounter a suspicious email—such as one containing unknown attachments, unusual requests, or unfamiliar links—**notify your immediate supervisor without delay**. Do not open, forward, or respond to the email.

8.9.4.2 Prompt reporting helps protect MBOP Tribal ChildCare's systems, data, and client information from potential cyber threats.

8.9.5 **Security Breach Reporting Protocol:**

8.9.5.1 In the event of a suspected or confirmed security breach, MBOP Tribal ChildCare Staff must **immediately report the incident to their supervisor** and the MBOP Tribal ChildCare Program's IT support team. Prompt reporting is essential to contain the breach, assess potential impacts, and initiate appropriate response measures.

8.9.5.2 Do not attempt to investigate or resolve the issue independently. All actions must follow established incident response procedures to ensure the protection of sensitive data and program integrity.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

8.10 **Cell Phone Policy:** To ensure secure, professional, and appropriate use of MBOP Tribal ChildCare-issued mobile devices for official program-related communication. This includes company issued iPads.

8.10.1 **Business**

MBOP Tribal ChildCare issues company cell phones and iPads strictly for business purposes. These devices are used to communicate with applicants, providers, and for internal MBOP Tribal ChildCare Staff communication, including urgent notifications to TCC Upper Management.

8.10.2 **Communication**

MBOP Tribal ChildCare Staff must contact applicants and providers only during official business hours**.** Responses to messages or voicemails should also be conducted within office hours. TCC Center Staff are prohibited for using cellphones on the floor.

8.10.3 MBOP Tribal ChildCare Staff are authorized to utilize business phones for contact to their immediate supervisor at any time.

8.10.4 **Device Security**

8.10.4.1 MBOP Tribal ChildCare Staff must enable device security features such as PIN, password, fingerprint, or facial recognition.

8.10.4.2 Each MBOP Tribal ChildCare Staff member is responsible for the company phone assigned to them and may not use another staff member's device.

8.10.4.3 All device passwords must be provided to the Project Director for administrative access and security oversight.

8.10.5 **Privacy and Protection**

8.10.5.1 Screens must be locked when unattended**.**

8.10.5.2 Use privacy screen protectors to prevent visibility of sensitive information by visitors, applicants, or other staff.

8.10.6 **Lost or Stolen Devices**

8.10.6.1 Enable remote wipe functionality to protect data in case of loss or theft.

8.10.6.2 If a device is lost or stolen, report the incident to your supervisor immediately.

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8.10.6.3 MBOP Tribal ChildCare Staff will undergo personnel consequences under the directive of MBOP Tribal Administration.

8.11 **Remote Work Policy:** To ensure the secure and responsible use of MBOP Tribal ChildCare equipment and data while working remotely, and to establish clear expectations for telecommuting approval and conduct.

8.11.1 **Equipment Use and Security:**

8.11.1.1 Staff must not lend, share, or allow access to MBOP-issued equipment by family members, household members, or friends.

8.11.1.2 All equipment must be kept safe and secure during non-working hours.

8.11.1.3 Staff are required to set up a dedicated workstation with the screen lock feature enabled**.**

8.11.1.4 MBOP Tribal ChildCare Staff are allowed to take documents that are essential to their work but must be kept in a secure file folder.

8.11.1.5 Case files are not permitted to leave the office.

8.11.2 **Network and Data Protection**

8.11.2.1 Public Wi-Fi is strictly prohibited for work-related activities.

8.11.2.2 Staff must use a secure home network with a strong password and firewall enabled.

8.11.2.3 MBOP Tribal Child Care provides authorized software licenses, antivirus protection, VPN access, and encryption tools to safeguard data.

8.11.3 **Emergency Telecommuting Policy:**

8.11.3.1 In the event of unforeseen circumstances—including building repairs, utility failures, natural disasters, or state and tribal government-issued shutdowns—MBOP Tribal ChildCare staff may be placed on automatic telework status to ensure the continuity of services.

8.11.3.2 Telecommuting under these conditions is authorized solely for the duration of the disruption and must follow all remote work protocols outlined in the MBOP Tribal ChildCare Program's policies.

8.11.4 **Telecommuting Request Policy:** To establish clear guidelines for requesting telecommuting arrangements under special circumstances, while ensuring that essential program functions are maintained.

8.11.4.1 **Eligibility and Restrictions:**

8.11.4.1.1 Telecommuting may be authorized under special circumstances with written approval from the Project Director.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.11.4.1.2 MBOP Tribal ChildCare Staff requesting telecommuting must submit a detailed task outline specifying the work to be completed remotely to justify the request by also giving a valid reason.

8.11.4.1.3 The frequency is only allowable to a maximum of (3) days.

8.11.4.1.4 Salary employees have the flexibility to telecommute with Project Director Approval.

8.11.4.2 **The following positions are not eligible for telecommuting:** due to the nature of their responsibilities, which require on-site presence:

8.11.4.2.1 TCC Teachers

8.11.4.2.2 TCC Nutritionist/Cook

8.11.4.2.3 TCC Office Aide

8.11.4.2.4 TCC Administrative Assistant (with the exception of a doctor's note)

8.11.4.3 **Medical Exceptions:**

8.11.4.3.1 If MBOP Tribal ChildCare Staff requires telecommuting due to a medical condition, the request must be accompanied by a doctor's release form and submitted as a reasonable accommodation detailing the duration of the time needed.

8.11.4.3.2 Approval for medical-related telecommuting is temporary and does not permit transition to full-time remote work.

8.12 **Workplace Standards and Health Requirements Policy:** MBOP Tribal ChildCare, under the Moapa Band of Paiutes, is committed to maintaining a safe, healthy, secure, and efficient workplace**.** This commitment extends to promoting high standards of individual performance to uphold the reputation of the agency and its personnel within the community and the child care industry. MBOP Tribal ChildCare requires all staff to provide proof of COVID-19 vaccination or confirmation of receiving the first dose upon hire.

8.12.1 s part of this commitment, MBOP Tribal ChildCare maintains a drug-free workplace. All job sites under the jurisdiction of MBOP Tribal Child Care must comply with the policies outlined in the MBOP Employee Policy and Procedures Manual, Section 33.0.

8.12.1.1 **Employee Drug Testing:** Drug testing will be conducted during regular business hours and in the presence of a supervisor. A supervisor must accompany any employee for drug testing on items: 8.9.2.2 – 8.9.2.5 Testing may include:

8.12.1.1.1 **Pre-employment screening** (hair and urine collection)

8.12.1.1.2 **Random testing** authorized by MBOP Tribal Human Resources

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8.12.1.1.3 **Reasonable cause testing**

8.12.1.1.4 **Return-to-duty/follow-up testing**

8.12.1.1.5 **Post-accident testing**

8.13 **Work-Related Injuries and Workers' Compensation Policy:** To ensure the safety and well-being of all employees and to establish clear procedures for reporting, managing, and compensating work-related injuries or illnesses in accordance with tribal law and applicable workers' compensation regulations. This policy applies to all employees of the MBOP Tribal ChildCare who sustain injuries or illnesses arising out of and in the course of employment, regardless of location.

8.13.1 **Employee Responsibilities:**

8.13.1.1 Immediately report any work-related injury or illness to their supervisor, no matter how minor.

8.13.1.2 Fill out an Employee Injury Report Form

8.13.1.3 If an employee doesn't choose to request workman's compensation, a follow up from the TCC Health & Safety Monitor is warranted to write a report to place in the employee's personnel file.

8.13.1.4 If an employee chooses to request workman's compensation, do the following:

8.13.1.5 Call the designated nurse line or claims administrator for an initial injury assessment.

8.13.1.6 Complete all required incident reports for the Workman's Compensation Claim Form within (24) hours of the occurrence. The TCC Health & Safety Monitor will transport the employee to Concentra for drug testing and examination. Those that are transported due a medical emergency will have to notify MBOP Tribal Administration immediately for proper processing.

8.13.1.7 Follow medical advice and restrictions provided by the treating physician.

8.13.1.8 Attend all scheduled medical appointments and notify the supervisor of any changes.

8.13.1.9 Provide documentation of medical restrictions and comply with light duty assignments if applicable.

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8.13.1.10 **TCC Health & Safety Responsibilities:**

8.13.1.10.1 Transport and Ensure immediate medical attention is provided if necessary.

8.13.1.10.2 Direct the employee to contact the claims administrator.

8.13.1.10.3 Complete and submit the incident report and witness statements.

8.13.1.10.4 Monitor the employee's recovery and compliance with restrictions.

8.13.1.10.5 Coordinate with Tribal HR for light duty assignments if needed.

8.13.1.11 **Medical Treatment:**

8.13.1.11.1 All treatment must be pre-authorized by the claim's examiner.

8.13.1.11.2 The Moapa Band of Paiutes Tribe retains medical control for the duration of the claim.

8.13.1.11.3 There are no co-pays or out-of-pocket expenses for approved treatment

8.13.1.12 **Benefits Available:**

8.13.1.12.1 **Temporary Disability**: Wage replacement if unable to work or if modified duty is unavailable.

8.13.1.12.2 **Permanent Disability**: Compensation for permanent impairments.

8.13.1.12.3 **Vocational Retraining**: Support for rehabilitation if unable to return to previous duties.

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8.13.1.12.4 **Death Benefits**: Provided to dependents in case of fatal injury.

8.13.1.13 **Disqualifications**: Benefits may be denied if:

8.13.1.13.1 Injury occurred during personal time or off-duty activities.

8.13.1.13.2 Employee was intoxicated or under the influence of illegal substances.

8.13.1.13.3 Injury was self-inflicted or due to misconduct.

8.13.1.13.4 Injury was not reported within the required timeframe

8.13.1.14 **Return to Work:**

8.13.1.14.1 Employees may be assigned light duty tasks based on medical restrictions.

8.13.1.14.2 Light duty assignments are temporary and will not exceed (90) consecutive days.

8.13.1.14.3 Refusal of a valid light duty assignment may result in disciplinary action.

8.13.1.15 **Non-Retaliation:** Employees will not face retaliation for filing a legitimate workers' compensation claim. However, fraudulent claims may result in denial of benefits and disciplinary action.

8.14 **Cultural Purchasing Guidelines:** Significant cultural items, such as traditional medicines or ceremonial objects, must be purchased exclusively from Native American, Alaskan Native, or First Nations-owned businesses. Special requests for regalia or cultural items (e.g., drums, gourds) made by tribal community members must include the following for approval:

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8.14.1 A formal request on MBOP Tribal ChildCare letterhead detailing the purpose and intended use of the items within the curriculum or activity.

8.14.2 An itemized list of materials and associated costs.

8.14.3 A completed W-9 form and Tribal ChildCare invoice outlining services and labor costs.

8.14.4 All items created for MBOP are considered property of the program.

8.14.5 **Cultural Honorarium Policy:** In Paiute culture, expressing gratitude is essential. MBOP Tribal ChildCare will honor and compensate cultural representatives who provide services such as prayer, performance, or instruction. Compensation will follow the guidelines. Approved expenses may include:

8.14.5.1 Fee for Service

8.14.5.2 Travel expenses or mileage reimbursement

8.14.5.3 Provision of meals: Rates and reimbursement guidelines can be found at www.gsa.gov.

8.14.5.4 If a cultural representative chooses to donate or gift items to MBOP Tribal ChildCare Staff, such gifts may be accepted on behalf of the program and displayed within MBOP Tribal ChildCare Offices.

8.15 **Interdepartmental Operations Policy:** MBOP Tribal ChildCare operates in coordination with internal departments including Information Technology (I.T.) and Maintenance. All service requests to these departments must be approved by your immediate supervisor and communicated to the Project Director in person or via email.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
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8.15.1 **Support Procedures:**

8.15.1.1 MBOP Tribal ChildCare Staff must notify their immediate in person or via email regarding any I.T.-related issue.

8.15.1.2 The supervisor will direct the MBOP Tribal ChildCare Staff Member submit a request to the contracted I.T. Company via email to initiate a work order. All The Project Director must be CC'd on this communication.

8.15.1.3 It is the responsibility of the requestor to coordinate a scheduled time to meet with the contracted I.T. Company Representative.

8.15.1.4 Once the issue is resolved, staff must notify their immediate supervisor. If the issue requires additional support or cannot be resolved immediately, staff must update their supervisor with a description of the issue and the expected return date/time from I.T. The supervisor will then email the TCCC Upper Management Team with the update.

8.15.1.5 If the issue remains unresolved beyond the expected resolution date/time, the Project Director must be contacted immediately.

8.15.1.6 **Maintenance Support Procedures:** MBOP Tribal ChildCare Staff must notify their immediate supervisor in person or via email regarding any maintenance-related issue.

8.15.1.6.1 **Las Vegas Office:** Contact Pine Development

8.15.1.6.2 **Moapa Office and Tribally Operated Center:** Contact MBOP Tribal Grounds & Maintenance Department for minor issues

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8.15.1.6.3 **For Major Issues at the Moapa Office or Tribally Operated Center:** The TCC Assistant Director will contact a professional service for repairs

8.15.1.6.4 **Sting Alarm:** Contact the Project Director to submit a ticket on your behalf

8.15.1.6.5 MBOP Tribal ChildCare Staff is not authorized to request for maintenance-related issues without the knowledge of their supervisor.

8.15.1.6.6 **Request Form for MBOP Tribal Grounds & Maintenance**. MBOP Tribal ChildCare Staff must contact the Tribal Maintenance and Grounds Department by phone to confirm that the work order request has been submitted via email. The Project Director and TCC Assistant Director must be CC'd on the email.

8.15.1.6.7 All maintenance request records will be retained by the TCC should be placed in a secure file onsite.

8.15.1.6.8 If the issue requires further assistance or cannot be resolved immediately; MBOP Tribal ChildCare Staff must update their supervisor with a description of the issue and the expected return date/time from Maintenance. The supervisor will then email the TCC Upper Management Team with the update.

8.15.1.6.9 If the issue remains unresolved beyond the expected resolution date/time, the Project Director must be contacted immediately.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.16 **Company Vehicle Policy and Procedure:** This policy outlines the responsibilities, procedures, and expectations for employees who operate MBOP Tribal ChildCare program vehicles. It aims to ensure the safe, legal, and efficient use of program vehicles. This policy applies to all employees who are authorized to operate an MBOP Tribal ChildCare vehicle for business purposes.

8.16.1 **Eligibility:** To be eligible to drive a program vehicle, an employee must:

8.16.1.1 Hold a valid driver's license appropriate for the vehicle type.

8.16.1.2 Have a clean driving record.

8.16.1.3 Be added to the MBOP Tribe's insurance policy.

8.16.2 **Vehicle Use Guidelines for Business Use Only**: Program vehicles are to be used strictly for business purposes unless otherwise authorized in writing. Company vehicles may be used for the following approved activities:

8.16.2.1 Travel to and from the Moapa Reservation to conduct on-site visits to the TCC Center, TCC Trailer, or other Moapa Band of Paiutes (MBOP) Tribal Departments.

8.16.2.2 Running program related errands and delivering services for families, providers, and vendors.

8.16.2.3 Picking up orders from vendors and transporting items to and from the Moapa Reservation or other MBOP Tribal ChildCare locations.

8.16.2.4 Traveling to conduct inspections and home visits for families and providers.

8.16.2.5 Carpooling to outreach events.

ADDRESS: 700 N. RAINBOW BLVD.
LAS VEGAS NV 89107
PHONE: (702) 333-6565
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8.16.2.6 Transporting TCC Staff to attend conferences, trainings, and professional development activities that align with the MBOP Tribal Child Care mission statement.

8.16.3 **Authorized Drivers**: Only employees of the Moapa Band of Paiutes are authorized to operate company vehicles.

8.16.4 **Vehicle Responsibilities:** care and conditions for the program vehicle.

8.16.4.1 Eating and drinking from cups without lids is prohibited.

8.16.4.2 Remove all trash after usage.

8.16.4.3 If spillage occurs by accident, clean up messes.

8.16.4.4 Hand held cell phone use is strictly prohibited while driving (vehicles are equipped with Bluetooth).

8.16.4.5 Communicate with team members to coordinate vehicle usage.

8.16.4.6 Recording mileage is mandatory.

8.16.4.7 All program vehicles located on the Moapa Reservation are parked at the designated areas near the TCC Center or TCC Trailer.

8.16.4.8 All program vehicles located at the Las Vegas Office must coordinate responsibility to drive and park vehicles in a safe area at the employee's residence. Vehicles shall not be left unsupervised at the Las Vegas Office location overnight.

8.16.5 **Prohibited Use**: Use of company vehicles for illegal activities, personal errands, or transporting unauthorized passengers is strictly prohibited.

8.16.6 **Driver Responsibilities**

8.16.6.1 **Compliance**: Obey all traffic laws and regulations.

8.16.6.2 **Safety**: Always wear seat belts and avoid distracted or impaired driving.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
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8.16.6.3 **Reporting**: Immediately report any accidents, traffic violations, or vehicle damage to the Project Director.

8.16.6.4 **Maintenance**: Ensure the vehicle is kept clean and report any maintenance issues promptly.

8.16.7 **Fuel and Expenses**

8.16.7.1 To be courteous towards other drivers, please ensure that gas does not go below a quarter of a tank and refill gas under the respective MBOP Travel Plaza fuel stations for the gas charge account.

8.16.7.2 Employees must use designated fuel stations at the MBOP Travel Plaza for the gas charge account. Carry your work identification badge to present to cashier.

8.16.7.3 Employees are allowed to submit for program vehicle gas reimbursement, but it is preferred to utilize the MBOP Travel Plaza gas charge account.

8.16.7.4 Turn in all MBOP Tribal Plaza fuel receipts to the designated person for record keeping.

8.16.7.5 Unauthorized expenses will not be reimbursed.

8.16.8 **Accidents and Incidents**

8.16.8.1 Ensure safety and seek medical attention if needed.

8.16.8.2 Contact local authorities and file a police report.

8.16.8.3 Notify the program immediately and complete an incident report.

8.16.8.4 Moapa Band of Paiutes Employee Policy & Procedure Manual requires immediate drug testing per their policy.

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LAS VEGAS NV 89107
PHONE: (702) 333-6565
CELL: (702) 371-9087
EMAIL: aosborne@mboptribalchildcare.org

9.0 MBOP Tribal ChildCare Code of Ethics

The MBOP Tribal ChildCare Code of Ethics serves as a guiding framework for professional conduct, rooted in the principles of integrity, accountability, and respect for the Moapa Band of Paiute Tribe. It reflects our commitment to upholding the highest moral and legal standards in service to children, families, and our community.

Ethical Principles and Responsibilities

1. Moral and Legal Standards: MBOP Tribal ChildCare staff are expected to conduct themselves in a lawful, ethical, and morally responsible manner. All program operations, including compliance and financial practices, are carried out in good faith and in alignment with regulatory guidance. Our responsibilities extend to the Moapa Band of Paiute Tribe and our funding agency, the Office of Child Care under the Administration for Children and Families, U.S. Department of Health and Human Services.

2. Staff–Applicant Relationships: MBOP Tribal ChildCare Staff must prioritize the integrity of those they serve above personal interests. Personal relationships with applicants actively utilizing the program are strictly prohibited.

- If an applicant is an immediate family member, the TCC Lead Case Manager will reassign the case to avoid nepotism.
- For extended family or friends, staff must maintain professional boundaries and may request reassignment if a conflict of interest arises.
- TCC MBOP Tribal ChildCare Staff may apply for services; their cases will be managed by the TCC Lead Case Manager and reviewed by the TCC Project Director.
- If an applicant offers a gift, staff must respectfully decline personal acceptance. However, gifts may be accepted on behalf of the program and displayed or donated in good faith to honor the gesture while maintaining ethical boundaries within Indian Country.

3. Client Advocacy: MBOP Tribal ChildCare Staff shall advocate for children and families by promoting access to quality childcare, facilitating referrals to supportive resources, and mediating relationships between applicants and providers to ensure compliance and service excellence.

4. Professional Relationships: MBOP Tribal ChildCare Staff shall maintain integrity in all professional interactions—with colleagues, partner organizations, agencies, and referral sources—to maximize benefits for children and families.

5. Confidentiality: All information obtained in confidence shall be treated with the utmost respect and protected in accordance with applicable laws and ethical standards.

6. Assessment and Eligibility: MBOP Tribal ChildCare Staff shall ensure that assessments used to determine eligibility for 12-Month Certificates are fair, accurate, and non-discriminatory. All applicants who meet the established criteria will be provided equal access to services.

7. Research and Program Development: MBOP Tribal ChildCare Staff shall contribute to research and knowledge-building efforts that enhance the effectiveness of services provided to children and families.

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8. Professional Competence: MBOP Tribal ChildCare Staff shall maintain and continuously improve their professional competencies to deliver the highest quality childcare services. All practices will align with regulatory guidance and the CCDF Plan, while honoring and celebrating Native American and Alaska Native cultural identity.