

Arctic Slope Native Association
Tribally Approved Relative Provider Handbook

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ASNA Child Care Services
Relative Child Care Handbook

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Dear Provider,

We are happy you've decided to join Arctic Slope Native Association Child Care as a Tribally Approved Relative Provider. We look forward to working with you to provide safe, quality child care. Our children, families, and communities benefit from your service. We hope you find this Handbook to be a useful guide and reference. Please let us know if you have any ideas, questions, or concerns.

Our Mission:

Arctic Slope Native Association's mission is to promote the health and well-being for the people of the Arctic Slope.

Child Care Development Fund:

The Child Care and Development Fund (CCDF) program, part of the overall federal Child Care Development Block Grant, supports state and tribal efforts to provide child care services to low-income family members who work, attend school, are enrolled in job training, job search or conduct subsistence activities. CCDF funds may also be used to support children who receive or need to receive protective services.

CCDF/Tribal Partnership Goals Include:

1. Protect the health and safety of child in childcare
2. Help parents make informed consumer choices
3. Enhance the quality of child care
4. Provide equal access to stable child care for low-income families

Section 1 – Program Services

1.1 Tribally Approved Relative Provider Care

The Tribally Approved Relative Provider program aims to respond to our family's natural care for child through generations of extended family.

A Tribally Approved Relative Provider must be 18 years or older and willing to offer care services in their own private residence, or the child's residence. The provider must be related by blood, marriage or court order-decree. Eligible providers include great-grand parents, grandparents, aunts, uncles, and siblings (as long as the siblings do not reside in the same household as the eligible child). Tribally Approved Relative Providers may care for no more than five (5) children under 13 years of age, including the provider's own children. In some cases, care may be approved for older children under the age of 19, if a documented physical or mental disability is verified. Relative Providers may only receive payment for up to five (5) children in care.

Tribally Approved Relative Providers will be paid a daily rate, calculated in part-time or full-time increments.

Application Process to be a Relative Provider

To become a Tribally Approved Relative Provider, a complete application must be submitted to ASNA Social Services. The application includes the following documents:

- Tribally Approved Relative Provider Application
- Child Care Background Check (Authorization to Release Confidential Information)
- Tribally Approved Relative Provider Responsibilities
- Health and Safety Assurances
- W 9 Form

Upon review of the completed application, ASNA Social Services will notify the prospective provider of their determination. Any care provided by the Provider prior to ASNA Social Services authorization and approval will not be compensated through Arctic Slope Native Association Child Care Services.

ASNA Child Care Provider Agreement

All providers will be issued a Tribally Approved Relative Provider Handbook which will outline the requirements of being an eligible provider for Child Care Services. The Handbook will include ASNA Provider Agreement to be signed by the interested provider. The agreement includes receipt of the Provider Handbook, willingness to complete (6) hours of orientation training during the first 90 days of hire, willingness to complete (6) hours of annual training after the first year and annually thereafter, willingness to receive at least one site visit every year and adherence to all the assurances contacted in the application including:

Rights and Responsibilities:

- I understand that in order to get approved as an ASNA Tribally Approved Relative Provider, my application and the Child Care Assistance Application of the parent(s) must be complete and approved prior to providing any child care services.
- I understand as a Tribally Approved Relative Provider, I will be reimbursed for the days and times that the parent determined eligible. Child care services provided outside the days and times of the Letter of Authorization are to be paid by the parent.
- I will notify ASNA Child Care staff immediately if there are any changes to my household, if care is being provided in my home. This includes changes in any household members 18 years and older, temporary or permanent, who were not identified on my original application.
- I will give the parent(s) and ASNA Social Services staff at least 14 days' notice of my intent to end child care services, or a shorter period may be agreed upon with mutual agreement between myself and parents.
- I agree that the parent(s) will have unlimited access to the home whenever their child(ren) are in care.
- I will never leave the child(ren) in my care unattended or with another person.
- I understand that I am a mandated reporter of any suspected abuse or neglect of children in my care and that I will notify appropriate authorities.
- I agree to abide by the Health and Safety assurances for providing child care services.

- I agree to Arctic Slope Native Association, Inc. harmless from any liability, claims, or damages that may result from the child care provider of its obligations under the terms of this agreement.
- I will maintain written records that reflect the arrival and departure time of children in care. I will submit the original provider attendance log and payment certificate time sheets on the appropriate dates.
- I understand that I may not misrepresent facts to receive child care subsidy payments. I understand that any benefits received in error must be repaid and may result in denial of further participation in the program.
- I understand I will select my tax withholding amount and will be responsible for any tax liability I may have regarding the wages received.
- I will respect and maintain the confidentiality of parents participating in the program.
- I understand that ASNA Social Services up to 21 days to ensure payment to the provider.

Health and Safety Assurances

As a Tribally Approved Relative Provider participating in ASNA Child Care Services, I agree to the following assurances:

- Space and equipment arrangements are adequate for the child(ren) safety and comfort.
- Ventilation, temperature, and lighting are adequate for the child(ren) safety and comfort.
- A safe play area is provided in both the inside and outside areas.
- Floors and walls are clean and maintained in a safe condition for the child(ren).
- At least one smoke detector is installed at an appropriate location in the home or facility.
- The home or facility has at least one fire extinguisher in the kitchen, which is maintained in an operable condition at all times.
- Combustible and flammable material are not stored in the water heater rooms, furnace rooms, or laundry rooms but are stored in a safe place.
- In case of a fire, my first responsibility, as a provider, is to evacuate the child(ren) to safety.
- Toys and objects (including high chairs) are safe, durable, easy to clean, and non-toxic.
- Diaper changing is not to be done in the food preparation area.
- Firearms are unloaded and kept locked up; ammunition is stored in a separate location.
- Child(ren) in care will never be left alone or with someone else.
- Physical, verbal or emotional punishment will not be used as a form of discipline.
- Use of alcohol, drugs, or tobacco will not be allowed during child care services hours.
- Medicines, cleaning substances, and dangerous material will be kept in locked cabinets.
- The parent(s) will be contacted about any injury to the child(ren) requiring medical treatment or for serious illness.
- Medicine will be given only with parent(s) written instructions.
- I will wash my hands before and after handling food, and after changing diapers and using the bathroom.
- The child(ren) will never be around a person or animal known to be dangerous.
- Food will be stored, refrigerated, and prepared properly.

1.2 Tribally Approve Background Checks

Tribally Approved Background Checks must be completed for all Tribally Approved Relative Providers. The background check will be conducted for the providers and all household members sixteen (16) years and older who are living in the household where care is being provided. The background check must be completed and notification to proceed must be given prior to any child care being approved under ASNA Child Care program.

The Authorization to Release Information form must be signed and submitted with the Provider Application. The authorization provides permission for ASNA Social Services to conduct the background check. There is no cost to the Provider or any household members for the Tribally Approved Background Check. Background checks must be completed prior to the approval as an ASNA Child Care Provider and will be conducted annually thereafter for the provider and household members. Child Care Staff must be notified immediately if there are any changes in household members sixteen (16) years or older on a temporary or permanent basis.

ASNA Child Care Services Tribally Approved Background Check includes the following data sources:

- State of Alaska Child Abuse Registry
- State of Alaska Sex Offender Registry
- State of Alaska Court View Records
- State of Alaska Background Check

1.3 Relative Provider Orientation

All Providers must participate in a six (6) hour orientation training within 90 days of hire. Orientation may be delivered through telephone communication, video-conferencing, webinars, review of informational and educational material, face to face training or other forms of training delivery. The six (6) hour orientation may be scheduled in time blocks over 90-day period to accommodate providers schedules. Review of the handbook and other important policies and procedures related to Tribally Approved Relative Provider care will be part of the orientation process. ASNA Child Care Services will conduct the Provider to schedule your orientation.

1.4 Relative Provider Annual Training

To maintain eligibility as a Tribally Approved Relative Provider, all providers must complete six (6) hours of annual training after the first year and annually thereafter. Training may be delivered through telephone communication, video-conferencing, webinars, attending conferences, review of informational and educational materials, face to face training or other forms of training delivery. Annual training may include topics of interest to the provider and other child development and the health and safety information, child care program updates, promoting culturally responsive care, language and culture activities, gross motor development, early literacy, outdoor play, positive guidance and discipline and positive social development.

1.5 Annual Visits

ASNA Child Care will arrange to visit each provider at least once every year. Providers are able to request technical assistance at any time throughout the year. ASNA Child Care will visit sooner if requested by the provider, parent, or if a concern arises. This visit is to provide support to the provider on child development and health and safety practices. ASNA Staff will contact the provider in advance to schedule the visit. The visit will be conducted by ASNA staff member who is trained in child development. Upon completing of the visit, the ASNA staff member will share with the provider any feedback or guidance from the visit. If any immediate health and safety concerns are observed, the provider may be asked to correct the concern immediately or a corrective action plan will be provided which includes the required timeframe and resources to for follow-up.

1.6 Program Contacts

If you have any questions, ideas, or concerns we would like to hear from you. Please contact ASNA Social Services at childcare@arcticslope.org or call 907-852-9379.

Section 2 – Payment Rates, Attendance and Timesheets

2.1 Payment Rates

ASNA Child Care takes a variety of information into account when setting provider payment rates. Information may include results from state or regional care market rate surveys, rates for comparable services in the local community and the availability of CCDF funds. Child Care payment may be provided for up to four (4) children in care.

- Tribally Approved Relative Providers (including secondary providers) will be paid on a daily rate which include a part time rate and a full-time daily rate.
- Part-Time Daily Rate - the part time daily rate is used for care up to 4.25 hours per day.
- Full-Time Daily Rate - the full-time daily rate is used for care that exceeds 4.5 hours per day.
- Care for children with a documented disability will be paid at the regular daily rate.
- For care that is provided for more than 12 hours in one day, a 30% differential is applied.

Infants (0 months to 6 months): part-time daily rate \$37.50; full-time daily rate \$75.00

Toddlers (7 months to 18 months): part-time daily rate \$35.00; full-time daily rate \$70.00

Pre-school Age (19 months to 4 years old): part-time daily rate \$35.00; full-time daily rate \$70.00

School Age (5 years to 12 years old): part-time daily rate \$35.00; full-time daily rate \$70.00

Providers are not allowed to provide respite care, or care lasting 24 continuous hours or longer.

Providers who believe a payment error occurred should contact ASNA Social Services as soon as possible. In the case of overpayment, duplicative payment or payment made in error, Providers will be required to refund any incorrect payment.

2.2 Provider Attendance Log

Payment to Tribally Approved Relative Providers is based on daily attendance of children in care. Attendance logs will be used to verify children's daily attendance. ASNA Child Care will provide instructions on how to fill out the Provider Attendance Log during the orientation process. The Provider Attendance Log must include information such as month, day, and arrival and departure time for each child.

Tribally Approved Providers may submit attendance logs on an on-going basis that fits their needs. ASNA Child Care has up to 21 days to ensure that the payment has been processed and the Provider receives payment.

ASNA Child Care will provide payment to Providers through direct bank deposit or by check.

Providers and Parents are responsible for ensuring the information reported is accurate. If attendance records or timesheets contain errors ASNA Child Care will reach out to the Provider to make corrections. ASNA Child Care may request an adjustment in payment if document is not accurate. Providers and parents may be held accountable for improper billing and both may be held responsible for improper billing practices or prosecuted for fraud.

Section 3: Quality Child Care Services

3.1 Child Abuse and Neglect

If a Provider has reasonable cause to suspect an incident of child abuse or neglect, a report must be made to the Office of Children's Services (OCS). All reports are confidential. When a Provider makes a report in good faith, the Provider is protected against civil/criminal penalty. Please inform ASNA Child Care Program Manager after you have made the report if the report concerns a child enrolled in ASNA Child Care Services. If you wish to make a report but needs assistance, please contact the ASNA Child Care Program Manager or staff. Information on where to report 24-hour/7 days a week Child Abuse/Neglect Hotline, please call 1-800-478-4444 or make an online report at www.reportchildabuse@alaska.gov.

3.2 Parental Access to Children in Care

Parents must have unlimited access to their children during the hours that the children are in care.

3.3 Release of Children in Care

Providers may only release children to their parents or other authorized individuals designated by the parent. A child should not be released to any individuals without prior authorization from the parent.

3.4 Meals and Snacks

Providers should plan for children's meals and snacks during care. Providers should communicate with parents to understand the child's meal patterns, including likes and dislikes. Providers should ask parents of any known allergies or food sensitivities for the child, including formula or milk type, if appropriate. Making accommodations for breast-feeding or the storage and use of breast-milk are encouraged for infants. ASNA Child Care encourages healthy, age appropriate, meal choices. Food items for meals and snacks are the provider's/parent's responsibility.

3.5 Daily Activities

Providers can offer a variety of age appropriate activities for children while in care. Many household items can be used to create fun activity such as an empty cereal boxes, egg cartons for sorting objects, socks to throw in a clothes hamper. Please make sure all materials are appropriate for the age of the child and that supervision is provided at all times. Please keep any screen time to age-appropriate intervals. ASNA Child Care can support you with additional ideas for child development activities.

3.6 Toys and Material

Toys and children's books are best when accessible to the child(ren) reach. All toys and materials should be in a good shape and free of any sharp edges or broken pieces. Toys and materials are ideal when appropriate for the child's age and development level. All toys and materials should be sanitized regularly.

3.7 Transportation

ASNA Child Care does not allow Providers to transport child(ren).

3.8 Waiver of Liability

As a Provider you agree to hold Arctic Slope Native Association, Inc. harmless from any liability, claims, or damages that may result from the child care provider of its obligations under the terms of this agreement.

Section 4: Resources and Support for Providers

4.1 Training and Professional Development Opportunities

ASNA Child Care is committed to providing training and professional development opportunities to increase provider knowledge and competencies in caring for young children. Training opportunities may include attending early childhood conferences, webinars, teleconferences, receiving books and resources materials, attending college classes, or other early care and learning related opportunities. Topics may include early childhood development, infant/toddler care, First Aid/CPS classes, child care business development, health and safety, nutrition for young children, early literacy, working with children with disabilities, promoting cultural activities and language, child development associates credential, and family empowerment, ASNA Child Care Services staff will notify you of any upcoming training opportunities.

4.2 Tribally Approved Providers Resources

ASNA Child Care has a variety of resources to assist and support Tribally Approved Relative Providers. These resources include issuing health and safety equipment such as fire extinguishers, First Aid kits, carbon monoxide detectors, emergency disaster and preparedness kits, children's books, educational toys and activity ideas, child health and development books, dental kits, pamphlets on a variety of children's topics, ideas for outdoor activities, infant and toddler supplies, art supplies and school readiness activities and materials. Please contact ASNA Child Care for more information on receiving resources.

4.3 Becoming a State Licensed Provider

Providers who may be interested in exploring or becoming a State Licensed Child Care Providers can contact ASNA Child Care for more information. Licensed providers are eligible to receive State Child Care Assistance. ASNA Child Care can provide support and technical assistance to any Tribally Approved Relative Provider who would like to become state licensed. Providers may also refer to the Alaska Child Care Program Office for more information www.dhss.alaska.gov/pages/ccare