



APPLICATION CHECKLIST

OTTAWA TRIBE
P.O. BOX 110
MIAMI, OK 74355
PHONE: 918-540-1536

CAROL ESSEX, DIRECTOR
cessex.oto@gmail.com

KRISTI SMITH, PROGRAM SPECIALIST
ksmith.oto@gmail.com

The documentation must be delivered to the CCDF office by mail, email or in person. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** The following documentation is required to establish eligibility for child care assistance.

- ___ 1. APPLICATION
- ___ 2. CERTIFICATE DEGREE OF INDIAN BLOOD (CDIB) OR TRIBAL MEMBERSHIP CARD.
- ___ 3. PROOF OF INCOME FOR ALL HOUSEHOLD MEMBERS (Check stub, State Aid, Self-employment, Social Security, any other income **and Employment Verification Form**).
- ___ 4. PROOF OF PHYSICAL ADDRESS (Current water, gas or electric bill)
- ___ 5. COPY OF SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD MEMBERS
- ___ 6. COPY OF IMMUNIZATION RECORDS (Must be up to date).
- ___ 7. COPY OF CHILDREN'S BIRTH CERTIFICATES.
- ___ 8. COPY OF PELL GRANTS AND ANY OTHER FINANCIAL ASSISTANCE.
- ___ 9. CLASS SCHEDULE AND LETTER OF ACCEPTANCE FROM SCHOOL
- ___ 10. DIVORCE / CUSTODY / CHILD SUPPORT / GUARDIANSHIP DOCUMENTS
- ___ 11. OTHER _____

APPENDIX 2 – ELIGIBILITY TERMINOLOGY

- 1) ATTENDING (a job or education program) – Duly enrolled in a program of training or education.
- 2) JOB TRAINING & EDUCATIONAL PROGRAM- Activities to secure a High School education or equivalency certificate or post secondary education; basic and remedial education to attain a basic literacy level; Education in English proficiency or Tribal language; job skill training which includes: vocational training for a specific job occupational area, and college work.
- 3) WORKING – Gainfully employed. Time spent in activities which incur wages, commissions, tips, piece-rate payments, on-the-job training programs, work study employment, and self-employed. Time spent on a pre-approved job search.

I understand that I must have all the above documentation delivered to the CCDF office and have a complete application before I will be considered for assistance from the CCDF Program. I also have read the above terminology and understand that I must be attending work, a job-training program, and/or school, or pre-approved job search while my child is receiving CCDF subsidies. I also understand that if I falsify information required for eligibility, childcare services may be suspended or terminated.

Signature of Applicant

Date