



**Shawnee Tribe
Child Care Development Fund
Program (CCDF)**

Phone: 918-542-7232 Fax: 918-542-4138

Diana BakerDirector Children & Family Services
diana@shawnee-tribe.com

Sean Graham.....CCDF Program Specialist
sean@shawnee-tribe.com

Please address all correspondence to:

**Shawnee Tribe CCDF Program
c/o Diana Baker, Sean Graham**

**21 N. Eight Tribes Trail Suite A
Miami, Oklahoma 74354**

Shawnee Tribe CCDF Program Requirements

The Shawnee Tribe's Department of Children and Family Services, which operates the Child Care Development Fund (CCDF) Program that subsidizes children in your childcare facilities, wants to take this opportunity to remind each of you about some of the CCDF Program participation requirements.

- 1). Payments to providers are made once each month. Payments cover the preceding month. For example, at the very beginning of next month, you will fill out a monthly claim form for the days of attendance that you provided childcare from January 1st through January 31st, 2025 etc. A claim form must be filled out for each child on our CCDF Program under your care.
- 2). Completed claim forms, signed by each child's parent or guardian, can be submitted by mail. or scanning and emailing. The provider will receive full payment for each month as long as the child attends a minimum of **7 days** during the month. Payments will be made either on Part-Day or Full-Day based on the approval letter. The Shawnee Tribe CCDF Program will also pay for 6 holidays (New Year's Day, Labor Day, Independence Day, Memorial Day, Thanksgiving Day and Day After, & Christmas Eve and Christmas Day). If the holiday is on a Saturday, we will pay on Friday. If the holiday is on a Sunday, we will pay on Monday. In addition, the Shawnee Tribe CCDF Program will be allowing payment for inclement weather (snow days). On a case-by-case basis there may be special circumstances which would allow for extended hours. **Time sheets filled- out in pencil will not be accepted.** Payments will be based on the approved enrollment status listed on the approval letter. Parents are required to approve and sign the final monthly claim form before submission.

Claim Form Instructions:

Any days the child is absent please write the initials ABS in the slot or in the event of a snow day please write Weather in the slot. If your facility is closed for a holiday, please insert an H in the box. The Shawnee Tribe must be contacted immediately by email if the facility is closed in order to be approved for closure. Date and reason for closure must be included in the email. Payment is NOT guaranteed for closed days and parents may NOT be charged for those days that childcare is not available. Please write CL in the box when the facility is closed. **Closures must be approved by the Shawnee Tribe CCDF Staff.**

Please do not call each month and ask to speak to the accounting office about your check or request to stop by and pick it up. If you are concerned that something on one of your timesheets may have been incorrect, please call Diana Baker or Sean Graham at (918-542-7232).

- 3). **A delay in processing your check may occur if your time sheets are not completely and accurately filled out.** Also, please make sure time sheets are legible. Most problems of this type have been minor and have been remedied with a quick phone call. If there is an error on the claim form it will be sent back for correction. Repeated problems with illegible or inaccurate time sheets will result in the time sheets being returned to the provider to redo them and have the parent or guardian sign them again. Please remember to make copies of the time sheets for your records before you submit them to the Shawnee Tribe.

4). We will not accept time sheets on which dates of service exceed 60 days. Failure to submit claim forms within the 60-day timeframe will result in the loss of reimbursement from the Shawnee Tribe. Parents will also not be required to pay for amounts other than the determined "co-pay" amount. It is up to the Provider to send in the monthly claim form in order for payments of childcare to be processed.

5). Mail or e-mail time sheets to the below address:

Shawnee Tribe CCDF Program

21 N. Eight Tribes Trail

Suite A

Miami, OK 74354

ccdf@shawnee-tribe.com

6). All monitoring reports from State and Tribal agencies should be forwarded to our office for tracking purposes. All incidents and or complaints that are to be reported to the Oklahoma Department of Human Services "MUST" be reported to the Shawnee Tribe CCDF within 3 working days as well.

PLEASE KEEP A COPY OF THIS MEMO IN YOUR FILES FOR FUTURE REERENCE.

**SHAWNEE TRIBE CHILD CARE DEVELOPMENT FUND
ATTENDANCE CLAIM FORM (Effective October 1, 2024)**

Child's Name:	Date of Birth: Attends Public School Yes or No
Guardian's Name:	Name of Provider:
Address:	Address:
City, State, Zip:	City, State, Zip:

I affirm under penalty of perjury that the information contained on this form is correct to the best of knowledge and belief and understand that any false statement on my part may result in prosecution for fraud.

Signature of Guardian: _____

Signature of Provider: _____

**Fill in appropriate abbreviation for each day the child is/is not in attendance at your facility.
Approved days will be based on Approval Notification letter.**

(P) Present	(ABS) Absent Day	(PSC) Present School Closed- <i>for School Age Only</i>
(V) Virtual Learning	(H) Holiday	(CL) Provider Closed (must give reason)

****Attendance times not required. Abbreviations ONLY****

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- ✚ Throughout the school year, all **school age children** will be approved for Part Day unless school is closed. When school is closed and child is present at daycare, all school age children will be approved for Full Day.
- ✚ The following Holidays will be paid as a full day: Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the day after, Christmas Eve, Christmas Day & New Years Day.
- ✚ To receive full month payment the child must be in attendance 7 days at the facility.
- ✚ Provider will not be paid for days the facility is closed. Weather and unforeseen closures will be determined by the CCDF Staff.

For the Month of: _____, 20_____

Claim forms can be emailed to:
ccdf@shawnee-tribe.com

Please put the name of your facility, the month and year in the subject box.

Mailed to:
Shawnee Tribe CCDF
21 N Eight Tribes Trail, Suite A
Miami, OK 74354

***** FOR OFFICE USE ONLY *****						
Full Day		X		Per Day	=	
Part Day		X		Per Day	=	
Star Rating:			Total Monthly Charges			

**SHAWNEE TRIBE CCDF
PROVIDER PAYMENT RATES**

Effective 10/1/25

ONE-STAR CENTERS

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$25.00	\$20.00
25 – 48 months	\$23.00	\$17.00
49 – 72 months	\$22.00	\$17.00
73 months – 13 years	\$19.00	\$15.00

ONE-STAR HOMES

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$24.00	\$19.00
25 - 48 months	\$22.00	\$16.00
49 - 72 months	\$21.00	\$16.00
73 months – 13 years	\$18.00	\$13.00

TWO-STAR CENTERS

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$27.00	\$22.00
25 – 48 months	\$24.00	\$19.00
49 – 72 months	\$23.00	\$19.00
73 months – 13 years	\$21.00	\$17.00

TWO-STAR HOMES

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$26.00	\$20.00
25 - 48 months	\$24.00	\$19.00
49 - 72 months	\$23.00	\$18.00
73 months – 13 years	\$19.00	\$16.00

**SHAWNEE TRIBE CCDF
PROVIDER PAYMENT RATES**

Effective 10/1/25

THREE-STAR CENTERS

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$48.00	\$33.00
25 – 48 months	\$43.00	\$30.00
49 – 72 months	\$38.00	\$25.00
73 months – 13 years	\$32.00	\$22.00

THREE-STAR HOMES

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$38.00	\$28.00
25 - 48 months	\$36.00	\$26.00
49 - 72 months	\$32.00	\$25.00
73 months – 13 years	\$28.00	\$21.00

FOUR-STAR CENTERS

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$54.00	\$38.00
25 – 48 months	\$51.00	\$36.00
49 – 72 months	\$47.00	\$33.00
73 months – 13 years	\$40.00	\$26.00

FOUR-STAR HOMES

Child's Age	Daily Rates	Daily Rates
	FULL	PART
0 – 24 months	\$48.00	\$36.00
25 - 48 months	\$45.00	\$33.00
49 - 72 months	\$36.00	\$27.00
73 months – 13 years	\$30.00	\$24.00

**SHAWNEE TRIBE CCDF
PROVIDER PAYMENT RATES**

Effective 10/1/2025

FIVE-STAR CENTERS

	FULL DAY	PART DAY
0 – 24 mos.	\$60.00	\$42.00
25 – 48 mos.	\$54.00	\$37.00
49 – 72 mos.	\$51.00	\$33.00
73 – 13 yrs.	\$49.00	\$30.00

FIVE-STAR HOMES

	FULL DAY	PART DAY
0 – 24 mos.	\$52.00	\$40.00
25 – 48 mos.	\$49.00	\$37.00
49 – 72 mos.	\$40.00	\$31.00
73 mos. – 13 yrs.	\$34.00	\$28.00

FULL DAY – Over 4 hours

PART DAY – 4 hours or less

**SHAWNEE TRIBE CCDF
OUT OF STATE RATES**

Effective 10/1/2025

CHILD CARE CENTERS

	FULL DAY	PART DAY
0 – 24 mos.	\$54.00	\$38.00
25 – 48 mos.	\$51.00	\$36.00
49 – 72 mos.	\$47.00	\$33.00
73 – 13 yrs.	\$40.00	\$26.00

CHILD CARE HOMES

	FULL DAY	PART DAY
0 – 24 mos.	\$48.00	\$36.00
25 – 48 mos.	\$45.00	\$33.00
49 – 72 mos.	\$36.00	\$27.00
73 mos. – 13 yrs.	\$30.00	\$24.00

FULL DAY – Over 4 hours

PART DAY – 4 hours or less

SHAWNEE TRIBE CCDF
MISSOURI ACCREDITED

Effective 10/1/2025

MO ACCREDITED CENTERS

	FULL DAY	PART DAY
0 – 24 mos.	\$56.00	\$40.00
25 – 48 mos.	\$49.00	\$35.00
49 – 72 mos.	\$40.00	\$31.00
73 – 13 yrs.	\$34.00	\$28.00

CHILD CARE HOMES

	FULL DAY	PART DAY
0 – 24 mos.	\$50.00	\$38.00
25 – 48 mos.	\$47.00	\$33.00
49 – 72 mos.	\$38.00	\$29.00
73 mos. – 13 yrs.	\$32.00	\$26.00

FULL DAY – Over 4 hours

PART DAY – 4 hours or less

SHAWNEE TRIBE CCDF
ARKANSAS 3 & 4 STAR “BETTER BEGINNINGS”
DAILY RATES
Effective 10/1/2025

CHILD CARE CENTERS

	FULL DAY	PART DAY
0 – 24 mos.	\$56.00	\$40.00
25 – 48 mos.	\$49.00	\$38.00
49 – 72 mos.	\$40.00	\$35.00
73 – 13 yrs.	\$34.00	\$31.00

CHILD CARE HOMES

	FULL DAY	PART DAY
0 – 24 mos.	\$50.00	\$38.00
25 – 48 mos.	\$47.00	\$33.00
49 – 72 mos.	\$38.00	\$29.00
73 mos. – 13 yrs.	\$32.00	\$26.00

FULL DAY – Over 4 hours

PART DAY – 4 hours or less

SHAWNEE TRIBE CCDF
ARKANSAS 5 & 6 STAR “BETTER BEGINNINGS”
DAILY RATES
Effective 10/1/2025

CHILD CARE CENTERS

	FULL DAY	PART DAY
0 – 24 mos.	\$60.00	\$42.00
25 – 48 mos.	\$54.00	\$37.00
49 – 72 mos.	\$51.00	\$33.00
73 – 13 yrs.	\$49.00	\$30.00

CHILD CARE HOMES

	FULL DAY	PART DAY
0 – 24 mos.	\$52.00	\$40.00
25 – 48 mos.	\$49.00	\$37.00
49 – 72 mos.	\$40.00	\$31.00
73 mos. – 13 yrs.	\$34.00	\$28.00

FULL DAY – Over 4 hours

PART DAY – 4 hours or less

**SHAWNEE TRIBE CHILD CARE DEVELOPMENT FUND SERVICE
ATTENDANCE CLAIM FORM**

Child's Name:	Date of Birth:	ATTENDS SCHOOL Yes or No
Guardian's Name:	Name of Provider:	
Address:	Address:	
City, State, Zip:	City, State, Zip:	

I affirm under penalty of perjury that the information contained on this form is correct to the best of knowledge and belief and understand that any false statement on my part may result in prosecution for fraud.

Signature of Guardian:	Signature of Provider:
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Fill in appropriate abbreviation for each day the child is not in attendance at your facility.
Approved days will be based off notification letter.

- | | | |
|--------------------------------------------------------|------------------|---------------------------------------------------------|
| (P) Present | (ABS) Absent Day | (PSC) Present School Closed- <i>for School Age Only</i> |
| (PV) Present Virtual Learning - <i>School Age Only</i> | (H) Holiday | (CL) Provider Closed |

****Attendance times not required. Abbreviations ONLY****

SCHOOL AGE CHILDREN:

- Throughout the school year, all school age children will be approved for part day unless school is closed. When school is closed and child is present at daycare, all school age children will be approved for full day.
- Holidays throughout the school year will be paid at a part day rate.

To be eligible for a full month payment, the child must be in attendance 7 days or more.

Claim forms can be emailed to: ccdf@shawnee-tribe.com

Please put the name of your facility, the month and year in the subject box.

Or mailed to:
Shawnee Tribe CCDF
21 N Eight Tribes Trail
Miami, OK 74354

For the Month of:		Year:	
***** FOR OFFICE USE ONLY *****			
Full Day	X	Per Day	=
Part Day	X	Per Day	=
Star Rating:	Total Monthly Charges		
	Less Co-pay		
	ADJ Total DUE		

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="text-align: right;"><small>(Applies to accounts maintained outside the U.S.)</small></p>	
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
							-		

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.