



Sault Ste. Marie Tribe of Chippewa Indians  
Anishnaabek Community and Family Services  
CCDF Program

**Consumer Statement and Parent Choice**

ACFS has Child Care Assistance for those in need. Eligible families have the right to equitable child care and can choose from high quality child care services that best meet their needs for child care. Applications can be found at <https://www.saulttribe.com/membership-services/acfs/direct-services/child-care-development-fund> or can be obtained by mail, fax, or email. Our number is 906-632-5250 or email us at [apeer@saulttribe.net](mailto:apeer@saulttribe.net) or [psterling@saulttribe.net](mailto:psterling@saulttribe.net).

Eligible families must be working, attending an educational program or in a job training program. The child in need of care must be a member of the Sault Ste. Marie Tribe of Chippewa Indians, between the ages of birth through 12 years and reside in the 7 County Service Area.

You can choose from the following types of providers:

1. State Licensed Child Care Center;
2. Tribal Licensed Child Care Center;
3. State Licensed Family/Group Home Providers;
5. Relative Care Provider;
6. In-Home Aide.

If you are choosing a **Relative Care Provider** they must meet the following criteria prior to providing care:

- must be a relative of the child(ren) needing care (Grandparent, Great Grandparent, Uncle, Aunt, Sibling)
- be of at least 18 years of age;
- live in a separate residence;
- must care only for children they are related to;
- obtain a clear MDHHS Clearance;
- obtain a clear ICHAT (ACFS runs this report);
- obtain a clear Tribal Registry Clearance (ACFS runs this report);
- Provide a signed Open Door Policy, Provider Registration Form, and a signed Client/Provider Agreement;
- follow the CCDF Payment schedule and payment paperwork requirements;
- complete initial Home Visit with CCDF Coordinator.

If you are choosing an **In-Home Aide** they must meet the following criteria prior to providing care:

- be of at least 18 years of age; -live in a separate residence; -must provide care in the child's home and only provide care for children listed on Child Care Certificate; -obtain and pass FBI fingerprint background check;
- obtain MDHHS Clearance; -obtain a ICHAT (ACFS runs this report);
- obtain a Tribal Registry Clearance (ACFS runs this report); -Provide a signed Open Door Policy, Provider Registration Form, and a signed Client/Provider Agreement; -follow the CCDF Payment schedule and payment paperwork requirements; on-line Health and Safety training; -CPR and 1<sup>st</sup> Aid; -complete initial Home Visit with CCDF Coordinator.

**Licensed Child Care Center or Family/Group Home Provider Search**

Parents, providers and the public may search the following website to obtain the most current list of licensed providers in their area. They will find regulatory requirements met by the provider, dates and reports of the most inspections, and voluntary quality standards met by the provider. [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) Quality Ratings for Licensed Child Care Providers can be found at <https://stage.worklivesystems.com/parent/4>

### **Tribal Licensed Child Care Centers**

Information regarding Tribal Licensed Child Care Centers can be obtained by contacting ACFS directly and asking for the CCDF Coordinator. You can also contact the CCDF Coordinator by email at [psterling@saulttribe.net](mailto:psterling@saulttribe.net), by fax at 906-632-5266, or by phone at 906-632-5250. The CCDF Coordinator can supply dates of most recent inspections, current and valid licensing date, and voluntary quality standards met by the provider in written form by fax, email, or mail.

### **Serious Injuries/Fatalities Report**

All State licensed Child Care Centers and Family/Group Homes and Tribal Licensed Child Care Centers are required to report to the number of serious injuries, deaths and child abuse that occur each year. This information is compiled annually for public posting of aggregate data by provider type. The aggregate data report is available at [www.michigan.gov/mikidsmatter](http://www.michigan.gov/mikidsmatter) and for the Sault Ste. Marie Tribe of Chippewa Indians you can contact the CCDF Coordinator by email at [psterling@saulttribe.net](mailto:psterling@saulttribe.net), by fax at 906-632-5266, or by phone at 906-632-5250. The CCDF Coordinator can supply data regarding the Tribal Licensed Child Care Centers in writing by mail, email, or fax.

### **Parental Complaint**

In the event that a parent is unsatisfied with the care their child is receiving from the CCDF provider, they may file a Complaint. The Parental Complaint form is available via fax, mail, email or at the main ACFS office located at 2218 Shunk Road, Sault Ste. Marie, MI 49783.

Once a completed Parental Complaint form is received, CCDF Administrator will screen the parental complaint and possibly interview the complaining parent for clarification or for more information within 24 hour of receipt of complaint. Assignment of an investigator will prompt the search for other parental complaints and review of monitoring reports. An investigator will be assigned within 24 hours of the receipt of a Parental Complaint. An investigation must be conducted within 24 hours of the investigator assignment. A Parent Complaint Investigation Report must be completed within 7 calendar days of the investigation (depending on the nature of the complaint it may take longer). A response from a completed Parent Complaint Investigation Report will be sent to the complainant within 7 calendar days of the completion of the Parent Complaint Investigation Report. An investigation includes a monitoring visit to the child care provider in question. The investigation includes but is not limited to observations and interviews with staff, parents, and other witnesses. If the resulting Parental Complaint Investigation finds that the complaint is valid and breaks CCDF or licensing rules the finding is Substantiated. Substantiated complaints require a Corrective Action Plan and may include a Licensing Violation and depending on the severity of the Substantiated complaint, a revocation of Child Care License. Unsubstantiated reports are filed and a letter explaining the findings without any Personal Identification is sent to the parent who filed the complaint.

All Substantiated Parental Complaints are kept in a locked filing cabinet, are made available upon written request, and an Excel Spreadsheet will be used to monitor the complaints and actions thereafter listing dates, times, investigators, reports, findings, etc.

Anishnaabek Community and Family Services certifies that any and all Substantiated Parental Complaints will be made available to the public upon written request. Complaints will not have any personal identifiable information. The report for the public to request will have Date of Complaint, Nature of Complaint, Time of Complaint, Child Care Provider Name and Address, Investigation Information including date and time of visit, interviews (Adult A, Child B), substantiated or unsubstantiated, policies and rules that were deviated from, results of requested changes, Corrective Action Plan, etc.

In the event that a Parental Complaint must be filed against a Child Care Provider, the parent must submit this form to the CCDF Coordinator at [psterling@saulttribe.net](mailto:psterling@saulttribe.net), in person at 2218 Shunk Road, Sault Ste. Marie, MI 49783, via fax 906-632-5266.

CCDF Parental Complaint Form

**Name of Parent** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Name of Child Care Center** \_\_\_\_\_

**Address of Child Care Center** \_\_\_\_\_

**Phone Number of Child Care Center** \_\_\_\_\_

**What is the complaint?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Use the back of page for more room)**

**Date of Incident:** \_\_\_\_\_ **Time of Incident** \_\_\_\_\_

**All those present:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

**Date and Time Received by CCDF Coordinator** \_\_\_\_\_

\_\_\_\_\_  
**CCDF Coordinator Signature**

\_\_\_\_\_  
**Date**

**Next Steps:**

\_\_\_\_\_  
**ACFS Division Director Signature**

\_\_\_\_\_  
**Date**

## Developmental Screenings

Tribal CCDF program provides information available to parents, providers, and the general public on research and best practice's concerning child's development, including physical health and development, particularly healthy eating and physical activity, and successful parent and family engagement in newspaper articles, newsletters, mailings and links to websites via the [www.saulttribe.com/membership-services/acfs](http://www.saulttribe.com/membership-services/acfs) website. Referrals for services are made to the Sault Ste. Marie Tribe of Chippewa Indians Nutrition, Health, and Behavioral Health Programs. Other partners include the following program links:

<https://agesandstages.com/>

<https://www.greatstarttoquality.org/>

<https://www.zerotothree.org/>

Tribal CCDF program provides information available to parents, providers, and the general public on policy's to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds in newsletters, mailings, Parent Handbook and links to websites:

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>

<https://www.acf.hhs.gov/occ>

<https://eclkc.ohs.acf.hhs.gov>

Tribal CCDF Suspension and Expulsion Prevention Policy is to severely limit the suspension of an eligible CCDF child due to that child's behavior. Collaborative efforts between parents, teachers, and other behavior specialists must produce an action plan to prevent suspension and/or expulsion. Procedures for such plans are up to the discretion of the CCDF eligible provider.

Tribal CCDF program utilizes the Ages and Stages Developmental Screening Tool for Tribal Licensed Providers. Ages and Stages utilizes parent observation and reporting to develop an individualized education plan for each child and is on-going.

Information regarding Ages and Stages and the importance of early screening and intervention is located in the consumer education portion of the newsletters, CCDF Application, parent/provider handbook and Licensing Orientation Packet.

<https://agesandstages.com>

The Consumer Education Developmental Screening Tools portion of the Tribal CCDF Program includes the web address to Ages and Stages, information on where Tribal children can receive a free screening, and referral source of the Eastern Upper Peninsula Intermediate School District for concerns regarding the child development. This website also includes connections to program carried out under IDEA Part B, Section 619 and Part C.

<https://www.eupkids.com/>

## Other Resources

### Medicaid

Medicaid is the State Health Care plan for low income persons. The Michigan Department of Health and Human Services provides an on-line application for all of its programs.

[https://newmibridges.michigan.gov/s/isd-landing-page?language=en\\_US](https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US)

## **TANF**

TANF is the Temporary Assistance for Needy Families. The TANF program is time limited and assists families with children when the parents and other responsible relatives cannot provide for the family's basic needs.

[https://newmibridges.michigan.gov/s/isd-landing-page?language=en\\_US](https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US)

## **Head Start and Early Head Start Services**

Head Start and Early Head Start are programs of the United States Department of Health and Human Services that provide comprehensive early childhood education, health, nutrition, and parent involvement services to low-income children and families.

<https://www.saulttribe.com/membership-services/education/early-childhood-programs>

<https://www.acf.hhs.gov/ohs>

## **WIC**

WIC stands for Women, Infants, Children program. WIC in Michigan is part of the national Special Supplemental Nutrition Program for Women, Infants, Children. This federal assistance program provides food, nutritional supplements, health care and social services to low-income woman, infants, and children. The WIC program gives pregnant, breastfeeding and postpartum women the vital food and nutrients they need to care for themselves and their children.

Chippewa County Health Department <https://www.chippewahd.com/Page/360>

[http://www.signupwic.com/?&utm\\_source=google&utm\\_term=wic&utm\\_campaign=WIC+-+Brand&utm\\_medium=cpc&utm\\_content=stdMRZOav\\_dc|pcrid|319844107429|pkw|wic|pmt|e](http://www.signupwic.com/?&utm_source=google&utm_term=wic&utm_campaign=WIC+-+Brand&utm_medium=cpc&utm_content=stdMRZOav_dc|pcrid|319844107429|pkw|wic|pmt|e)

## **Low Income Home Energy Assistance Program (LIHEAP)**

LIHEAP stands for Low Income Home Energy Assistance Program. Through the Sault Ste. Marie Tribe of Chippewa Indians, this program is offered each year beginning November 1<sup>st</sup> each year. Anishnaabek Community and Family Services (ACFS) provide the application and processing. Eligible Sault Tribe Members will receive a credit on their heating source (Gas, wood, propane, fuel, electric) bill.

The Michigan Department of Health and Human Services also has a similar program.

ACFS <https://www.saulttribe.com/membership-services/acfs/direct-services/low-income-home-energy-assistance>

MDHHS [https://newmibridges.michigan.gov/s/isd-landing-page?language=en\\_US](https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US)

## **Head Start and Early Head Start**

Sault Tribe <https://www.saulttribe.com/membership-services/education/early-childhood-programs>

Community Action <https://cms.clmcaa.org/home/early-childhood-services/head-start>

Office of Head Start <https://www.acf.hhs.gov/ohs/about/head-start>

## **SNAP**

Supplemental Nutrition Assistance Program is provided through the Michigan Department of Health and Human Services. SNAP provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency.

The Sault Ste. Marie Tribe of Chippewa Indians provides an option for members of Federally recognized Tribes in Michigan within a radius of the Sault Tribe 7 County Service Area.

[https://newmibridges.michigan.gov/s/isd-landing-page?language=en\\_US](https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US)

<https://www.saulttribe.com/membership-services/acfs/direct-services/usda-food-distribution-program>

### **CACFP**

Child and Adult Care Food Program (CACFP) is a federal program administered by the Michigan Department of Education (MDE). This program may help child care centers, group and family child care homes and license exempt-related (formerly known as unlicensed) providers who provide child care in their home (not the home of the child) with the cost of meals and snacks given to children in their care. To find the contact information for a local CACFP sponsor, go to the Child and Adult Care Food Program sponsor list.

[www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)

### **Programs carried out under IDEA Part B, Section 619 and Part C**

The Preschool section of IDEA (Part B, Section 619) applies to children ages 3 through 5 if they meet the definition of a child with a disability. Many children in this age group show a developmental delay but because of their young age, can not yet be identified by category.

Part C of IDEA is a program for infants and toddlers with disabilities. This is a federal grant program that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, ages birth through age 2 years, and their families.

<https://www.eupschools.org/>

<https://ectacenter.org/partc/partc.asp>

<http://www.ideapartnership.org/topics-database/idea-2004/part-b-section-619-ages-3-through-5.html>

### **Mandated Reporting of Child Abuse and/or Neglect**

Every State Licensed or Tribal Licensed staff/caregiver are required to report actual or suspected Child Abuse and/or Neglect by contacting the hotline at 855-444-3911. A caller may also fill out an on-line form at

[https://newmibridges.michigan.gov/s/isd-landing-page?language=en\\_US](https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US)

Anishnaabek Community and Family Services Child Protection Program also provides child protective services to Tribal Reservation families and can be reached at 906-632-5250.

[https://www.michigan.gov/mdhhs/0%2C5885%2C7-339-73971\\_7119\\_50648\\_44443---%2C00.html](https://www.michigan.gov/mdhhs/0%2C5885%2C7-339-73971_7119_50648_44443---%2C00.html)

<https://www.saulttribe.com/membership-services/acfs/child-placement>