

THE PONCA TRIBE OF OKLAHOMA

Childcare Subsidy Program for Native Families

ZHIⁿ-GA-MA | "LITTLE ONES"
EARLY CHILDHOOD CENTER

IF YOU ARE WORKING OR IN SCHOOL and *either* you, your child or your spouse are members of a Federally-recognized Tribe, The Ponca Tribe of Oklahoma may be able to help cover your childcare expenses while you're at work or in school.*

About the Program

The Ponca Tribe's Childcare Subsidy Program is limited to Kay County residents, and only pays for childcare services during the time you are in school or at work plus travel time. Outside costs (i.e., activity fees, late fees, etc.) are not included.

Approved Childcare Providers may include professional daycare facilities as well as in-home childcare provided by a relative or friend. All Providers must pass a Health and Safety Assessment, Background Check, and drug screen. Please note it may take up to 30 days for your application to be approved by the Zhiⁿ-Ga-Ma staff.

How it Works

Parents fill out and sign a timesheet that certifies the days, times, and rates for the childcare their children receive. Childcare Providers must also sign the document attesting to its accuracy.

Providers then submit the Timesheets to the Tribe for payment twice a month, after the 15th and the end of the month. Providers must submit timesheets within 30 days of the date of service in order for the payment to be made. Rates per child are determined by the Oklahoma Department of Human Services, found at okdhs.org.

* Terms and conditions apply. Outside costs are not covered. See Parent Handbook for full program eligibility and requirements. Kay County residents only.

Ponca Tribe of Oklahoma Early Childhood Center

228 White Eagle Dr., Ponca City, OK 74601

Call Today: 580-762-7927



Important Reminders to Note

- Timesheets must be signed by Parent and Provider
- Timesheets that aren't submitted by the Provider within the 30-day time limit will *not* be covered and Parents will be responsible for paying the childcare cost directly.
- Please allow two weeks for payment processing.
- Please allow up to 30 days for processing your new Provider, and note that **the Tribe will not pay for services prior to your Provider being officially approved.**
- **Either** the parent or the child **MUST HAVE A CDIB CARD** to qualify for the program.
- You must have at least two working phone numbers in case of emergency.
- In the event you are unemployed, the Tribe allows for 4 weeks of part-time childcare to assist your job search.*

Documents Required to Apply for the Subsidy Program

- Child's birth certificates
- CDIB cards (parent or child)
- Immunization records
- Applicant's employment verification and current paystub, plus supervisor signature on application form
- Work or class schedule
- Two valid phone numbers
- Proof of residency – current bill in the applicant's name
- Provider agreement – includes background check, health & safety assessment

How to Apply:

1. Select your childcare Provider
2. Gather the necessary documentation
3. Call our office to request an application

**For More Information or to Enroll:
Call 580-762-7927**

* Terms and conditions apply. Outside costs are not covered. See Parent Handbook for full program eligibility and requirements. Kay County residents only.

