

Choctaw Nation of Oklahoma

Child Care Assistance



Focusing on the Future

Parent and Licensed Provider Handbook

Revised July 2017

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Halito,

Welcome to the Choctaw Nation of Oklahoma Child Care Assistance Program. Our program assists eligible families with their financial obligation for child care.

The Child Care Assistance Program is funded by a federal grant through the Department of Health & Human Services and Administration for Children & Families. Certain requirements of the Child Care Program are necessary because of the federal regulations of the funding source. None of the funds used for day care assistance are tribal monies.

The purpose of the Child Care Assistance Program is to increase the availability, affordability, and quality of child care services in the 10 1/2 counties of Southeastern Oklahoma. We service Native American children under 13 years of age.

Our program permits parents to choose from a broad range of providers licensed by the State of Oklahoma. These homes and centers are monitored by the State DHS workers and by a Choctaw Nation monitoring coordinator to ensure standards for health, safety and quality are maintained.

The Choctaw Nation Child Care Assistance Program has deemed it necessary to develop minimum requirements for parents who have chosen relative child care homes. Although parents have the primary responsibility for monitoring their child's care, the Choctaw Nation monitoring representative provides an additional level of protection through on-site inspections, technical assistance, and consultation with those who provide child care.

We hope this booklet will be helpful to you. If we can be of service to you, please feel free to call or come by our office.

Sincerely,



Monona Dill, Director
Child Care Assistance

Staff Information

Choctaw Nation of Oklahoma
Child Care Assistance Program
P.O. Box 1210 (mailing address)
Durant, OK 74702

(580) 924-8280 or (800) 522-6170
FAX (580) 920-4959

Hours: Monday-Friday (except holidays) 8:00-4:30

Website: www.choctawnation.com

Physical Address:
3710 Choctaw Road
Durant, OK 74701

Staff:

Director **Monona Dill**
mdill@choctawnation.com (ext 2391)

Administrative Assistant II **Angie Hodge**
ahodge@choctawnation.com (ext 2393)

Eligibility Case Worker **Laura Matthews**
lmattthews@choctawnation.com (ext 2390)
½ Hughes, Haskell, Latimer, LeFlore, McCurtain, Pittsburg and Pushmataha

Eligibility Case Worker **Margie Cloud**
mcloud@choctawnation.com (ext 2387)
Atoka, Bryan, Choctaw and Coal

Monitoring Coordinator **Meagan Potter**
mpotter@choctawnation.com (ext 2473)

Senior Clerk **Halie Toone**
htoone@choctawnation.com (ext 2389)

Early Steps To
Literacy Program Coordinator **Rhonda Vaught**
580-775-3869

Events Coordinator **Karla Turner**
ktturner@choctawnation.com (ext 2961)

Child Care Assistance Program Information

Purpose:

The purpose of the Child Care Assistance Program is to increase the availability, affordability, and quality of child care services within the 10 1/2 counties of Southeastern Oklahoma. Federal funding is applied for annually by the Choctaw Nation in order to:

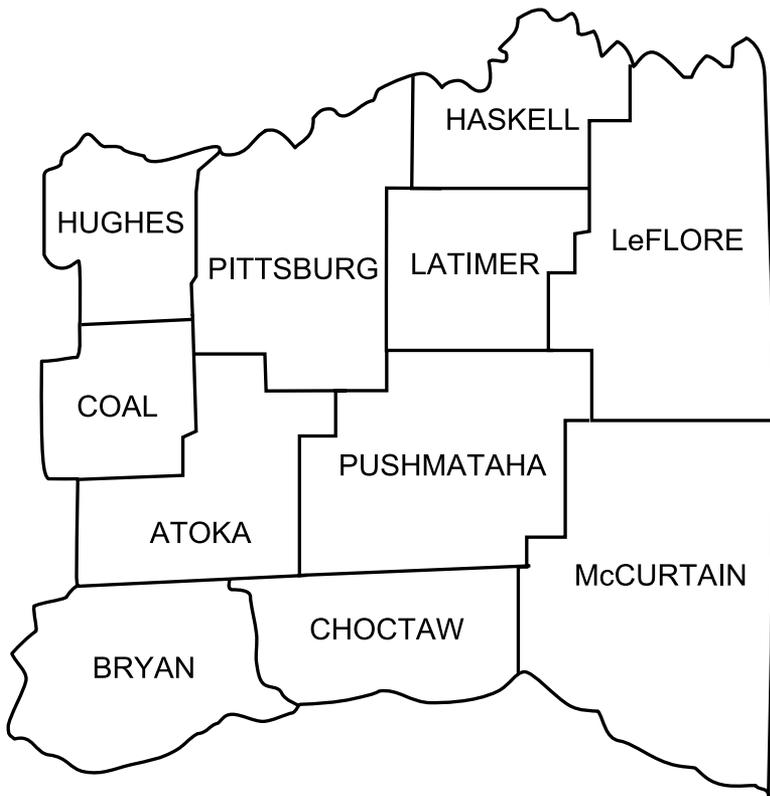
1. provide low-income families with the financial resources to find and afford quality child care for their children, while working, attending training or educational activities.
2. enhance the quality and increase the supply of child care for families;
3. provide parents with a broad range of options in addressing their child care needs;
4. strengthen the role of the family;
5. improve the quality of and coordination among child care programs and early child development programs;
6. increase the availability of early childhood development and before and after school care programs.

Funding:

The Child Care Assistance Program is funded by a grant through the U.S. Department of Health and Human Services and the Administration for Children and Families. Because none of our funding comes from the tribe, but through a federal grant, we must adhere to the federal rules and regulations that govern this grant in order to maintain our funding each year and to be able to provide child care services to eligible families.

Service Area:

The service area of the Choctaw Nation of Oklahoma includes the 10 1/2 counties in the southeastern part of Oklahoma. The geographic area consists of the following counties: Atoka, Bryan, Choctaw, Coal, Haskell, Hughes (1/2), Latimer, Leflore, McCurtain, Pittsburg, and Pushmataha.



Components of the Child Care Assistance Program

1. **Eligibility Component:** Eligibility will be determined by a staff member based on the information you provide on your application for assistance. Eligibility is based on program requirements as stated on page 22.
2. **Recertification Component:** Every twelve months parents are required to submit documents to redetermine or recertify their eligibility for assistance for an additional 12 month period. Failure to submit the requested information in a timely manner would result in termination from the program, a new application would be required, and starting the eligibility process over again. Those who fail to submit their paperwork on time are penalized by not being allowed to reapply again for a one month period of time after their termination date. The parent would be responsible for paying their day care expenses until approved for assistance again.

- 3. Monitoring Component:** Each caregiver/provider that contracts with our program will be subject to unannounced visits/inspections of their home or facility by a staff member from our office. These inspections are done in collaboration with the Oklahoma Department of Health and Human Services to ensure that state licensing requirements are being followed.

Although Relative Providers are not required to have a license through the State, our Program Monitoring Coordinator inspects the non-licensed or relative homes for health and safety requirements, as well as other Tribal requirements for relative providers.

- 4. Improvement Grant Component:** Providers contracting with our Program are allowed to apply for grants to improve the health, safety or quality of their facility. Grant amounts range from \$1,000 for daycare homes and up to \$1,500 for daycare centers. Providers must contract for a minimum of six months prior to application.
- 5. Resource & Referral Component:** Our Program coordinates with the Oklahoma Child Care Resource & Referral Association at Southeastern Oklahoma State University to assist families with child care resources. We also collaborate with SOSU to produce a newsletter and assist with community activities for children and families.
- 6. Training and Events Component:** Our Training & Events Coordinator schedules and conducts trainings and other child care events related to enhancing the quality of child care in our service area. We schedule events that are educational, informative, and fun for child care providers, parents, CCA staff, and the children we serve.
- 7. Health & Safety Component:** In collaboration with Oklahoma Department of Health and Human Services, our Monitoring Coordinator conducts site visits to day care facilities and ensures health and safety procedures are maintained. Records and facilities are reviewed on a regular basis and parental complaints are investigated. We provide resource materials regarding health and safety issues to parents and providers.
- 8. Administration Component:** As a Lead Agency, the Choctaw Nation, through their Child Care Assistance Program, has been given considerable flexibility in developing their Plan for administering the child care program. The Lead Agency's Tribal Leader designates a Program Director who has the responsibility and authority to administer and implement the child care program according to the statutes and regulations set forth in the federal guidelines, the biennial Plan, and under the Tribal leaders' guidance requirements.

Parent Information

Eligibility Requirements:

To qualify for this program:

1. the child must be under the age of 13 years, and will become ineligible on their 13th birthday
2. the child must be eligible for enrollment, or an enrolled member of a federally recognized Indian tribe, or a child who resides with an Indian family, or attached to an Indian family by birth, adoption, custody or guardianship with or without appropriate documentation. The Indian family must include one (1) parent/guardian who is eligible for membership, or an enrolled member of a federally recognized Indian tribe.
3. child must reside within the 10 1/2 counties of Southeastern Oklahoma. The geographic area consists of the following counties: Atoka, Bryan, Choctaw, Coal, Haskell, Hughes 1/2, Latimer, LeFlore, McCurtain, Pittsburg, and Pushmataha.
4. both parents must be working, in training, or attending an educational program which prevents parents from providing care and supervision of the child in the household during the time the parents are participating in those activities.
5. and must meet income guidelines based on family size and income
6. complete an Application for Assistance and submit all required documents before eligibility will be determined and approved

Application Process:

1. Families must first complete an application for Child Care Assistance so that eligibility may be determined. Applications may be picked up at our tribal office in Durant, at one of the county field offices, we can mail one to your home, or by going into our website (www.choctawnation.com).

Copies of the following must be included with the application:

- Child's CDIB (Certificate Degree of Indian Blood)
- Child's Social Security Card or number
- Immunization Record

- State Birth Certificate for all children in household
 - Income verification and one month's check stub of each parent
 - Self Employment Forms (if applicable) or Income Tax Forms
 - Any other income received
 - Current Class Schedule (if applicable)
 - Divorce Decree or Affidavit of Separation
 - Utility Bill (electric, gas, or water). If living at someone else's residence, provide a statement from that person stating you reside with them and their utility bill.
2. Child Care Assistance can only be provided during the time that you are working, in training, or in class (lab time included), and the travel time to and from the child care facility. Assistance is not provided while you shop or run errands, etc.
 3. A sliding fee scale based on income and family size will be used to determine eligibility.
 4. Income will be determined using the gross monthly income of the household.
 5. Proof of household income will be based on the following:
 - a. Parent's/guardian's/significant other's income (those residing in household) If family lives with a grandparent or parent, the grandparent or parents' income is not included.
 - b. Current months pay stubs and Income Verification form
 - c. Child or spousal support
 - d. TANF total requirement
 - e. College Work Study
 - f. Social Security Payments & Veteran's Administration
 - g. Other income (rent, stipends, taxable retirements, work study, bonuses, etc.)
 6. Self-employed parents/guardians are required to
 - a. Submit current tax statements and complete self-employment form. The self-employment forms are available in the Child Care Assistance office.
 7. \$250.00 will be deducted for each working parent for job related expenses, unless self-employed.
 8. "Household Unit" will be considered the child(ren), parents, and significant others.

9. A birth certificate is required for each child listed on the household member list whether requesting child care or not.
10. Proof of Residence: A utility bill (electric, gas or water only) with parent/guardian name and street address is required. If the utility bill is in someone else's name, that person must write a letter or note stating that you reside at their residence and a copy of their utility bill. Changes in address must be reported to our office immediately.
11. Parents that are attending high school must submit their class schedule or a letter, on school letterhead from an authorized representative, stating they attend school regularly.
12. All Indian children or a parent/guardian must be eligible or enrolled in a federally recognized Tribe. If the child is not enrolled, the parent/guardian will be encouraged to obtain CDIB for their child.
13. Applications will not be processed until all documents required are received by our office. Incomplete applications will be placed in the incomplete file and an Incomplete Notice will be mailed to the parent. If the missing documents are not received parent/guardian will be notified that they are ineligible. Child care assistance will not be approved and the parent/guardian will be responsible for payment to their provider.
14. If a family is determined eligible for assistance, the parent/guardian and the caregiver/provider will be notified by phone and by mail usually within three (3) days.
15. If the Caregiver/Provider chosen is not currently contracting with the Choctaw Nation CCA office, an application must be approved for provider before any payments can be made for your child's care.
16. The effective date of services for a non-licensed provider will be after the monitoring coordinator has made the unannounced site visit and all non-compliances have been met. Payment for child care will begin after we have received notification from the monitoring coordinator that the provider has been approved. Payments will not be paid back to the day that the provider was requested.
17. Parents/guardians will be responsible for payment of their co-pay (if required) to the provider, and also for the full payment if the day care expense is less than the co-payment. **Parents should make every effort to make timely payments to their providers.**

18. Once a child has been approved for the Child Care Assistance program, it is the responsibility of the parent/guardian to inform our office of any status changes in (1) income, (2) employment (3) residence, (4) class schedule, (5) provider.
19. Change of Caregiver/Provider: A written request must be submitted to our office providing the name of the previous provider, the last day the child was there, the date the child will start with the new provider. The request will need to be signed and dated by the parent and must be submitted to our office within 30 days.
20. Maternity Leave: A working mother will be allowed to continue to receive child care assistance for child/ren presently on our program for eight (8) consecutive weeks, commencing with hospital stay for the birth of a child while on maternity leave from employment. Proof of the birth of the newborn child, a statement from the doctor, or maternity leave authorizations from employer must be provided.

In the event bed rest is ordered by doctor for an expecting mother, a detailed statement from the doctor will be required stating that the mother is physically unable to care for her child/ren, and for the period of time child care is required in order to continue child care assistance. An updated statement may be required periodically if situation is unclear.

Fraud

The term “fraud” has been legally defined as an intentional false representation of a truth or matter of fact whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, for the purposes of including another in reliance upon it to part with some valuable thing or surrender a legal right. Fraud may be indicated in a client or caregiver/provider overpayment. It is the responsibility of the CCA director to determine whether there is indication of fraud and whether fraud can be substantiated. Providers or parents will be terminated from the program for one year and until the dollar amount has been repaid in cases of substantiated cases of fraud. **Defrauding a Federal Grant Program is subject to Federal prosecution and potential jail time.**

Termination from Child Care Assistance Program

1. Fraud. In the event that fraud occurs and is substantiated, the participant will be terminated for one year, and until the dollar amount has been repaid to the Program. A re-payment agreement can be arranged by the parties. If the re-payment agreement is not maintained and payment has not been received within 60 days then further legal action may be required.

Defrauding a Federal Grant Program is subject to Federal prosecution and potential jail time.

2. Failure to recertify. In the event the parent/guardian does not recertify in a timely manner, the child(ren) will be terminated from the program, and parents will have to reapply for assistance to commence again.
3. Failure to supply required documentation. Child(ren) will be terminated if the required documentation is not supplied within period of time allowed. Failure to report changes in status may constitute termination from the program.

Confidentiality

1. All client/caregiver/provider records and files are confidential, however, certain information may be released to other Choctaw Nation programs upon request.
2. Identification may be required in order to release information.

Complaints

Complaints against a caregiver/provider or a Child Care Assistance staff member must be submitted in writing to the Director of the Child Care Assistance Program and signed by the complainant. The Director will encourage you to notify the Oklahoma Department of Human Services if the complaint refers to a licensing issue.

Sign In Sheets and Claims

Parents/guardians are required to sign their child(ren) in and out on a daily basis in ink. Pencil signatures will not be accepted. You must fill in the date, time in, time out, child(ren)'s name and parents signature each day that your child(ren) attends day care. Full signatures are required (initials and ditto marks are not allowed). Please be aware that this office will not issue payment to the provider for those days that you fail to sign your child in and out. You will be required to pay your provider for those days. If your child is picked up at the school by the day care, you will need to sign the child in and out when you pick up the child. **Parents/Providers please note that parents are to sign the children in/out on a daily basis (definitely not several days at once or the whole month at once) and the parent should never sign if the child was not there. Defrauding a Federal Grant Program is subject to Federal prosecution and potential jail time.**

At the end of the month, but not prior to the last day of child care for month, you must also sign a claim form at your day care. These forms should be filled out correctly by your provider before you sign them. Claim forms signed by someone other than you, constitutes fraud. Sign in sheets are monitored by our Monitoring Coordinator.

Caregiver/Provider Information

Two Types of Caregiver/Providers:

There are two categories of providers that may participate in the Choctaw Nation Child Care Assistance Program. They are:

1. Licensed: Licensed providers have been issued a license to operate a day care center or home by the Oklahoma Department of Human Services such as (a) center of 13 children or more (b) home of 7 or less children (c) large family home or group home of 8-12 children.
2. Non-licensed or relative providers: Child Care Assistance encourages all non licensed provider to consider licensure through Oklahoma Department of Health & Human Services. However, federal law allows providers who are 18 years or older to provide child care services to children who are related to them by marriage, blood relationship, or court decree, the grandchild, great-grandchild, niece, great-niece, nephew, great-nephew, or sibling of such provider, and if provider complies with applicable requirements. Such provider must live in a separate residence. Relative providers will be given a special handbook describing the requirements for a non-licensed facility.

In Home Care: In the event a parent/guardian has five (5) or more children eligible for child care assistance, in-home care can be provided by a relative provider & according to the Policies and Procedures of relative providers.

Monitoring of Providers Homes and Centers

The Child Care Assistance Program monitors all caregivers participating in our program. Unannounced site visits will be conducted at the home or center of the provider to ensure all applicable requirements are met. Written reports of licensed facilities are forwarded to the Oklahoma State Department of Health. Reports of non-licensed facilities remain on file in our office.

How do I Contract with Choctaw Nation?

Licensed Provider Application: Once a parent/guardian whose child(ren) is determined eligible for assistance by our program, and a parent requests care for that child(ren) in your home or center, you will receive the following documents to complete and return to our office:

Licensed Provider:

1. Application for Licensed Provider
2. Contract
3. Caregiver/Provider Agreement
4. Submit copy of your State license from DHS
5. W-9 form

Non-Licensed Providers:

1. Application for Non-Licensed Provider
2. Copy of Social Security Card
3. A Physician's Statement may be requested.
4. W-9 form
5. Criminal History Record Information Request form(s)
6. \$17.00 money order(s) or cashier's check(s). There must be a criminal history background check completed for each person living in your household that is over 18 years along with a \$17.00 money order or cashier's check with each request made payable to Oklahoma State Bureau of Investigation (OSBI).

Pending Provider Applications: An incomplete application will be placed in a pending file until all required documents are received by our office. A Pending Notice will be mailed to the provider and to the parents to notify that no day care payments will be made by our office during the provider's pending status. If, after 30 days, the pending application packet is not complete, the provider and parents will be notified that day care assistance will not be approved.

Tax Information: The Choctaw Nation of Oklahoma Finance Department will send a 1099 tax form by January 31st of each year to licensed and non-licensed providers/caregivers showing payments over \$600.00 made to providers for the previous calendar year for income tax purposes. It is the responsibility of each provider for any tax liability assessed for self-employment purposes. You may wish to consult an accountant for further information.

Caregiver/Provider Claim Process

Claims will be mailed to the providers during the last week of each month to commence the payment process for day care services. Providers must submit the following forms to the Child Care Assistance office for payment for services:

1. Monthly Day Care Claims Cover Sheet: The cover sheet is a summary of the month's claims for the care of eligible children. This form must be completed, signed and submitted by the Provider.

2. Day Care Claims: A claim for each eligible and approved child, along with the month's sign in sheet for that child, must be completed by the provider and signed by the parent/guardian, no earlier than the last day child care was provided.
3. Compensation and Claim Process: Effective May 1 2015, claims must be submitted for payment within 5 days of the end of the month in which the service was completed. Claims submitted later than 30 days from end of service date will be considered "late"; and at the discretion of the Choctaw Nation Child Care Assistance Program, may or may not be paid based on available program funding and general accounting procedures.
4. When will payment be received: We cannot guarantee an exact date for payment, however, completed claims will be handled in a timely and efficient manner and in accordance with the rules and regulations of our finance office. Should the provider have any questions about claims they have submitted for payment, they should call 800-522-6170/580-924-8280 and ask for accounts payable. Holidays and incomplete claims may delay payment.
5. Discrepancies: Claims that are incomplete or not filled out appropriately cannot be approved for payment. Discrepancies in claims will be addressed by our office and you will be notified of any changes in payment. Only one caregiver can be paid within a 24 hour period, unless otherwise approved by the Director.

Change of Caregiver/Provider

The parent/guardian must submit a change request in writing with the previous caregiver's name, the new caregiver's name, the child(ren)'s name(s) and the date of the change. The request must be signed, dated and returned to our office before the change can be made. These requests must be written within thirty (30) days of the change. If our office is not notified within this period of time, it will be the responsibility of the parent/guardian to pay the provider for services.

Parent's Co-Payments

Parents are required to pay a portion of their child care expenses or a co-payment. This amount is based on the parent's income and household information. The co-payment is paid directly to the provider and then our office will deduct that amount from the amount claimed by the provider for that child's care.

Providers are required to collect co-payments; however, if the provider allows a parent to become delinquent with those payments, our office will not assist in

the collection of outstanding debts for the provider.

If a parent fails to make their co-payments to a provider, and then changes providers, the Senior CCA Clerk will notify the new provider that the parent was delinquent with their payments to the previous provider.

If a parent changes providers, the Senior CCA Clerk will contact the old provider to see if the parent made their co-payment to them. If the parent did not make their payment to the previous provider, the co-payment will not be deducted from any payments due the old provider. The co-payment should then be paid to the new provider and deducted any claims submitted.

Sign In Sheet Policy

Parents are required to sign their children in and out daily at the provider's home or center, and providers should check daily to ensure this is done. Our monitoring workers perform unannounced visits to the providers to check sign-in sheets and will document any violation of this policy. If your facility is found to be in non-compliance of the sign-in sheet policy, the first occurrence will be documented. If your facility is found to be in non-compliance the second time, your facility will be terminated from the Program.



Early Steps to Literacy Program

Due to your participation in the Choctaw Nation Child Care Assistance Program or being a member of a federally recognized tribe (CDIB) you are approved for the CCA's Early Steps to Literacy Program (ESL) This program is offered in Choctaw and McCurtain Counties.

This program is designed to enhance the experience of parents and children sharing books at home. It encourages families to make reading together a valuable family activity.

A goal of this program is to build home libraries. An educator will bring a book or activity to your child each week. The activities are simple and fun! They are designed to help your child with skills needed for a rewarding school experience.

This education program is FREE to eligible families with children under the age of six. To sign up or ask questions contact Rhonda Vaughn 580-775-3869.



Tribal Field Offices

Atoka County

Atoka Field Office
1410 S. Gin Rd. ~ P.O. Box 87
Atoka, OK 74525
Phone: (580) 889-6147 Fax: (580) 889-6147

Bryan County

Choctaw Nation Tribal Headquarters
16th & Locust ~ P.O. Box 1210
Durant, OK 74702
Phone: (580) 924-8280 Toll Free: 1-800-522-6170

Choctaw County

Hugo Field Office
403 Chahta Circle ~ P.O. Box 86
Hugo, OK 74743
Phone: (580) 326-6611 Toll Free: 1-800-531-7237 Fax: (580) 326-6663

Coal County

Coalgate Field Office
103 E. California
Coalgate, OK 74538
Phone: (580) 927-3641 Fax: (580) 927-3976

Haskell County

Stigler Field Office
2208 E. Main ~ P.O. Box 189
Stigler, OK 74462
Phone: (918) 967-2398 Fax: (918) 967-5190

Latimer County

Wilburton Field Office
515 Center Point Rd.
Wilburton, OK 74578
Phone: (918) 465-2389 Fax: (918) 465-1599

Leflore County

Talihina Field Office

201 Dallas St.

Talihina, OK 74571

Phone: (918) 567-2106

Fax: (918) 567-2106

Spiro Field Office

19400 AES Rd. ~ P.O. Box 187

Spiro, OK 74959

Phone: (918) 962-3832

Fax: (918) 962-3871

Poteau Field Office

Dale Cox Community Center

208 B St. ~ P.O. Box 793

Poteau, OK 74953

Phone: (918) 647-9324

Fax: (918) 649-3425

McCurtain County

Bethel Field Office

144 County Rd. ~ P.O. Box 131

Bethel, OK 74724

Phone: (580) 241-5637

Fax: (580) 241-5413

Broken Bow Field Office

Family Investment Center

210 Chahta Rd. ~ P.O. Box 207

Broken Bow, OK 74728

Phone: (580) 584-6372

Fax: (580) 584-3684

Idabel Field Office

2408 E. Lincoln Rd. ~ P.O. Box 1844

Idabel, OK 74745

Phone: (580) 286-6116

Fax: (580) 286-9293

Wright City Field Office

P.O. Box 789

Wright City, OK 74776

Phone: (580) 981-7011

Fax: (580) 981-7021

McCurtain County (cont.)

Smithville Field Office

HC 15, Box 72 ~ P.O. Box 369

Smithville, OK 74957

Phone: (580) 244-3289 Fax: (580) 244-3347

Pittsburg County

McAlester Field Office

1632 S. George Nigh Expressway

McAlester, OK 74501

Phone: (918) 423-1016 Fax: (918) 423-1089

Crowder Field Office

P.O. Box 115

Crowder, OK 74430

Phone: (918) 334-5344 Fax: (918) 334-5384

Pushmataha County

Antlers Field Office

400 1/2 S.W. O St. ~ P.O. Box 192

Antlers, OK 74523

Phone: (580) 298-5501 Fax: (580) 298-5501

Choctaw Nation of Oklahoma Child Development Centers

*** Choctaw Nation Child Development Center (Bennington)**

820 N. Perry ~ P.O. Box 76

Bennington, OK 74723

Phone: (580) 847-2528 Fax: (580) 847-2058

*** Choctaw Nation Child Development Center (Coalgate)**

214 S.E. Veteran's Dr.

Coalgate, OK 74538

Phone: (580) 927-2118 Fax: (580) 927-2518

(580) 920-2640

*** Choctaw Nation Child Development Center (Durant)**

2752 Big Lots Parkway

Durant, OK 74702

Phone: (580) 920-1801 Fax: (580) 924-6644

*** Choctaw Nation Child Development Center (Idabel)**

2412 E. Lincoln Rd.

Idabel, OK 74745

Phone: (580) 286-3060 Fax: (580) 286-7415

*** Choctaw Nation Child Development Center (Stigler)**

208 S. City Lake Rd. ~ P.O. Box 368

Stigler, OK 74462

Phone: (918) 967-5005 Fax: (918) 967-4930

Choctaw Nation Child Development Center (Talihina)

10762 SE 1139th Ave.

Talihina, OK 74571

Phone: (918) 567-3184 Fax: (918) 567-4345

* Indicates Choctaw Nation Head Start located at the same location

Choctaw Nation of Oklahoma

Head Start Centers

Antlers Head Start

400 1/2 S.W. O St.
P.O. Box 97
Antlers, OK 74523
Phone: (580) 298-2113
Fax: (580) 298-5430

Bennington Head Start

820 N. Perry
P.O. Box 174
Bennington, OK 74723
Phone: (580) 847-2767
Fax: (580) 847-2058

Broken Bow Head Start

201 Chahta Rd.
P.O. Box 128
Broken Bow, OK 74728
Phone: (580) 584-6680
Fax: (580) 584-6690

Durant Head Start

2752 Big Lots Parkway
P.O. Box 668
Durant, OK 74702
Phone: (580) 924-8536
Fax: (580) 920-9954

Idabel Head Start

2412 E. Lincoln Rd.
P.O. Box 1436
Idabel, OK 74745
Phone: (580) 286-7930
Fax: (580) 286-5318

Atoka Head Start

1633 W. Liberty Rd.
P.O. Box 516
Atoka, OK 74525
Phone: (580) 889-7054
Fax: (580) 364-0662

Chahta Pre-School

3843 Battiest Pickens Rd.
Broken Bow, OK 74728
Phone: (580) 241-7781
Fax: (580) 241-5138

Coalgate Head Start

214 S.E. Veteran's Dr.
P.O. Box 455
Coalgate, OK 74538
Phone: (580) 927-1165
Fax: (580) 927-2518

Hugo Head Start

408 N. M St.
P.O. Box 118
Hugo, OK 74743
Phone: (580) 326-9576

McAlester Head Start

3262 Afullota Hina
McAlester, OK 74501
Phone: (918) 423-9360
Fax: (918) 429-7597

Poteau Head Start

1507 S. McKenna
P.O. Box 8
Poteau, OK 74953
Phone: (918) 647-8500
Fax: (918) 647-8500

Wilburton Head Start

1016 Hwy. 2 North
Wilburton, OK 74578
Phone: (918) 465-5360
Fax: (918) 967-4930

Stigler Head Start

208 S. City Lake Rd.
P.O. Box 505
Stigler, OK 74462
Phone: (918) 967-2897
Fax: (918) 967-4930

Wright City Head Start

5704 Rodeo Grounds Rd.
P.O. Box 529
Wright City, OK 74766
Phone: (580) 981-2634
Fax: (580) 981-2634

Choctaw Nation Clinics and Hospitals

Choctaw Nation Health Care Center

One Choctaw Way
Talihina, Oklahoma 74571

Contact Numbers: 918-567-7000
800-349-7026

Website: www.cnhsa.com

Choctaw Nation Health Clinic

1201 W. Liberty Road
Atoka, Oklahoma 74525

Contact Numbers: 580-889-1981
580-889-4009 (Fax)

Choctaw Nation Health Clinic

1300 Martin Luther King Drive
Broken Bow, Oklahoma 74728

Contact Numbers: 580-584-2766
580-584-2740

Choctaw Nation Regional Medical Clinic

1801 Chukka Hina
Durant, Oklahoma 74701

Contact Numbers: 580-920-2100
877-240-2725

Choctaw Nation Health Clinic

410 North M Street.
Hugo, Oklahoma 74743

Contact Number: 580-326-7561

Choctaw Nation Health Clinic

902 East Lincoln Road
Idabel, Oklahoma 74745

Contact Numbers: 580-286-2600
877-791-2600

Choctaw Nation Health Clinic
1127 S. George Nigh Expressway
McAlester, Oklahoma 74501

Contact Number: 918-423-8440

Choctaw Nation Health Clinic
109 Kerr Ave.
Poteau, Oklahoma 74953

Contact Number: (918) 649-1100

Choctaw Nation Health Clinic
2204 East Main Street
Stigler, Oklahoma 74462

Contact Number: 918-967-9200

Choctaw Nation Recovery Center (Men)
Route 2, Box 1600
Talihina, Oklahoma 74571

Contact Number: 918-567-2389

Chi Hullo Li
Route 2, Box 1774
Talihina, Oklahoma 74571

Contact Number: 918-567-2995

Diabetes Wellness Center
Talihina, Oklahoma 74571

Contact Numbers: 800-349-7026
918-567-7000 Ext. 6942

Behavioral Health
Talihina, Oklahoma 74571

Contact Number: 918-567-2389

Oklahoma Department of Human Services and Health Departments

Atoka County

Department of Human Services

401 Greathouse Dr.

Atoka, OK 74525

Phone: (580) 889-3394 Toll Free: 1-800-225-0051

Fax: (580) 889-3451

Atoka County Health Department

1006 W. 13th St.

Atoka, OK 74525

Phone: (580) 889-2116

Bryan County

Department of Human Services

4310 W. Hwy. 70

Durant, OK 74701

Phone: (580) 931-2500 Toll Free: 1-800-225-0062

Fax: (580) 931-2599

Bryan County Health Department

1524 W. Chuckwa ~ P.O. Box 598

Durant, OK 74702

Phone: (580) 924-4285

Fax: (580) 924-1651

Choctaw County

Department of Human Services

1602 E. Kirk St.

Hugo, OK 74743

Phone: (580) 317-2900 Toll Free: 1-800-225-0076

Fax: (580) 317-2964

Choctaw County Health Department

103 S. 4th

Hugo, OK 74743

Phone: (580) 326-8821

Fax: (580) 326-8823

Coal County

Department of Human Services

1 N. Main St.

Coalgate, OK 74538

Phone: (580) 927-2379

Toll Free: 1-800-572-6829

Fax: (580) 927-2342

Coal County Health Department

1404 S. Hwy. 75 ~ P.O. Box 365

Coalgate, OK 74538

Phone: (580) 927-2367

Haskell County

Department of Human Services

#9 Hwy. E.

Stigler, OK 74462

Phone: (918) 967-4658

Toll Free: 1-800-638-3641

Fax: (918) 967-8647

Haskell County Health Department

1407 N.E. D St.

Stigler, OK 74462

Phone: (918) 967-3304

Latimer County

Department of Human Services

1809 Hwy. 270 E.

Wilburton, OK 74578

Phone: (918) 465-5800

Toll Free: 1-800-493-7978

Fax: (918) 465-5850

Latimer County Health Department

201 W. Main

Wilburton, OK 74578

Phone: (918) 465-5673

Leflore County

Department of Human Services

511 S. Harper

Poteau, OK 74953

Phone: (918) 649-2300

Toll Free: 1-800-493-7960

Fax: (918) 649-2481

Leflore County Health Department

1204 Dewey Ave.
Poteau, OK 74953
Phone: (918) 647-8601

McCurtain County

Department of Human Services

1300 S.E. Adams ~ P.O. Box 329
Idabel, OK 74745
Phone: (580) 208-3400 Toll Free: 1-800-815-7562
Fax: (580) 208-3500

McCurtain County Health Department

1400 Lynn Lane
Idabel, OK 74745
Phone: (580) 286-6628
Fax: (580) 286-2012

Pittsburg County

Department of Human Services

1900 S. Main
McAlester, OK 74501
Phone: (918) 421-6100 Toll Free: 1-800-270-0792
Fax: (918) 421-6218

Pittsburg County Health Department

1400 E. College Ave.
McAlester, OK 74501
Phone: (918) 423-1267

Pushmataha County

Department of Human Services

104 S.E. B St. ~ P.O. Box 40
Antlers, OK 74523
Phone: (580) 298-3361 Toll Free: 1-800-270-0803
Fax: (580) 298-2129

Pushmataha County Health Department

318W. Main

Antlers, OK 74523

Phone: (580) 298-6624

Fax: (580) 298-2743

Pushmataha County Health Department

Hwy. 2 & Cherokee St. ~ P.O. Box 118

Clayton, OK 74536

Phone: (918) 569-7973

Resource and Referral

Southeastern Child Care Resource & Referral

1405 N. 4th Ave. PMB 4232

Durant OK 74701

Toll Free: 1-888-320-5205 Local: (580) 745-3176

Fax: (580) 745-7452

www.se.edu/childcare

Counties served: Atoka, Bryan, Choctaw, Coal, Haskell, Hughes, Latimer, LeFlore, McCurtain, Pittsburg, Pushmataha

Child Care Resource and Referral Association

4200 Perimeter Center, Suite 235

Oklahoma City, OK 73112

Toll Free: 1-888-962-2772 Local: (405) 942-5001

Fax: (405) 942-3740

www.oklahomachildcare.org

Child Care Finders Resource and Referral

2615 E. Randolph

Enid, OK 73701

Toll Free: 1-800-401-3463 Local: (580) 548-2318

Fax: (580) 548-2342

www.childcarefinder.org

Counties served: Alfalfa, Beaver, Blaine, Canadian, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kingfisher, Major, Texas, Woods, Woodward

Delaware Child Development Resource & Referral

5110 Tuxedo Blvd.

Bartlesville, OK 74006

Toll Free: 1-866-254-9864 Local: (918) 337-6525

Fax: (918) 336-7480

www.dtc.d.org

Counties served: Kay, Lincoln, Logan, Noble, Nowata, Osage, Pawnee, Payne, Washington

Satellite Offices:

700 W. Broadway

Ponca City, OK 74601

Local: (580) 762-7348

Fax: (580) 762-2526

Cherokee Nation Child Care Resource & Referral

P.O. Box 948

Tahlequah, OK 74465

Toll Free: 1-888-458-6230 Local: (918) 453-5300

Fax: (918) 458-7616

www.cherokeekids.net

Counties served: Adair, Cherokee, Craig, Delaware, Mayes, McIntosh, Muskogee, Okmulgee, Ottawa, Sequoyah

Great Plains Child Care Resource & Referral

901 S. Broadway

Hobart, OK 73651

Toll Free: 1-888-878-4417 Local: (580) 726-2172

Fax: (580) 726-3384

www.gpcrr.org

Counties served: Beckham, Caddo, Comanche, Cotton, Custer, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, Roger Mills, Stephens, Tillman, Washita

Rainbow Fleet Child Care Resource & Referral

3024 Paseo

Oklahoma City, OK 73103

Toll Free: 1-800-438-0008 Local: (405) 525-3111

Fax: (405) 521-1426

www.rainbowfleet.org

Counties served: Cleveland, Oklahoma

Child Care Resource Center

16 East 16th St., Suite 202

Tulsa OK 74119 Local: (918) 834-2273

Fax: (918) 834-9339

www.ccrctulsa.org

Counties served: Creek, Rogers, Tulsa, Wagoner

East Central University Child Care Resource & Referral

200 Fentem Hall Box E-3

Ada OK 74820

Toll Free: 1-800-862-5593 Local: (580) 436-5202

Fax: (580) 310-9007

www.ecok.edu/ccrra/

Counties served: Carter, Garvin, Johnston, Love, Marshall,
McClain, Murray, Okfuskee, Pontotoc, Pottawatomie, Seminole

Native American Child Care Programs

Absentee Shawnee Tribe

2025 S. Gordon Cooper
Shawnee, OK 74801
Phone: (405) 878-0633
Fax: (405) 878-0156

Caddo Indian Tribe of Oklahoma

P.O. Box 487
Binger, OK 73009
Phone: (405) 247-3686
Fax: (405) 247-6022

Cherokee Nation

P.O. Box 948
Tahlequah, OK 74456
Phone: (918) 453-5045
Fax: (918) 458-7616

Chickasaw Nation

226 Rosedale Rd.
Ada, OK 74820
Phone: (580) 421-7711
Fax: (580) 421-0128

Citizen Potawatomi Tribe

1601 S. Gordon Cooper
Shawnee, OK 74801
Phone: (405) 878-4861
Fax: (405) 395-9038

Delaware Nation

P.O. Box 825
Anadarko, OK 73005
Phone: (405) 247-2448 ext. 128
Fax: (405) 247-5942

Ft. Sill Apache Tribe

43187 US Hwy. 281
Apache, OK 73006
Phone: (580) 588-2298
Fax: (580) 588-3133

Alabama Quassarte Tribal Town

P.O. Box 187
Wetumka, OK 74859
Phone: (405) 452-3987, ext. 221
Fax: (405) 452-3435

Central Tribes of the Shawnee Area, Inc.

1535 N. McKinley
Shawnee, OK 74801
Phone: (405) 275-4870
Fax: (405) 275-9684

Cheyenne & Arapaho Tribes of Oklahoma

P.O. Box 38
Concho, OK 73022
Phone: (405) 422-7694
Fax: (405) 262-5824

Choctaw Nation

P.O. Box 1210
Durant, OK 74702
Phone: (580) 924-8280 ext. 2438
Fax: (580) 920-4959

Comanche Tribe of Oklahoma

P.O. Box 783
Apache, OK 73005
Phone: (580) 699-3991
Fax: (580) 699-3992

Eastern Shawnee Tribe of Oklahoma

10100 S. Bluejacket Rd., Ste. 2
Wyandotte, OK 74370
Phone: (918) 666-7710 ext. 11
Fax: (918) 666-7716

Iowa Nation of Oklahoma

Rt. 1, Box 721
Perkins, OK 74059
Phone: (405) 547-4269
Fax: (405) 547-1105

Kaw Nation of Oklahoma

P.O. Box 237
Newkirk, OK 74647
Phone: (580) 362-2795
Fax: (580) 362-2798

Kickapoo Tribe of Oklahoma

10525 S. Hwy. 102 ~ P.O. Box 458
McLoud, OK 74851
Phone: (405) 964-2063
Fax: (405) 964-2106

Miami Tribe of Oklahoma

102 S. Eight Tribes Trail ~ P.O. Box 579
Miami, OK 74335
Phone: (918) 540-9389
Fax: (918) 540-9392

Muscogee (Creek) Nation

P.O. Box 580
Okmulgee, OK 74447
Phone: (918) 732-7669
Fax: (918) 758-1498

Otoe-Missouria Tribe

8151 Hwy. 177
Red Rock, OK 74651
Phone: (580) 723-4466 ext. 135
Fax: (580) 723-4273

Pawnee Nation of Oklahoma

881 Little Dee Dr. ~ P.O. Box 470
Pawnee, OK 74508
Phone: (918) 762-3014
Fax: (918) 762-4046

Ponca Tribe of Oklahoma

20 White Eagle Dr.
Ponca City, OK 74601
Phone: (580) 762-7927
Fax: (580) 762-1978

Seminole Nation of Oklahoma

1920 Reid St.
Seminole, OK 74868
Phone: (405) 382-2416
Fax: (405) 382-2421

Kialegee ETVLWV

P.O. Box 332
Wetumka, OK 74883
Phone: (405) 452-5388
Fax: (405) 452-3413

Kiowa Tribe of Oklahoma

P.O. Box 369
Carnegie, OK 73015
Phone: (580) 654-6208
Fax: (580) 654-7210

Modoc Tribe of Oklahoma

625 6th St. SE
Miami, OK 74354
Phone: (918) 542-7890
Fax: (918) 542-7878

Osage Nation

1301 Grandview Ave.
Pawhuska, OK 74056
Phone: (918) 287-5379
Fax: (918) 287-5220

Ottawa Tribe of Oklahoma

13 S. 69A ~ P.O. Box 110
Miami, OK 74534
Phone: (918) 540-1536
Fax: (918) 542-3214

Peoria Tribe of Indians

118 S. Eight Tribes Trail
P.O. Box 1527
Miami, OK 74355
Phone: (918) 540-2535
Fax: (918) 540-2538

Quapaw Tribe of Oklahoma

P.O. Box 765
Quapaw, OK 74363
Phone: (918) 674-0010
Fax: (918) 674-0006

Seneca-Cayuga Tribe

23701 S. 655 Rd.
Grove, OK 74344
Phone: (918) 787-5452 ext. 23
Fax: (918) 787-5521

Shawnee Tribe

29 S. Hwy. 69A
Miami, OK 74354
Phone: (918) 542-2441
Fax: (918) 542-2922

Tonkawa Tribe of Oklahoma

#1 Rush Buffalo Rd.
Tonkawa, OK 74653
Phone: (580) 628-2561 ext.120
Fax: (580) 628-3375

Wichita and Affiliated Tribes

P.O. Box 729
Anadarko, OK 73005
Phone: (405) 247-8621 ext 313
Fax: (405) 247-3256

Thlopthlocco Tribal Town

P.O. Box 188
Okemah, OK 74859
Phone: (918) 560-6130
Fax: (918) 623-0045

**United Keetoowah Band
of Cherokee Indians**

P.O. Box 746
Tahlequah, OK 74465
Phone: (918) 431-9998
Fax: (918) 431-1796

Wyandotte Nation of Oklahoma

64790 E. Hwy 60
Wyandotte, OK 74370
Phone: (918) 678-2297 ext. 230
Fax: (918) 678-2944

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Choctaw Nation

Faith ♦ Family ♦ Culture