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OFFICERS:

Robert Flying Hawk, Chairman
Jody Zephier, Vice Chairman
Glenford "Sam" Sully, Secretary
Leo O'Connor, Treasurer

COUNCIL:

Jason Cooke
Greg Cournoyer, Jr.
Diane Merrich
Roseanne Wade
Mona Wright

**YST CHILD CARE SERVICES
CHECK PROCESS/RULES**

**THESE RULES HAVE BEEN AGREED UPON BY THE YST CCS DIRECTOR, YST
FINANCE DEPARTMENT AND THE YST ADMINISTRATIVE OFFICER**

CHILD CARE SERVICES TIME SHEETS ARE DUE ON THE 1ST AND 16TH OF EVERY MONTH. SHOULD EITHER DAY BE ON A WEEKEND, HOLIDAY OR A DAY WHEN THE TRIBAL OFFICE IS CLOSED, TIME WILL BE DUE BY 4:30PM ON THE NEXT WORKING DAY.

**CHILD CARE SERVICES CHECKS WILL BE READY ACCORDING TO THE FOLLOWING SCHEDULE:
(PLEASE NOTE THAT THESE ARE BUSINESS DAYS, IT DOES NOT INCLUDE WEEKENDS.)**

FIRST BUSINESS DAY: 1st and 16th – CCS time sheets are due by 4:30pm.

SECOND BUSINESS DAY: Child Care Services reviews time sheets, completes check requests, obtains signatures from the Administrative Officer and the Treasurer/ Finance office and makes copies. Time sheets are turned in to finance by 4:30pm. Keep in mind that we have the largest check run in the tribal office so it does take time to prepare the check requests.

THIRD BUSINESS DAY: Finance will make the draw down requesting funds and will enter the check requests. The draw down takes at least 24 hours to hit the Child Care Services account.

FOURTH BUSINESS DAY: When the draw down is completed and the funds are transferred into the YST CCS account, the finance department will run the checks and obtain necessary signatures from the YST Chairman/Woman, YST Vice-Chairman/Woman and the YST Treasurer. Checks will then be ready at 3:00pm on this day. Exceptions to the will be if there is inclement Weather and the Tribal Office is closed or the B&CC Officers are out of town on travel and the Finance Department cannot obtain the proper signatures. You can call our office to find out if checks have been released.

The YST CCS staff is NOT responsible for completing time sheets. Incomplete time sheets will be mailed back to the parents. Complete time sheets turned in after 4:30pm on the due date will not be processed until the next child care check run. **NO EXCEPTIONS!**

If there is a disagreement between the parent and provider, please DO NOT try to involve the YST CCS staff. Do what you need to do to settle your disagreements outside the YST CCS office. If this is not possible, you may request to meet with the YST CCS Board.

THE CCS PROGRAM IS NOT RESPONSIBLE FOR INCOME VERIFICATION. PLEASE MAKE COPIES OF YOUR TIME SHEETS AND KEEP YOUR CHECK STUBS IF YOU NEED TO SUBMIT THESE TO SOCIAL SERVICES, WIC, ETC.

The only time we will deliver checks is due to inclement weather and if the checks are signed late on the fourth day.

THESE RULES AND REMINDERS MUST BE ADHERED TO. WE MUST ABIDE BY THESE REGULATIONS.

THANK YOU!