

# Administration of the Child Care Assistance Program

## 2018-2019 Anoka County and Tribal Child Care Fund Plan

### Administration of the Child Care Assistance Program

**Background:** Counties and tribes must submit a biennial Child Care Fund Plan to the commissioner. Child Care Assistance Program (CCAP) rules and laws allow counties and tribes to establish some local policies and procedures. These local policies and procedures, when included in this plan and approved by the commissioner, are considered county/tribal policy and are used to support agency decisions during appeals. The Department of Human Services (DHS) will review and approve County and Tribal Child Care Fund Plans. Counties and tribes will receive approval letters for their Child Care Fund Plans from the commissioner of DHS. This plan period begins on January 1, 2018.

Minnesota Statute, section 119B.08, subdivision 3

Steps to complete the plan process:

#### Step One – Review the plan

Determine if there are changes to policies or procedures compared to previous plans, or if there are new policies or procedures. Involve other staff as needed.

*Note:* New questions were added and questions were re-ordered.

#### Step Two – Draft the plan responses

#### Step Three – Inform or involve stakeholders

DHS encourages counties and tribes to develop optional policies for the Child Care Assistance Program in coordination with local child care stakeholders. This may include: parents, child care providers, culturally specific service organizations, Child Care Aware agencies (formerly known as child care resource and referral agencies), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. Consult with other agency staff such as fraud investigators, income maintenance and employment services staff.

#### Step Four – Share the draft plan

Prior to submission, make copies of the proposed plan available to the public and allow sufficient time for public review and comment. See question II.D of this plan; describe methods used to make the plan available to the public, particularly to those members listed in II.D.

#### Step Five – Submit the plan by the deadline

Submit the plan by the deadline, and note these guidelines:

- Identify all optional county/tribal Child Care Assistance Program policies; see question IX.A.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit any agency-developed forms that have not been previously submitted and approved. Do not submit DHS and MEC<sup>2</sup> standardized forms. Refer to the DHS memo announcing this plan for a list of DHS created documents that are required for CCAP.
- Provide an answer to each question. Incomplete plans will be returned.

#### Amendments to plans

A county or tribe may amend their Child Care Fund Plan at any time, but the commissioner must approve the amendment before it becomes effective. If approved by the commissioner, the amendment is effective on the date requested by the agency unless a different effective date is set by the commissioner. Plan amendments must be approved or denied by the commissioner within 60 days after receipt of the amendment request.

Minnesota Rules, part 3400.0150, subpart 3

Amendments include changes in county/tribal contacts, county/tribal optional policies, new or revised forms and notices. Amendments can be sent in letter form or by email to the agency's CCAP policy specialist.

Return completed plans by **Tuesday, September 19, 2017** to:  
[DHS.CCAP@state.mn.us](mailto:DHS.CCAP@state.mn.us)

# Administration of the Child Care Assistance Program

## I. Child Care Assistance Program contacts

### A. County or tribal agency

COUNTY OR TRIBE NAME Anoka	GENERAL PHONE NUMBER 763-324-1400	EXTENSION	GENERAL FAX NUMBER 763-324-1110
AGENCY'S FULL NAME Anoka County Community Social Service and Behavioral Health Department		CCAP INTAKE PHONE NUMBER 763-324-2350	EXTENSION
MAIN OFFICE STREET ADDRESS 2100 3rd Ave . Government Center 5th floor		CITY Anoka	ZIP CODE 55303
MAIN OFFICE MAILING ADDRESS (if different)		CITY	ZIP CODE

### B. County or tribal branch office (if applicable)

BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
ADDRESS OF BRANCH OFFICE		CITY		ZIP CODE	

### C. Agency contact people

This contact information is required to be completed and will be used by DHS staff to communicate with counties or tribes.

#### 1. County or tribal CCAP administrative contact

Who is your primary contact for DHS CCAP?

<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME George	LAST NAME Borrell			
TITLE Planning and Operations Support Service Manager-CSS/BH		PHONE NUMBER 763-324-1409	EXTENSION	FAX NUMBER 763-324-1110	
EMAIL ADDRESS George.Borrell@co.anoka.mn.us		SIR EMAIL ADDRESS X1024GB@cty.dhs.state.mn.us			
ADDRESS 5th floor Government Center, 2100 3rd Ave		CITY Anoka		ZIP CODE 55303	

#### 2. County or tribal client access contact

Who is your lead person/s who has contact with families receiving CCAP?

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Terri	LAST NAME Hoffman			
TITLE Director Child Care Support Services-ACCAP		PHONE NUMBER 763-324-2362	EXTENSION	FAX NUMBER 763-783-4772	
EMAIL ADDRESS Terri.Hoffman@co.anoka.mn.us		SIR EMAIL ADDRESS X102B72@cty.dhs.state.mn.us			
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine		ZIP CODE 55434-3370	

### 3. Management of waiting list contact

Who is your waiting list contact person? The waiting list contact person identified is responsible for maintaining the waiting list and responding to the state's questions about families reported on the waiting list. Only identify one waiting list contact.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Suzie	LAST NAME Wiley		
TITLE CCA Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION	FAX NUMBER 763-783-4772
EMAIL ADDRESS Suzie.Wiley@co.anoka.mn.us		SIR EMAIL ADDRESS X102382@cty.dhs.state.mn.us		
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine		ZIP CODE 55434-3370

### 4. Provider billing contact

Who is your lead billing contact person who is able to answer questions about billing and payments?

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Lorraine	LAST NAME Vokaty		
TITLE Payments Coordinator-ACCAP		PHONE NUMBER 763-324-2351	EXTENSION	FAX NUMBER 763-783-4772
EMAIL ADDRESS Lorraine.Vokaty@co.anoka.mn.us		SIR EMAIL ADDRESS X102263@cty.dhs.state.mn.us		
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine		ZIP CODE 55434-3370

### 5. Provider registration contact

Who is your lead provider registration contact person who is able to answer questions about provider registrations?

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Suzie	LAST NAME Wiley		
TITLE Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION	FAX NUMBER 763-783-4772
EMAIL ADDRESS Suzie.Wiley@co.anoka.mn.us		SIR EMAIL ADDRESS X102382@cty.dhs.state.mn.us		
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine		ZIP CODE 55434-3370

## D. Subcontracted services

Counties and tribes may contract with an agency to administer all or part of their Child Care Assistance Program. Do not include cooperative agreements with employment and training service providers that work with MFIP/DWP families to develop and approve the employment service plan.

**Minnesota Rules, part  
3400.0140, subpart 7**

If you are planning any changes in the administration of your CCAP, tell your CCAP policy specialist immediately. This could involve subcontracting or mergers of counties. Failing to notify DHS may delay the changes that you are planning to make.

Does your county or tribe contract with an agency for any part of the administration of CCAP?  Yes  No

If your county or tribe has a contract with another agency for administering CCAP, complete the following information:

**A signed copy of the current contract must be included when submitting this County and Tribal Child Care Fund Plan.** If your agency renews a contract or enters into a new contract between January 1, 2018 and December 31, 2019, forward a signed copy of that contract to your CCAP policy specialist. DHS must retain copies of all signed contracts for audit purposes.

**1. Subcontracted program functions**

What CCAP administrative functions are subcontracted?

Anoka County has subcontracted all administrative functions to Anoka County Community Action Program (ACCAP). ACCAP provides administrative and case management services for Child Care Assistance programs as defined in Minn. Stat. 119B and Minn. Rules Chap. 3400

**2. County or tribal worker responsible for administration of the subcontract/agreement between the county or tribal agency and the subcontracted agency.**

Who in your agency is responsible for the contract between the county or tribal agency and the subcontracted agency?

<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME George	LAST NAME Borrell		
TITLE Planning and Operations Support Services Manager - CSS/BH		PHONE NUMBER 763-324-1409	EXTENSION	FAX NUMBER 763-324-1110
EMAIL ADDRESS George.Borrell@co.anoka.mn.us		SIR EMAIL ADDRESS X1024GB@cty.dhs.state.mn.us		
ADDRESS 5th Floor Government Center, 2100 3rd Ave		CITY Anoka		ZIP CODE 55303

**3. Administrative contact in subcontracted agency**

Who is the primary contact for DHS CCAP at the subcontracted agency?

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)				
<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Patrick	LAST NAME McFarland		
TITLE Executive Director-ACCAP		PHONE NUMBER 763-783-4728	EXTENSION	FAX NUMBER 763-783-4700
EMAIL ADDRESS Patrick.McFarland@accap.org				
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine		ZIP CODE 55434

#### 4. Client access contact in subcontracted agency

Who is the lead person/s that has contact with families receiving CCAP at the subcontracted agency?

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Terri	LAST NAME Hoffman	
TITLE Director Child Care Support Services ACCAP		PHONE NUMBER 763-324-2362	EXTENSION FAX NUMBER 763-783-4772
EMAIL ADDRESS Terri.Hoffman@co.anoka.mn.us			
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine	ZIP CODE 55434

#### 5. Provider billing contact in subcontracted agency

Who is the lead billing contact person in the subcontracted agency who is able to answer questions about billing and payments?

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Lorraine	LAST NAME Vokaty	
TITLE Payments Coordinator-ACCAP		PHONE NUMBER 763-324-2351	EXTENSION FAX NUMBER 763-783-4772
EMAIL ADDRESS Lorraine.Vokaty@co.anoka.mn.us			
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine	ZIP CODE 55434

#### 6. Provider registration contact in the subcontracted agency

Who is the lead provider registration contact person in the subcontracted agency who is able to answer questions about provider registrations?

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Suzie	LAST NAME Wiley	
TITLE Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION FAX NUMBER 763-783-4772
EMAIL ADDRESS Suzie.Wiley@co.anoka.mn.us			
ADDRESS ACCAP, 1201 89th Ave NE		CITY Blaine	ZIP CODE 55434

#### 7. Intake phone number for subcontracted agency

Identify a CCAP intake phone number for the subcontracted agency. This number is posted on the DHS website.

PHONE NUMBER 763-324-2350
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## II. Collaboration and outreach

- A.** How do you share information so that individuals, child care providers, social service agencies, etc. are aware of child care assistance? ([Minnesota Rules, part 3400.0140, subpart 2](#))

Information on the availability of the Child Care Assistance program is disseminated through local child care providers, County Social Services workers, Economic Assistance workers and Employment Service counselors. Information about the Child Care Assistance program is also posted on the Anoka County and ACCAP web sites. Anoka County Child Care Assistance staff also attend local collaborative and networking meetings to provide Child Care Assistance information. The County has the Child Care Assistance brochure in lobbies at several locations and satellite offices. Child Care Aware provides information to all callers about the Child Care Assistance program. Every new MFIP and DWP participant receives a Child Care Assistance application at their initial interview and also receives information on Child Care Assistance at the mandatory MFIP/DWP Employment Service Overview which is held weekly. Information for Child Care Assistance is also provided at monthly Resource Fairs for Non-English speaking families and interpreters.

Anoka County has a general information line that gives information on the Child Care Assistance Program. 763-422-7200 EZ info line.

- B.** Agencies are required to work with other public and private community resources that provide services to families. These other resources include, but are not limited to, Child Care Aware, School Readiness, Early Learning Scholarships, Head Start, and Early Childhood Screening. List the community programs your agency works with to maximize community resources for families with young children. ([Minnesota Statute, section 119B.08, subdivision 3 \(1\)](#))

Anoka County has contracted with Anoka County Community Action Program (ACCAP) to administer Child Care Assistance. Anoka County has transferred the program management and the payment functions to ACCAP. These changes have resulted in increased efficiency for staff and have allowed Anoka County to streamline program administration. This partnership allows Anoka County and ACCAP to be more responsive to the changing needs of families and child care providers.

Child Care Assistance staff coordinate services with the Child Care Aware MN, Parent Aware, Early Learning Scholarships Pathways I and Headstart, community based programs within ACCAP. Child Care Assistance is teamed with financial workers, Employment Service Counselors and Job Training Counselors to coordinate services for families. They are paired together as teams to expedite service. There is also a Child Support worker who is assigned to working directly with the Child Care Assistance program.

ACCAP now services Anoka and Washington counties with the Pathways I Early Learning Scholarships. This collaboration streamlines layered services to eligible families.

In addition to the teams listed above, Anoka County has three (3) specialized teams. The first is a Youth Team that works with minor parents. This program has developed partnerships with teen parent programs in the local schools and Metro North, an adult education program. The second team works with English language learners. The Limited English Proficiency (LEP) Team has bi-monthly resource fairs, where a number of community partners attend and interpreters are available to assist families to gain more information on local resources and application processes. A few of the partners that attend these Resource Fairs are Public Health Nursing, Judicare, ACCAP, Child Care Assistance, Employment Services, Economic Assistance and Metro North Adult Basic Education. The third team is Partnerships for Family Success, a multidisciplinary county team that works with families encountering multiple barriers.

- C.**

How do you work with the community based programs and service providers identified above to maximize public and private community resources for families with young children? Include in this description the methods used to share information, responsibility, and accountability among these service and program providers as you work to foster collaboration among agencies and other community-based programs that provide flexible, family-focused services to families with young children and to facilitate transition into kindergarten.

Anoka County Community Action Program (ACCAP) has one department that coordinates services for children. The Child Care Assistance, Parent Aware, Child Care Aware, Pathways I Early learning Scholarships and Head Start. The teams works together to layer services for eligible families. Information is shared and given out with applications, at public events, resource fairs and Head Start family night.

**D.** Copies of the proposed plan must be made reasonably available to the public, including those interested in child care policies such as parents, child care providers, culturally specific service organizations, Child Care Aware of Minnesota agencies (child care resource and referral), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. **You must allow time for public review and comment prior to submitting this plan to DHS for approval.** ([Minnesota Statute, section 119B.08, subdivision 3 \(2\)](#))

**D1.** Describe your procedures and methods to make copies of the draft plan reasonably available to the public.

A draft of the plan will be posted on the Anoka County and ACCAP web sites. A notification will go out to stakeholders with the goal of inviting public comment and input on Anoka County's Child Care Fund Plan. The draft plan will post for 10 days and will be announced on each agency's public page.

**D2.** How long did you allow for public review?

The draft plan will post for 10 days and will be announced on each agency's public page.

**E.** After your plan is approved by DHS, do you post your approved county/tribal plan on your website?  Yes  No

### III. Eligibility

#### A. Education plans under the Basic Sliding Fee Program (BSF)

Prior to completing this section, please review [Minnesota Rules, part 3400.0040](#) and [Minnesota Statutes 119B.07](#) in their entirety to ensure your policies are in compliance.

##### 1. High school diploma/GED high school equivalency diploma

**1a.** Do you approve all high school and GED programs?  Yes  No

If no, what program(s) would you deny?

Anoka County would deny any program that is not approved by the Minnesota Department of Education.

Explain why you would deny a program. Include data and facts that support why student would not be approved to attend the program.

The Tests of General Educational Development developed by the GED Testing Service® often require extensive preparation in order to demonstrate the high level of high school knowledge and academic skills needed to pass. Tests are administered only at Pearson VUE® Testing Centers under the direction of Pearson VUE® and the GED Testing Service. Any other GED diploma or “high school equivalency certificate based solely on the GED” not issued by the Minnesota Department of Education may not be accepted by employers, colleges and universities or the military.

**1b.** Identify any circumstances when you would end a student's Basic Sliding Fee education plan for a high school or GED program. Students cannot be required to maintain a certain GPA.

If a High School Student reaches the age of 21  
If the student graduates from High School or GED

If the student drops out of High School or GED  
If the student does not maintain full/part time enrollment as determined by the educational institution.  
If the student is not making satisfactory progress as determined by the educational institution.  
If the student's enrollment in the program ends and there is no other eligible activity for child care, eligibility will be terminated.

## 2. Remedial and basic skills courses (includes Adult Basic Education and English as a Second Language)

2a. Do you approve all remedial and basic skills courses?  Yes  No

Explain why you would deny a program. Include data and facts that support why a student would not be approved to attend the program.

The instructor is not licensed under Minnesota State Statute 122A.26, which requires licensure for all ABE instructors.

2b. Identify any circumstances when you would end a student's Basic Sliding Fee education plan for a student attending a remedial or basic skills course.

If the student completes the course.  
If the student does not maintain full/part time enrollment as determined by the educational institution.  
If the student is not making satisfactory progress as determined by the educational institution.  
If the student is at level 6 or higher in the course of language.  
If the student fails to begin classes.

## 3. Post-secondary programs

3a. Describe your policy and procedures for approving a course of study that will lead to employment for a post-secondary student under Basic Sliding Fee.

When a student completes a training packet, it is submitted to an Employment Service Supervisor for review. The Employment Service Supervisor will approve or deny based on the approval or denial criteria. Anoka County's rationale in using the criteria in the training packet is a belief that an approved course of study will lead the family towards self-sufficiency. As part of the training packet, the student must complete a budget and provide labor market information including two (2) sources of job leads in the area of study. Once a packet is approved, Child Care Assistance staff will monitor the Post Secondary progress.

Specific criteria for approval are:

The training must lead to a specific full-time occupation,

There must be jobs available in the field for which the individual is considering training,

The training program must be completed in a reasonable time frame as determined by the school to complete an associate or baccalaureate degree and the individual must verify that they are eligible for financial aid throughout the training (not eligible if the individual has a defaulted student loan).

Student must be enrolled in college level courses.

The facility must be recognized by the Minnesota Department of Education and have State and Federal related financial aid available to students.

3b. Identify the factors that contribute to the above policy (for example: the availability of jobs where family resides or intends to reside, wage data, job placement rates in field of study).

The student must complete a budget and provide labor market and wage information including two (2) sources of job leads in the area of study.

3c. Identify any circumstances when you would end a student's Basic Sliding Fee education plan for a student attending a post-secondary program.

Denial criteria:

1. If participant does not fully complete the training packet.

2. If the requested field of training does not lead to a full-time occupation.

3. If the individual does not maintain full/part time enrollment as determined by the school.



#### 4. Changes to Basic Sliding Fee (BSF) education plans

4a. Do you have a different approval policy if a participant requests a change to their education plan?  Yes  No

## B. Basic Sliding Fee Waiting List management

### 1. Priorities for service

Have you established sub-priorities for the fifth priority Basic Sliding Fee waiting list beyond those required in [Minnesota Statute, section 119B.03, subdivision 4](#)?

Yes  No

### 2. Six month review of Basic Sliding Fee Waiting List

CCAP Policy Manual,  
Chapter 4.3.12.12

Minnesota Statute, section  
119B.03, subdivision 2

2a. Statute requires that you review and update your waiting list at least every six months. How are families notified of this six month review? Describe your agency's process for reviewing and updating the waiting list. Please include your agency's six month review letter in Section IX.B. If your agency does not currently have a waiting list, describe your process in the event your agency does start a waiting list.

Initially the family is sent a county developed letter informing them that they have been added to the waiting list and further information will be requested of them. The letter also requests the family to report address changes or any changes that may impact eligibility. Review letters are sent out every April and October. The review letter indicates that, if the family does not return the letter by the date specified, their name will be removed from the waiting list.

2b. When families are removed from the waiting list for not responding to the six month review are they sent an additional notice or does the six month review letter include notification they will be removed from the waiting list if they do not respond?

The county developed review letter indicates that, if the family does not return the letter by the date specified, their name will be removed from the waiting list.

### 3. Applications mailed to families on the Basic Sliding Fee Waiting List

Applications must be sent to families on the waiting list when there is funding available for Basic Sliding Fee.

When do you remove the family from the waiting list?

- Family is removed from the waiting list when the application is sent to the family. The notice sent with the application informs the family that their name has been removed from the waiting list.
- Family is removed from the waiting list when you receive the completed application. If no application is received, the family is removed at the end of the time period allowed for returning the application. The notice sent with the application informs the family.

### 4. Temporarily ineligible families on the Basic Sliding Fee Waiting List

When a family reaches the top of the waiting list and is temporarily ineligible for child care assistance, leave the family at the top of the waiting list for a period of time not to exceed 90 calendar days, according to priority group and serve the applicant who is next on the waiting list unless an alternative procedure is provided in the agency's plan.

Minnesota Rules, part  
3400.0040, subpart 17

Minnesota Rules, part  
3400.0060, subpart 6

Are there exceptions to the 90 day policy that extends the timeframe for a family who has reached the top of the waiting list and is temporarily ineligible?  Yes  No

## C. Child care for job search activities

1. When you authorize child care assistance during job search activities for families without an approved employment plan, how many hours do you authorize?

- Authorize the number of hours requested by the participant
- Authorize a standard number of hours **determined by the agency.**

NUMBER OF HOURS AUTHORIZED PER WEEK 20
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Minnesota Rules, part  
3400.0040, subpart 15a

CCAP Policy Manual,  
Chapter 9.18

2. Do you verify the actual number of hours spent on job search?  Yes  No

2a. How do you verify job search hours?

Anoka County Child Care Assistance requires that clients submit activity logs, upon request, to remain eligible for Child Care Assistance. The county requires that clients perform job search activities at a minimum of 20 hours per week, not to exceed 240 hours in a calendar year. Only the hours used to job search are counted towards the 240 hrs per calendar year.

2b. What action is taken if there is a discrepancy between the hours authorized and the actual hours verified for job search? Note: A reduction of authorized hours requires a 15 day notice. When reconciling discrepancies, we recommend not charging the family with an overpayment when the verification provided shows that less hours of job search were completed than what was authorized. If you charge an overpayment, the hours charged as an overpayment are not counted toward the 240 hours allowed for job search.

If there is a discrepancy the job search logs are requested and compared to the provider's attendance logs. Any hours charged as an overpayment would not count towards the 240 hours allowed for job search.

## D. Child care for school release days

How do case workers and billing workers authorize care for school release days in your agency?

- Authorize actual hours needed and increase or decrease hours based on known school release days.
- Authorize the hours care is needed when there are no school release days.
- Authorize the highest number of hours care is needed with the provider.
- Other method.

CCAP Policy Manual,  
Chapter 9.1.3

How do you communicate scheduled and authorized hours to parents, providers and billing workers?

A separate Case Notes with each new Service Authorization is indicated in the subject line as: \*\*\*SA\*\*\*

The case note and the note section on the Service Authorization would read; example- Approved 40 hours biweekly and 10 hours a day for non school days not to exceed 100 hours biweekly for (child's name).

## E. Child care for families with flexible schedules

How do case workers and billing workers authorize care for families with flexible schedules in your agency?

CCAP Policy Manual,  
Chapter 9.1.6

- Authorize the typical number of hours needed and when the schedule requires additional care, the provider bills for the additional care.
- Authorize the minimum number of hours care is needed and when the schedule requires additional care, the provider bills for the additional care. Payment is made by increasing the number of hours listed in the "total hours of care authorized" field on the billing window or by creating a new Service Authorization.
- Authorize the highest number of hours care is needed with the provider. The provider is expected to bill only for the time that care is needed.
- Other method.

How do you communicate scheduled and authorized hours to parents, providers and billing workers?

A note is entered in the note section on the Provider and Family SA that states: example= Approved 40 hours biweekly and 10 hours a day for non school days not to exceed 100 hours biweekly for (child's name).

## F. Authorizing care for clients with Employment Plans

Job counselors and CCAP workers must communicate child care needs for clients with Employment Plans. Guidance can be found in [CCAP Policy Manual, Chapter 16.1](#).

### 1. Schedules and Authorizations

CCAP workers must obtain an activity schedule or the days and times that child care is needed. Who is responsible for obtaining the schedule information from the client?

- Job counselor provides schedule or days and times that child care is needed to CCAP worker.
- CCAP worker obtains schedule from client.
- Other method.

How do CCAP workers receive schedule information for Employment Plan activities?

Both the job counselor and CCAP worker work together to expedite getting the activity schedule.

### 2. How do you communicate required information between job counselors and CCAP workers (email, fax, case notes, verbal, DHS-7054, etc.)?

Job counselors and CCAP workers are paired up on teams to meet and work with clients. Job counselors and CCAP workers use email, phone and face to face to communicate required information. All Employment Plans are communicated by e-mail and copied into MEC<sup>2</sup> or a paper copy is kept in the electronic file with a case note on the plan instructions.

## IV. Provider compliance policies

### A. Reasons for closing a provider's registration

[Minnesota Statutes, section 119B.13, subdivision 6\(d\)](#) allows counties and tribes to refuse to issue a child care authorization, revoke an existing authorization for a provider, stop payment, or refuse to pay a bill under circumstances described in the six clauses below. Counties and tribes must indicate which clauses they will include in their plan, and must apply the policies consistently to providers.

CCAP Policy Manual,  
Chapter 9.3

CCAP Policy Manual,  
Chapter 14

- An agency cannot implement these policies without establishing them in their plan.
- An agency must notify their CCAP Policy Specialist at least 10 days prior to closing a provider's registration or taking any other action to enforce any of these policies, except clause 4 when notified by DHS.
- An agency that does not implement these policies may still pursue a fraud disqualification for a provider. These policies can be used in addition to, or in combination with, a fraud disqualification.

Does your agency plan to disqualify providers for reasons listed in Minnesota Statutes, section 119B.13, subdivision 6(d)?

- Yes  No

Which clause(s) does your agency plan to implement? Check all that apply.

- Clause 1:** A provider admits to intentionally giving the agency materially false information on the provider's billing forms.

If you checked Clause 1, your agency must also pursue, at minimum, a disqualification and establishment of an Intentional Program Violation (IPV) using the Administrative Disqualification (ADH) process described in Chapter 14 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means described in section 14.12.6 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 1 occurred.

When enforcing this clause, you have the option to use MEC<sup>2</sup> generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families?  MEC<sup>2</sup> generated notices  DHS optional notices

What type of notice will you send to providers?  MEC<sup>2</sup> generated notices  DHS optional notices

*Note:* If your agency uses DHS optional notices, you must also close the provider's registration in MEC<sup>2</sup>. Contact your CCAP Policy Specialist for system instructions.

**Clause 2:** The agency finds a preponderance of evidence that the provider intentionally gave the agency materially false information on the provider's billing forms or attendance records.

If you checked Clause 2, your agency must also pursue, at minimum, a disqualification and establishment of an Intentional Program Violation (IPV) using the Administrative Disqualification (ADH) process described in Chapter 14 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means as described in section 14.12.6 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 2 occurred.

When enforcing this clause, you have the option to use MEC<sup>2</sup> generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families?  MEC<sup>2</sup> generated notices  DHS optional notices

What type of notice will you send to providers?  MEC<sup>2</sup> generated notices  DHS optional notices

*Note:* If your agency uses DHS optional notices, you must also close the provider's registration in MEC<sup>2</sup>. Contact your CCAP Policy Specialist for system instructions.

**Clause 3:** A provider is in violation of Child Care Assistance Program rules, until the agency determines the violations have been corrected.

**Clause 4:** A provider is operating after receipt of a licensing order of suspension or revocation (this occurs when providers are appealing the revocation or suspension) or a final order of conditional license, for as long as the conditional license is in effect.

*Note:* Agencies do not have the option to close registrations of providers operating with conditional licenses.

If you choose this option, DHS will send you a list once a month to inform you of providers in this category. You may act sooner if you learn of this licensing status through your licensors, etc. Contact your CCAP Policy Specialist if you are planning to take action prior to receiving the monthly DHS listing.

What licensing violations are subject to this clause?

Providers with a suspended license?  Yes  No

When applying this clause for a provider with a suspended license, what provider types will you apply the clause to?

Licensed family child care  Licensed centers  Both

Providers with a revoked license?  Yes  No

When applying this clause for a provider with a revoked license, what provider types will you apply the clause to?

Licensed family child care  Licensed centers  Both

When enforcing this clause, you have the option to use MEC<sup>2</sup> generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families?  MEC<sup>2</sup> generated notices  DHS optional notices

What type of notice will you send to providers?  MEC<sup>2</sup> generated notices  DHS optional notices

*Note:* If your agency uses DHS optional notices, you must also close the provider's registration in MEC<sup>2</sup>. Contact your CCAP Policy Specialist for system instructions.

**Clause 5:** A provider submits false attendance reports or refuses to provide documentation of the child's attendance upon request.

How will your agency determine the provider has corrected the condition?

The provider will sign a form contesting to correcting the condition. Once the provider registration is open, they will be required to include attendance logs for the first month and periodically thereafter with each billing form.

Your agency may withhold payment for a period of up to three months beyond the time the condition has been corrected.

Will you apply a penalty period beyond when the condition is corrected?  Yes  No

How long will payment be withheld once the condition has been corrected (not to exceed three months)?

30 days for 1st offense  
60 days for 2nd offense  
90 days for 3rd offense

When enforcing this clause, you have the option to use MEC<sup>2</sup> generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families?  MEC<sup>2</sup> generated notices  DHS optional notices

What type of notice will you send to providers?  MEC<sup>2</sup> generated notices  DHS optional notices

*Note:* If your agency uses DHS optional notices, you must also close the provider's registration in MEC<sup>2</sup>. Contact your CCAP Policy Specialist for system instructions.

**Clause 6:** A provider gives false child care price information.

How will your agency determine the provider has corrected the condition?

The provider will sign a form contesting to correcting the condition.

Your agency may withhold payment for a period of up to three months beyond the time the condition has been corrected.

Will you apply a penalty period beyond when the condition is corrected?  Yes  No

How long will payment be withheld once the condition has been corrected (not to exceed three months)?

30 days for 1st offense  
60 days for 2nd offense  
90 days for 3rd offense

When enforcing this clause, you have the option to use MEC<sup>2</sup> generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families?  MEC<sup>2</sup> generated notices  DHS optional notices

What type of notice will you send to providers?  MEC<sup>2</sup> generated notices  DHS optional notices

*Note:* If your agency uses DHS optional notices, you must also close the provider's registration in MEC<sup>2</sup>. Contact your CCAP Policy Specialist for system instructions.

## B. Notification to providers

Your agency must notify all currently registered providers and any new providers wishing to register with your agency of the provider compliance clause(s) being implemented. Notification options include:

- Sending a mailing to all providers registered with your agency.
- Adding information to your agency's provider registration packets.

How will you notify providers about the provider compliance clauses your agency is choosing to implement? Add the notification document(s) to Section IX.B and if the document(s) have not yet been approved by DHS, submit with this plan for review and approval.

We will be sending a memo in MEC<sup>2</sup> to all providers currently registered in Anoka county directing them to view the web site for provider compliance.

The notification will be included in the Provider packets.

The notification will be posted on the web site.

*Note:* This notice differs from the adverse action notice your agency sends when closing an individual provider's registration under these clauses.

## V. Policies applicable to legal nonlicensed (LNL) providers

### A. Unsafe care criteria

Individuals must pass a background study prior to being approved as an LNL provider. You have the option to apply additional conditions, beyond the background study disqualifications, under which care is considered unsafe. DHS recommends you review the following sections of statute to ensure that your policies are not requirements that are applied to all providers:

- [Minnesota Statute, sections 119B.125, subdivision 2](#)
- [Minnesota Statute, sections 245C.14 or 245C.15](#)

Note that a conviction for a crime or offense not listed in sections 245C.14 or 245C.15 is not an automatic bar to authorization as an LNL provider. A conviction for a crime or offense not listed may only bar an authorization if the crime or offense reflects on the provider's ability to provide care.

Do you apply additional conditions of unsafe care **beyond those contained in Minnesota Statute, sections 245C.14 or 245C.15**, to LNL providers or LNL care arrangements?  Yes  No

### B. Background checks for legal nonlicensed (LNL) providers

You are required to complete a criminal background study on all LNL providers and persons residing in their households.

1. Do you charge a fee to unlicensed providers when completing the required criminal background check?

Yes  No

How much do you charge for the background check? Fees are not to exceed \$100 annually.

per family \$ 65.00  per person

2. How often do you reauthorize providers?

Yearly  Every Two Years  Other

3. Do you request background information from other agencies when a provider is registered by another agency?

Yes  No

## C. Records of substantiated parental complaints

Within 24 hours of receiving a complaint concerning the health or safety of children under the care of an LNL provider, an agency must relay the complaint to the agency's child protection agency, county public health agency, local law enforcement, and/or other agencies with jurisdictions to investigate complaints. When a report is substantiated, see [Minnesota Rules, part 3400.0140, subpart 6](#), for record retention and provider payment policies.

Minnesota Statutes,  
chapter 13

When complaints are substantiated, how do you:

- Maintain these records, and
- Make this information available to the public when requested?

Anoka County's Child Care provider registration packet requires providers to consent to the release of any substantiated parental complaints to the public. Substantiated parental complaints against a legal non-licensed providers are maintained in the Child Care Provider data base and would be made available upon request. Anoka County currently has no substantiated reports on file. If the allegations of child maltreatment are substantiated, Anoka county would keep a record of the complaint for 10 years. If the other types of allegations are substantiated, records of the complaint are kept for 3 years.

## VI. Special needs rates

Special needs rates, above the standard maximum rates, can be paid to providers if approved by the commissioner of DHS (up to the provider's charge).

Minnesota Statute,  
section 119B.13,  
subdivision 3

Minnesota Rules,  
part 3400.0130,  
subpart 3

CCAP Policy  
Manual,  
Chapter 9.54

### A. Special needs rates for children in at-risk programs

You may choose to pay special needs rates to certain populations defined as "at-risk" in your County and Tribal Child Care Fund Plan. You must have DHS approval for these rates to be paid. At-risk means environmental or familial factors exist that could create barriers to a child's optimal achievement. If you have chosen to pay special needs rates for specialized care to identified at-risk populations, include information for each facility that provides specialized services. If you have a contract or agreement with the identified facilities, submit the contract or agreement as an attachment to this plan.

Identified at-risk population group	Facility name	Rate by age category	Rate schedule	Begin date	Documentation that supports the approved rate that is on file from the provider	Documentation in the file that supports that the child is included in the at-risk population
Teen Parent	TAPPP-Infant	\$517.45	Week	1/20/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	TAPPP-Infant	\$103.49	Day	1/20/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	TAPPP-Infant	\$12	Hour	1/20/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	TAPPP-Toddler	\$384.9	Week	1/20/15	Provider Rate Form	Application, School Verification, Provider Choice.

Teen Parent	TAPPP-Toddler	\$76.98	Day	1/20/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	TAPPP-Toddler	\$10.8	Hour	1/20/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Tiger FITT-Infant	\$272.19	Week	3/17/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Tiger FITT-Infant	\$80.12	Day	3/17/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Tiger FITT-Infant	\$13.12	Hour	3/17/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Tiger FITT-Toddler	\$236.58	Week	3/17/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Tiger FITT-Toddler	\$68.69	Day	3/17/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Tiger FITT-Toddler	\$11.45	Hour	3/17/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Chance to Grow Infant	\$288.55	Week	5/13/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Chance to Grow Infant	\$84.94	Day	5/13/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Chance to Grow Infant	\$13.92	Hour	5/13/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Chance to Grow Toddler	\$250.8	Week	5/13/15	Provider Rate Form	Application, School Verification, Provider Choice.



Teen Parent	Chance to Grow Toddler	\$72.82	Day	5/13/15	Provider Rate Form	Application, School Verification, Provider Choice.
Teen Parent	Chance to Grow Toddler	\$12.14	Hour	5/13/15	Provider Rate Form	Application, School Verification, Provider Choice.

If this information changes, including additional population groups identified by your agency, new facilities, or a proposed change in rates paid, DHS must approve the change. Submit a request to amend your plan. This information will be used during case audits.

## B. Special needs rates for care of sick children

You may choose to pay special needs rates for the care of sick children. Special needs rates for care of sick children apply to rates paid above the standard maximum rates to a provider that cares for sick children. You must have DHS approval for these rates to be paid.

Minnesota Rules, part 3400.0110, subpart 8

1. Identify the provider type, rate(s) approved, rate schedule and the approved rate begin date for each special need rate currently paid above the standard maximum rate when care is for a sick child. **Do not attach client-specific information to this plan.**

Provider type	Rate by age category	Rate schedule	Approved rate begin date

## VII. Payment policies

### A. Payment to two providers when a child is sick

When a child is sick and being cared for by a second provider, do you pay both the regular provider that charges an absent day if the child has not reached the absent day limit and the second provider that is caring for the child?

Minnesota Rules, part 3400.0110, subpart 8

Yes  No

**Note:** If the rate paid for care of sick children exceeds maximum rates, the "rates for care of sick children" must be included in the special needs rates section of this plan.

### B. Submission of invoices

If a provider receives an authorization of care and a billing form for an eligible family, the provider must submit the billing form to the agency within 60 days of the last date of service on the billing form. If the provider shows good cause for the delay then you may pay bills submitted after 60 days.

Minnesota Statute, section 119B.13, subdivision 6

1. What is your **definition of good cause** for delay in submitting a billing form? Agency error must be included in this definition.

Anoka County will not pay bills submitted later than 60 days after the last date of service unless the delay in payment is due to agency error or backdating the initial application for payment.

2. When is a provider signature not needed on a billing form?

Anoka County requires all providers to sign the billing forms with a full signature including First and Last name of the person responsible for billing. MEC PRO users require electronic signatures. Anoka county considers the electronic submission of a bill the equivalent of the provider's signature.

A signature may not be needed if there are unusual circumstances, for example the death or incapacity of the parent(s) or provider. The case worker, with supervisory review, can approve the provider's billing form.

3. Do you require the parent signature on the billing form?  Yes  No

3a. When is a parent signature not needed on a paper billing form?

If the parent has left the provider, therefore the parent(s) are no longer available to sign the voucher, the voucher is accepted. A signature may not be needed if there are unusual circumstances, for example the death or incapacity of the parent(s) or provider, based on case worker and supervisory review.

3b. Does your agency have any providers using MEC<sup>2</sup> PRO?  Yes  No

3c. How does your agency meet the parent signature requirement for providers submitting bills electronically through MEC<sup>2</sup> PRO?

CCAP rules require all registered providers to keep attendance records. Copies of these records must be provided upon request by the County. Since 2012, Anoka County Child Care Assistance has require all childcare providers to keep daily sign in and sign out records. These records must have the time of pick up and drop off, and the name of the person picking up and dropping off for each child in care. These records must be kept on the premiss's and made available at all times.

Anoka County Child Care Assistance has a form available on line that providers may make copies of and use to record the information required by CCA. If the provider already has a system to record daily drop off and pick up times in place which will provide all the information required on this form, the provider may use their record and submit to the agency upon request.

## C. Underpayments

If you have underpaid according to Child Care Assistance Program policies, do you make corrective payments?

Yes  No

If yes, under what conditions do you make corrective payments? You may apply criteria such as a dollar amount or how far back the situation occurred.

Anoka County will do Agency Error underpayments.

Anoka County will allow providers to do corrective payments if the county receives a corrective payment request within 30 days after the initial bill is paid. Any payment corrections must be signed and dated by the parent and the provider.

If a client does not report a change timely, underpayments for co-payments will not be paid retro.

## D. Provider rates

Does your agency enter provider rates on MEC<sup>2</sup>?  Yes  No

## E. Absent day policy

The Child Care Assistance Program limits the number of paid absent days for licensed child care providers and license-exempt centers. Payment may exceed absent day limit at the request of the provider and with the approval of the county or tribe, if at least one parent in the family:

**Minnesota Statute,  
section 119B.13,  
subdivision 7**

- Is under the age of 21; and
- Does not have a high school or general equivalency diploma; and
- Is a student in a school district or another similar program that provides or arranges for child care, parenting support, social services, career and employment supports, and academic support to achieve high school graduation.

Do you have any registered child care providers that meet these requirements?  Yes  No

List the providers and provide the following information:

Provider name	MEC <sup>2</sup> Provider ID	How does provider document the services they provide?	How are these requests reviewed by your county/tribe?
CAPE/Anoka	8502	Serves student Parents Provides Childcare on site Provides Parenting education	CCAP requests documentation from provider on what services are provided to student and child.
Tiger FITT Program Infant Program	3397	Serves student Parents Provides Childcare on site Provides Parenting education	CCAP requests documentation from provider on what services are provided to student and child.
Chance to Grow Infant	6713	Serves student Parents Provides Childcare on site Provides Parenting education	CCAP requests documentation from provider on what services are provided to student and child.
TAPPP Infant & Toddler	4456	Serves student Parents Provides Childcare on site Provides Parenting education	CCAP requests documentation from provider on what services are provided to student and child.

## VIII. Program integrity

**A.** Agency case management reviews can be used to determine causes of errors and identify specific policies needing review.

1. Do you conduct case management reviews of CCAP?  Yes  No
2. Do you conduct case management reviews of CCAP providers?  Yes  No

## IX. Other information

### A. Additional agency optional policies

Do you have any other policies that apply to the Child Care Assistance Program which are not specifically required by state or federal rule or law? ([Minnesota Rules, part 3400.0140, subpart 1](#)) ([Minnesota Rules, part 3400.0150, subpart 2](#))

Anoka County has criteria for payment approved by the commissioner to pay a higher rate for the At-Risk Population of high school/minor parents in school parenting programs that offer a child care component. Only programs meeting this At Risk population criteria will be paid a special needs rate to the provider by Anoka County. If a provider in another county has been deemed a special needs provider, but not meeting the high school/minor parent at risk criteria, Anoka County will pay the provider Anoka County's maximum rate as set by the legislature and, if the center charges a rate higher than the maximum rate, the parent will be responsible for the additional cost of care. If an individual child has a documented medical need, Anoka County will follow the procedure for requesting a special needs rate for that individual child.

Anoka County requires self-employed and independent contract workers to complete monthly activity, income, and expense reports, due 15 days following the month in which the work hours were performed.

Anoka County requires both responsible adult signatures at application and redetermination of an intact family.

## B. Agency developed forms

All agency developed forms and notices used for CCAP must reflect current policy and be approved by DHS. Counties and tribes must use forms developed by DHS for administration of CCAP. Agency developed forms must not duplicate or replace DHS forms. Local agencies may create supplemental forms subject to DHS approval. Forms must be written using plain language standards and meet other communication guidelines.

Use this table to list all agency developed forms, notices, and documents.

All new and/or amended forms, notices, or written documents that have not been previously approved must be submitted with this plan for DHS approval.

Ensure that all forms and documents previously approved by DHS are in compliance with current statute, memos, bulletins, and the CCAP Policy Manual.

*Note:* Refer to the DHS memo announcing this plan for a list of DHS created documents required for CCAP. Do not list or submit DHS created documents.

Name of Agency Developed Form	Form reflects current CCAP policy	Status of current form
	<input type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan

## X. County and tribal assurances

Check the designated boxes below to assure compliance.

### A. The county or tribe is informing parents about the following as required under [Minnesota Rules, part 3400.0035, subpart 1.](#)

- The documentation necessary to confirm eligibility for CCAP
- Waiting list information
- Application procedures

**County or tribe assures compliance**

In addition, the agency uses the following:

["Parent Acknowledgement When Choosing a Legal Nonlicensed Provider"](#) (DHS-5367) assures compliance with the following:

- Families rights and responsibilities when choosing a provider

["Do You Need Help Paying for Child Care?"](#) (DHS-3551) assures compliance with the following:

- Federal and state child and dependent care tax credits
- Earned income credits
- Other services for families with young children
- Child Care Aware services
- Child Care Assistance Program eligibility requirements
- Family copayment fees and how computed
- Information about how to choose a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee; and
- The importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

**County or tribe assures compliance and uses DHS-5367 and DHS-3551**

**B. The agency is distributing the following required information to registered legal nonlicensed providers:**

Distribution requirements may be accomplished by giving the materials directly to the provider, or to the parent and establishing a method to ensure that the provider receives the material as required under [Minnesota Rules, part 3400.0140, subpart 5](#).

Use of "[Health and Safety Resource List for Parents and Legal Nonlicensed Providers](#)" (DHS-5192A) assures compliance with the following:

- Child immunization requirements
- Child nutrition
- Child protection reporting responsibilities
- Health and safety information
- Child development information
- Referral to Child Care Aware; and
- Resources and training options to meet federal and/or state-required health and safety topics

**County or tribe assures compliance by use of DHS-5192A**

**OR**

**County or tribe assures compliance by sending other materials that meet these requirements**  
(Do not attach copies of these materials to this plan)

**C. Child Care Assistance Program (CCAP) Tasks and Timeframes**

The county or tribe must perform tasks and meet timeframes required to administer the Child Care Assistance Program. These tasks include, but are not limited to:

- Assessing CCAP eligibility
- Registering child care providers
- Processing payments

These tasks and timeframes are required under the Child Care and Development Fund (CCDF), 98.11(a)(3) Administration under Contracts and Agreements, Minnesota Statutes 119B, Minnesota Rules 3400, CCAP Policy Manual, and MEC<sup>2</sup> User Guide.

**County or tribe assures compliance**

**D. Child Care Assistance Program (CCAP) Funding**

DHS releases a forecast twice each fiscal year (November and February) which includes the overall budget for the Child Care Assistance Program, including all child care subprograms and administrative dollars. The county or tribe is reimbursed administrative dollars as outlined in Minnesota Statutes 119B.15. In addition to receiving the Basic Sliding Fee allocation, the county or tribe contributes a fixed local match equal to that county's/tribe's calendar year 1996 contribution, as outlined in Minnesota Statutes 119B.11, Subd. 1.

The county or tribe is provided a calendar year Basic Sliding Fee allocation, published at least annually and based on the formula outlined in Minnesota Statutes 119B.03, Subd. 6. When there is not sufficient funding to serve all eligible non-MFIP families, the county or tribe manages the Basic Sliding Fee waiting list according to the priorities outlined in Minnesota Statutes 119B.03, Subd. 4.

**County or tribe assures compliance**

## **E. Child Care Assistance Program (CCAP) Reporting**

The county or tribe is required to submit timely reports to the Department of Human Services. The reports include, but are not limited to:

- Basic Sliding Fee waiting list
- Override monitoring
- Basic Sliding Fee adjustments

**County or tribe assures compliance**