

Administration of the Child Care Assistance Program

2022-2023 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 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, 2022.

Print Blank Form

IMPORTANT: If you are not able to complete this form online, click Print Blank Form to print the form and complete it by hand.

Minnesota Statute, section 119B.08, subdivision 3

Steps to complete the plan process:

Step One - Review the plan

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

Step Two - Draft the plan responses

Note these guidelines:

- Identify all optional county/tribal Child Care Assistance Program policies; see question X.A.
- Do not answer questions by stating that the reviewer should refer to a previous plan
- Submit any agency-developed documents that have not been previously submitted and approved. Do not submit DHS and MEC² standardized documents. Refer to the DHS memo announcing this plan for a list of DHS created documents.
- Answer each question. Incomplete plans will be returned.

Step Three - Inform or involve stakeholders

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

Step Four - Share the draft plan

Prior to submission, you must 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 (Friday, September 17, 2021)

Amendments to plans

A county or tribe may amend their Child Care Fund Plan at any time. 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. The department reserves the right to direct a county or tribe to amend its child care fund plan if the plan is no longer in compliance with Minnesota Statutes, Minnesota Rules, or federal law.

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 child care assistance policy specialist.

Return completed plans by **Friday, September 17, 2021** to:

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	

[Add branch](#)

C. Agency contact people

This contact information is required.

1. County or tribal director

FIRST NAME George		LAST NAME Borrell			
PHONE NUMBER 763-324-1409	EXTENSION	EMAIL ADDRESS George.Borrell@co.anoka.mn.us			
ADDRESS 5th Floor Government Center, 2100 3rd Ave		CITY Anoka		ZIP CODE 55303	

2. County or tribal CCAP administrative contact

Who is your primary contact for the Child Care Assistance Program? This contact will receive policy bulletins, memos, and other high level communications. You may have more than one administrative contact.

FIRST NAME Terri	LAST NAME Hoffman		
TITLE Director Child Care Support Services-ACCAP		PHONE NUMBER 763-324-2362	EXTENSION
EMAIL ADDRESS Terri.Hoffman@co.anoka.mn.us		SIR EMAIL ADDRESS X102B72@cty.dhs.state.mn.us	
ADDRESS ACCAP 1201 89th Ave NE STE 345		CITY Blaine	ZIP CODE 55434-3370

[Add contact person](#)

3. County or tribal client access contact

Who is your lead person/s who has contact with families receiving CCAP? You may have more than one client access contact.

FIRST NAME Terri	LAST NAME Hoffman		
TITLE Director Child Care Support Services-ACCAP		PHONE NUMBER 763-324-2362	EXTENSION
EMAIL ADDRESS Terri.Hoffman@co.anoka.mn.us		SIR EMAIL ADDRESS X102B72@cty.dhs.state.mn.us	
ADDRESS ACCAP 1201 89th Ave NE STE 345		CITY Blaine	ZIP CODE 55434-3370

[Add contact person](#)

4. Management of waiting list contact

Who is your waiting list contact person? Only identify one waiting list contact.

FIRST NAME Sydney	LAST NAME Lindenfelser		
TITLE CCA Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION
EMAIL ADDRESS Sydney.Lindenfelser@co.anoka.mn.us		SIR EMAIL ADDRESS X102SLI@cty.dhs.state.mn.us	

5. Provider billing contact

Who is your lead billing contact person who is able to answer questions about billing and payments? Only identify one provider billing contact.

FIRST NAME Lorraine	LAST NAME Vokaty		
TITLE Payments Coordinator-ACCAP		PHONE NUMBER 763-324-2351	EXTENSION
EMAIL ADDRESS Lorraine.Vokaty@co.anoka.mn.us		SIR EMAIL ADDRESS X102382@cty.dhs.state.mn.us	

6. Provider registration contact

Who is your lead provider registration contact person? Only identify one provider registration contact.

FIRST NAME Sydney	LAST NAME Lindenfelser		
TITLE CCA Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION
EMAIL ADDRESS Sydney.Lindenfelser@co.anoka.mn.us		SIR EMAIL ADDRESS X102SLI@cty.dhs.state.mn.us	

7. Legal nonlicensed provider monitoring contact

Who is the lead contact person in the agency who is able to answer questions about legal nonlicensed annual monitoring visits? Only provide one monitoring contact.

FIRST NAME Sydney	LAST NAME Lindenfelser		
TITLE CCA Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION
EMAIL ADDRESS Sydney.Lindenfelser@co.anoka.mn.us		SIR EMAIL ADDRESS X102SLI@cty.dhs.state.mn.us	

D. Subcontracted services

Counties and tribes may contract with an agency to administer all or part of their Child Care Assistance Program.

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

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.

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

Include a signed copy of the current contract 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, 2022 and December 31, 2023, 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?

FIRST NAME George	LAST NAME Borrell		
TITLE Planning and Operations Support Services Manager - CSS/BH		PHONE NUMBER 763-324-1409	EXTENSION
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	

[Add contact person](#)

3. Administrative contact in subcontracted agency

Who is the primary contact for the Child Care Assistance Program at the subcontracted agency? This contact will receive policy bulletins, memos, and other high level communications. You may have more than one administrative contact.

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
FIRST NAME Patrick	LAST NAME McFarland		
TITLE Executive Director-ACCAP		PHONE NUMBER 763-783-4728	EXTENSION
EMAIL ADDRESS PMcFarland@accap.org			
ADDRESS ACCAP, 1201 89th Ave NE Ste 345	CITY Blaine	ZIP CODE 55434	

[Add contact person](#)

4. Client access contact in subcontracted agency

Who is the lead person/s that has contact with families receiving CCAP at the subcontracted agency? You may have more than one client access contact.

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
FIRST NAME Terri	LAST NAME Hoffman		
TITLE Director Child Care Support Services ACCAP		PHONE NUMBER 763-324-2362	EXTENSION
EMAIL ADDRESS Terri.Hoffman@co.anoka.mn.us			
ADDRESS ACCAP, 1201 89th Ave NE Ste 345	CITY Blaine	ZIP CODE 55434	

[Add contact person](#)

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? Only provide one provider billing contact.

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
FIRST NAME Lorraine		LAST NAME Vokaty	
TITLE Payments Coordinator-ACCAP		PHONE NUMBER 763-324-2351	EXTENSION
EMAIL ADDRESS Lorraine.Vokaty@co.anoka.mn.us			

6. Provider registration contact in the subcontracted agency

Who is the lead provider registration contact person in the subcontracted agency? Only provide one provider registration contact.

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
FIRST NAME Sydney		LAST NAME Lindenfelser	
TITLE Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION
EMAIL ADDRESS Sydney.Lindenfelser@co.anoka.mn.us			

7. Legal nonlicensed provider monitoring contact

Who is the lead contact person in the subcontracted agency who is able to answer questions about legal nonlicensed annual monitoring visits? Only provide one monitoring contact.

NAME OF SUBCONTRACTED AGENCY Anoka County Community Action Program (ACCAP)			
FIRST NAME Sydney		LAST NAME Lindenfelser	
TITLE Provider Technician-ACCAP		PHONE NUMBER 763-324-2350	EXTENSION
EMAIL ADDRESS Sydney.Lindenfelser@co.anoka.mn.us			

8. 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

II. Collaboration and outreach

A. How do you share information about the Child Care Assistance Program 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. Early Learning Scholarship program provides information to callers about the Child Care Assistance program. The County has the Child Care Assistance brochure in lobbies at several locations and satellite offices. 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 to maximize community resources for families with young children. 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. ([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 Early Learning Scholarships Pathways I, Headstart and Early Headstart Partnership 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 is partnering with the local school district to provide monthly Early Childhood Screenings in the Blaine Human Service Building.

ACCAP service 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, Pathways I Early learning Scholarships, Head Start and Early Head Start Partnership. 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, 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 \(2\)](#)).

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

A draft of the plan was posted 09/03/2021 through 9/17/21 on the Anoka County and ACCAP web sites. 09/03/2021 a notification went out to stakeholders with the goal of inviting public comment and input on Anoka County's Child Care Fund Plan. The draft plan was posted for 15 days and was announced on each agency's public page.

2. When was your draft plan available for public review?

The draft plan was posted on 09/03/2021 to view and was 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 outside an Employment Plan

Prior to completing this section, please review [Minnesota Rules, part 3400.0040](#) and [Minnesota Statutes 119B.10 Subdivision 3](#) in their entirety to ensure your policies are in compliance. Identify agency developed documents used for education plan requests and notices used to communicate approval or denial in each response and list these in the agency developed document section X.B.

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.

1b. Explain why you would deny a program. Include data and facts that support why students should not receive CCAP while attending.

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.

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

3. Post-secondary programs

3a. Describe your criteria and procedures for approving a post-secondary program outside an Employment Plan that will lead to employment.

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 on page 1 of the training packet. The client is sent a DHS memo that states if the training packet has been approved or denied. 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 parent provides 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 send the client a Memo to communicate the approval or denial of the education plan and will monitor the Post Secondary progress.

Specific criteria for approval are:

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

The participant must complete the training packet.

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.

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 criteria (for example: the availability of jobs where family resides or intends to reside, wage data, job placement rates in field of study).

Provide labor market and wage information including two (2) sources of job leads in the area of study.

4. Changes to education plans outside an Employment Plan

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 third priority Basic Sliding Fee waiting list beyond those required in [Minnesota Statute, section 119B.03, subdivision 4](#)?

Yes No

2. When adding a family to your BSF waiting list, you must inform the family of the priority group determination, and the number of families on the waiting list or an estimated time that they will spend on the waiting list before reaching the top.

How do you notify a family they were placed on the waiting list?

The family is sent DHS-7883A (You have been placed on the Child Care Assistance Program (CCAP) waiting list)

The family is sent a notice developed by our agency (list this notice in section X.B Agency developed documents)

3. Six month review of Basic Sliding Fee Waiting List

CCAP Policy Manual,
Chapter 4.3.12.12

Minnesota Statute, section
119B.03, subdivision 2

3a. Statute requires that you review and update your waiting list at least every six months. How are families notified of this six month review?

- The family is sent [DHS-7883B \(Child Care Assistance Program \(CCAP\) waiting list update\)](#)
- The family is sent a notice developed by our agency (list this notice in section X.B Agency developed documents)

Describe your agency's process for reviewing and updating the waiting list. If your agency does not currently have a waiting list, describe your process in the event your agency does start a waiting list.

The family will be sent DHS-7883B. The letter informs them that if they do not return the form by a specific date or they no longer want to receive child care assistance we will remove them from the Basic Sliding Fee waiting list. We will select: We will not send a notice when we remove your name.

3b. How are families notified they are removed from the waiting list for not responding to the six month review?

- Families are sent an additional notice
- Six month review letter includes notification they will be removed from the waiting list if they don't respond

4. 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?

- 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.
 - The family is sent DHS-7883C (Child Care Assistance Program (CCAP) funds available)
 - The family is sent a notice developed by our agency (list this notice in section X.B Agency developed documents)
- 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 that their name will be removed from the waiting list if the application is not received by the deadline.

5. Temporarily ineligible families on the Basic Sliding Fee Waiting List

When a family reaches the top of the waiting list and is temporarily ineligible, 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

Do you have an alternate procedure 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 school release days

1. How do case 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

2. 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).

D. Child care for families with flexible schedules

1. How do case workers authorize care for families with flexible schedules in your agency?

- 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.

2. 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).

E. Authorizing care for clients with Employment Plans

Job counselors and CCAP workers must communicate child care needs for clients with Employment Plans.

Guidance is found in [CCAP Policy Manual, Chapter 9.1.5](#).

1. 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 MEC² or a paper copy is kept in the electronic file with a case note on the plan instructions.

F. Extending redetermination dates beyond 12 months

Redeterminations may be extended beyond 12 months for a family that has a caregiver under the age of twenty-one, who does not have a high school or general equivalency diploma (GED), and is a student in a school district or another similar program that provides or arranges child care, parenting, social services, career and employment supports and academic support to achieve high school graduation.

An agency may identify other reasons to extend redetermination dates beyond 12 months as an optional policy. For example, an agency may extend redetermination dates to balance out a workload. [See CCAP Policy Manual, Chapter 10.3](#).

1. Does your agency extend redetermination dates beyond 12 months?

- Yes No

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 seven 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 13

- An agency cannot implement these policies without establishing them in their plan.
- An agency must notify their child care assistance 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 13 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means described in section 13.9.3 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 1 occurred.

- 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 13 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means as described in section 13.9.3 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 2 occurred.

- 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, revocation, or decertification (this occurs when providers are appealing the revocation, suspension, or decertification).

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 child care assistance policy specialist if you are planning to take action prior to receiving the monthly DHS listing.

What licensing or certification statuses 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

Certified centers operating after receiving an order of decertification? Yes No

When implementing clause 4, you have the option to use MEC² generated notices or DHS-approved optional notices to notify providers. The optional notice to providers gives specific information on why their registration closed. Contact your child care assistance policy specialist for samples of the optional notices and instructions on how to use the notices.

What type of notice will you send to providers? MEC² generated notices DHS-approved optional notices

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 be required to sign a Provider Compliance Affidavit contesting to correcting the condition and the provider will need to send in attendance records for a period of 3 months after the condition has been corrected along with billing forms. The provider will need to send in attendance records during the notice period.

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)?

When implementing this clause, some agencies choose to issue a warning letter for the first occurrence, and some agencies choose to use escalating consequences.

For example:

First violation – written warning; second violation – one month; third violation – two months; any subsequent violation – three months.

First violation – one month; second violation – two months; third or subsequent violation – three months.

If your agency chooses to do a written warning, add the warning notice to Section X.B and submit with your plan for approval.

The first time a provider violates clause 5 the agency will close the provider's registration for 30 days beyond the time the condition was corrected. After serving the penalty period, the provider is required to re-register for CCAP.
The second time a provider violates clause 5 the agency will close the provider's registration for 60 days beyond the time the condition was corrected. After serving the penalty period, the provider is required to re-register for CCAP.
The third time a provider violates clause 5 the agency will close the provider's registration for 90 days beyond the time the condition was corrected. After serving the penalty period, the provider is required to re-register for CCAP.

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

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

The provider will be required to sign a Provider Compliance Affidavit 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)?

When implementing this clause, some agencies choose to issue a warning letter for the first occurrence, and some agencies choose to use escalating consequences.

For example:

First violation – written warning; second violation – one month; third violation – two months; any subsequent violation – three months.

First violation – one month; second violation – two months; third or subsequent violation – three months.

If your agency chooses to do a written warning, add the warning notice to Section X.B and submit with your plan for approval.

The first time a provider violates clause 6 the agency will close the provider's registration for 30 days beyond the time the condition was corrected. After serving the penalty period, the provider is required to re-register for CCAP.

The second time a provider violates clause 6 the agency will close the provider's registration for 60 days beyond the time the condition was corrected. After serving the penalty period, the provider is required to re-register for CCAP.

The third time a provider violates clause 6 the agency will close the provider's registration for 90 days beyond the time the condition was corrected. After serving the penalty period, the provider is required to re-register for CCAP.

- Clause 7:** A provider fails to report decreases in a child's attendance. A provider must report to the county on the billing form when a child's attendance in child care falls to less than half of the child's authorized hours or days for a four-week period.

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

The provider will be required to sign a Provider Compliance Affidavit 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

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 X.B and if the document(s) have not yet been approved by DHS, submit with this plan for review and approval.

Anoka County Child Care Assistance will send all currently registered programs a General Notice of Policies. A copy of this General Notice of Policies will be included in the Provider registration package and posted on Web page.

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

V. Unsafe care

A. Unsafe care

An agency may deny authorization as a child care provider to any applicant or rescind authorization of any provider when the agency knows or has reason to believe that the provider is unsafe or that the circumstances of the chosen child care arrangement are unsafe. See [Minnesota Statute, section 119B.125, subdivision 4](#). When a provider's authorization is rescinded due to unsafe care, the agency must close the provider's registration with a 15 calendar day notice.

If there is also an imminent risk of harm to the health, safety or rights of the child(ren) in care with a legal nonlicensed (LNL) provider, certified license exempt center, or a provider licensed by an entity other than the state of Minnesota, child care authorization must be terminated immediately. See [Minnesota Rules 3400.0185, subpart 2, clause D](#).

NOTE: The Consolidated Appropriations Act of 2018 (Public Law 115-141) prohibits states from expending federal CCDF funds on providers where a serious injury or death occurred due to substantiated health or safety violations.

1. Conditions of unsafe care

1a. Identify any additional conditions of unsafe care your agency applies to providers. NOTE: For legal nonlicensed providers, the department has identified that when substantiated maltreatment occurred in a legal nonlicensed care setting related to an incident where a child died or was seriously injured, the child care setting is considered unsafe care. A serious injury is one that required treatment by a physician.

A serious injury requiring treatment by a physician as a result of maltreatment.
Suspected maltreatment of a child, including physical abuse, neglect, sexual abuse or mental injury.
The death of a child while in the care of the provider.
The presence of any weapons or dangerous chemicals.
Hazardous conditions in the home that pose a safety risk to children in care.
The presence of a disqualified individual while a child is in care.

1b. Do these conditions apply to all provider types? If no, explain which criteria apply to which provider types.

Yes

2. Imminent risk

Some unsafe care conditions present an imminent risk for children in care. When there is an imminent risk of harm to the health, safety or rights of a child in care with a legal nonlicensed provider, certified license exempt center or a provider licensed by an entity other than the state of Minnesota, child care authorization must be terminated immediately. Agencies do not give the provider 15 calendar days notice. See [Minnesota Rules 3400.0185, subpart 2, clause D](#).

2a. Of the unsafe care conditions listed in V.A. 1, what conditions does your agency recognize as presenting an imminent risk to the health, safety or rights of a child in care with a legal nonlicensed provider?

A serious injury requiring treatment by a physician as a result of maltreatment.
Suspected maltreatment of a child, including physical abuse, neglect, sexual abuse or mental injury.
The death of a child while in the care of the provider.
The presence of any weapons or dangerous chemicals.
Hazardous conditions in the home that pose a safety risk to children in care.
The presence of a disqualified individual while a child is in care.

2b. Do these conditions apply to all of these provider types: legal nonlicensed providers, certified license exempt centers and providers licensed by an entity other than the state of Minnesota? If no, explain which criteria apply to which provider types.

yes

VI. Policies applicable to legal nonlicensed (LNL) providers

A. Annual monitoring

Any legal nonlicensed (LNL) provider with an open Service Authorization for a child who is not related to them must have an annual monitoring visit. Related means the provider is the child's sibling, grandparent, great-grandparent, aunt, or uncle of the child, based on blood relationship, marriage or court decree.

1. How does your agency track legal nonlicensed providers who are registered with your agency and who have an open Service Authorization for unrelated children? NOTE: DHS typically sends a list of annual monitoring visits that must occur within the next 90 days, but agencies must take other steps to monitor authorized LNL provider caseloads to ensure all providers who need an annual monitoring visit are identified.

Provider technician will set an alert for 6 months after a legal non-licensed provider is issued a service authorization for unrelated child. The provider technician will check to see if the provider's service authorization is still active. The Provider technician will get emails from DHS notifying of upcoming providers due for a home visit.

2. What are your agency's internal processes and procedures for completing monitoring visits?

If the legal nonlicensed provider is still active, the technician will send the Monitoring Checklist, instructions and the Child Care Licensing inspector's contact information via US mail. The Child Care Licensing inspector will be emailed a copy of the notice. The provider is instructed to contact the inspector and schedule an appointment within 10 days of the specified date. The inspector will use the DHS monitoring checklist. If all components check off, the home visit is complete.

3. If a provider does not show compliance with an annual monitoring visit, under what conditions can they receive CCAP payments in the future?

- Only if the provider is licensed
- The provider must show compliance with another monitoring visit
- Other

Explain other process for authorizing an LNL provider after they fail to meet all requirements on a monitoring visit.

The provider must be in full compliance at the time of a recheck of an annual monitoring visit within the allowed time frame or the provider must become licensed.

B. Complaints and incidents

1. Records of substantiated parental complaints

Within 24 hours of receiving a complaint concerning the health or safety of children under the care of a legal nonlicensed (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 jurisdiction to investigate complaints.

Information regarding substantiated complaints must be released following applicable data privacy laws. See [Minnesota Statutes Chapter 13](#). When a report is substantiated, see [Minnesota Rules, part 3400.0140, subpart 6](#), for record retention and provider payment policies.

When complaints are substantiated how do you:

1a. Maintain these records?

If the allegations of child maltreatment are substantiated, Anoka county would keep a record of the complaint for 10 years. This is an electronic record placed in the provider's electronic file.

1b. 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.

2. Aggregate reporting of incidents

At least quarterly, agencies must report to the Minnesota Department of Human Services the aggregate number of deaths, serious injuries, and substantiated maltreatment incidents for children under the care of legal nonlicensed (LNL) providers.

How will you record and maintain accurate counts of incidents that occur in legal nonlicensed settings registered by your agency?

Any substantiated complaint received by the Provider Technician is reported to the Director. ACCAP submits the Death Maltreatment and Serious Injury Report quarterly to DHS.

VII. 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 for certain populations defined as "at-risk" in your County and Tribal Child Care Fund Plan. At-risk means environmental or familial factors exist that could create barriers to a child's optimal achievement. This could include, but is not limited to: a federal or state disaster, limited English proficiency in a family, history of abuse or neglect, a determination that the children are at risk of abuse or neglect, family violence, homelessness, age of the mother, level of maternal education, mental illness, development disability, parental chemical dependency or history of other substance use.

1. Do you pay a special needs rate for at-risk populations? Yes No

If yes, identify which at-risk populations you pay a special needs rate for.

Teen Parent attending High School or GED

2. If you have chosen to pay special needs rates for at-risk populations, include information for each child care provider that provides specialized services for the at-risk populations identified above. You must have DHS approval for special needs rates to be paid. If you have a contract or agreement with the identified child care provider, submit the contract or agreement as an attachment to this plan. **Attach a rate schedule for each at-risk child care provider or population served that identifies the rate begin date, rate end date, and rate amount.**

Organization name/ contractor	Provider name	License or certification number	At-risk population served	Documentation that supports specialized services by provider to the at-risk population	Documentation in client file that supports that the child is included in the at-risk population	
Special Dist#1 Mpls Public Schools	TAPPP-Teen Parent Services Longfellow #4456	801711	Teen Parent	Provider Rate Form	Application, School Verification, Provider Choice.	x
Special Dist#1 Mpls Public Schools	TAPPP-Teen Parent Services Roosevelt/ Wellstone #13489	802274	Teen Parent	Provider Rate Form	Application, School Verification, Provider Choice.	x
Special Dist#1 Mpls Public Schools	South High #10959 South High	802268	Teen Parent	Provider Rate Form	Application, School Verification, Provider Choice.	x
Special Dist#1 Mpls Public Schools	North Education Center Alternative #10986	801864	Teen Parent	Provider Rate Form	Application, School Verification, Provider Choice.	x
<i>Add group</i>						

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. Do you pay a special needs rate for care of sick children?

Yes No

VIII. Payment policies

A. Provider registration renewal

How often do you renew a provider's registration?

Yearly Every two years Other

Minnesota Statute, section
119B.125, subdivision 1

B. 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 and the second provider that is caring for the child?

Yes No

Minnesota Statutes,
section 3400.0110,
subpart 8

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.

C. 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 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. Does your agency have any providers using MEC² PRO? Yes No

2a. Child care assistance agencies can decide which providers are granted access to submit bills using MEC² PRO. How do you decide which providers are granted access?

ACCAP would request a sample of the attendance forms being used by the facility. If all required information is included on the attendance record, the provider can be approved. ACCAP will use DHS-3813 User Agreement for MEC Pro Electronic Billing.

2b. When would you deny or revoke MEC² PRO access to any of these providers?

When it is discovered that a provider is not keeping daily attendance records true to the days and times each child arrives and leaves the center, dates of service, child's full name, sign in and out times and includes the name of the person dropping off and picking up the child. A provider that is out of compliance with the Provider

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

A provider's signature is required on paper billing forms and electronically on MEC PRO.

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

4a. When is a parent signature not needed on a paper 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.

D. 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.

E. Provider rates

Does your agency enter provider rates on MEC²? Yes No

F. Absent day policy

The Child Care Assistance Program limits the number of paid absent days for licensed child care providers and certified 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	License or certification number	How does provider document the services they provide?	How are these requests reviewed by your county/tribe?	
Special Dist#1 Mpls Public Schools TAPPP Longfellow#4456	801711	Documentation from Program	Site Visit by Teen Parent Worker	x
Intermediate Dist 287 North Education Center #10986	801864	Documentation from Program	Site Visit by Teen Parent Worker	x
Special Dist#1 Mpls Public Schools TAPPP Roosevelt/Wellstone #13489	802274	Documentation from Program	Site Visit by Teen Parent Worker	x
Special Dist#1 Mpls Public Schools TAPPP South High #10959	802268	Documentation from Program	Site Visit by Teen Parent Worker	x
ISD 11 CAPE Child Care Center #8502	800278	Documentation from Program	Site Visit by Teen Parent Worker	x
<i>Add provider</i>				

IX. 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

X. 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 DHS 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 and rates approved by the Commissioner of DHS meeting this At-Risk population criteria will be paid a special needs rate.

If the program from another county is approved as an At-Risk program serving high school/minor parents in a school parenting program that offers a child care component, Anoka County will pay the program the same amount approved by Commissioner of DHS for that county. Hennepin County At-Risk Rate Facility Chart per the Hennepin County approved amendment.

Anoka County will submit a plan amendment to add any new programs to its At-Risk approved programs using the At Risk Facility Teen Parent Rate Request form.

If a program in another county has been deemed a special needs program, but not meeting the high school/minor parent at risk criteria, Anoka County will pay the program the county's maximum rate as set by the legislature and, if the program 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 will submit a plan amendment to add any new programs to its special needs approved programs.

Anoka County provides the family with a DHS-7680 Provider Choice form when a family has not reported a provider on the application. This optional form can be returned to the CCAP worker when the family has selected a provider. Anoka County uses the "Child School Information for the School Year" form to help obtain child school schedule to help determine authorized hours. This form is optional for families to report child school schedule information.

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

If the parent never starts the 1st Priority education activity and funding was only available for 1st Priority families, the case will be approved for closure for lack of funding as the application was originally approved due to meeting 1st Priority criteria. An overpayment will be assessed for any child care benefits issued that did not meet 1st Priority criteria.

B. Agency developed documents

- All agency developed forms and notices used for the Child Care Assistance Program must reflect current policy and be approved by DHS.
- Counties and tribes must use documents developed by DHS for administration of child care assistance.
- Agency developed documents must not duplicate or replace DHS documents.
- Local agencies may create supplemental documents subject to DHS approval.
- Documents must be written using plain language standards and meet other communication guidelines.
- Review forms, notices and documents at least every two years to ensure they reflect current child care assistance policy and laws.

Document inventory for your agency

Use this table to list all agency developed forms, notices, and documents your agency uses to administer child care assistance. List all documents in the table. Submit any new and revised forms, notices or written documents that have not been previously approved.

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

Note: Refer to the DHS memo announcing this plan for a list of DHS created documents required for the Child Care Assistance Program. Do not list or submit DHS created documents.

Name of agency developed document	Document reflects current CCAP policy	Status of current document	
Provider Compliance Affidavit Clause 6	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input checked="" type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Provider Compliance Affidavit Clause 7	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input checked="" type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Training Packet for School	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS previously approved - no changes <input checked="" type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
LNL Home Visit Notice	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
School Information (child)	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Notice of CCAP Policies	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS previously approved - no changes <input checked="" type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Move in Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Application Cover Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Waiting List Application Cover Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Residence Verification	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
School Verification form-Adult	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>
Overview (new cash families)	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS previously approved - no changes <input checked="" type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	<input checked="" type="checkbox"/>

Name of agency developed document	Document reflects current CCAP policy	Status of current document	
Employment Verification form	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Guide to licensed Center Cover Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Guide to licensed-Exempt Cover Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Guide to licensed Family Child Care Cover Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Guide to Legal Non Licensed Cover Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Non-licensed Renewal Notice	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Provider Accreditation Expiration Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Provider Bill returned or info needed	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
Attendance Records Release	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval	x
At Risk Facility Teen Parent Rate Request	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input checked="" type="checkbox"/> New document - needs DHS approval	x
Provider Compliance Affidavit Clause 5	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input checked="" type="checkbox"/> New document - needs DHS approval	x

Add form

XI. 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
- The importance of prompt reporting of a move to another country to avoid overpayments and to increase the likelihood of continuing benefits

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 required by state and federal laws
- 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

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

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

[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 required by federal law
- 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

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 MEC² 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

F. Limited English Proficiency Plan

The county or tribe has completed a Limited English Proficiency Plan, describing how it serves families with limited English Proficiency

County or tribe assures compliance

SUBMIT BY EMAIL