

## REQUIREMENTS FOR SUBSTITUTES/HELPERS/CAREGIVERS

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### TEENAGE HELPERS (No one under 13 years of age may assist with the care of a child)

- Must be at least 13 years of age and less than 18 years of age.
- Background study must be submitted and completed before direct contact with children.
- Helpers used on a regular basis (at least monthly) are required to obtain six hours of training within one year from date of initial employment (discuss with your licenser).
- Must have Sudden Unexpected Infant Death (SUID) training before assisting with the care of an infant. In-person or on-line training through Develop ( [www.developtoolmn.org](http://www.developtoolmn.org) ) must be repeated every two years, with the videos on the off year.
- Must have Abusive Head Trauma (AHT) training before assisting with all children under school age. In-person or on-line training through Develop must be repeated every two years, with the videos in the off year.
- Cannot be left alone to care for the children
- Training provided by license holder in their alcohol/drug use policy

Responsibilities recommended for teenage helpers could include reading to the children, participating in activities; i.e., assist the children with projects/homework, preparation and cleanup after meals, and assisting with the supervision of the children.

### SUBSTITUTES = any adult who assumes the responsibility of the provider

The substitute's name, the date they provided care, and the number of hours care was provided must be documented by the license holder.

**A provider cannot leave children alone with a substitute for more than 500 hours annually** (effective Sept. 30, 2019.) If a provider needs to have a substitute for more than 500 hours annually, the license holder must submit a request for a variance on the required form to their licenser. The variance request is forwarded to DHS for review and determination. Please discuss with your licenser.

- I. Occasional/**short-term** substitute who works **less than 30 hours** in a 12-month period:
  - a. Must be an adult at least 18 years of age.
  - b. Background study consent form must be submitted and cleared by our agency before direct contact with children.
  - c. Must have SUID training before assisting with the care of an infant. In-person or on-line training through Develop must be repeated every two years, with the videos on the off year.
  - d. Must have AHT training before assisting with all children under school age. In-person or on-line training through Develop must be repeated every two years, with the videos on the off year.
  - e. Training provided by license holder in their alcohol/drug use policy
- II. **Regular** substitute who works **more than 30 hours but not more than 30 days** in a 12-month period:
  - a. Must be an adult at least 18 years of age
  - b. Background study must be submitted and cleared before direct contact with children.
  - c. Must have SUID training before assisting with the care of an infant. In-person or on-line training through Develop must be repeated every two years, with the videos on the off year.
  - d. Must have AHT training before assisting with all children under school age. In-person or on-line training through Develop must be repeated every two years, with the videos in the off year.
  - e. Infant/Child CPR current within the past two years.
  - f. First Aid current within the past two years.
  - g. Training provided by license holder in their alcohol/drug use policy.

**EMERGENCY REPLACEMENT** = any adult who provides care during emergencies

- Must be at least 18 years of age.
- For unforeseen emergencies, i.e., serious illness, injury, accident or situation requiring immediate attention, in which the program needs to be closed for the rest of the day.
- Parents/guardians are to be contacted to pick up children as soon as practical.
- License holder to notify licenser within seven days that the emergency replacement was used.

**PRIMARY/ADULT CAREGIVERS** = an adult who works 30 days or more in a 12-month period

- Must be an adult at least 18 years of age.
- Background study must be submitted and cleared before direct contact with children.
- Must complete the online class, "A Guide to Understanding the Regulations" and assignments.
- Provide a completed physician's report.
- Must have SUID training before assisting with the care of an infant. In-person or on-line training through Develop must be repeated every two years, with the videos in the off year.
- Must have AHT training before assisting with all children under school age. In-person or on-line training through Develop must be repeated every two years, with the videos in the off year.
- Must complete a minimum of 16 hours of training per year.
- Must complete six hours of training on supervising for safety before caring for children. At least two hours of active supervision training must be repeated annually.
- Must complete four hours of Child Development and Learning and Behavior Guidance training before assisting with care. At least two hours of training in these areas must be obtained annually.
- If no other caregiver trained in CPR and First Aid is present in the home, another adult caregiver must have Infant/Child CPR and First Aid current within the past two years.
- Training provided by license holder in their Alcohol/Drug Use policy

\*\*\* Additional requirements for substitutes/helpers/caregivers \*\*\*

If a license holder employs any caregiver other than a family member, the licensed provider is required to carry workers' compensation insurance. Providers must complete and submit the Certificate of Compliance Minnesota Workers' Compensation Law (MN LIC 04) form. This form can be found at: <http://www.dli.mn.gov/wc/PDF/mnlic04.pdf>. This form states that you must either show proof that you have worker's compensation insurance or that you are exempt from getting the insurance. The reason you can be exempt from purchasing insurance is if you do not have any employees and/or all employees are family members.

*The license holder(s) is responsible for making sure all the above requirements have been met and should understand that they will be held accountable and liable for the actions of anyone employed by them to assist with the care of the children, as well as anyone else they allow to have access to the children in their care.*

Rule and/or statute revisions and state interpretations may change these requirements. Always consult with your licenser about your situation.

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