

Administration of the Child Care Assistance Program

2020-2021 1 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, 2020.

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 to make sure you understand what's being asked. 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 may have been re-ordered, changed, or removed.

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 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

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 reviewers should refer to a previous plan.
- Submit any agency-developed forms that have not been previously submitted and approved. Do not submit DHS and MEC² 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. 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 CCAP policy specialist.

Return completed plans by **Friday, August 30, 2019** to:

DHS.CCAP@state.mn.us

Administration of the Child Care Assistance Program

I. Child Care Assistance Program contacts

A. County or tribal agency

COUNTYORTRIBENAME 1	GENERALPHONENUMBER 612-348-5937	EXTENSION	GENERALFAX NUMBER 612-288-2982
AGENCY'SFULL NAME Hennepin County Human Serviceshhhh			CCAP INTAKEPHONENUMBER 612-348-5937
MAIN OFFICESTREET ADDRESS Child Care Assistance-MC718, 300S6th St		CITY Minneapolis	ZIPCODE 55487-0718
MAIN OFFICEMAILINGADDRESS(if different) sameasabove		CITY	ZIPCODE

B. County or tribal branch office (if applicable)

BRANCH NAME Northwest FamilyService Center	GENERALPHONENUMBER 612-348-5937	EXTENSION	GENERALFAX NUMBER	CCAP INTAKEPHONENUMBER	EXTENSION	x
ADDRESSOFBRANCH OFFICE 7051 Brooklyn Blvd		CITY Brooklyn Center		ZIPCODE 55429		
BRANCH NAME South Suburban Service Center	GENERALPHONENUMBER 612-348-5937	EXTENSION	GENERALFAX NUMBER	CCAP INTAKEPHONENUMBER	EXTENSION	x
ADDRESSOFBRANCH OFFICE 9600 Aldrich AveSouth		CITY Bloomington		ZIPCODE 55420		
BRANCH NAME Central/NEMpls Human Service	GENERALPHONENUMBER 612-348-5937	EXTENSION	GENERALFAX NUMBER	CCAP INTAKEPHONENUMBER	EXTENSION	x
ADDRESSOFBRANCH OFFICE 525 Portland AveSouth		CITY Minneapolis		ZIPCODE 55415		
BRANCH NAME North Mpls Human Service Cente	GENERALPHONENUMBER 612-348-5937	EXTENSION	GENERALFAX NUMBER	CCAP INTAKEPHONENUMBER	EXTENSION	x
ADDRESSOFBRANCH OFFICE 1001 Plymouth AveN		CITY Minneapolis		ZIPCODE 55411		
BRANCH NAME South Mpls Human Service Cente	GENERALPHONENUMBER 612-348-5937	EXTENSION	GENERALFAX NUMBER	CCAP INTAKEPHONENUMBER	EXTENSION	x
ADDRESSOFBRANCH OFFICE 2215East LakeStreet		CITY Minneapolis		ZIPCODE 55407		
BRANCH NAME West Suburban Human Service C	GENERALPHONENUMBER 612-348-5937	EXTENSION	GENERALFAX NUMBER	CCAP INTAKEPHONENUMBER	EXTENSION	x
ADDRESSOFBRANCH OFFICE 1011 1st Street South		CITY Hopkins		ZIPCODE 55343		

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 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.

<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Jason	LAST NAME Hedin		
TITLE Human Services Program Manager		PHONENUMBER 612-596-9173	EXTENSION	FAX NUMBER
EMAIL ADDRESS jason.hedin@hennepin.us		SIREMAIL ADDRESS X127D1S@CTY.DHS.STATE.MN.US		
ADDRESS Child Care Assistance-MC629, 300S6th St		CITY Minneapolis	ZIPCODE 55407	

Addcontact person

2. 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.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRSTNAME Kathleen	LASTNAME Brunelle			x
TITLE Human Services Supervisor		PHONENUMBER 612-348-6914	EXTENSION	FAX NUMBER	
EMAIL ADDRESS kathy.brunelle@hennepin.us		SIREMAIL ADDRESS			
ADDRESS Child Care Assistance-MC718, 300S6th St		CITY Minneapolis	ZIPCODE 55487		

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Lea	LAST NAME Bloomquist			x
TITLE Human Services Supervisor		PHONENUMBER 612-543-0152	EXTENSION	FAX NUMBER	
EMAIL ADDRESS lea.bloomquist@hennepin.us		SIREMAIL ADDRESS			
ADDRESS Child Care Assistance-MC718, 300S6th St		CITY Minneapolis	ZIPCODE 55487		

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Leah	LAST NAME De Carvalho			x
TITLE Human Services Supervisor		PHONENUMBER 612-348-3145	EXTENSION	FAX NUMBER	
EMAIL ADDRESS leah.decarvalho@hennepin.us		SIREMAIL ADDRESS			
ADDRESS Child Care Assistance-MC718, 300S6th St		CITY Minneapolis	ZIPCODE 55487		

Addcontact person

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 Kathy	LAST NAME Brunelle		
TITLE Human Services Supervisor		PHONENUMBER 612-348-6914	EXTENSION	FAX NUMBER
EMAIL ADDRESS kathy.brunelle@hennepin.us		SIREMAIL ADDRESS		
ADDRESS Child Care Assistance-MC718, 300S6th St		CITY Minneapolis		ZIPCODE 55487

4. 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.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Sheree	LAST NAME Handorff		
TITLE Senior Accountant		PHONENUMBER 612-348-3406	EXTENSION	FAX NUMBER
EMAIL ADDRESS sheree.handorff@hennepin.us		SIREMAIL ADDRESS		
ADDRESS HSPHD - Accounts Payable - 300 South 6th Street		CITY Minneapolis		ZIPCODE 55487-0999

5. Provider registration contact

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

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Lea	LAST NAME Bloomquist		
TITLE Human Services Supervisor		PHONENUMBER 612-543-0152	EXTENSION	FAX NUMBER
EMAIL ADDRESS lea.bloomquist@hennepin.us		SIREMAIL ADDRESS x127g33@cty.dhs.state.mn.us		
ADDRESS Child Care Assistance - MC718, 300S6th St		CITY Minneapolis		ZIPCODE 55487

6. LNL provider monitoring contact

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

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Lea	LAST NAME Bloomquist		
TITLE Human Services Supervisor		PHONENUMBER 612-543-0152	EXTENSION	FAX NUMBER
EMAIL ADDRESS lea.bloomquist@hennepin.us		SIREMAIL ADDRESS x127g33@cty.dhs.state.mn.us		

ADDRESS Child Care Assistance - MC718, 300S6th St	CITY Minneapolis	ZIPCODE 55487
--	---------------------	------------------

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.

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](#))

Child Care Assistance workers are located in several different community locations where information about the Child Care Assistance program and applications are available to the public. There is an Internet site that describes the Child Care Assistance program, eligibility requirements and helpful information on how to choose a quality child care provider. There is a general intake phone number for all general child care questions. We are frequently involved in community outreach efforts to distribute information about the program. During the year we send informational notices to providers, parents and community agencies as needed. The Child Care area responds to community requests for speakers and information.

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 \(1\)](#))

Hennepin County works with contracted MFIP Employment Service Providers, Think Small, Parent Aware, Minneapolis Schools, District 287, and Strong Beginnings partners to maximize community resources for families with young children.

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.

We are actively involved in responding to community agencies and the public. Each year we fulfill speaking requests by giving presentations. Our program staff are located in numerous community sites and they work collaboratively with community agencies to coordinate services for families. We attend community meetings and are also involved in teen parent meetings. We share data about the families who use our program in an effort to work collaboratively with community agencies.

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 \(2\)](#)).

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

Hennepin County's proposed Child Care Assistance Plan will be posted for public review on the Hennepin County Child Care Assistance web site (<http://www.hennepin.us/residents/human-services/child-care-assistance>) under Statutory Information.

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

Prior to DHS submission.

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.

1. High school diploma/GED high school equivalency diploma

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

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

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

We follow the same training criteria used by MFI Employment Services as part of assisting a client in becoming employed full-time:

* ESL training would only be approved if client is below the equivalent of Spoken Language Proficiency (SPL) of 6 (MFI EMPLOYMENT SERVICES MANUAL 9.30). Client would be denied if at an SPL of 6 or above as a SPL above of 6 or above is deemed employable.

* ABE/Remedial training would only be approved if client does not have a high school diploma or GED or is needing this training for college course enrollment to improve employability (MFI EMPLOYMENT SERVICES MANUAL 9.24). Client would be denied if they have a high school/diploma or GED and do not have plans to attend post-secondary training as they would be considered employable.

2b. Explain why you would deny a program. Include data and facts that support why students should not receive CCAP while attending.

Denial reasons listed above.

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.

1) Clients must complete an Education Plan (Attachment S-1) listing information on training program, training institution, education history, training goals and employment goals.

2) Post-secondary clients must be attending a training institution that meets one of the following:

- Approved by the Higher Education Coordinating Board - Institution of Higher Education
- Approved by the Minnesota Department of Human Services through a funding agreement

- HasState and Federal related financial aid available to students
- 2) At application (if client is an ongoing student) and at redetermination the student must verify that they are making satisfactory progress as determined by the institution
- 3) Training program would result in marketable skills in an available, full-time job.
- 4) If client is currently working or had been working in the past 12 months, anticipated starting wage after training must be at least 125% of wage during time client was employed.

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).

Factors used in education plan approval include:

- The plan must lead to marketable skills resulting in an available full-time job (through information gathered from www.iseek.org, www.bls.gov, or job placement/salary from training institution)
- For parents that have worked in the last 12 months or are currently working, the anticipated starting wage must be at least 125% of the wage at the time the parent was or is employed

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 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.

All families that are currently on the waiting list are sent a questionnaire every six months (Attachment A-1). They are told about this questionnaire when they are first added to the waiting list, and again with the actual questionnaire. The family's information is updated based on information reported on returned questionnaires.

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?

Families are not removed from the waiting list if they do not respond to questionnaire. Family's information remains as is until they report any changes via questionnaire or phone/in-person inquiry.

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 that their name will be removed from the waiting list if the application is not received by the deadline.

3. 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 school release days

1. How do case workers authorize care for school release days in your agency?

CCAP Policy Manual, Chapter 9.1.3

- 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.

How do you authorize child care for school release days?

Child Care Assistance workers add comments to authorization notices for parents and providers regarding amount of care authorized for school-release days, and an Inter-Departmental case note is added to inform billing workers about maximum hours to pay for school release days.

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

See above

D. Child care for families with flexible schedules

1. How do case 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.

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

Notify by service authorizations and notices

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.

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

The Child Care Plan communicates information from the Employment Counselor to the child care worker. The Employment Counselor reviews the child care provider's hours of operation, the children's school schedule and the hours of activity for both parents before recommending amount of care on the Child Care Plan.

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 MEC² 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? MEC² generated notices DHS optional notices

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

Note: If your agency uses DHS optional notices, add the optional notice(s) to Section IX. Band if the document(s) have not yet been approved by DHS, submit with this plan for review and approval. You must also close the provider's registration in MEC². 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 MEC² 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? MEC² generated notices DHS optional notices

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

Note: If your agency uses DHS optional notices, add the optional notice(s) to Section IX. Band if the document(s) have not yet been approved by DHS, submit with this plan for review and approval. You must also close the provider's registration in MEC². 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.

What CCAP rules are you choosing to implement under this clause?

- Mail is returned as undeliverable and agency has not received a response/verification from provider to request regarding change in address (usually LNL, but could be licensed providers) by 15 day deadline. Provider must submit verification of address change and documentation that provider has met state requirements for new address (if provider is a licensed family, licensed center, or a licensed exempt program), before county will consider reopening registration.
- County has received information that conflicts with information on file for rates/payment policies, business hours, site contact or payment contact, and provider has failed to provide requested information by the 15 day deadline. Provider will need to provide updated information before county will consider reopening registration.

Hennepin County will close registration with a 15 day notice in above situations.

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

Once provider submits required verification to determine whether registration can be reopened or to clarify changes that affect payments

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

When enforcing this clause, you have the option to use MEC² 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? MEC² generated notices DHS optional notices

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

Note: If your agency uses DHS optional notices, add the optional notice(s) to Section IX. Band if the document(s) have not yet been approved by DHS, submit with this plan for review and approval. You must also close the provider's registration in MEC². Contact your CCAP Policy Specialist for system instructions.

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 MEC² 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? MEC² generated notices DHS optional notices

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

Note: If your agency uses DHS optional notices, add the optional notice(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. You must also close the provider's registration in MEC². 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?

ATTENDANCE RECORDS

Determining Compliance: When the county/agency determines that the provider has submitted false attendance records, or the provider has refused to provide documentation of the child's attendance records upon request, the agency will send a 15 day adverse action notice to both the provider and the family, indicating that the provider will no longer be authorized as a Child Care Assistance Program provider. During the 15 day adverse action period, the provider will be required to submit the following:

- Accurate attendance records through the 15 day adverse action period.
- Assigned Provider Compliance Statement - Attendance Records (Attachment P-2) to the county/agency, stating how provider is assuring compliance with the attendance record keeping requirements.
- A copy of an updated attendance record template that will be used.
- Details on how both employees and clients will be notified of the attendance record requirements.

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)?

Withholding Payments: The provider will serve a 30, 60 or 90 days suspension once compliance has been established:

- First violation: 30 days
- Second violation: 60 days
- Third violation and subsequent violations: 90 days

Once it is determined that a provider has complied with the CCAP Policy, and the provider has served their penalty period, the provider must complete new registration paperwork and re-register.

When enforcing this clause, you have the option to use MEC² 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? MEC² generated notices DHS optional notices

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

Note: If your agency uses DHS optional notices, add the optional notice(s) to Section IX. Band if the document(s) have not yet been approved by DHS, submit with this plan for review and approval. You must also close the provider's registration in MEC ². 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?

CHILDCAREPRICEINFORMATION
Determining Compliance: When the county/agency determines that the provider has given false child care price information, the agency will send a 15 day adverse action notice to both the provider and the family, indicating that the provider will no longer be authorized as a Child Care Assistance Program provider. During the 15 day adverse action period, the provider will be required to submit the following:

- Accurate child care price information to the Child Care Assistance Program of each county with which provider is registered.
- A copy of the document that is distributed/displayed to the public showing accurate child care price information
- Assigned Provider Compliance Statement - Child Care Pricing (Attachment P-3) to the county/agency, stating how provider is assuring compliance with providing accurate child care price information

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)?

Withholding Payments: The provider will serve a 30, 60 or 90 day suspension once compliance has been established:

- First violation: 30 days
- Second violation: 60 days
- Third violation and subsequent violations: 90 days

Once it is determined that a provider has complied with the CCAP Policy, and the provider has served their penalty period, the provider must complete new registration paperwork and re-register.

When enforcing this clause, you have the option to use MEC² 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? MEC² generated notices DHS optional notices

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

Note: If your agency uses DHS optional notices, add the optional notice(s) to Section IX. Band if the document(s) have not yet been approved by DHS, submit with this plan for review and approval. You must also close the provider's registration in MEC ². Contact your CCAP Policy Specialist for system instructions.

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.

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

Providers are notified of this information in a document regarding Important Information for Child Care Providers (Attachment P-1) which is sent in registration approval packets.

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

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 provider, child care authorization must be terminated immediately.

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 requires treatment by a physician.

What other conditions of unsafe care does your agency apply to legal nonlicensed (LNL) providers or legal nonlicensed care arrangements **beyond those contained in Minnesota Statute, sections 245C.14 or 245C.15?**

Providers may also be disqualified from registration if any of the following safety conditions are present in the child care arrangement, based on evidence from social service agencies, law enforcement personnel, medical personnel, or other credible evidence. (Attachment B)

- Dangerous, or uncontrolled animals (such as Pit bull or Rottweiler dogs, or cocks bred for fighting),
- Substandard sanitation (such as clutter that inhibits free movement in the home, undisposed pet or other urine or feces, or uncontained garbage),
- Lack of age-appropriate supervision (such as inadequate supervision of young children),
- Child access to drugs or guns
- Illegal activities that may place the child in a harmful situation (such as prostitution, drug sales or production, or access to firearms),
- Presence of a known sex offender
- Care provider has a known physical or emotional impairment that inhibits their ability to appropriately care for the child(ren), or interferes with their ability to respond promptly to an emergency situation (such as a provider who has their own Personal Care Attendant for a disabling condition)
- Substantiated child protection reports involving any household members
- Listed as a "multi-state offender" on BCA results until FBI report is submitted showing offenses that would not disqualify a provider

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.

B. 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 (LNL) provider, child care authorization must be terminated immediately. Agencies do not need to give the provider at least 15 calendar days notice. See [Minnesota Rules 3400.0035, subpart 5, clause E](#).

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?

Providers may also be disqualified from registration if any of the following safety conditions are present in the child care arrangement, based on evidence from social service agencies, law enforcement personnel, medical personnel, or other credible evidence. (Attachment B)

- Dangerous, or uncontrolled animals (such as Pit bull or Rottweiler dogs, or cocks bred for fighting),
- Substandard sanitation (such as clutter that inhibits free movement in the home, undisposed pet or other urine or feces, or uncontained garbage),
- Lack of age-appropriate supervision (such as inadequate supervision of young children),
- Child access to drugs or guns
- Illegal activities that may place the child in a harmful situation (such as prostitution, drug sales or production, or access to firearms),
- Presence of a known sex offender
- Care provider has a known physical or emotional impairment that inhibits their ability to appropriately care for the child(ren), or interferes with their ability to respond promptly to an emergency situation (such as a provider who has their own Personal Care Attendant for a disabling condition)
- Substantiated child protection reports involving any household members
- Listed as a "multi-state offender" on BCA results until FBI report is submitted showing offenses that would not disqualify a provider

C. 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?

Run internal reports using the data warehouse.

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

Hennepin County's licensing area will be notified of LNL providers due for annual monitoring visits. The licensing area will perform monitoring visits and notify child care registration of outcome of visit. Child care registration will take actions to approve or close registration based on findings.

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

D. 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?

The agency takes complaints regarding all providers. Follow-up is taken to determine if the complaint is well founded and warrants a termination of the Legal Nonlicensed Provider's registration. If so, information to that effect is retained in the agency file and made available to the public when requested. If the complaint does not result in the termination of the registration, Hennepin County would not keep the information and it would not be available upon request.

1b. Make this information available to the public when requested?

See 1a.

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?

Internal monitoring report.

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. 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

Children of teens enrolled in specialized Teen Parent Programs and children from low income communities that attend Strong Beginnings Centers.

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 support 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
1. A Baby's Space - Tatonka Academy ----- 2. Anew Dimension ----- 3. People Serving People, Inc. ----- 4. The Family Partnership ----- 5, 6 & 7: Lacreche Early Childhood Centers, Inc. ----- 8. The Family Partnership ----- 9. Catholic Charities of the Archdiocese of St. Paul and Minneapolis ----- 10. A Chance to Grow, Inc. ----- 11. YWCA of Minneapolis	1. A Baby's Space - Tatonka Academy 2. Anew Dimension 3. Center of Excellence 4. Four Directions Family Center 5. LaCreche Appletree Early Childhood Center 6. LaCreche Early Childhood Center 7. LaCreche II Early Childhood Centers, Inc. 8. Multicultural Therapeutic Children's Program 9. Northside Child Development Center 10. Turnquist Child Enrichment Center 11. YWCA Minneapolis Children's Center	1. 1044125, 2. 8	Children from	1. Attachment E 2. Attachment F 3. Attachment G 4. Attachment H 5, 6, & 7 Attachment I 6. Attachment I 7. Attachment I 8. Attachment J 9. Attachment K 10. Attachment L 11. Attachment M	Client lists use of particular provider in application or redetermination
1, 2, 3 & 4 Minneapolis Public Schools Special District #1 ----- 5 & 6 Intermediate District 287 7. Anoka	1. Teen Parent Service – LONGFELLOW ----- 2. Teen Parent Service – North high ----- 3. Teen Parent Service –	1. 801711 2. 801	Children of tee	1, 2, 3, & 4 Attachment O 5. Attachment N 6. Attachment N 7. Attachment R	

Hennepin District #11	ROOSEVELT / WELLSTONE ----- 4. Teen Parent Service -South High ----- 5. North Education Center Alternative (NECA) ----- 6. South Education Center Alternative Early Learning Center (SECAELC) 7. CAPE Child Care Center				
-----------------------	--	--	--	--	--

Addgroup

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

VII. 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.

MN Statutes 119B.13, Subd 6B requires that all bills for current or past services must be submitted within 60 days from the date that billing form was initially generated OR the last day of services indicated on that form, whichever is later. Statute allows for good cause.

Hennepin County has chosen a 30 day grace period for all submitted bills, regardless of reason. The 60 day deadline for billing is outlined in the DHS Provider Guide, each billing form generated off of MEC2, and with initial Registration approval packets.

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

2a. DHS states CCAP agencies can decide which providers are granted access to submit bills using MEC² PRO. How do you decide which providers are granted access?

Centers are only granted access to MEC2PRO.

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

If a center's registration is intact, Hennepin County would not deny access to MEC2PRO. Only deny if registration ends.

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

Hennepin County considered the electronic submission of a bill the equivalent of the provider's signature. Hennepin County always requires a provider signature on paper billing forms.

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

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.

- 1) When underpayment is due to agency error, corrective payments will be considered within the one year from when the billing form was generated or last date of service, whichever is later.
- 2) When underpayment was due to provider's error in billing, corrective payment will be considered within 90 days from when the form was generated or last date of service, whichever is later.

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?	
Brooklyn Center BabySteps	1060749	Through CCARegistration paperwork every two years	Reviewed as part of renewing registration	x
East Creek Child Care	800278	same	same	x
CAPECenter	830831	same	same	x
North Education Center Alternative (NECA)	801864	same	same	x
South Education Center Alternative (SECA)	801863	same	same	x
Teen Parent Services-Longfellow School	801711	same	same	x
North Teen Parent Services	801732	same	same	x
Teen Parent Services-Roosevelt/Wellstone	802274	same	same	x
Teen Parent Services-South High	802268	same	same	x
Turnquist Child Enrichment Center	1000642	same	same	x
Add provider				

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

If yes, describe the process, including:

- How cases are selected,
- Which staff complete the reviews,
- What forms are used (DHS-5312D is available, if a different form is used, please list form(s) in Section IX.B. Agency developed forms and submit with plan),
- How errors are resolved, and
- How staff are informed of correct policy.

Human Services Supervisors review active cases that are randomly selected on a quarterly basis. MEC2, PRISM, MAXIS and Electronic Case files are reviewed to verify eligibility factors, income, activity, provider, and payment information. Hennepin County uses information from the DHS review forms to conduct reviews. Errors are communicated with the worker by e-mail and corrections are made within 14 days.

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

If yes, describe the process, including:

- How providers are selected,
- Which staff complete the reviews,
- What forms are used (DHS-5312E is available, if a different form is used, please list form(s) in Section IX.B. Agency developed forms and submit with plan),
- How errors are resolved, and
- How staff are informed of correct policy.

A Human Services Supervisor reviews active registered provider files that are randomly selected on a quarterly basis. MEC2 and Electronic Provider Files are reviewed to verify eligibility. Hennepin County uses information from the DHS review forms to conduct reviews. Errors communicated with the worker by e-mail and corrections are made within 14 days.

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](#))

GENERAL GUIDELINES ON IDENTIFYING AND REFERRING POSSIBLE FRAUD

Client Eligibility Fraud Referrals:

1. Whenever case file information exhibits characteristics of possible misrepresentation or omission of relevant facts as it pertains to program eligibility, the Child Care Assistance worker will send a Fraud Prevention Investigation (FPI) referral to the Hennepin County Fraud Investigations Unit. No actions will be taken on a case pending outcome of the investigation or subsequent actions by the Fraud Investigations Unit.
2. The assigned Fraud Investigator will act on referral and complete an investigative summary on findings
3. The Child Care Assistance worker will then take necessary actions based on findings.

Provider Fraud Referrals:

1. Whenever it appears that a provider is withholding, concealing, or misrepresenting information related to registration as a provider or payments on behalf of a CCAP client, the Child Care Assistance Program and the Fraud Investigations Unit will make referrals to the DHS Office of Inspector General (OIG) using the Child Care Provider Communications Form (DHS-6811)
2. Once the Hennepin County Fraud Investigation Unit makes a referral, staff will collaborate with the OIG, local law enforcement agencies and county attorneys to address referral of possible fraud.
3. If internal investigation is conducted, Hennepin County Fraud Investigation Unit will follow procedures listed in Attachment Q.
3. The Child Care Assistance program will take necessary actions based on findings of investigations, including those done by OIG, Hennepin County and/or other law enforcement agencies. Further details on internal investigations

are listed in Attachment Q.

Rates Paid to At-Risk Programs listed in Section VI.A.

For Strong Beginnings Providers that currently have a Parent Aware 4 star rating
Rates Effective July 1, 2014:

	Infant	Toddler	Preschool	School-age
Hourly	\$12.00	\$10.80	\$9.60	\$9.00
Daily	\$103.49	\$76.98	\$69.41	\$64.49
Weekly	\$517.45	\$384.90	\$347.05	\$322.45

For Teen Parent School Based Programs with Parent Aware 4 star rating:
Rates Effective 11/1/14:

	Infant	Toddler	Preschool	School-age
Hourly	\$12.00	\$10.80	\$9.60	\$9.00
Daily	\$103.49	\$76.98	\$69.41	\$64.49
Weekly	\$517.45	\$384.90	\$347.05	\$322.45

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.
- Review forms, notices and documents at least every two years to ensure they reflect current CCAP policy and laws.

Forms inventory for your agency

Use this table to list all agency developed forms, notices, and documents your agency uses to administer child care assistance.

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 CCAP. Do not list or submit DHS created documents.

Name of agency developed form	Form reflects current CCAP policy	Status of current form	
Child Care Plan - Attachment Z	<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 form - needs DHS approval	x
Waiting List Questionnaire (Attachment A-1)	<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 form - needs DHS approval	x
Notice sent with Waiting List Application (Attachment A-2)	<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 form - needs DHS approval	x
Hennepin County Unsafe Care Criteria for Legally Non-License Providers (Attachment B)	<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 form - needs DHS approval	x
Absent Day Exemption Request (Attachment D)	<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 form - needs DHS approval	x

Name of agency developed form	Form reflects current CCAP policy	Status of current form	
Absent Day Exemption Request (Attachment D)	<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 form - needs DHS approval	x
Important Information for Child Care Providers (Attachment P-1)	<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 form - needs DHS approval	x
Provider Compliance Statement - Attendance Records (Attachment P-2)	<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 form - needs DHS approval	x
Provider Compliance Statement - Child Care Pricing (Attachment P-3)	<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 form - needs DHS approval	x
Education Plan (S-1)	<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 form - needs DHS approval	x
Special Needs Rate Request (Attachment C-1)	<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 form - needs DHS approval	x

Add form

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
- 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