

# Administration of the Child Care Assistance Program

## 2026-2027 Ramsey 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. 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 Children, Youth, and Families (DCYF) 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. This plan period begins on January 1, 2026.

**Minnesota Statute, section 142E.09, 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 policies; see question VIII.A.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit all agency-developed documents; see question VIII.B.
- Answer each question. Incomplete plans will be returned.

#### Step Three – Inform and involve community partners

**DCYF encourages counties and Tribes to develop optional policies in coordination with local partners.**

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 19, 2025)

#### 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 contacts, 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 19, 2025** to:

[DCYF.CCAP@state.mn.us](mailto:DCYF.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 Ramsey	GENERAL PHONE NUMBER 651-266-4444	EXTENSION	GENERAL FAX NUMBER 651-266-3931
AGENCY'S FULL NAME Ramsey County Human Services		CCAP INTAKE PHONE NUMBER 651-266-4252	EXTENSION
MAIN OFFICE STREET ADDRESS 171 7th Place East Suite 2500		CITY St. Paul	ZIP CODE 55101
MAIN OFFICE MAILING ADDRESS (if different) 160 Kellogg Blvd		CITY St. Paul	ZIP CODE 55101

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

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

### C. Agency contact people

This contact information is required.

#### 1. County or Tribal director

FIRST NAME Jason		LAST NAME Hedin	
PHONE NUMBER 651-266-4844	EXTENSION	EMAIL ADDRESS jason.hedin@co.ramsey.mn.us	
ADDRESS 121 7th Place East Suite 2500		CITY St. Paul	ZIP CODE 55101

#### 2. County or Tribal CCAP administrative contact

Who is your lead 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 contact.

FIRST NAME Jason		LAST NAME Hedin	
TITLE Deputy Director		PHONE NUMBER 651-266-4844	EXTENSION
EMAIL ADDRESS Jason.Hedin@co.ramsey.mn.us		SIR EMAIL ADDRESS X162JH1@CTY.DHS.STATE.MN.US	

FIRST NAME Marisha	LAST NAME Lindner		
TITLE Financial Assistance Services Manager		PHONE NUMBER 651-266-4604	EXTENSION
EMAIL ADDRESS marisha.lindner@co.ramsey.mn.us		SIR EMAIL ADDRESS x162h26@cty.dhs.state.mn.us	
FIRST NAME Chaica	LAST NAME Morales		
TITLE Financial Assistance Services Supervisor		PHONE NUMBER 651-266-4605	EXTENSION
EMAIL ADDRESS chaica.morales@co.ramsey.mn.us		SIR EMAIL ADDRESS x162h47@cty.dhs.state.mn.us	
FIRST NAME Jenny	LAST NAME Neto		
TITLE Financial Assistance Services Supervisor		PHONE NUMBER 651-266-7802	EXTENSION
EMAIL ADDRESS Jennifer.Neto@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS x162h48@cty.dhs.state.mn.us	
FIRST NAME Mai	LAST NAME Vue		
TITLE Financial Assistance Services Supervisor		PHONE NUMBER 651-266-4619	EXTENSION
EMAIL ADDRESS Mai.Vue@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS x162mnv@cty.dhs.state.mn.us	

### 3. County or Tribal client access contact

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

FIRST NAME Chaica	LAST NAME Morales		
TITLE Financial Assistance Services Supervisor		PHONE NUMBER 651-266-4605	EXTENSION
EMAIL ADDRESS chaica.morales@co.ramsey.mn.us		SIR EMAIL ADDRESS x162h47@cty.dhs.state.mn.us	
FIRST NAME Jenny	LAST NAME Neto		
TITLE Financial Assistance Services Supervisor		PHONE NUMBER 651-266-7802	EXTENSION
EMAIL ADDRESS Jennifer.Neto@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS x162h48@cty.dhs.state.mn.us	

### 4. Management of waiting list contact

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

FIRST NAME Marisha	LAST NAME Lindner
-----------------------	----------------------

TITLE Financial Assistance Services Manager	PHONE NUMBER 651-266-4604	EXTENSION
EMAIL ADDRESS marisha.lindner@co.ramsey.mn.us	SIR EMAIL ADDRESS x162h27@cty.dhs.state.mn.us	

## 5. Provider billing contact

Who is your billing contact person for questions about billing and payments? Only identify one contact.

FIRST NAME Christelle	LAST NAME Metchetchim		
TITLE Accounts Payable Supervisor	PHONE NUMBER 651-266-4025	EXTENSION	
EMAIL ADDRESS christelle.metchetch@CO.RAMSEY.MN.US	SIR EMAIL ADDRESS X162MCV@CTY.DHS.STATE.MN.US		

## 6. Data Integrity Contact

Who is the contact person for coordination of corrections to MEC<sup>2</sup> case data? For example, primary/secondary provider designation corrections and ongoing case reporting (overrides, accuracy reviews, etc.). You must provide a SIR email address. Only provide one contact.

FIRST NAME Jenny	LAST NAME Neto		
TITLE Financial Assistance Services Supervisor	PHONE NUMBER 651-266-7802	EXTENSION	
EMAIL ADDRESS jenniferr.neto@co.ramsey.mn.us	SIR EMAIL ADDRESS x162h48@cty.dhs.state.mn.us		

## 7. Legal nonlicensed provider monitoring contact

Who is the contact person for questions about legal nonlicensed annual monitoring visits? Only provide one contact.

FIRST NAME Kristen Lee	LAST NAME Anderson		
TITLE Eligibility Specialist-Provider Lead	PHONE NUMBER 651-266-6913	EXTENSION	
EMAIL ADDRESS kristenlee.anderson@co.ramsey.mn.us	SIR EMAIL ADDRESS X162H29@CTY.STATE.MN.US		

## 8. Case Review Error Findings Contact

Who is the contact person that should receive results of case reviews? This includes letters explaining errors and correct certificates when no errors exist. You must provide a SIR email address. You may have more than one contact.

FIRST NAME Chaica	LAST NAME Morales		
TITLE Financial Assistance Services Supervisor	PHONE NUMBER 651-266-4605	EXTENSION	
EMAIL ADDRESS chaica.morales@co.ramsey.mn.us	SIR EMAIL ADDRESS x162h47@cty.dhs.state.mn.us		

FIRST NAME Jenny	LAST NAME Neto		
TITLE Financial Assistance Services Supervisor		PHONE NUMBER 651-266-7802	EXTENSION
EMAIL ADDRESS jennifer.neto@co.ramsey.mn.us		SIR EMAIL ADDRESS x162h48@cty.dhs.state.mn.us	
FIRST NAME Marisha	LAST NAME Lindner		
TITLE Financial Assistance Services Manager		PHONE NUMBER 651-266-4604	EXTENSION
EMAIL ADDRESS marisha.lindner@co.ramsey.mn.us		SIR EMAIL ADDRESS x162h26@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 DCYF 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](#))

FOR MFIP CHILD CARE: Families applying for the Minnesota Family Investment Program (MFIP) are told that childcare assistance is available to them as part of the supports for work. At intake, families are given a multi-pocket folder. One of the pockets in the folder is labeled "Child Care Resources." That packet includes the Department of Children, Youth, and Families (DCYF) brochure "Do You Need Help Paying for Child Care?", the Ramsey County "Child Care Assistance Programs Parent and Provider Information Booklet", a flyer about the Ramsey County Maximum Child Care Rates. All agencies providing MFIP employment services have copies of the DCYF-produced brochure. In addition, MFIP employment services staff have Child Care Assistance Program (CCAP) application packets and assist MFIP clients with completing applications and submitting them to the CCAP unit.

FOR BASIC SLIDING FEE CHILD CARE: Ramsey County informs the public about the availability of Basic Sliding Fee (BSF) funds by updating the county website when the BSF waiting list opens. Additionally, our resource and referral staff proactively inquire with families seeking child care to determine if they require financial assistance. We also distribute flyers and brochures at resource fairs, community engagement sites, and community events to ensure families are aware of the CCAP program.

**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 include, but are not limited to, Child Care Aware, School Districts, Early Learning Scholarships, Head Start, and Early Childhood Screening. List the community programs your agency works with. ([Minnesota Statute, section 142E.09, subdivision 3 \(1\)](#))

Ramsey County meets with the local Head Start on an as-needed basis to coordinate child care assistance and full-

day Head Start initiatives. Ramsey County also works with Saint Paul Public Schools, Agape, The Jeremiah Program, and Child Care Aware. Child Care Aware allows CCAP to link their resources and referral staff as well as the Early Learning Scholarships. Ramsey County leaders and fiscal team meet monthly and review updates on families served, revisit the BSF waiting list(s) and spending, coordinate services, and/or consult on emerging issues or new policies to be implemented.

**C.** How do you work with the community resources above to maximize public and private community resources for families with young children? Include the methods used to share information, responsibility, and accountability among these community resources. For example, partnering with Community Action agencies and local Head Start to help families access early childhood services and economic resources.

Ramsey County works with the community-based programs and service providers identified above as needed to ensure that eligible families with children receive the financial assistance they need to select the right child care provider for them. Ramsey County, through our partnerships, we work to ensure that families know what resources are available to them to get their children ready and enrolled for kindergarten.

**D.** Copies of the proposed plan must be made available to the public, including 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 DCYF for approval. ([Minnesota Statute, section 142E.09, subdivision 3 \(2\)](#)).

**1.** Describe how you make copies of the **draft plan** available to the public, including how you plan to notify the public about the existence of this draft and ways the public can provide comment.

A copy of the draft plan can be downloaded from Ramsey County's website or a copy can be requested by contacting Chaica Morales [chaica.morales@co.ramsey.mn.us](mailto:chaica.morales@co.ramsey.mn.us) or 651-266-4605. A time line will be given for the public to submit comments for the proposed plan.

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

The public was given a week to review the plan. September, 23-30 2025.

**E.** After your plan is approved by DCYF, do you post your approved plan on your website? ☒ Yes ☐ No

### III. Eligibility

#### A. Education plans outside an Employment Plan

Prior to completing this section, review [Minnesota Rules, part 3400.0040](#) and [Minnesota Statutes 142E.12 Subdivision 3](#) 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 VIII.B.

##### 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? Identify how you communicate the denial to the family; if an agency developed notice is used, list in section VIII.B.

Ramsey County will deny programs:

--If the educational program is less than 10 hours per week of education learning (including a combination of class

time, study time, on-line learning) as determined by the education institution at the time of application and when a new education plan request is received during the 12 month eligibility period.

RC- "Remedial Education Request" form will be used to make requests.

-If the education program is not listed through the Minnesota Literacy County website (<https://mnliteracy.org/>) in the areas of ESL, Math and Reading Skills, and College Prep.

Clients will be sent a notice through MEC2 letting them know if their remedial request is approved or denied.

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

Clients must meet required hours and be enrolled in an education program that enables them to make sufficient progress towards achieving educational goals, up to and/or including graduation. Education programs not listed may be denied on the grounds that they are not deemed valid and/or vigorous enough to have their certification be meaningful to an employer or an accredited program of higher learning.

### 3. Post-secondary programs

**3a.** Do you approve all post-secondary programs (including associate degrees, bachelor degrees, certificate programs and technical degrees)?

☒ Yes ☐ No

**3b.** Explain why you would deny a program. Include data and facts to support why students should not receive CCAP while attending.

Clients must be enrolled in an education program that enables them to make sufficient progress towards achieving educational goals, up to and/or including graduation.

Bachelor's degree already obtained.

Not an Institute of Higher Education.

**3c.** Describe your criteria and procedures for approving a post-secondary program outside an Employment Plan.

Post-secondary education up to a bachelor's degree is an umbrella term that can be used to describe any further education you pursue post high school graduation or GED completion including community based training programs that offer job assistance and placement.

Post Secondary Education Programs:

☒ All colleges, universities, vocational, and trade school in Minnesota and Online are considered eligible schools for approving a post-secondary education program.

☒ The institution and program must be accredited in the state of Minnesota.

☒ For schools outside of MN, the institution must be accredited by the state that the school is in.

☒ The school is acceptable as long as a degree or certificate can be achieved.

Community Based Training Programs: program not offered in a school setting but participants can receive a Certificate or skill development to support employment opportunity.

☒ Community related program where certificate is achieved.

☒ Workforce development programs.

☒ vocational training.

☒ Certificate courses

Participant is required to complete the CCAP Post-Secondary Education Plan Request form and provide supporting documentation. The plan identifies specific goals that can only be met with additional education or training. There are reasonable expectations that the participant meets requirements for admission and will complete the program. If the plan is approved, the family will be sent a notice through MEC2 letting them know if their Educational plan request is approved.

If the plan is denied, the family will be sent a notice through MEC2 letting them know if their Educational plan request is denied  
At application (if the participant is an ongoing student) and at redetermination the student must verify that they are making satisfactory progress as determined by the institution

#### 4. How do you confirm satisfactory progress as determined by the institution at redetermination?

- ☒ Institution confirms the student is making satisfactory progress.
- ☐ Student remains enrolled in program.

## 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?

- ☐ Yes
- ☒ No

### 2. How does your agency do a preliminary determination before adding families to the waiting list?

- ☐ Verbally collect family size, income, and type of eligible activity
- ☐ Family size, income and type of eligible activity collected from the application
- ☐ Agency form used to collect family size, income and type of eligible activity (list in section VIII.B)
- ☒ Other

DESCRIBE OTHER

Ramsey County staff will either complete the electronic prescreening form with the client or send the client a link to complete it themselves.

Ramsey County Waiting List Pre-Screening Form

### 3. When adding a family to your Basic Sliding Fee 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. (CCAP Policy Manual, Chapter 4.3.12.12)

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 VIII.B Agency developed documents)

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

Minnesota Statute, section  
142E.04, subdivision 2

**4a.** You must 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 VIII.B Agency developed documents)



**4b.** 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.

Ramsey County's Updating Waiting List Process is as follows:

1. Every 6 months, families on the waiting list are mailed the "Waiting List update Letter" and a copy of the current income guidelines.
  2. families are required to return letters to stay on the waiting list.
- If a family reports changes, RC contacts the family to complete an updated Intake Screening.  
–If a family is no longer eligible, the family is removed from the Basic Sliding Fee waiting list.

**4c.** 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

## 5. 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.

**5a.** 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.
- ☐ 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.

**5b.** How do you notify a family that their name was 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 VIII.B Agency developed documents)

## 6. 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 90 days, according to priority group and serve the applicant who is next on the waiting list.

Minnesota Rules, part  
3400.0040, subpart 17

Do you have an alternate procedure that extends the timeframe beyond 90 days?

- ☐ 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 authorized hours for school release days to parents, providers and billing workers?

Communication is by service authorization notices. In addition, case workers add comments to service authorization notices for parents and providers regarding the amount of care authorized on school release days and an Inter-Department case note is added to inform the billing worker of the maximum hours to pay for school release days. If care is not needed when there are no school release days, authorize one hour of care. Authorizing one hour of care results in the provider receiving billing forms.

When the provider provides additional care for a school release day, payment can be made by increasing the number of hours listed in the "Total Hours of Care Authorized" field on the billing window or creating a new Service Authorization with additional hours. There must be communication between families, providers, case workers and billing workers regarding when additional care can be paid. Case note the method used.

## 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?

Communication of scheduled and authorized hours is done through the Service Authorization as this gets transmitted to both the provider as well as the parents.

## 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 prior to authorizing care. 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.

Describe other method

The authorized activity schedule is indicated on the DWP/MFIP Child Care Transmittal. CCAP workers can ask client directly for their work schedule or job counselors can get the work and/or class schedule(s) from the client and enter it on the transmittal form they send to the CCAP worker.

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

All of the above communication options are used as appropriate to facilitate and expedite the sharing of information between job counselors and CCAP workers

## 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. For example, an agency may extend redetermination dates to balance out a workload. See [CCAP Policy Manual, Chapter 10.3](#) and [Minnesota Rules, part 3400.0180, subpart 1](#).

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

☐ Yes ☒ No

## IV. Policies applicable to legal nonlicensed providers

### A. Annual monitoring and training

Any legal nonlicensed provider with an open Service Authorization for a child who is not related to them must complete Supervising for Safety training within 90 days of the authorization start date and have an annual monitoring visit. See [CCAP Policy Manual Chapter 11.9](#) and Minnesota Rules, part [3400.0020, subpart 37a](#) and [3400.0120, subparts 6 and 9](#).

1. How does your agency track legal nonlicensed providers who have an open Service Authorization for unrelated children?

- ☒ All legal nonlicensed providers are tracked on a spreadsheet. Spreadsheet includes date that unrelated child Service Authorization began, due date for Supervising for Safety training, and due date of annual monitoring visit. Spreadsheet is checked every month to determine if training or an annual monitoring visit is due.

☐ Other

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

- ☒ Agency contacts the provider at least 30 days prior to the date the annual monitoring visit is due. Agency schedules a time to visit. Agency visits the provider and reviews the [Legal Nonlicensed Provider Monitoring Checklist \(DHS-7867\)](#) with the provider. Agency submits the [Monitoring Visit Summary \(DHS-7867A\)](#) to DCYF within 10 days of the visit and notify DCYF if the provider fails any items.

☐ Other

**Note:** See [CCAP Policy Manual 11.9.18](#) for the process that agencies must follow when a provider does not demonstrate full compliance with the health and safety policies at the monitoring visit.

### 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?

The Ramsey County Child Care Assistance Program (CCAP) supervisor maintains a file of all substantiated allegations made against any registered child care provider. If the allegations are about child maltreatment and are substantiated, a record of the complaint is kept for 10 years. If other types of allegations are made and substantiated, a record of the complaint is kept for 3 years.

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

Ramsey County is ready to appropriately share substantiated information whenever requested by a member of the

public.

## 2. Aggregate reporting of incidents

At least quarterly, agencies must report to the Minnesota Department of Children, Youth, and Families the aggregate number of deaths, serious injuries, and substantiated maltreatment incidents for children under the care of legal nonlicensed (LNL) providers. See [Minnesota Rules, part 3400.0140, subpart 14](#).

2a. How will you record and maintain accurate counts of incidents that occur in legal nonlicensed settings registered by your agency?

Supervisor and child care lead worker track and maintain any report(s) that come in to our agency that occur in legal non-licensed settings.

## V. Higher rates for providers serving certain populations

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

Minnesota Statute,  
section 142E.17,  
subdivision 3

Minnesota Rules,  
part 3400.0130,  
subpart 3 and 3b

CCAP Policy  
Manual,  
Chapter 9.54

### A. Higher rates for providers caring for children in at-risk populations

You may pay higher rates for providers caring for certain populations defined as at-risk in this plan. At-risk means environmental or familial factors exist that may create barriers to a child's optimal achievement such as 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 higher rate for providers caring for children in at-risk populations? ☒ Yes ☐ No

If yes, identify which populations you pay a higher rate for.

Ramsey County pays a special needs rate for children with the following combined at-risk factors:  
--Age of the mother; and  
--Level of maternal education.

2. Include information for each child care provider that is paid a higher rate for caring for children in at-risk populations. You must have DCYF approval for each provider. If you have a contract or agreement with the provider, submit the contract or agreement with this plan. **Attach a rate schedule for each 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
St. Paul Public Schools	Agape	4506	Minor moms	Agape Program Brochure	High School Enrollment Fee or Reduced Lunch

If this information changes, you must notify DCYF and request an amendment to your plan.

## VI. Payment policies

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

When a child is sick and being cared for by a second provider, do you pay both the regular provider that charges an absent day 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 section VIII.A. Additional Agency Optional Policies.

### B. Submission of invoices

MEC<sup>2</sup> PRO is standardized across the State for all providers. If a provider receives an authorization 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  
142E.17, subdivision 9

**Note:** Good cause includes agency error; bills submitted late due to agency error can be submitted for one full year from the last date of service on the billing form.

1. What criteria, other than agency error, is included in your definition of good cause for submitting and paying a billing form after 60 days? Check all that apply.

- ☐ Change in provider staffing that results in submitting the bill late.
- ☐ Circumstances outside of provider's control (natural disaster, state of emergency, damage to care setting, mail delay).
- ☒ Other

Describe other criteria included in your definition of good cause.

All vouchers must be submitted within 60 days of the last date of service covered by the voucher in order to ensure payment.

Ramsey County will approve payment of voucher submitted more than 60 days after the service date under the following conditions:

--County or contracted agency error.

--Instances where Ramsey County sends the billing form late. In these instances, the 60 days would be counted from the date on the billing form, not from the end of the service period.

2. For each criteria under question 1, how many days late would you allow a provider to submit bills for payment (must be between 60 days and 1 year from the last date of service on the billing form)?

0

3. Do you require the parent signature on paper billing forms? ☐ Yes ☐ No

### C. Underpayments

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

☒ Yes ☐ No

2. Under what circumstances do you make corrective payments? Check all that apply.

- ☒ Agency Errors: Corrective payments are made for one year after the last date of service on the billing form.
- ☒ Provider Corrections: Corrective payments are made for 90 days after the original bill was paid.
- ☐ Family Changes: Corrective payments are made retroactively to the date of the change, not to exceed 90 days from the date the change became known to the agency.
- ☐ Other

## D. Absent day policy

The Child Care Assistance Program limits the number of paid absent days. Payment may exceed absent day limit if at least one parent in the family:

Minnesota Statute,  
section 142E.17,  
subdivision 10

- 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.

1. Do you allow payment to exceed the absent day limit for children authorized with providers that meet these requirements?

☒ Yes ☐ No

## VII. 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 X.B. Agency developed documents and submit with plan),
- How errors are resolved, and
- How staff are informed of correct policy.

Cases are selected randomly by Ramsey County Lead Workers and Supervisors for review.

Reviews are conducted by Ramsey County Lead Workers and Supervisors using the following forms:

DHS-5312D (Child Care Assistance - Family Review Form and Instructions).

Leads and Supervisors conduct all case reviews. Errors are returned to the child care worker to resolve. Forms are then returned to the Lead Workers and Supervisors after corrections are made.

## VIII. 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](#))

### 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 DCYF.
- Counties and Tribes must use documents developed by DHS/DCYF for administration of child care assistance.



- Agency developed documents must not duplicate or replace DHS/DCYF documents.
- Local agencies may create supplemental documents subject to DCYF 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 and submit all forms, notices or written documents including those previously approved.

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

Name of agency developed document	Document reflects current CCAP policy	Status of current document
Child Care Assistance Programs Parent and Provider Information Booklet	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS/DCYF previously approved - no changes <input type="checkbox"/> DHS/DCYF previously approved - revised <input type="checkbox"/> New document
Ramsey County Maximum Child care Rates Flyer	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS/DCYF previously approved - no changes <input type="checkbox"/> DHS/DCYF previously approved - revised <input type="checkbox"/> New document
Post-secondary Education Request Form	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS/DCYF previously approved - no changes <input type="checkbox"/> DHS/DCYF previously approved - revised <input checked="" type="checkbox"/> New document
Employment Related Training Request Form	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS/DCYF previously approved - no changes <input type="checkbox"/> DHS/DCYF previously approved - revised <input type="checkbox"/> New document
Remedial Education Request Form-	<input checked="" type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS/DCYF previously approved - no changes <input checked="" type="checkbox"/> DHS/DCYF previously approved - revised <input type="checkbox"/> New document
Employment Related Training Request	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS/DCYF previously approved - no changes <input type="checkbox"/> DHS/DCYF previously approved - revised <input type="checkbox"/> New document

## IX. County and Tribal assurances

Check the designated boxes below to assure compliance.

### A. Child Care Assistance Program (CCAP) Family Information

The county or Tribe is informing parents about the following as required under [Minnesota Rules, part 3400.0035, subpart 1 and subpart 2](#).

- The documentation necessary to confirm eligibility for CCAP
- Waiting list information
- Application procedures
- The family's responsibility to report changes that affect their eligibility.

☒ **County or Tribe assures compliance**

The agency uses the following:

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

- Families rights and responsibilities when choosing a provider

["Paying for child care and more"](#) (DHS-3551) which assures compliance with providing the following information:

- Federal and state child and dependent care tax credits
- Earned income and working family tax credits
- Other programs and services for families through Help Me Connect
- Child Care Assistance Program eligibility requirements
- Information about how to choose a provider
- Availability of special needs rates



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

## **B. 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
- Processing payments

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



**County or Tribe assures compliance**

## **C. Child Care Assistance Program (CCAP) Funding**

The county or Tribe is reimbursed administrative dollars as outlined in Minnesota Statutes 142E.02, Subd. 9. In addition to receiving the Basic Sliding Fee allocation, the county or Tribe contributes a fixed local match as outlined in Minnesota Statutes 142E.14, Subd. 1.

The county or Tribe is provided a calendar year Basic Sliding Fee allocation based on Minnesota Statutes 142E.04, 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 142E.04, Subd. 4.



**County or Tribe assures compliance**

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

[Minnesota Rules part 3400.0140, subpart 14](#)

The county or Tribe is required to submit timely financial, program activity, and provider reports to the Department of Children, Youth, and Families. The reports include, but are not limited to:

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



**County or Tribe assures compliance**



## **E. Limited English Proficiency Plan**

[Minnesota Rules part 3400.0150, subpart 2](#)

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**

## **F. Child Care Assistance Program (CCAP) Case Reviews**

The county or Tribe ensures access to all needed documents for cases selected for case reviewed performed by the Department of Children, Youth, and Families. The county or Tribe ensure certification and submission of all required documents for the case review will be made by the Director or their delegate.



**County or Tribe assures compliance**