

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
AGENCY'S FULL NAME Ramsey County Human Services		CCAP INTAKE PHONE NUMBER 651-266-3852	EXTENSION
MAIN OFFICE STREET ADDRESS 121 7th Place East Suite 2500		CITY St. Paul	ZIP CODE 55101
MAIN OFFICE MAILING ADDRESS (if different) 160 East 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	

Add branch

C. Agency contact people

This contact information is required.

1. County or tribal director

FIRST NAME Ali		LAST NAME Ali			
PHONE NUMBER 651-266-4365	EXTENSION	EMAIL ADDRESS ali.ali@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 administrative contact.

FIRST NAME Marisha		LAST NAME Lindner			
TITLE Financial Assistance Services Manager-Cash Section			PHONE NUMBER 651-266-4604	EXTENSION	
EMAIL ADDRESS marisha.lindner@co.ramsey.mn.us		SIR EMAIL ADDRESS X162H26@CTY.STATE.MN.US			

Add contact person

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 client access 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.STATE.MN.US		

[Add contact person](#)

4. Management of waiting list contact

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

FIRST NAME Cisa	LAST NAME Keller		
TITLE Senior VP of Early Childhood Programs		PHONE NUMBER 651-641-6635	EXTENSION
EMAIL ADDRESS ckeller@thinksmall.org	SIR EMAIL ADDRESS		

5. Provider billing contact

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

FIRST NAME 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		

6. Provider registration contact

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

FIRST NAME Lori	LAST NAME Morrison		
TITLE Clerk Typist 3		PHONE NUMBER 651-266-4352	EXTENSION
EMAIL ADDRESS lori.morrison@co.ramsey.mn.us	SIR EMAIL ADDRESS X162B47@CTY.STATE.MN.US		

7. Legal nonlicensed provider monitoring contact

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

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

D. Subcontracted services

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

Minnesota Rules, part
3400.0140, subpart 7

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

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

Do not include cooperative agreements with employment and training service providers that work with MFIP/DWP families to develop and approve the employment service plan.

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

Include a signed copy of the current contract when submitting this County and Tribal Child Care Fund Plan. If your agency renews a contract or enters into a new contract between January 1, 2024 and December 31, 2025, forward a signed copy of that contract to your CCAP policy specialist. DHS must retain copies of all signed contracts for audit purposes.

1. Subcontracted program functions

What CCAP administrative functions are subcontracted?

Administration and management of the Basic Sliding Fee Child Care Program

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

Who in your agency is responsible for the contract?

FIRST NAME Mercy	LAST NAME Das-Sulc		
TITLE Contract Manager		PHONE NUMBER 651-266-4892	EXTENSION
EMAIL ADDRESS mercy.das-sulc@co.ramsey.mn.us	SIR EMAIL ADDRESS		

Add contact person

3. Administrative contact in subcontracted agency

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

NAME OF SUBCONTRACTED AGENCY Think Small				x
FIRST NAME Cisa		LAST NAME Keller		
TITLE Senior VP of Early Childhood Programs		PHONE NUMBER 651-641-6635	EXTENSION	
EMAIL ADDRESS ckeller@thinksmall.org				
NAME OF SUBCONTRACTED AGENCY Think Small				x
FIRST NAME May		LAST NAME Vang		
TITLE Senior Program Leader of Family Financial Support		PHONE NUMBER 651-233-2276	EXTENSION	
EMAIL ADDRESS mvang@thinksmall.org				

[Add contact person](#)

4. Client access contact in subcontracted agency

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

NAME OF SUBCONTRACTED AGENCY Think Small				
FIRST NAME Blia		LAST NAME Xiong		
TITLE CCAP Senior Administrative Coordinator		PHONE NUMBER 651-641-6650	EXTENSION	
EMAIL ADDRESS bxiong@thinksmall.org				

[Add contact person](#)

5. Provider billing contact in subcontracted agency

Who is the lead billing contact person in the subcontracted agency who is able to answer questions about billing and payments? Only provide one provider billing contact.

NAME OF SUBCONTRACTED AGENCY Think Small			
FIRST NAME Cynthia		LAST NAME Fleming	
TITLE Child Care Assistance Program Billing Specialist		PHONE NUMBER 651-641-6607	EXTENSION
EMAIL ADDRESS cfleming@thinksmall.org			

6. Provider registration contact in the subcontracted agency

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

NAME OF SUBCONTRACTED AGENCY N/A, Same as Ramsey County's contact above			
FIRST NAME		LAST NAME	
TITLE		PHONE NUMBER	EXTENSION
EMAIL ADDRESS			

7. Legal nonlicensed provider monitoring contact

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

NAME OF SUBCONTRACTED AGENCY N/A, Same as Ramsey County's contact above			
FIRST NAME		LAST NAME	
TITLE		PHONE NUMBER	EXTENSION
EMAIL ADDRESS			

8. Intake phone number for subcontracted agency

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

PHONE NUMBER 651-266-4444

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 child care 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 Human Services' 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 DHS-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: Think Small advertises the availability of Basic Sliding Fee (BSF) funds by issuing news releases when the waiting list for BSF assistance opens up, having resource and referral staff inquire whether families looking for child care need helping paying for child care, and distributing flyers and brochures at resource fairs and community events.

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 \(1\)](#))

Ramsey County meets with the local Head Start on an as-needed basis to coordinate child care assistance and fullday Head Start initiatives. Ramsey County contracts with Think Small to administer part of the Child Care Assistance Program (CCAP) in our community. Think Small also works with Child Care Aware which allows CCAP to link with Child Care Aware and their resource and referral staff as well as the Early Learning Scholarships. Ramsey County and Think Small meet on a monthly basis to provide 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 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.

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 its partnerships with Think Small, the Saint Paul Public Schools, and the Community Assistance Program of Ramsey and Washington Counties also work to make sure 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 reasonably available to the public, including those interested in child care policies such as parents, child care providers, culturally specific service organizations, Child Care Aware of Minnesota agencies, interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. **You must allow time for public review and comment prior to submitting this plan to DHS for approval.**

([Minnesota Statute, section 119B.08, subdivision 3 \(2\)](#)).

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

A copy of the draft plan can be downloaded from Ramsey County's website or a copy can be requested by contacting Chaica Morales at chaica.morales@co.ramsey.mn.us or 651-266-4605

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

Ramsey County's draft plan was available for public review and comment from August 25, 2023 to September 8, 2023. The approved plan will remain on Ramsey County's website during the 2024-2025 biennium. If there are comments of substance from the public, Ramsey County will revise the plan prior to submission or submit a revised plan to the Minnesota Department of Human Services (DHS) for review and approval. Once approved, the amended plan will be posted to the county website.

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

III. Eligibility

A. Education plans outside an Employment Plan

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

1. High school diploma/GED high school equivalency diploma

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

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?

Ramsey County will deny programs:

--If the educational program is less than 15 hrs 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.

--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.

2b. Explain why you would deny a program. Include data and facts that 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.

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

All colleges and universities in Minnesota are considered eligible schools for approving a post-secondary program. Clients can also be at an institution of Higher Education in Wisconsin where an Associate or Bachelor Degree can be achieved.

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).

Contributing factors are Ramsey County's goals to: 1) support families that need education in order to obtain and/or retain gainful employment and 2) make the best possible use of Ramsey County's child care assistance allocation.

4. Changes to education plans outside an Employment Plan

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

B. Basic Sliding Fee Waiting List management

1. Priorities for service

Have you established sub-priorities for the third priority Basic Sliding Fee Waiting List?

Yes No

2. 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.

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

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

3. Six month review of Basic Sliding Fee Waiting List

CCAP Policy Manual,
Chapter 4.3.12.12

Minnesota Statute, section
119B.03, subdivision 2

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

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

3b. 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, Think Small 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.

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

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

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

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

4a. 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.

4b. 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 X.B Agency developed documents)

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

Minnesota Rules, part 3400.0040, subpart 17

Minnesota Rules, part 3400.0065, subpart 3

Do you have an alternate procedure to the 90 day policy that extends the timeframe for a family who has reached the top of the waiting list and is temporarily ineligible?

Yes No

C. Child care for school release days

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

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.

2. How do you communicate scheduled and authorized hours 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 or the days and times that child care is needed. Who is responsible for obtaining the schedule information from the client?

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

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

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 as an optional policy. 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

1a. Identify the reason(s) you may extend redetermination dates beyond 12 months.

REDETERMINATIONS

- Think Small will adjust some redetermination dates beyond the 12 months not to exceed 18 months.
- o Think Small will run Redetermination report and balance out the redetermination dates to adjust workload and allow a more consistent level of service.
- o Think Small will look at all the redeterminations over the next 12 months and determine what months they fall into. Then looking at the caseloads by workers they will select cases by lowest case number.
- Re-determinations will not be adjusted on cases where redetermination form was sent to client in the last 45 days.
- When the redetermination is extended, a case note will be added to reflect the adjustment.
- Think Small will review where redeterminations fall on an annual basis.

1b. Describe your process for extending redetermination dates beyond 12 months to ensure equitable service delivery among similar cases.

- When the redetermination is extended, a case note will be added to reflect the adjustment.
- Think Small will review where redeterminations fall on an annual basis.

IV. Provider compliance policies

A. Reasons for closing a provider's registration

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

CCAP Policy Manual,
Chapter 9.3

CCAP Policy Manual,
Chapter 13

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

Does your agency plan to disqualify providers for reasons listed in Minnesota Statutes, section 119B.13, subdivision 6(d)? Yes No

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

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

If you checked Clause 1, your agency must also pursue, at minimum, a disqualification and establishment of an Intentional Program Violation (IPV) using the Administrative Disqualification (ADH) process described in Chapter 13 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means described in section 13.9.3 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 1 occurred.

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

If you checked Clause 2, your agency must also pursue, at minimum, a disqualification and establishment of an Intentional Program Violation (IPV) using the Administrative Disqualification (ADH) process described in Chapter 13 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means as described in section 13.9.3 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 2 occurred.

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

- Clause 4:** A provider is operating after receipt of a licensing order of suspension, revocation, or decertification (this occurs when providers are appealing the revocation, suspension, or decertification).

NOTE: DHS Office of Inspector General (OIG) staff handle statewide implementation of clause 4 for licensed and certified child care centers. Counties and tribes may choose to implement this clause for licensed family child care providers registered within their agency.

If you choose to implement clause 4, DHS will send you a list once a month to inform you of licensed family child care providers in this category. You may act sooner if you learn of this licensing status through your licensors, etc. Contact your child care assistance policy specialist if you are planning to take action prior to receiving the monthly DHS listing.

What licensing statuses are subject to this clause?

Licensed family child care providers with a suspended license? Yes No

Licensed family child care providers with a revoked license? Yes No

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

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

- 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.

V. Unsafe care

A. Unsafe care

An agency may deny authorization as a child care provider 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.

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

1. Conditions of unsafe care

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

N/A

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

N/A

2. Imminent risk

Some unsafe care conditions present an imminent risk for children in care. When there is an imminent risk of harm to the health, safety or rights of a child in care with a legal nonlicensed provider, certified license exempt center or a provider licensed by an entity other than the state of Minnesota, child care authorization must be terminated immediately. Agencies do not give the provider 15 calendar days notice. See [Minnesota Rules 3400.0185, subpart 13, clause D](#).

2a. Of the unsafe care conditions listed in V.A.1, what conditions does your agency recognize as imminent risk? These conditions would result in immediate termination of child care.

Assault, serious injury, death and or recommendation from county child protection.

2b. Of the conditions listed in V.A.2a, do these conditions apply to legal nonlicensed providers, certified license exempt centers and providers licensed by an entity other than the state of Minnesota?

Yes No

VI. 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 within 12 months of the authorization start date.

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? Note: To assist agencies, DHS sends a list of legal nonlicensed providers that have open Service Authorizations with unrelated children. Agencies must also take steps to track all providers who need training or an annual monitoring visit.

- 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 updates provider record in MEC² with the visit date. Agency submits the [Monitoring Visit Summary \(DHS-7867A\)](#) to DHS.
- 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.

3. If a legal nonlicensed provider's registration closes due to not showing compliance with an annual monitoring visit, under what conditions can they receive CCAP payments in the future? See [Minnesota Rules, part 3400.0120, subpart 9](#).

- Only if the provider is licensed
- The provider must show compliance with:
 - Written documentation if there were factors during the initial visit that can be demonstrated by submitting written documentation, such as proof of purchase for items required to ensure safety of children in care AND/OR
 - Another monitoring visit if there were factors during the initial visit that cannot be demonstrated by submitting written documentation.

Is there a limit on the number of re-inspections? Yes No

Provide any additional information about your agency's process.

No additional conditions will be placed on the monitoring visit. All items on the checklist must be in compliance for the provider to receive CCAP payments again.

- Other _____

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 Human Services 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.

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.

VII. Higher rates for providers serving certain populations

Higher 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 and 3b

CCAP Policy
Manual,
Chapter 9.54

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

You may choose to pay higher rates for providers caring for children in at-risk populations defined in your County and Tribal Child Care Fund Plan. Children in an at-risk population 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 at-risk populations? Yes No

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

Ramsey County pays a higher rate for children with the following at-risk factors:

1. Age of the mother
2. level of maternal education

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

Organization name/ contractor	Provider name	License or certification number	At-risk population served	Documentation that supports specialized services by provider to the at-risk population	Documentation in client file that supports that the child is included in the at-risk population
St. Paul Public Schools	Agape	4506	Minor Moms	Agape Program Brochure	High School Enrollment; Free or Reduced Lunch
					<i>Add group</i>

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

B. Higher rates for care of sick children

You may choose to pay higher rates for the care of sick children. Higher 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 higher rate for care of sick children?

Yes No

VIII. Payment policies

A. Provider registration renewal

How often do you renew a provider's registration?

Yearly Every two years Other

Minnesota Statute, section 119B.125, subdivision 1

B. Payment to two providers when a child is sick

When a child is sick and being cared for by a second provider, do you pay both the regular provider that charges an absent day and the second provider that is caring for the child?

Yes No

Minnesota Statutes, section 3400.0110, subpart 8

Note: If the rate paid for care of sick children exceeds maximum rates, the "rates for care of sick children" must be included in section VII.B. Higher rates for care of sick children.

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. Note: Good cause includes agency error and applies for one full year from the last date of service on the billing form.

Minnesota Statute, section 119B.13, subdivision 6

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?

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 or its contracted agency 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. Does your agency have any providers using MEC² PRO? Yes No

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

Ramsey County allows providers to use MEC2 Pro if they return the MEC2 Pro User Agreement.

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

We deny access if another county revokes access, and/or if there is a system misuse, in accurate or fraudulent billing.

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

A provider signature is always needed. For billing forms that are submitted electronically through MEC2, the electronic submission will be interpreted as an electronic signature.

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.

Corrective payments are usually made in the following situations:

--Parent co-payment recalculations.

--Co-pay payments if underpaid.

--Billing errors are discovered when reconciling the books to close out the year.

Ramsey County follows DHS practice in not paying any underpayments that are 12 months or older.

E. Provider rates

Does your agency enter provider rates on MEC²? Yes No

How do you ensure that the rates billed by the provider are the same rates reported at registration? How are discrepancies resolved?

The only provider rates that Ramsey County enter into MEC2 are those that charge less than the current rate. These rates are also reflected on the registration packets.

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?
St. Paul Public School's Licensed Child Care Centers (Agape Child Development Center)	4506	At least one parent is under the age of 21; does not have a high school or general equivalency diploma; and is a student in the St. Paul public school district. In addition to child care, facility also provides an array of parenting, social services, career and employment, and academic support.	Ramsey County's Child Care Assistance Program's Service Team meets on a bi-monthly basis. The Service Team consists of the supervisor, lead workers, trainers and all staff that assess MFIP/DWP and TY child care assistance. Ramsey County's Child care Assistance Program Supervisor and Manager will meet to discuss.
			<i>Add provider</i>

IX. Program integrity

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

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

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 for targeted review, aimed at MFIP recipients with employment plans. The purpose is to ensure services support the employment plan and that the employment plan is documented in the employment service file. Occasional full reviews are conducted, usually in relation to performance evaluations and worker development. The following is the form used:

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

Supervisors conduct all case reviews. Errors are returned to the child care financial worker to resolve.

Ramsey County will take DHS' recommendation to develop a process to conduct case reviews across MFIP, DWP, TY, TYE, and BSF. If and when a plan to conduct case management reviews across all CCAP sub-programs is developed, Ramsey County will submit a plan amendment to DHS. Ramsey County's Child Care Assistance Program Supervisor and Manager will meet to discuss. If needed, the guidance of the Service Team will be requested for review and approval.

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

Provider reviews are done on an ad hoc basis as issues arise. DHS-5312E (Child Care Assistance - Provider Review Form and Instructions) is the form used. If errors are found, they are resolved through contact with the provider.

X. Other information

A. Additional agency optional policies

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

NO

B. Agency developed documents

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

Document inventory for your agency

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

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

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

Name of agency developed document	Document reflects current CCAP policy	Status of current document
Child Care Assistance Programs Parent and Provider Information Booklet	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New document - needs DHS approval

Add form

XI. County and tribal assurances

Check the designated boxes below to assure compliance.

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

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
- Minnesota working family credits
- Federal and earned income credits
- Other programs and services for families with young children and families
- Child Care Aware services
- Child Care Assistance Program eligibility requirements
- Family copayment fees based on family size and income
- Information about how to choose a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed the maximum child care payment 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 3400.0120, subpart 2.](#)

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

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

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

[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

G. 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 Human Services. 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

SUBMIT BY EMAIL