

Administration of the Child Care Assistance Program

2020-2021 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 to the commissioner. Child Care Assistance Program (CCAP) rules and laws allow counties and tribes to establish some local policies and procedures. These local policies and procedures, when included in this plan and approved by the commissioner, are considered county/tribal policy and are used to support agency decisions during appeals. The Department of Human Services (DHS) will review and approve County and Tribal Child Care Fund Plans. Counties and tribes will receive approval letters for their Child Care Fund Plans from the commissioner of DHS. This plan period begins on January 1, 2020.

Print Blank Form

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

Minnesota Statute, section 119B.08, subdivision 3

Steps to complete the plan process:

Step One – Review the plan

Review this plan to make sure you understand what's being asked. Determine if there are changes to policies or procedures compared to previous plans, or if there are new policies or procedures. Involve other staff as needed.

Note: New questions were added and questions may have been re-ordered, changed, or removed.

Step Two – Draft the plan responses

Step Three – Inform or involve stakeholders

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

Step Four – Share the draft plan

Prior to submission, you must make copies of the proposed plan available to the public and allow sufficient time for public review and comment. See question II.D of this plan; describe methods used to make the plan available to the public, particularly to those members listed in II.D.

Step Five – Submit the plan by the deadline

Submit the plan by the deadline, and note these guidelines:

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

Amendments to plans

A county or tribe may amend their Child Care Fund Plan at any time, but the commissioner must approve the amendment before it becomes effective. If approved by the commissioner, the amendment is effective on the date requested by the agency unless a different effective date is set by the commissioner. Plan amendments must be approved or denied by the commissioner within 60 days after receipt of the amendment request. The department reserves the right to direct a county or tribe to amend its child care fund plan if the plan is no longer in compliance with Minnesota Statutes, Minnesota Rules, or federal law.

Minnesota Rules, part 3400.0150, subpart 3

Amendments include changes in county/tribal contacts, county/tribal optional policies, new or revised forms and notices. Amendments can be sent in letter form or by email to the agency's CCAP policy specialist.

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

DHS.CCAP@state.mn.us



Administration of the Child Care Assistance Program

I. Child Care Assistance Program contacts

A. County or tribal agency

COUNTY OR TRIBE NAME Ramsey	GENERAL PHONE NUMBER 651-266-4444	EXTENSION	GENERAL FAX NUMBER
AGENCY'S FULL NAME Ramsey County Financial Assistance Services Department (FASD)		CCAP INTAKE PHONE NUMBER 651-266-4019	EXTENSION
MAIN OFFICE STREET ADDRESS 160 East Kellogg Boulevard		CITY St. Paul	ZIP CODE 55101
MAIN OFFICE MAILING ADDRESS (if different)		CITY	ZIP CODE

B. County or tribal branch office (if applicable)

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

[Add branch](#)

C. Agency contact people

This contact information is required to be completed and will be used by DHS staff to communicate with counties or tribes.

1. County or tribal CCAP administrative contact

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

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Kaosheng (Sheng)	LAST NAME Thor		
TITLE Manager, Family Case Management, FASD		PHONE NUMBER 651-266-4604	EXTENSION	FAX NUMBER 651-266-3709
EMAIL ADDRESS kaosheng.thor@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS X162G44@CTY.DHS.STATE.MN.US		
ADDRESS 160 East Kellogg Boulevard		CITY St. Paul		ZIP CODE 55101 Add contact person

2. County or tribal client access contact

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

<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Cory	LAST NAME Engelhardt		
TITLE Supervisor, FASD		PHONE NUMBER 651-266-4605	EXTENSION	FAX NUMBER 651-266-3930
EMAIL ADDRESS cory.engelhardt@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS X162F47@CTY.DHS.STATE.MN.US		
ADDRESS 160 East Kellogg Boulevard		CITY St. Paul		ZIP CODE 55101
Add contact person				

3. Management of waiting list contact

Who is your waiting list contact person? The waiting list contact person identified is responsible for maintaining the waiting list and responding to the state's questions about families reported on the waiting list. Only identify one waiting list contact.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Dianne	LAST NAME Haulcy		
TITLE Senior VP of Family Engagement		PHONE NUMBER 651-641-6637	EXTENSION	FAX NUMBER 651-645-0990
EMAIL ADDRESS dhaulcy@thinksmall.org		SIR EMAIL ADDRESS		
ADDRESS 10 Yorkton Court		CITY St. Paul		ZIP CODE 55117

4. Provider billing contact

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

<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Enrique	LAST NAME Rivera		
TITLE Supervisor, Accounts Payable		PHONE NUMBER 651-266-4025	EXTENSION	FAX NUMBER 651-266-4438
EMAIL ADDRESS enrique.rivera@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS		
ADDRESS 160 East Kellogg Boulevard		CITY St. Paul		ZIP CODE 55101

5. Provider registration contact

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

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Lori	LAST NAME Morrison		
TITLE Clerk Typist III		PHONE NUMBER 651-266-4352	EXTENSION	FAX NUMBER
EMAIL ADDRESS lori.morrison@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS X162B47@CTY.DHS.STATE.MN.US		
ADDRESS 160 East Kellogg Boulevard		CITY St. Paul		ZIP CODE 55101

6. LNL provider monitoring contact

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

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Debbie	LAST NAME DeKarske		
TITLE Financial Worker		PHONE NUMBER 651-266-4347	EXTENSION	FAX NUMBER 651-266-3930
EMAIL ADDRESS debbie.dekarske@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS		
ADDRESS 160 East Kellogg Boulevard		CITY St. Paul		ZIP CODE 55101

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, 2020 and December 31, 2021, 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 between the county or tribal agency and the subcontracted agency?

<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Tim	LAST NAME Hammond		
TITLE Contract Manager		PHONE NUMBER 651-266-4337	EXTENSION	FAX NUMBER 651-266-4438
EMAIL ADDRESS tim.hammond@CO.RAMSEY.MN.US		SIR EMAIL ADDRESS		
ADDRESS 160 East Kellogg Boulevard		CITY St. Paul		ZIP CODE 55101

[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				
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Dianne	LAST NAME Haulcy		
TITLE Senior VP of Family Engagement		PHONE NUMBER 651-641-6637	EXTENSION	FAX NUMBER 651-645-0990
EMAIL ADDRESS dhaulcy@thinksmall.org				
ADDRESS 10 Yorkton Court		CITY St. Paul		ZIP CODE 55117

[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				
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Blia	LAST NAME Xiong		
TITLE CCAP Coordinator		PHONE NUMBER 651-641-6650	EXTENSION	FAX NUMBER 651-641-3552
EMAIL ADDRESS bxiong@thinksmall.org				
ADDRESS 10 Yorkton Court		CITY St. Paul		ZIP CODE 55117

[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			
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Blia	LAST NAME Xiong	
TITLE CCAP Coordinator		PHONE NUMBER 651-641-6650	EXTENSION FAX NUMBER 651-641-3552
EMAIL ADDRESS bxiong@thinksmall.org			
ADDRESS 10 Yorkton Court		CITY St. Paul	ZIP CODE 55117

6. Provider registration contact in the subcontracted agency

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

NAME OF SUBCONTRACTED AGENCY N/A - Same as Ramsey County's contact above.			
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME	LAST NAME	
TITLE		PHONE NUMBER	EXTENSION FAX NUMBER
EMAIL ADDRESS			
ADDRESS		CITY	ZIP CODE

7. LNL provider monitoring contact

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

NAME OF SUBCONTRACTED AGENCY Think Small			
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Debbie	LAST NAME DeKarske	
TITLE Financial Worker		PHONE NUMBER 651-266-4347	EXTENSION FAX NUMBER 651-266-3930
EMAIL ADDRESS debbie.dekarske@CO.RAMSEY.MN.US			
ADDRESS 160 East Kellogg Boulevard		CITY St. Paul	ZIP CODE 55101

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

651-641-6665

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 packets 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 help paying for child care, and distributing fliers 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 full-day 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. Families with children who are not eligible for assistance are also provided resources. 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 (child care resource and referral), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. **You must allow time for public review and comment prior to submitting this plan to DHS for approval.** ([Minnesota Statute, section 119B.08, subdivision 3 \(2\)](#)).

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

A copy of the draft plan can be downloaded from Ramsey County's website: XXX or a copy can be requested by contacting Naly Yang at naly.yang@co.ramsey.mn.us or at 651-266-4106.

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

Ramsey County's draft plan was available for public review and comment from July XX, 2019 to August 2, 2019. The approved plan will remain on the website during the 2020-2021 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.

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.

The education must be at a school or on-line program defined as an Institution of Higher Education in the most

current version of the EIPS School List used for Supplemental Nutrition Assistance Program (SNAP) or be at an Institution of Higher Education in WI 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 fifth priority Basic Sliding Fee waiting list beyond those required in [Minnesota Statute, section 119B.03, subdivision 4](#)?

☐ Yes ☒ No

2. Six month review of Basic Sliding Fee Waiting List

CCAP Policy Manual,
Chapter 4.3.12.12

Minnesota Statute, section
119B.03, subdivision 2

2a. Statute requires that you review and update your waiting list at least every six months. How are families notified of this six month review? Describe your agency's process for reviewing and updating the waiting list. Please include your agency's six month review letter in Section IX.B. If your agency does not currently have a waiting list, describe your process in the event your agency does start a waiting list.

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 and updated Intake Screening.

–If a family is no longer eligible, the family is removed from the Basic Sliding Fee waiting list.

2b. When families are removed from the waiting list for not responding to the six month review are they sent an additional notice or does the six month review letter include notification they will be removed from the waiting list if they do not respond?

The families are sent a Wait List Removal Letter in the event the families are removed from the wait list.

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

Applications must be sent to families on the waiting list when there is funding available for Basic Sliding Fee. When do you remove the family from the waiting list?

- ☒ Family is removed from the waiting list when the application is sent to the family. The notice sent with the application informs the family that their name has been removed from the waiting list.
- ☐ Family is removed from the waiting list when you receive the completed application. If no application is received, the family is removed at the end of the time period allowed for returning the application. The notice sent with the application informs the family that their name will be removed from the waiting list if the application is not received by the deadline.

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

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

Minnesota Rules, part
3400.0040, subpart 17

Minnesota Rules, part
3400.0060, subpart 6

Are there exceptions to the 90 day policy that extends the timeframe for a family who has reached the top of the waiting list and is temporarily ineligible?

☐ Yes ☒ No

C. Child care for school release days

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

CCAP Policy Manual,
Chapter 9.1.3

- ☐ Authorize actual hours needed and increase or decrease hours based on known school release days.
- ☒ Authorize the hours care is needed when there are no school release days.
- ☐ Authorize the highest number of hours care is needed with the provider.
- ☐ Other method.

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

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?

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 (email, fax, case notes, verbal, DHS-7054) are used as appropriate to facilitate and expedite the sharing of information between job counselors and CCAP workers.

IV. Provider compliance policies

A. Reasons for closing a provider's registration

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

CCAP Policy Manual,
Chapter 9.3

CCAP Policy Manual,
Chapter 14

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

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

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

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

If you checked Clause 1, your agency must also pursue, at minimum, a disqualification and establishment of an Intentional Program Violation (IPV) using the Administrative Disqualification (ADH) process described in Chapter 14 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means described in section 14.12.6 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 1 occurred.

When enforcing this clause, you have the option to use MEC² generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families? ☐ MEC² generated notices ☒ DHS optional notices

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

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

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

If you checked Clause 2, your agency must also pursue, at minimum, a disqualification and establishment of an Intentional Program Violation (IPV) using the Administrative Disqualification (ADH) process described in Chapter 14 of the CCAP Policy Manual. The agency should consider pursuing a fraud determination through other means as described in section 14.12.6 in the CCAP Policy Manual. There also may be overpayments charged to the provider applied to time periods when Clause 2 occurred.

When enforcing this clause, you have the option to use MEC² generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families? ☐ MEC² generated notices ☒ DHS optional notices

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

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

☐ **Clause 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 or revocation (this occurs when providers are appealing the revocation or suspension) or a final order of conditional license, for as long as the conditional license is in effect.

Note: Agencies do not have the option to close registrations of providers operating with conditional licenses.

If you choose this option, DHS will send you a list once a month to inform you of providers in this category. You may act sooner if you learn of this licensing status through your licensors, etc. Contact your CCAP Policy Specialist if you are planning to take action prior to receiving the monthly DHS listing.

What licensing violations are subject to this clause?

Providers with a suspended license? ☒ Yes ☐ No

When applying this clause for a provider with a suspended license, what provider types will you apply the clause to?

☐ Licensed family child care ☐ Licensed centers ☒ Both

Providers with a revoked license? ☒ Yes ☐ No

When applying this clause for a provider with a revoked license, what provider types will you apply the clause to?

☐ Licensed family child care ☐ Licensed centers ☒ Both

When enforcing this clause, you have the option to use MEC² generated notices or DHS optional notices to notify providers and/or families. The DHS optional notice to families communicates they are still eligible for CCAP. The DHS optional notice to providers gives specific information on why their registration closed and, according to policy, does not include provider appeal rights. Contact your CCAP Policy Specialist for samples of the DHS optional notices and instructions on how to use the notices.

What type of notice will you send to families? ☐ MEC² generated notices ☒ DHS optional notices

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

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

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

☐ **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.

B. Notification to providers

Your agency must notify all currently registered providers and any new providers wishing to register with your agency of the provider compliance clause(s) being implemented. Notification options include:

- Sending a mailing to all providers registered with your agency.
- Adding information to your agency's provider registration packets.

How will you notify providers about the provider compliance clauses your agency is choosing to implement? Add the notification document(s) to Section IX.B and if the document(s) have not yet been approved by DHS, submit with this plan for review and approval.

Providers will be notified about the provider compliance clauses that Ramsey County has chosen to implement, using the DHS approved "Notice to Providers" that became effective on January 1, 2016. Ramsey County CCAP includes this notice in our provider registration packet.

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

V. Policies applicable to legal nonlicensed (LNL) providers

A. Unsafe care

An agency may deny authorization as a child care provider to any applicant or rescind authorization of any provider when the agency knows or has reason to believe that the provider is unsafe or that the circumstances of the chosen child care arrangement are unsafe. See [Minnesota Statute, section 119B.125, subdivision 4](#). When a provider's authorization is rescinded due to unsafe care, the agency must close the provider's registration with a 15 calendar day notice. If there is also an imminent risk of harm to the health, safety or rights of the child(ren) in care with a legal nonlicensed provider, child care authorization must be terminated immediately.

The department has identified that when substantiated maltreatment occurred in a legal nonlicensed care setting related to an incident where a child died or was seriously injured, the child care setting is considered unsafe care. A serious injury is one that requires treatment by a physician.

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

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

B. Imminent risk

Some unsafe care conditions present an imminent risk for children in care. When there is an imminent risk of harm to the health, safety or rights of a child in care with a legal nonlicensed (LNL) provider, child care authorization must be terminated immediately. Agencies do not need to give the provider at least 15 calendar days notice. See [Minnesota Rules 3400.0035, subpart 5, clause E](#).

What conditions does your agency recognize as presenting an imminent risk to the health, safety or rights of a child in care with a legal nonlicensed provider?

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

C. Annual monitoring

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

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

Provider lead worker and provider clerk both regularly pull the PV 102 on Bobi reports to track how many LNL providers are active in Ramsey County. When a provider shows up that is caring for unrelated children, we schedule a time for the monitoring visit to take place.

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

Ramsey County's child care provider lead worker and child care clerk in the cash section regularly monitor all provider information within the county. They track the number of LNL providers within the county, as well as which ones are caring for non-related children. When a provider is caring for unrelated children, the lead worker and clerk work with the supervisor in that unit to determine a time to set up a home visit. When one needs to be made,

- A) Lead worker or supervisor contact the non-relative provider(s) to discuss the upcoming monitoring visit.
- B) Send the non-relative provider a copy of the monitoring checklist.
- C) Complete the monitoring visit.
- D) Complete all documentation and share results with NetStudy 2.0 to confirm it is correctly updated.
- E) Ongoing-Lead worker and clerk will continue to track and monitor non-relative providers to prepare for subsequent annual monitoring visits.

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

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

If the agency performs another monitoring visit, what conditions are placed on the visit? For example, is there a time limit that the provider must wait before the visit can be performed? Is there a limit on the number of re-inspections?

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

☐ Other

D. Complaints and incidents

1. Records of substantiated parental complaints

Within 24 hours of receiving a complaint concerning the health or safety of children under the care of a legal nonlicensed (LNL) provider, an agency must relay the complaint to the agency's child protection agency, county public health agency, local law enforcement, and/or other agencies with jurisdiction to investigate complaints. Information regarding substantiated complaints must be released following applicable data privacy laws. See [Minnesota Statutes Chapter 13](#). When a report is substantiated, see Minnesota Rules, part 3400.0140, subpart 6, for record retention and provider payment policies.

When complaints are substantiated how do you:

1a. Maintain these records?

The 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.

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.

VI. Special needs rates

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

Minnesota Statute,
section 119B.13,
subdivision 3

Minnesota Rules,
part 3400.0130,
subpart 3

CCAP Policy
Manual,
Chapter 9.54

A. Special needs rates for children in at-risk programs

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

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

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

Ramsey County pays a special needs rate for children with the following combined at-risk factors:

- Limited English proficiency in a family;
- Age of the mother;
- Level of maternal education; and
- Low income.

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

Organization name/ contractor	Provider name	License or certification number	At-risk population served	Documentation that supports specialized services by provider to the at-risk population	Documentation in client file that supports that the child is included in the at-risk population
St. Paul Public Schools	Agape	4506	Minor Moms	DHS letter dated 3/20/2018	High School Enrollment; Free or Reduced Lunch
Add group					

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

B. Special needs rates for care of sick children

You may choose to pay special needs rates for the care of sick children. Special needs rates for care of sick children apply to rates paid above the standard maximum rates to a provider that cares for sick children. You must have DHS approval for these rates to be paid.

Minnesota Rules, part
3400.0110, subpart 8

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

☐ Yes ☒ No

VII. Payment policies

A. Provider registration renewal

How often do you renew a provider's registration?

☐ Yearly ☒ Every two years ☐ Other

Minnesota Statute, section
119B.125, subdivision 1

B. Payment to two providers when a child is sick

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

☐ Yes ☒ No

Minnesota Statutes,
section 3400.0110,
subpart 8

Note: If the rate paid for care of sick children exceeds maximum rates, the "rates for care of sick children" must be included in the special needs rates section of this plan.

C. Submission of invoices

If a provider receives an authorization of care and a billing form for an eligible family, the provider must submit the billing form to the agency within 60 days of the last date of service on the billing form. If the provider shows good cause for the delay you may pay bills submitted after 60 days.

Minnesota Statute, section
119B.13, subdivision 6

1. What is your **definition of good cause** for delay in submitting a billing form? Agency error must be included in this definition.

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.

--Client error of where the voucher was delayed due to the need to track down the family to get additional information to complete the claim.

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

Ramsey County allows providers to use MEC² pro if they return the MEC² pro user agreement, along with the acknowledgement of the Ramsey County billing requirements.

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 there is system misuse, inaccurate 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 Schools district. In addition to	Ramsey County's Child Care Assistance Program's Service Team meets on a bi-monthly basis. The Service Team consists of the

		child care, facility also provides an array of parenting, social services, career and employment, and academic support.	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.	
Silverview Education Center	4692	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 Mounds View 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.	
Longfellow Teen Parent Services	4456	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 Minneapolis 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.	
Roosevelt Teen Parent Services	13489	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 Minneapolis 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.	
South Teen Parent Services	10959	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 Minneapolis 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.	
North Teen Parent Services	4937	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 Minneapolis 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.	
Add provider				

VIII. Program integrity

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

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

If yes, describe the process, including:

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

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 IX.B. Agency developed forms 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.

IX. Other information

A. Additional agency optional policies

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

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

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.
- Redeterminations 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.

B. Agency developed forms

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






Forms inventory for your agency

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

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

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

Name of agency developed form	Form reflects current CCAP policy	Status of current form	
Child Care 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 form - needs DHS approval	<input checked="" type="checkbox"/>
Ramsey County Maximum Child Care Rates Flyer	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Post-secondary Education Request Form	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Employment Related Training Request	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Notice of Six Month Portability Pool Period	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Redetermination Request Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Waiting List Update Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Wait List Removal Letter	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Sample Provider Notice	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Notice to Providers	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Sample Parent Notice	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Remedial Education Request Form	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>
Satisfaction Progress Form	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	<input checked="" type="checkbox"/>

Name of agency developed form	Form reflects current CCAP policy	Status of current form	
Incomplete Child Care Application Request for Information	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	
Billing Quality Checks Form	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	
CCAP Quality Check Process Form - Think Small	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	
CCAP Quality Check Process Form - Ramsey County	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS previously approved - no changes <input type="checkbox"/> DHS previously approved - revised and needs DHS approval <input type="checkbox"/> New form - needs DHS approval	
			

X. County and tribal assurances

Check the designated boxes below to assure compliance.

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

- The documentation necessary to confirm eligibility for CCAP
- Waiting list information
- Application procedures
- The importance of prompt reporting of a move to another country to avoid overpayments and to increase the likelihood of continuing benefits

☒ County or tribe assures compliance

In addition, the agency uses the following:

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

- Families rights and responsibilities when choosing a provider

"[Do You Need Help Paying for Child Care?](#)" (DHS-3551) assures compliance with the following:

- Federal and state child and dependent care tax credits
- Earned income credits
- Other services for families with young children required by state and federal laws
- Child Care Aware services
- Child Care Assistance Program eligibility requirements
- Family copayment fees and how computed
- Information about how to choose a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee

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

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

[Minnesota Rules, part 3400.0140, subpart 5.](#)

Use of "[Health and Safety Resource List for Parents and Legal Nonlicensed Providers](#)" (DHS-5192A) assures compliance with the following:

- Child immunization requirements
- Child nutrition
- Child protection reporting responsibilities
- Health and safety information required by federal law
- Child development information
- Referral to Child Care Aware; and
- Resources and training options to meet federal and/or state-required health and safety topics

☒ **County or tribe assures compliance by use of DHS-5192A**

C. Child Care Assistance Program (CCAP) Tasks and Timeframes

The county or tribe must perform tasks and meet timeframes required to administer the Child Care Assistance Program. These tasks include, but are not limited to:

- Assessing CCAP eligibility
- Registering child care providers
- Processing payments

These tasks and timeframes are required under the Child Care and Development Fund (CCDF), 98.11(a)(3) Administration under Contracts and Agreements, Minnesota Statutes 119B, Minnesota Rules 3400, CCAP Policy Manual, and MEC² User Guide.

☒ **County or tribe assures compliance**

D. Child Care Assistance Program (CCAP) Funding

DHS releases a forecast twice each fiscal year (November and February) which includes the overall budget for the Child Care Assistance Program, including all child care subprograms and administrative dollars. The county or tribe is reimbursed administrative dollars as outlined in Minnesota Statutes 119B.15. In addition to receiving the Basic Sliding Fee allocation, the county or tribe contributes a fixed local match equal to that county's/tribe's calendar year 1996 contribution, as outlined in Minnesota Statutes 119B.11, Subd. 1.

The county or tribe is provided a calendar year Basic Sliding Fee allocation, published at least annually and based on the formula outlined in Minnesota Statutes 119B.03, Subd. 6. When there is not sufficient funding to serve all eligible non-MFIP families, the county or tribe manages the Basic Sliding Fee waiting list according to the priorities outlined in Minnesota Statutes 119B.03, Subd. 4.

☒ **County or tribe assures compliance**

E. Child Care Assistance Program (CCAP) Reporting

The county or tribe is required to submit timely reports to the Department of Human Services. The reports include, but are not limited to:

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



County or tribe assures compliance

F. Limited English Proficiency Plan

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



County or tribe assures compliance

SUBMIT BY EMAIL