

**ST. LOUIS COUNTY  
CHILD CARE ASSISTANCE  
PROGRAM INFORMATION  
FOR  
PROVIDERS\***

**\*To read or download a complete Minnesota Child Care Assistance Program  
Provider Guide, please log on to: [https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5260-  
ENG](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5260-<br/>ENG)**

**OR, call 1 (800) 450-9777, extension 2252, OR call (218) 726-2252**

Revised 1/12/15



**CHILD CARE AWARE**

TOLL-FREE: 1-800-890-5399 OR <http://childcareawaremn.org/>

***Child Care Assistance Worker of Day/General Questions***

Duluth 218-726-2101  
Virginia 218-471-7137  
Hibbing 218-262-6000

***Provider Billing and Payment Questions***

Karen Mehelich 218-726-2252

***Child Protection Intake***

Duluth (x2012) 218-726-2012  
Range (x7128) 218-471-7128

***Consumer Product Safety Commission***

Phone 800-638-2772  
Website [www.cpsc.gov](http://www.cpsc.gov)

***American Red Cross***

Phone 218-722-0071  
Website [www.redcrossnorthland.org](http://www.redcrossnorthland.org)

***Sudden Infant Death Center***

Phone 612-813-6285

***For copies of the needed licensing forms:***  
Go to the website [www.stlouiscountymn.gov/childcarelicensing](http://www.stlouiscountymn.gov/childcarelicensing)  
Or contact your licensor.

**I. INTRODUCTION AND PROGRAM INFORMATION**

## A. Program Definitions

The Minnesota Child Care Assistance Program (CCAP) helps families pay for child care in order to work, look for work, or attend school. The CCAP program is available in all Minnesota counties and families may apply at county human service offices. The CCAP program includes these three subprograms:

- **MFIP Child Care:** for families who receive assistance through the Minnesota Family Investment Program (MFIP) or the Diversionary Work Program (DWP).
- **Transition Year Child Care:** is available to families for a full year after their MFIP case closes. If there is a waiting list for the Basic Sliding Fee Child Care Program, you may get help from this program for more than a year.
- **Basic Sliding Fee Child Care:** for other families with low incomes who meet the program requirements.

## B. How to Apply

In St. Louis County, applications are taken for these programs at these three county offices:

Government Services Center- 1<sup>st</sup> Floor (Central Client Area)  
320 West 2<sup>nd</sup> Street  
Duluth, MN 55802

Northland Office Building – 2<sup>nd</sup> floor  
307 South 1<sup>st</sup> Street  
Virginia, MN 55792

St. Louis County Public Health & Human Service Dept  
Hibbing Courthouse Annex  
1814 East 14<sup>th</sup> Ave  
Hibbing, MN 55746

Applications may be done in person, by mail, or online.

**To apply by mail:** Call 726-2101 in Duluth, 218-471-7137 in Virginia, and 218-262-6000 in Hibbing, and ask for the worker of the day.

**To apply online through the St. Louis County website, go to:** [www.stlouiscountymn.gov](http://www.stlouiscountymn.gov) – click on in the following order: Adults & Families; Children Services; Child Care; Child Care Assistance; MN Child Care Assistance Program (CCAP); DHS website right side under Related Pages MN CCAP Application.

**ApplyMN:**

ApplyMN is Minnesota's secure, online system you can use to apply for health care, cash assistance, SNAP (food support), emergency help, **and child care assistance programs. To apply through ApplyMN, go to one of the following websites:**

ApplyMN.com  
[www.minnesotahelp.info](http://www.minnesotahelp.info)  
mnhumanservices.dhs.state.mn.us.

**Note:** You will need to create a user ID and password when applying through ApplyMN.

**C. Communication Process**

This section provides a guide for contacting agency staff, and information regarding what parents and providers can expect from staff in terms of communication and time frames.

**Customer Service Principles:** The agency customer service policy states: “as a client and customer, you can expect to receive professional services and clear information respectfully, courteously and in a timely manner.” Staff in the child care unit will observe these principles, and will also expect professional courtesy and mutual respect in interactions with parents, providers and staff of other agencies. If individuals feel that these policies are not being followed, the agency has a Customer/Client complaint procedure which gives two options. The first choice is to talk to the supervisor of the employee who is working with you. The supervisor will work with you to resolve the complaint. The second choice is to speak with a Service Representative, who is an employee from the Department who has volunteered to help resolve complaints.

**Phone calls:** The child care unit will return all phone calls within 3 business days. The large majority of calls are returned either the same day or the next day. Occasionally, when call volume is high, or when staff attend required meetings or training, the call response time is delayed. Staff will receive calls regarding eligibility issues only from parents or their legally authorized representatives. The child care unit also has staff who specialize in provider registration and provider support. These workers will respond to calls from providers concerning the provider's information on the MEC2 payment system, and general questions concerning billing forms and payment policies. Calls regarding the timing of payments (such as “has the State issued my check?”) will be returned as time allows. The majority of payments are issued by the State within two weeks of when the billing form was sent in. However, State and County policy allows 30 days to make a payment from the time a complete and accurate billing form was received.

**Application Processing:** Applications are usually processed within two weeks of when they are received by the child care unit if all verifications and supporting documents have been received. For families on MFIP, a plan from the Employment Services agency must be received before child care can be authorized. The State law allows 30 days for processing applications, after a complete application has been received at the agency.

**MAXIMUM CHILD CARE RATES**

**Child Care Centers**  
(Effective February 3, 2014)

	<u>Hourly Rate</u>	<u>Full Day Rate</u>	<u>Weekly Rate</u>
Infant	\$3.23	\$34.00	\$157.00
Toddler	\$3.07	\$32.00	\$147.27
Preschool	\$3.00	\$29.66	\$142.11
School Age	\$3.00	\$29.97	\$149.86

**Age Categories – Center**

Infant	6 weeks to 16 months*
Toddler	17 months to 33 months*
Preschool	34 months to first day of Kindergarten*
School Age	Is at least of sufficient age to have attended the first day of Kindergarten within the next 4 months (May 10) through age 12**

**Licensed Family Child Care Providers**

(Effective February 3, 2014)

	<u>Hourly Rate</u>	<u>Full Day Rate</u>	<u>Weekly Rate</u>
Infant	\$3.00	\$28.00	\$131.45
Toddler	\$3.00	\$25.00	\$125.00
Preschool	\$2.85	\$25.00	\$120.00
School Age	\$2.80	\$23.65	\$118.31

**Age Categories – Licensed Family Child Care Provider**

Infant	6 weeks to first birthday (12 months)
Toddler	From 12 months to 24 months
Preschool	24 months to age 5
School Age	5 years but younger than 11 years**

**Legal Non-Licensed Providers**

Effective February 3, 2014      Hourly Rate

Infant	\$1.79
Toddler	\$1.70
Preschool	\$1.63
School Age	\$1.61

**Age Categories – Legal Non-Licensed Provider**

Infant	Birth to first birthday (12 months)
Toddler	From 12 months through 24 months
Preschool	24 months to age 5
School Age	5 years to 13 years

**Registration Fee - Centers and Family Child Care ----- Maximum fee: \$25.84**

**\*NOTE: Registration fess may be paid up to two (2) times in 12 months, per child.**

**\*Child Care Centers:** a child may be designated as an “infant” up to the age of 18 months, a “toddler” up to the age of 35 months, or a “preschooler” at the age of 31 months for purposes of staff ratios, group size, and programming, if the parent, teacher, and center director determine that the designation is in the best interest of the child.

**\*\* CCAP’s definition of child,** Minnesota Statutes 119B.11 Subdivision 4, allows CCAP participation and payment for children through age 12 or age 14 if there are special needs. The parent must document the condition related to the special need.

**Note:** These definitions are found in Minnesota Statutes 245A.02, Subd. 16 and 19 and are enforced by Minnesota Department of Human Services – Division of Licensing.

**Accreditation Rate Differential:**

Licensed Family Child Care Providers and Licensed Child Care Centers will be paid a 15 percent differential above the maximum rate, up to the actual provider rate, if the provider or center holds a current early childhood development credential or is accredited. If you or your program meets these criteria, each county or designated agency making CCAP payments must have verification from the provider on file. *Contact Janelle at 726-2092 to request this rate.* The county will reimburse the higher rate effective the date of receipt of the form and valid credentials.

## **Changes in state law that may affect Child Care Assistance Program providers and families:**

### **Starting March 5, 2012:**

- 1. The Child Care Assistance Program cannot make child care payments to someone who lives in the same home as the child.**

If you are a family on the program and your child care provider lives with you, you must choose a new provider before March 5, 2012.

- 2. Payments cannot be made for child care in the child's home unless approved by the Child Care Assistance Program.**

Payments for child care in the child's home can **only** be made if:

The child's parents work or go to school out of the home,

and

Child care out of the home is not available;

or

A child being cared for has an illness or disability that would make it hard for the family to take the child to a child care home or center.

If you are a family getting child care assistance and your child care is in your home, you must change your child care. If you think you meet the conditions to have child care in your home, call your worker.

### **Starting April 16, 2012:**

**Child care payments for one day cannot be more than the daily rate. Child care payments for one week cannot be more than the weekly rate.**

If you are a child care provider who cares for a child more than 10 hours in a day or more than 50 hours in a week, your child care assistance payments may go down. If you are a family with a child in care for more than 10 hours in a day or more than 50 hours in a week, you may owe your provider more money.

### **Starting September 3, 2012:**

**Higher payments for child care at night or on weekends will end.**

If you are a child care provider who cares for a child nights or weekends, your child care assistance payments may go down. If you are a family with a child in care nights or weekends, you may owe your provider more money.

### **Starting September 3, 2012:**

**Payments for activity fees end.**

If you are a child care provider who charges activity fees, your child care assistance payments may go down. If you are a family and your provider charges activity fees, you may owe your provider more money.

## **Starting July 1, 2014:**

- 1 The Child Care Assistance Program will not make absent day payments to legal nonlicensed (LNL) family child care providers. The Child Care Assistance Program will only pay for 25 absent days a year per child at a licensed provider or a license exempt center. There are no exceptions to the 25 day limit.**

If you are a legal nonlicensed family provider, the Child Care Assistance Program will no longer pay for days a child is absent. If you are a licensed family provider or a center, the program will only pay for up to 25 absent days per child per year. If you are a family with a child in care and your child is absent, you may owe your provider more money.

- 2 The Child Care Assistance Program will not make payments to a child care center if more than half the children at the center are children of the center's workers or live with center workers.**

If you are a child care center that hires the parents of children you care for, you must be sure that no more than half of the children you care for have a parent or household member working for you. If you are a family with a child in care and you work for the child care center your child attends you may need to choose a different child care center.

## BILLING FOR HOLIDAYS

CCAP will pay a provider's charge for up to 10 federal or state holidays per year if:

- The provider is closed and not providing care.  
AND
- The provider charges all families for these days.  
AND
- The holiday falls on a day when the child is authorized and scheduled to be in attendance.

**If care is available on the holiday, but the child is absent, count the day as an absent day.**

**The 10 recognized state and federal holidays are:**

- New Year's Day (January 1)
- Martin Luther King's Birthday (3rd Monday in January)
- Washington and Lincoln's Birthdays (3rd Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Christopher Columbus Day (2nd Monday in October)\*
- Veterans Day (November 11)
- Thanksgiving (4th Thursday in November)
- Christmas Day (December 25)

If the holiday falls on a Saturday, the preceding day shall be a holiday. If a holiday falls on a Sunday, the following day shall be a holiday.

Participants or providers may switch other cultural or religious holidays for the above 10 recognized state and federal holidays if they let the St. Louis County CCAP program know before or within 10 days after the substitution.

**\*\*If the provider has their daycare policy on file with St. Louis County CCAP, and this policy lists the holidays for which the daycare provider will be billing, *even if the holidays differ from the above listed recognized holidays*, the county can authorize payment for the provider's listed holidays without any other notification of substitutions. Again, CCAP can only pay up to a maximum of 10 holidays per year.**

If the provider's service is not available on the holiday the provider bills for, but the family needs care from another provider on that day, only one provider may be paid.

**CCAP cannot pay for provider vacation days, provider sick days, or any other days that child care is not available, other than for holidays.**

## HOW TO COMPLETE YOUR BILLING FORMS:

The billing form has two sections that must be completed for each child. The top part of the billing form is used to indicate how much you are billing for the service period indicated.

**\*STEP 1:** Fill in the following boxes: **Unit Type** (enter an *H for hourly, D for daily, or W for weekly*), **Nbr of Units**, **Unit Rate** (what you are charging the parent per unit type), **Amount Billed** (Number of Units X Rate), and **Sub-Total** (this should match Amount Billed, unless you are billing for a registration fee). Only fill in the **Reg Fees** box if you are billing for a registration fee. The county will pay for 2 registration fees per year, up to \$25.84 per fee.

**\*STEP 2:** Next, complete the area directly under the billing boxes. If the family has a copay, be sure to subtract that from the Sub Total amount before filling in **Total**. Also, be sure to circle Y or N as to whether or not you have collected the copay. *You can choose to waive the copay, but if you do please circle Y after **Waived**. The parent must pay you the copay to remain eligible for CCAP, unless you have waived the copay.*

EXAMPLE (highlighted areas are examples of areas you will fill in):

Child Name: John Doe                      Service Period: 06/23/14 to 07/06/14

Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	Reg Fees	Sub-Total
Infant	40	H	40	3.00	120.00		120.00

Copay Collected: **Y / N**    Family Copay:      20.00  
 Waived: **Y / N**                      Payment Plan: **Y / N**    Total:      **100.00**

The bottom section of the billing form is used to indicate how many hours each day the child has attended. You can also use this section to bill for holidays or absent days.

EXAMPLE (again, highlighted areas are examples of areas you will fill in):

Beginning 06/23/14	Mon 23	Tue	Wed	Thu	Fri	Sat	Sun	Mon 30	Tue	Wed	Thu	Fri	Sat	Sun	Totl
Scheduled # of Hours	6	4	4	6				11	3	6					40
Attendance A = Absent H = Holiday				A											

**\*STEP 4:** Enter the amount of hours you watched the child each day in whole hours. *Please round up if the child was there for a partial hour.* Total the hours for the two week period at the end of the middle row. If you are billing for one of the 10 federal holidays, enter an H in bottom row, and enter the amount of hours the child would normally be there in the middle row for that day. For absent days, use an A in the bottom row.

**\*STEP 5:** You and the parent must both sign the front of the form, after the last date of service on the form.