

Minnesota Department of **Human Services**

# Administration of the Child Care Assistance Program 2014-2015 St. Louis County and Tribal Child Care Plan

## Administration of the Child Care Assistance Program

The **Minnesota Department of Human Services (DHS)** is designated under Minnesota Statutes, chapter 119B as the lead state agency for supervision of county/tribal administration of the Child Care Assistance Program (CCAP). Minnesota Statute, section 119B.08, subdivision 3 requires counties to submit a biennial Child Care Plan to the commissioner. DHS will complete the review and approval of County Child Care Plans. Counties will receive approval letters for their Child Care Plans from the commissioner of DHS.

The Child Care Assistance Program rules and laws allow counties limited discretion 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 policy and are used to support county agency decisions during appeals. **DHS encourages counties and federally recognized tribes to develop county optional policies for the Child Care Assistance Program in coordination with local child care stakeholders.** This may include regional Child Care Aware of Minnesota agencies, parent participants, employers, family and center based child care providers, community Head Start programs, schools, public health, community collaboratives, employment counselors, county social services, income maintenance, child support, fraud prevention and other interested governmental and private sector parties.

Minnesota Statute, section 119B.08 requires that counties make copies of their proposed state plan reasonably available to the public, including members of the public particularly interested in child care policies such as parents, child care providers, culturally specific service organizations, child care resource and referral programs (Child Care Aware), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children, and allow sufficient time for public review and comment.

- All optional county/tribal Child Care Assistance Program policies must be identified in this plan.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit only county created forms that have not been previously submitted and approved. DHS and MEC<sup>2</sup> standardized forms should not be submitted.
- Incomplete plans will be returned upon receipt.

A county may amend their Child Care 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 county 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.

**Minnesota Rules, part 3400.0150, subpart 3**

Amendments include changes in county contacts, county optional policies, new or revised forms and notices. Amendments can be sent in letter form or emailed to the CCAP technical assistance liaison.

**The effective date of the 2014 - 2015 Child Care Plan is January 1, 2014.**

Return completed plans by **Monday, September 9, 2013** to:  
DHS.CCAP@state.mn.us



# Administration of the Child Care Assistance Program

## I. Child care assistance program contacts

### A. County agency

COUNTY NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER
St. Louis	218-726-2000		218-726-2584
AGENCY'S FULL NAME			CCAP INTAKE PHONE NUMBER
St. Louis County Public Health and Human Services			218-726-2101
MAIN OFFICE STREET ADDRESS		CITY	ZIP CODE
320 W 2nd St		Duluth	55802
MAIN OFFICE MAILING ADDRESS (if different)		CITY	ZIP CODE

### B. County branch (if applicable)

BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
St. Louis County Public Health and H	218-729-7137		218-749-7123	218-749-7137	
ADDRESS OF BRANCH OFFICE		CITY	ZIP CODE		
Northland Office Building, 307 South 1st Street		Virginia	55792		
BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
St. Louis County Public Health and H	218-262-6000		218-262-6049	218-262-6000	
ADDRESS OF BRANCH OFFICE		CITY	ZIP CODE		
Hibbing Annex, 1814 East 14th Avenue		Hibbing	55746		

### C. Agency contact people

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

#### 1. County CCAP administrative contact

This person(s) will be the primary contact for DHS CCAP.

Mr.  Mrs.  Ms.

FIRST NAME	LAST NAME		
Holly	Church		
TITLE	PHONE NUMBER	EXTENSION	FAX NUMBER
Director of Children and Family Services	218-725-5161		218-726-2584
EMAIL ADDRESS	SIR EMAIL ADDRESS		
churchh@stlouiscountymn.gov			
ADDRESS	CITY	ZIP CODE	
320 West 2nd St, Rm 510	Duluth	55802	

#### 2. County client access contact

Include a lead person or multiple people that have contact with CCAP clients in your county.

Mr.  Mrs.  Ms.

FIRST NAME	LAST NAME		
Susan	Sauls		
TITLE	PHONE NUMBER	EXTENSION	FAX NUMBER
Social Service Supervisor	218-726-2108		218-726-2584
EMAIL ADDRESS	SIR EMAIL ADDRESS		
saulss@stlouiscountymn.gov	X16940U		
ADDRESS	CITY	ZIP CODE	
320 West 2nd Street, Rm 309	Duluth	55802	

### 3. Management of waiting list contact

Identify the waiting list contact person in your county. The waiting list contact person identified should be responsible for maintaining the county waiting list, including being able to respond to the state's questions about particular families reported on the waiting list. If more than one person is responsible for maintaining the county waiting list, identify one person that can be contacted by state staff for the agency.

Mr.    Mrs.    Ms.

FIRST NAME	Susan		LAST NAME	Sauls			
TITLE	Social Service Supervisor		PHONE NUMBER	218-726-2108	EXTENSION	FAX NUMBER	218-726-2584
EMAIL ADDRESS	saulss@stlouiscountymn.gov		SIR EMAIL ADDRESS	X16940U			
ADDRESS	320 West 2nd Street, Rm 309		CITY	Duluth	ZIP CODE	55802	

### D. Subcontracted services

Counties may contract with an agency to administer all or part of their Child Care Assistance Program. If your county has a contract with another agency for the administration of any portion of your CCAP program, complete the following information. 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.

**Minnesota Rules, part 3400.0140, subpart 7**

If you are planning any changes in the administration of your county CCAP program, notify your county liaison immediately. This could involve subcontracting or clustering of counties. Failing to notify DHS may delay the changes that you are planning to make.

**A signed copy of the current contract must be included when submitting this County Child Care Plan.** If your county renews a contract or enters into a new contract between January 1, 2014 and December 31, 2015, forward a signed copy of that contract to your county technical liaison. DHS must retain copies of all signed contracts for audit purposes.

#### 1. Subcontracted program components

Identify the CCAP components which have been subcontracted.

St. Louis County CCAP program does not have any subcontracts.

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

Mr.    Mrs.    Ms.

FIRST NAME			LAST NAME			
TITLE			PHONE NUMBER	EXTENSION	FAX NUMBER	
EMAIL ADDRESS			SIR EMAIL ADDRESS			
ADDRESS			CITY	ZIP CODE		

**3. Administrative contact in subcontracted agency**

NAME OF SUBCONTRACTED AGENCY

Mr.  Mrs.  Ms.

FIRST NAME

LAST NAME

TITLE

PHONE NUMBER

EXTENSION

FAX NUMBER

EMAIL ADDRESS

ADDRESS

CITY

ZIP CODE

**4. Client access contact in subcontracted agency**

NAME OF SUBCONTRACTED AGENCY

Mr.  Mrs.  Ms.

FIRST NAME

LAST NAME

TITLE

PHONE NUMBER

EXTENSION

FAX NUMBER

EMAIL ADDRESS

ADDRESS

CITY

ZIP CODE

**5. Intake phone number for subcontracted agency**

Identify a public phone number that can be issued for CCAP intake at the subcontracted agency. This contact number will be posted on the DHS website.

PHONE NUMBER

**II. Eligibility**

**A. Education plans under the Basic Sliding Fee Program (BSF)**

1a. Describe your county policy and procedures for approving an acceptable course of study that will reasonably lead to full-time employment for a student applicant under the BSF program.

**Minnesota Rules, part 3400.0040, subpart 12**

Parent completes a request form (Attachment A) for post education/training child care assistance. Required are the dates that school begins and anticipated completion end date to determine approximate length of time BSF will be

needed. The request also requires the parent to do some research as to the employability and wages of the graduates in that occupation. Their education history provides the eligibility factor of whether they have completed a post secondary degree before or if this is part of an on going education plan. Identifying any previous post secondary education also indicates whether previous grade point averages are going to need verification. We would allow BSF to be utilized if it is for course work required for maintaining a professional license. Decisions are made in consultation with unit supervisor. Approval or denial of the plan are indicated on the form and also case noted in MEC2.

Attachment B:

Education Plans under the Basic Sliding Fee Program

St. Louis County Criteria for School Plan Approval:

Completion of an education program will likely lead to higher wage employment compared to the parent's current wages or recent wage history. At a minimum, the chosen field should allow a family to increase their income above the poverty level, for that family's household size.

The following criterion that applies to the applicant must be met.

By researching the placement rate which needs to be 80% or higher of the school's program, would indicate that previous students who completed the chosen program have been successful in finding employment within that field. Documentation of the research must be included with application.

The parent does not already have skills and/or work experience which would lead to employment at wages higher than 175% of poverty for their family size.

If the parent is already enrolled in a program, they are making satisfactory progress toward completion of the program as documented by grades, 2.0 GPA and credits earned.

If the parent has previously enrolled in school and withdrawn or did not complete previous plans, the supervisor will consider how much time has passed and the reasons for not completing previous plans before approving a new plan.

Is the new request to complete a previous course of study but for the next level along the career chain? Such as; certified Nursing Certificate, Licensed Practical Nurse (Associates degree) to Registered Nurse with a Bachelors degree. The criteria for their identified major are so stringent that they didn't make it into the chosen program and had to choose another major. Was the previous plan not completed due to medical or health conditions and/or the new plan is a better fit for the applicants' needs and abilities? All other eligibility policy criteria are also met.

With limits for the change to not be longer than the anticipated completion date identified on the current application.

A 2.0 GPA must be maintained throughout their course of study to continue eligibility of BSF child care assistance for their school plan.

Graduate programs are not eligible for CCAP education plan approval

Other Factors that will be considered:

Does the applicant have any degrees and/or certificates? If so, have they used this education and what is the job outlook for the field? If the applicant holds a bachelor's degree, school plans will be approved only for updating their credentials in their existing degree field. Plans for a 2nd bachelor's degree are not allowed by CCAP State policy.

In the past year, has the applicant voluntarily quit a position with a wage level that kept their family above 175% of poverty?

Has Child Care Assistance previously supported school plans for this parent? If so, were they successfully completed and how long did the parent work in the related field?

Does the applicant have a history of stable employment? What are the reasons for leaving previous employment? Consideration is taken into account for the purposes of retraining into another field due to layoffs by previous employer. All other County and State policy criteria apply within this consideration.

Is there any other information that shows that the applicant has the capacity to complete the school program and to

maintain stable employment after completion of the program?

**1b. Identify the contributing factors that determined the above policy.**

Rationale for Criteria: With Basic sliding fee (BSF) child care having a finite fund, the county and state have an interest in supporting plans that have a reasonable chance of success for a family to be self-sufficient. The above criterion identifies indicators that have proven to be incorporated in the families that have been successful. This process encourages prospective students to carefully consider their plan before investing their own time and resources as well as the public resources on an education plan.

**2. Is your county policy for approving and extending child care assistance for participants whose education programs change the same as the initial approval policy stated in A1a?**

- Yes  No

Minnesota Rules, part 3400.0040, subpart 15

**B. Basic Sliding Fee Waiting List Management**

**1. Priorities for Service**

Has your county established sub-priorities for the fifth priority Basic Sliding Fee Child Care Assistance waiting list beyond those required in Minnesota Statute, section 119B.03, subdivision 4?

- Yes  No

Minnesota Statute, section 119B.03, subdivision 4

Identify the additional priorities and county rationale for determining those additional priorities.

- 5) Single parents, including single relative caretakers, employed at least 20 hours per week, single parents participating in approved job search activities. This category also includes post secondary students who meet the 20 hours per week minimum for work activity.
- 6) Two parent families in which both parents are employed a minimum of 20 hours per week
- 7) Single parent post-secondary students not employed, or employed less than 20 hours per week
- 8) Two parent families in which one parent works a minimum of 20 hours per week and one parent is a post-secondary student
- 9) Two parent families with combinations of job search and post secondary activities, or two parent families in which both are in job search activities.

Minnesota Rules, part 3400.0140, subpart 10

**2. Six Month Review of Basic Sliding Fee Waiting List**

**2a.** Minnesota Statute, section 119B.03, subdivision 2 requires that counties review and update their waiting list at least every six months. Does your county review and update the waiting list:

- Six months or less from the date each individual family is added to the waiting list.
- All families reviewed and updated at the same time at least every six months.
- Other. Upon establishing a waiting list, SLC will review monthly.

2b. Describe your county process for reviewing and updating the waiting list. Include:

- 1) How families are notified of the six month review,
- 2) How the county manages families that do not respond to this review,
- 3) If families are removed from the waiting list, how are they informed of this action?

St. Louis County currently does not have a waiting list. A waiting list will be developed upon the monthly review of funding, number of families/children and the average cost per child reaches the 95% funding expended. St. Louis Counties Waiting list is managed by the Supervisor with the assistance of an Agency Accountant, Social Service Specialist and Information Specialist.

Priority categories used are:

1) As defined by State Statute 119B.03– Parents without high school or need basic education or basic skills training

Category A) minor parents

Category B) parents 18-20,

Category C) parents 21 and older

2) As defined by State- families who have completed the 12 months of Transition Year (TY) child care. Their effective date on the waiting list is the date they applied and were eligible for TY.

3) As defined by State – families who are moving from another county and have finished the 6 month BSF Portability Pool Program

4) As defined by State - Veterans of military service as defined by Statute 197.447

The remaining categories are defined by St. Louis County:

5) Single parents, including single relative caretakers, employed at least 20 hours per week, single parents participating in approved job search activities. This category also includes post secondary students who meet the 20 hours per week minimum for work activity.

6) Two parent families in which both parents are employed a minimum of 20 hours per week

7) Single parent post-secondary students not employed, or employed less than 20 hours per week

8) Two parent families in which one parent works a minimum of 20 hours per week and one parent is a post-secondary student

9) Two parent families with combinations of job search and post secondary activities, or two parent families in which both are in job search activities.

Parents will be notified on a monthly basis of their status on the waiting list. If the waiting list reaches more than 25, parents will be notified on a quarterly basis. The notification will include the request for the parent to continue to update their status of need. Thus allowing parents to remove their names at their request. Family is removed from the waiting list when the county receives 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 if no application is received.

Tracking mechanism: Spreadsheet will track date of contact, date put on waiting list, priority category, date application is sent, and date of removal from waiting list.

The spreadsheet will be monitored by designated staff. Both the document of the waiting list and the County expenditures will be reviewed by the Supervisor and Agency Accountant on a monthly basis.

### 3. Applications that are mailed to families on the basic sliding fee waiting list

Counties send out applications to families on the waiting list when there is funding available to add the family to the Basic Sliding Fee Program. At what point does your county 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 the county receives 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 if no application is received.
- Other.

### 4. Temporarily ineligible families on the basic sliding fee waiting list

Minnesota Rules, part 3400.0060, subpart 6 requires that when a family advances to the top of the county's waiting list and is temporarily ineligible for child care assistance, the county shall 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 county's plan. Does your county have an alternative procedure for temporarily ineligible families who reach the top of the waiting list, other than leaving the family at the top of the waiting list for up to 90 calendar days according to priority group and serving the applicant who is next on the waiting list?

Minnesota Rules, part 3400.0040, subpart 17

Minnesota Rules, part 3400.0060, subpart 6

- Yes  No

## C. Child care for job search activities

1. When your county authorizes child care assistance during job search activities for families without an approved employment plan, is it your county policy to:

Minnesota Rules, part 3400.0040, subpart 15a

- Authorize the number of hours requested by the participant
- Authorize a standard number of hours **determined by the county.**

NUMBER OF HOURS AUTHORIZED PER WEEK

20

2. Does your county verify the actual number of hours spent on job search?  Yes  No

How is this verified and what action is taken if there is a discrepancy between the hours authorized and the actual hours verified for this activity?

Job search will typically be approved for 20 hours per week. However if job search activities require more than 20 hours per week, additional hours will be approved. Children's school schedules will be considered in the service authorization process, if the parent will be doing job search the hours that children are in school. The parent may choose to do job search activities other times when children are not in school. According to MN Rule 3400.0040, "Eligibility Requirements and Standards, Subp. 4., Participant reporting responsibilities, A. When there is a change in the information reported by the participant at application or at the most recent redetermination of eligibility, the participant must report the new information to the county within 10 calendar days after the change occurs." Approval will not be granted for job search activities, unless the parent has met the 10 day reporting requirement. Job search will not go back to the date the change occurs unless it is within the 10 days of notification. Such as; not reporting a job ending within 10 days and wanting job search hours to start at the job end date. Job search logs will be required for all time periods in which child care is approved for job search activities. Over 20 hours per week may be approved for documented needs such as searches in large geographic areas. Attachment C: Job Search Log Form

## D. Child care for school release days

What directive is typically given to case workers and billing workers when authorizing care for school release days?

CCAP Policy  
Manual 9.1

- 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.
- More than one of the above.
- None of the above.

### E. Child care for families with flexible schedules

What directive is typically given to case workers and billing workers when authorizing care for families with flexible schedules?

CCAP Policy  
Manual 9.1

- Authorize the typical number of hours needed and when the schedule requires additional care, the provider bills for the additional care. Case Notes entered to allow for payment of additional hours.
- 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.
- More than one of the above.
- None of the above.

### F. Case Transfers

1. Does your county do early acceptance of cases transferred from other agencies?  Yes  No

Under what circumstances do you accept cases earlier than required?

MFIP cases.

2. When a family moves to another county, do you send the paper file to the new county?  Yes  No

## III. Health and safety

### A. Unsafe care criteria

Minnesota Statute, section 119B.125, subdivision 2, contains the criteria that prevent a person from being authorized as a legal nonlicensed family child care provider. As of August 1, 2012 the background study requirements for legal nonlicensed providers are aligned with the background study requirements for a licensed family child care provider as found in Minnesota Statutes, chapter 245C. Minnesota Statute, section 119B.125, subdivision 4, however, also allows counties to deny authorization to any provider, or to rescind an authorization of any provider, when the county knows that the provider or the care arrangement is unsafe.

Minnesota Statute,  
section 119B.125,  
subdivision 2

Minnesota  
Statutes,  
chapter 245C

If your county applies additional conditions beyond those found in Minnesota Statute, section 119B.125, subdivision 2, under which a legal nonlicensed provider or legal nonlicensed care arrangement will be determined to be unsafe, list these

conditions below. These conditions cannot conflict with the criteria in Minnesota Statute, sections 245C.14 or 245C.15, subdivision 2, by providing that a conviction for a crime or offense not listed in that subdivision is an automatic bar to authorization as a legal nonlicensed family child care provider. Instead, a conviction for a crime or offense not listed in Minnesota Statute, sections 245C.14 or 245C.15, may constitute unsafe care, and therefore bar authorization, only when the conviction reflects on the provider's ability to provide care.

1. Does your county apply additional conditions of unsafe care beyond those contained in Minnesota Statute, sections 245C.14 or 245C.15, to legal nonlicensed providers or legal nonlicensed care arrangements?

Yes  No

LIST THESE CONDITIONS

Attachment D -- Unsafe Care Criteria  
Legal Non-licensed Providers  
Minn. Stat. '119B.125, subd. 1b, Verification of required training, First Aid and CPR for LNL providers is completed before providing care. (c) Upon each reauthorization after the authorization period when the initial first aid and CPR training requirements are met, a legal nonlicensed family child care provider must provide verification of at least eight hours of additional training listed in the Minnesota Center for Professional Development Registry.  
(d) This subdivision only applies to legal nonlicensed family child care providers.

Minn. Stat. ' 119B.125, subd. 2, sets forth certain conditions whereby persons cannot be authorized as legal non-licensed family child care providers.  
In addition, pursuant to Minn. Stat. '119B.125, subd. 4, St. Louis County may deny authorization as a legal non-licensed family child care applicant or rescind the authorization of any such provider when the County knows or has reason to believe that the applicant or provider is unsafe or that the circumstances of the chosen child care arrangement are unsafe. Any of the following factors may be grounds for the County to determine that a child care provider or care arrangement is unsafe when these factors reflect on the provider's ability to provide care:

1. For reasons which reflect on the provider's ability to give care, the provider has had a felony level conviction within the past 15 years involving the use, dissemination, sale or possession of alcohol, drugs or other controlled substances or the conspiracy to do the same; or the provider has admitted, or a preponderance of the evidence indicates, that the provider committed such an offense within the past 15 years.
2. For reasons which reflect on the provider's ability to give care, the provider has lost parental rights to a child through an order involuntarily terminating the provider's parental rights, or a child of the provider has been the subject of an order involuntarily transferring permanent legal and physical custody of the child to a relative under Minn. Stat. ' 260C.201, subd. 11(e)(1), or a similar law of another jurisdiction.
3. A responsible social services agency has determined, or a preponderance of the evidence indicates, that the provider has subjected a child to egregious harm as defined by Minn. Stat. ' 260C.007, subd. 14.
4. Voluntary or court ordered placement of a provider's child out of the provider's home within the past two years for reasons which reflect on the provider's ability to provide care.
5. The residence or facility where the child care would be provided is not in compliance with State or local health or building code regulations such that, in the opinion of the County, the health or safety of children in the residence could be in jeopardy.
6. Documentation or other credible evidence of substantial, unsanitary conditions in the provider's home (i.e., such as clutter that inhibits free movement in the home, un-disposed pet or other urine or feces, uncontained garbage, etc.) within the past five years.
7. Documentation or other credible evidence of the presence of a methamphetamine lab in the provider's residence

within the past seven years.

8. Documentation or other credible evidence of weapons, ammunition or illegal drugs which may have been or accessible to children in the residence within the past seven years.

9. Dangerous, uncontrolled animals on the provider's property or in the provider's residence.

10. Documentation or other credible evidence of recurring child neglect by the provider, other than educational neglect, within the last seven years.

11. Involuntary judicial commitment of the provider within the past two years.

12. Documentation or other credible evidence of repeated incidents of violent behavior within the past seven years.

13. For reasons which reflect on the provider's ability to give care, less than seven years has passed since the substantiated serious or recurring maltreatment by the person of a minor under Minn. Stat. ' 626.556, a vulnerable adult under Minn. Stat. ' 626.557, or serious or recurring maltreatment in any other state, the elements of which are substantially similar to the elements of sections 626.556 or 626.557 for which: (1) there is a preponderance of evidence that the maltreatment occurred, and (2) the subject was responsible for the maltreatment.

14. Documentation or other credible evidence that the person abuses prescription drugs or uses controlled substances as specified in Minnesota Statutes, Chapter 152, or alcohol, to the extent that the use or abuse has or may have a negative effect on the ability of the provider to give care or is apparent during the hours children are in care. Any such person must have 12 consecutive months of verified abstinence before authorization as a legal non-licensed provider.

15. Documentation or other credible evidence of illegal activities in the provider's residence or by the person which may place a child in a harmful situation (i.e., prostitution, illegal drug sales or use, etc.).

16. The presence of a known sex offender residing in the home where the child care is provided or who has access to the children.

17. The provider has received child protection services within the past five years, not including Family Assessment services; and the review of the record and assessments of the child protection staff assigned to the case provide a preponderance of evidence that the provider is unsafe or the circumstances of the child care arrangement are unsafe.

2. Does your county apply the above unsafe care criteria to licensed providers as well as legally nonlicensed providers?

Yes  No

## **B. Records of substantiated parental complaints**

1. Describe your county's process for substantiating parental complaints concerning the health and safety of children in the care of legal nonlicensed providers.

If the complaint is regarding the health and safety of the child, staff would refer the caller/reporter to our Child and Family Services Initial Intervention Unit. They in turn would determine the response to the complaint. Record of the complaint would be recorded in the intake screening log for that unit.

**2. How does your county:**

- a. Maintain these records of substantiated complaints, and
- b. Make this information available to the public when requested?

Minnesota Rules, part 3400.0140, subpart 6

Minnesota Statutes, chapter 13

Complaints for Legal Non Licensed providers are not tracked by the Child Care unit. Complaints as listed in MN Rule 3400.0140, subp 6, are recorded in the child's record or record relevant to the complaint. In all cases of child welfare services those records are kept at a minimum of 3-4 years. Case notes are recorded in 2 separate state systems, SSIS and MEC2. Where cases of health and safety of a child is substantiated, those records are kept for 10 years. To date, we have never received a request for public information on LNL providers. If a request was received we would use our standard county policy about public information-written request is required, no charge for viewing and fee of \$.25 per page for copies.

## IV. Special needs rates

If charged by the provider, counties shall reimburse providers for the care of children with disabilities or special needs, at a special needs rate for care of these children subject to the approval of the commissioner of DHS.

Minnesota Statute, section 119B.13, subdivision 3

Minnesota Rules, part 3400.0130, subpart 3

Rates paid for the care of children with special needs are allowed to exceed county maximum rates. Requests for individual special needs rates are submitted by the county and approved by DHS. Refer to 9.54 of the CCAP Policy Manual for more information about the special needs rate approval process. When an individual special needs rate is approved, it is considered an amendment to the county plan. Counties are no longer being asked to submit a list of special needs rates for individual children with this plan.

### A. Special Needs Rates for Children in At-Risk Programs

Counties may choose to pay special needs rates to certain populations defined as "at-risk" in your County Child Care Plan. The county must have DHS approval for these rates to be paid. At-risk means environmental or familial factors exist that could create barriers to a child's optimal achievement. If your county has chosen to pay special needs rates for specialized care to identified at-risk populations, include information for each facility that provides specialized services. If you have a contract with the identified facilities, submit the contract as an attachment to this plan.

County identified at-risk population group	Facility name	Rate by age category	Rate schedule	Begin date	Documentation that supports the approved rate that is on file from the provider	Documentation in the file that supports that the child is included in the at-risk population

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

### B. Special needs rates for care of sick children

Special needs rates for care of sick children apply to rates charged above the county maximum by a provider that cares for sick children.

Minnesota Rules, part 3400.0110, subpart 8

1. Identify the provider type, rate(s) approved, rate schedule and the approved rate begin date for each special need rate currently paid above the county maximum when care is for a sick child. **Do not attach client-specific information to this plan.**

Provider type	Rate by age category	Rate schedule	Approved rate begin date

2. Does your county have a county specific process for approving rates paid for the care of sick children?

- Yes  No

## V. Payment policies

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

When a child is sick and being cared for by a second provider, does your county pay both the regular provider that charges an absent day if the child has not reached the absent day limit and the second provider that is caring for the child?

Minnesota Rules, part 3400.0110, subpart 8

- Yes  No

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

### B. Background checks for legal nonlicensed providers

CCAP requires that counties complete a criminal background study on all legal nonlicensed child care providers and persons residing in their households. Refer to Minnesota Statute, section 119B.125; Minnesota Statutes, chapters 245C and 245A.

Minnesota Statute, section 119B.125

Minnesota Statutes, chapter 245C

Minnesota Statutes, chapter 245A

1. Does your county charge a fee to unlicensed providers for the costs involved when completing the required criminal background check?

- Yes  No

How much does your county charge for the required background check?

- per family  per person \$25.00

2. How often does your county reauthorize providers?

- Yearly  Every Two Years  Other

3. Does your county request background information from other counties when a provider is registered in another county?

- Yes  No

EXPLAIN HOW THIS INFORMATION IS USED BY YOUR COUNTY

The previous county's determination of eligibility has the requirement to complete accurate checks. Registration fees would not be collected by SLC and another BCA would not be required if BCA was completed within the previous 2 years. If not approved in previous county, the provider would not be in MEC2 and we would then have them complete a BCA and LNL registration process including the completing the required training.

### C. Provisional payment of legal nonlicensed providers

Does your county issue provisional authorization and payment to legal nonlicensed providers during the time necessary to receive and review the results of the statutorily required criminal investigation and determine whether to give final approval to the provider?

Yes  No

Minnesota Rules, part  
3400.0120, subpart 2

Minnesota Rules, part  
3400.0110, subpart 2a

### D. Submission of invoices

Minnesota Statute, section 119B.13, subdivision 6 states that if a provider has received an authorization of care and been issued a billing form for an eligible family, the billing form must be submitted to the county within 60 days of the last date of service on the billing form.

Minnesota Statute, section  
119B.13, subdivision 6

A county may pay a bill submitted after this 60-day limit if the provider shows good cause for the delay. Counties must define good cause in their child care plans and this definition must include county error. A county cannot pay a bill submitted more than one year after the last date of service.

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

1) Agency error both the provider and the County's; 2) Computer system issues/errors; 3) Delays in authorizations or retroactive authorizations; 4) Delays due to natural disasters, flood, fire, or blizzard; 5) Documented medical conditions which prevented the provider from submitting bills on time; 6) provider contacts the supervisor of child care and identifies a valid verification of reason.

Providers are very good about getting their billings in on time and if they are delinquent and don't receive payment, they are often calling into the Provider Specialist to inquire as to why they did not receive payment. At which time, the worker assesses the reason for delay. With the integrated process between Child Care Assistance and Accounting Billing Clerk, situations where a provider didn't get paid are prevented. If a billing is submitted by a provider with more hours than authorized, either the CCAP worker is able to determine if the parent required more hours and/or the provider is contacted by the Provider Specialist regarding the billing discrepancy. Customer service practices of speaking with the parent and the provider has provided personalized service. The provider always has the option to contact the supervisor to discuss their situation.

2. Identify any circumstances when a provider signature is not needed on a billing form.

There has been only one paid billing form without provider signature, it was for a married LNL provider who died. Husband submitted billing for direct deposit into their joint account. LNL provider had provided care right up to the day before her death.

3. Does your county require the parent signature on the voucher?  Yes  No

Identify any circumstances when a parent signature is not needed on a billing form.

It is a requirement to obtain a parent's signature but when a parent does not sign due to moving, changing daycares, incarceration or hospitalization, the provider can submit a request for payment without parent signature. The provider's request is entered in the comment section of the billing form. Their request is reviewed by the Supervisor who assesses the situation utilizing multiple information systems to determine whether to approve payment or not. Case note entered into parent file.

If your county is using MEC<sup>2</sup> PRO, explain how this requirement is met with the use of electronic billing.

n/a

Explain how your county monitors the requirement in 3. for billing forms submitted through MEC<sup>2</sup> PRO.

n/a

## E. Underpayments

When your county determines that you have underpaid a provider, do you make corrective payments?  Yes  No

## F. Absent day policy

If a licensed child care provider or a license-exempt center has a written policy for child absent days that applies to all children in care, CCAP may reimburse absent days within the limits set in Minnesota Statute, section 119B.13, subdivision 7. Legal nonlicensed family child care providers must not be reimbursed for absent days. Children in families may exceed limits if at least one parent: (1) is under the age of 21; (2) does not have a high school or general equivalency diploma; and (3) 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, upon request of the program and approval of the county.

**Minnesota Statute,  
section 119B.13,  
subdivision 7**

If your county has currently approved child care facilities that meet these requirements, list those facilities and provide requested information regarding the approval process.

Facility name	Facility provider number	Specific criteria that qualifies facility	How are these requests reviewed by your county/tribe?

## VI. Program integrity

**A.** One of the most successful tools in attaining and maintaining high payment accuracy is a good case management review system. Case management reviews can help to determine root cause(s) of errors and therefore identify specific areas needing corrective action, such as policy clarification, refresher training, changes in office procedures, improved case record documentation, etc.

There are a number of different approaches to case management reviews. For example a full case review would encompass all aspects of a family's CCAP case information and/or a child care provider's information. A targeted review is focused on specific elements within a case, a specific policy or error prone areas.

1. Does your county conduct case management reviews of CCAP cases?  Yes  No
2. Does your county conduct case management reviews of CCAP child care provider files?  Yes  No
3. If you answered "yes" to numbers 1 or 2, does your agency complete full reviews, targeted reviews, or both? (Counties must submit their case review protocols (process) and forms if using their own instead of the DHS Case Management Review protocol and forms. Attach this information when you submit your plan.)
 

Case Reviews:  Full reviews  Targeted reviews  Both

Provider Reviews:  Full reviews  Targeted reviews  Both
4. What percentage of CCAP cases and child care providers are reviewed?
 

Case Reviews:  %  Month  Quarter  Other

Provider Reviews:  %  Month  Quarter  Other
5. Describe your county's process for each of the following. If completing both "Full" and "Targeted" reviews, describe the following factors for each type of review separately:
  - a. Selecting files to be reviewed,
  - b. Conducting the reviews,
  - c. Listing the forms used in the review process, and
  - d. Resolving errors, if any, found during the reviews.

In regards to case reviews by St. Louis County, file selection has occurred through the PERM, Payment Error Rate Measurement process. That Department notifies St. Louis County what files it is requesting and we send in the current relevant information on that particular case. DHS also conducts a CCAP review per required by the federal government. These files are reviewed and sent to Program Compliance and Audits at DHS. A random review is conducted when there is a client calling about their case. The review is completed by the Supervisor. The format of the review is primarily electronic through the MEC2 system. Reviewing Case members, number in household, absent parent, residence, review service agreements, identified providers, eligible activity, case notes, billing and notifications. This targeted review also occurs for the Basic Sliding Fee Educational requests. No form is utilized for the Supervisor reviews. If there are any errors found, they are corrected immediately unless policy clarification is necessary. Client is informed of the finding through a return phone call from the Supervisor. Email has also been used for notification per client request.

## B. Provider rates

Does your county enter provider rates on MEC<sup>2</sup>?  Yes  No

Explain the process your county uses to ensure that the rates billed by the provider are in accordance with what the provider stated that they charge in the Provider Registration and Acknowledgement Form that they completed. Explain how discrepancies are resolved.

SLC requires that all providers send in written notice of their policies and rates which are kept in the provider files. For determining if the provider is charging appropriately, child care clerical developed a spreadsheet with provider policy rates and the charged rate. Updates occur when new rate policies/renewals are received from the provider and when new providers are added. Monitoring providers policy is noted when there is a difference in rate billed. Discrepancies are first handled by the Provider Specialist, Billing Clerk and Clerical due to the possibility of an oversight of the provider. Or if situation requires the Supervisor will work with provider for resolution. St. Louis County does not pay above the State maximum identified for our county. If a provider charges more than the maximum, it has to be in the policy the client signs acknowledging that they understand that they the client will be responsible for the difference.

## VII. Other county responsibilities

- A.** Describe your county methods for providing information on the availability of child care assistance to individuals, child care providers, social service agencies, local news, etc. to ensure families are aware of the availability of the assistance.

Minnesota Rules, part  
3400.0140, subpart 2

Basic information about the CCAP program and contact information is posted on the St. Louis County web site. Child Care Aware provides regional dissemination. Community agencies such as school district programs and providers share the information with their contacts. SLC Family Child Care workers are involved with community committees such as emergency preparedness, Early Interagency Intervention Committee and with tribal committees. SLC also has child care staff available in 3 county offices, Duluth, Virginia and Hibbing.

- B.** Describe ways that your county collaborates with other community based programs and service providers 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 the identified service and program providers as you work to facilitate transition of these children into kindergarten.

Minnesota Statute,  
section 119B.08,  
subdivision 3 (1)

We have representation in collaboration with the First Year Collaborative program, Early Child Family Education with the multiple school districts, multiple staff from Child and Family Services and Income Maintenance working with the Minor parents program, SLC Health Dept. community services such as WIC and health screenings, utilize and coordinate with Head start programs. St. Louis County and Community based programs that are directed at the early childhood, pre K population have been partners in collaboration for many years. Due to this cooperative relationship, SLC's role within these various activities range from primary to participant to information resource only.

- C.** Identify any other county 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

Previously, Legal non-licensed providers were required to attend an in person orientation. Due to the length of time, staff, and the needs of the families and potential LNL, the Provider Specialist developed a 2 part system for disseminating the required resource information and documents rather than the in person orientation. This process has allowed eligible participants to start working, job searching, and school in as short as 3 days. For LNL providers BCA's are what tend to take time. St. Louis County now has one Specialist that is able to complete the requirements of the BCA process. If we are needing to obtain information from another state, this also slows the current process. With the legislative changes that have occurred in 2011, the LNL providers are required to complete First Aid and CPR training. DHS-6419 LNL family providers-questions and answers is included in the first packet along with the application form for the Background check.

- D.** Minnesota Statute, section 119B.08 states that the county and designated administering agency shall submit a biennial child care plan which includes a description of procedures and methods used to make copies of the proposed plan reasonably available to the public and allow sufficient time for public review and comment prior to submission of this plan to DHS for approval. Describe procedures and methods that were used by your county to make copies of this plan reasonably available to the public and the time that was allowed for public review and comment.

Minnesota Statute,  
section 119B.08,  
subdivision 3 (2)

SLC Plan will be posted to the County website mid August 2013. Comments will be considered until the deadline of submission to DHS before Sept. 6, 2013.

- E.** List below and attach any **new and/or amended** county forms, agreements/contracts or other written documents and materials that have not been previously approved or standardized through MEC<sup>2</sup> that are used in your county for the administration of the Child Care Assistance Program. All county forms and documents must comply with current statute, memos, bulletins, and the CCAP Policy Manual. Submit only the items that have not been previously submitted and approved. If a county policy handbook is submitted, only those unapproved sections that are not found in the CCAP Policy Manual, MEC<sup>2</sup> User Manual, "Do You Need Help Paying for Child Care" (DHS-3551), and the "CCAP Child Care Provider Guide" (DHS-5260) will be reviewed. Forms standardized through MEC<sup>2</sup>/DHS do not need to be submitted.

Note: Refer to the DHS memo announcing this plan for a list of DHS created documents that are required for CCAP. Counties should use the DHS required documents that are listed. We encourage use of the other DHS documents.

Attachment E: Updated Parent Manual  
 Attachment F: Updated Provider Manual  
 Attachment G: Updated Contacts for Child Care Assistance Worker

- F.** Does your county post your approved County Child Care Plan on your county website?

Yes  No

PROVIDE THE WEB ADDRESS WHERE IT CAN BE FOUND

<http://www.stlouiscountymn.gov/ADULTFAMILIES/ChildrenServices/ChildCare/ChildCareAssistance>

## VIII. County assurances

By checking the designated boxes below in items A and B, the county assures compliance with applicable consumer and provider education requirements. It is not necessary for the county to attach copies of this material to this plan.

**A. The county 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

Use of DHS-5367 "Parent Acknowledgement When Choosing a Legal Nonlicensed Provider" assures compliance with the following:

- Families rights and responsibilities when choosing a provider

Use of DHS-3551 "Do You Need Help Paying for Child Care?" assures compliance with the following:

- Federal and state child and dependent care tax credits
- Earned income credits
- Other services for families with young children
- Child care resource and referral 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; and
- The importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

**County assures compliance**

**B. The county is distributing the following required information to registered legal nonlicensed providers:**

Distribution requirements may be accomplished by giving the materials directly to the provider, or to the parent and establishing a method to ensure that the provider receives the material. Minnesota Rules, part 3400.0140, subpart 5.

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

- Child immunization requirements
- Child nutrition
- Child protection reporting responsibilities
- Health and safety information
- Child development information; and
- Referral to child care resource and referral agency

**County assures compliance**

**SUBMIT BY E-MAIL**

**REQUEST FOR CHILD CARE ASSISTANCE FOR  
Training / Education**

Name: \_\_\_\_\_

Name of training program or classes being requested: \_\_\_\_\_

Name of school: \_\_\_\_\_

Name of occupation or job(s) being trained for: \_\_\_\_\_

Training Start Date: \_\_\_\_\_ Training End Date: \_\_\_\_\_

**I have researched this occupation. I have attached proof to support my documentation of training. I have found there are suitable, full-time job opportunities in the area where I reside.**

List the full-time job leads and source(s) of information you used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the current job opportunities in this field (poor, fair, good, excellent)? List the source(s) you used to gather this information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the future job outlook or growth rate for this occupation or job?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the school's placement rate in this program of study? Attach proof of the school placement rate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The wage for job(s) in this occupation is significantly greater than what I could earn without this training.**

The average starting wage of people completing this training and working in this occupation is \$\_\_\_\_\_.

**EMPLOYMENT HISTORY:**

List any current or past employers beginning with the most recent:

Employer: \_\_\_\_\_ Dates Worked: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Describe what you did on this job in a typical day: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Worked: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Describe what you did on this job in a typical day: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Worked: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Describe what you did on this job in a typical day: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List any jobs, internships or volunteer experiences and list dates held: \_\_\_\_\_

What job-related skills do you have? \_\_\_\_\_

**EDUCATION HISTORY**

Circle the last grade you completed and diploma or certificate earned:

1 2 3 4 5 6 7 8 9 10 11 12 GED HS DIPLOMA ESL

Circle the last post-secondary year you completed and diploma or certificate earned:

13 14 15 16 17+ AA Certificate BA/BS

List and describe any training you have received or work-related licenses you have (include military related):

Are you currently enrolled in school?  Yes  No

If yes, name of school: \_\_\_\_\_

Type of program: \_\_\_\_\_

**NOTE:**  
Attach transcripts  
of all post  
secondary training.

Grades and class schedules must be submitted at the beginning and end of each semester and meet the educational standards of the institution.

This application covers time period: \_\_\_\_\_ through \_\_\_\_\_

Parent Signature

Date

Worker Signature

Date

CCAP Supervisor Signature

Date

Approved: Yes / No; reason for denial: \_\_\_\_\_

**For information on job opportunities, job outlook and growth rate, you may look at:**

- ❖ The Adams Job Almanac
- ❖ Guide For Occupation Exploration
- ❖ Health Careers in Minnesota
- ❖ Informational Interviews
- ❖ Job Service Office
- ❖ Minnesota Careers
- ❖ Minnesota Career Focus
- ❖ MCIS – Minnesota Occupational Information
- ❖ Newspapers
- ❖ Professional Journals & Magazines
- ❖ School Placement Office
- ❖ Technology Careers in Minnesota

**For information on where most of the jobs in your field are geographically located, you may look at:**

- ❖ The Adams Job Almanac
- ❖ Informational Interviews
- ❖ Job Service Office
- ❖ Guide For Occupational Exploration
- ❖ Minnesota Careers
- ❖ Minnesota Career Focus
- ❖ MCIS - Minnesota Occupational Information
- ❖ Newspapers
- ❖ Professional Journals & Magazines
- ❖ School Placement Office

**For information on wages for jobs, you may look at:**

- ❖ The Adams Job Almanac
- ❖ Guide For Occupational Exploration
- ❖ Health Careers in Minnesota
- ❖ Informational Interviews
- ❖ Job Services Office
- ❖ Minnesota Careers
- ❖ Minnesota Career Focus
- ❖ MCIS - Minnesota Occupational Information
- ❖ Minnesota Salary Survey
- ❖ Newspapers
- ❖ Professional Journals & Magazines
- ❖ School Placement Office
- ❖ Technology Careers in Minnesota



## **Attachment B -- Education Plans under the Basic Sliding Fee Program St. Louis County (SLC) Criteria for School Plan Approval:**

Completion of an education program will likely lead to higher wage employment compared to the parent's current wages or recent wage history. At a minimum, the chosen field should allow a family to increase their income above the poverty level, for that family's household size.

The following criterion that applies to the applicant must be met.

By researching the placement rate which needs to be 80% or higher of the school's program, would indicate that previous students who completed the chosen program have been successful in finding employment within that field. Documentation of the research must be included with application.

The parent does not already have skills and/or work experience which would lead to employment at wages higher than 175% of poverty for their family size.

If the parent is already enrolled in a program, they must also maintain satisfactory progress in the education or training program. SLC requires the student to provide documentation that they are making satisfactory progress according to the institutions educational standards.

If the parent has previously enrolled in school and withdrawn or did not complete previous plans, the supervisor will consider how much time has passed and the reasons for not completing previous plans before approving a new plan.

SLC must approve any changes in education and training programs **prior to the change being made**, to continue to authorize BSF child care assistance for these activities

Is the new request to complete a previous course of study but for the next level along the career chain? Such as; certified Nursing Certificate, Licensed Practical Nurse (Associates degree) to Registered Nurse with a Bachelors degree. The criteria for their identified major are so stringent that they didn't make it into the chosen program and had to choose another major. Was the previous plan not completed due to medical or health conditions and/or the new plan is a better fit for the applicants' needs and abilities? All other eligibility policy criteria are also met.

With limits for the change to not be longer than the anticipated completion date identified on the current application.

Satisfactory progress per the institution is necessary to continue eligibility of BSF child care assistance for their school plan.

Second Baccalaureate and Graduate programs are not eligible for CCAP education plan approval.

### **Other Factors that will be considered:**

Does the applicant have any degrees and/or certificates? If so, have they used this education and what is the job outlook for the field? If the applicant holds a bachelor's degree, school plans will be approved only for updating their credentials in their existing degree field. Plans for a 2<sup>nd</sup> bachelor's degree are not allowed by CCAP State policy.

In the past year, has the applicant voluntarily quit a position with a wage level that kept their family above 175% of poverty?

Has Child Care Assistance previously supported school plans for this parent? If so, were they successfully completed and how long did the parent work in the related field?

Does the applicant have a history of stable employment? What are the reasons for leaving previous employment? Consideration is taken into account for the purposes of retraining into another field due to layoffs by previous employer. All other County and State policy criteria apply within this consideration.

Is there any other information that shows that the applicant has the capacity to complete the school program and to maintain stable employment after completion of the program?

**Rationale for Criteria:** With Basic sliding fee (BSF) child care having a finite fund, the county and state have an interest in supporting plans that have a reasonable chance of success for a family to be self-sufficient. The above criterion identifies indicators that have proven to be incorporated in the families that have been successful. This process encourages prospective students to carefully consider their plan before investing their own time and resources as well as the public resources on an education plan.



## Weekly Activity Time Card/Job Search Log

Week of: Sunday \_\_\_\_/\_\_\_\_/\_\_\_\_ thru Saturday \_\_\_\_/\_\_\_\_/\_\_\_\_  
Due no later than Tuesday.

I state that the information I have reported below is accurate. I understand that I am required to report my time spent in activities on a weekly basis. This form is due at the Child Care office each week or my case could be closed. I also understand that no child care payments will be issued until these logs are turned in and verified.

Signature: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Child Care Worker: \_\_\_\_\_

Address Change Information: \_\_\_\_\_ Date of Change/Move: \_\_\_\_/\_\_\_\_/\_\_\_\_

New Address: \_\_\_\_\_ New Phone: \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Please enter the hours spent this week on each activity listed below:

**Hours**

**Job Search** (Job Search Log on back)

\_\_\_\_\_

Mailing resumes & cover letters

\_\_\_\_\_

Filling out applications

\_\_\_\_\_

Employer telephone contacts

\_\_\_\_\_

In-person employer contacts (visiting employers)

\_\_\_\_\_

Networking/informational interviews

\_\_\_\_\_

Reviewing Newspapers

\_\_\_\_\_

Reviewing Job Service listings

\_\_\_\_\_

**Total Hours of Job Search this week.**



## **Attachment D -- Unsafe Care Criteria**

### **Legal Non-licensed Providers**

Minn. Stat. '119B.125, subd. 1b, Verification of required training, First Aid and CPR for LNL providers is completed before providing care. (c) Upon each reauthorization after the authorization period when the initial first aid and CPR training requirements are met, a legal nonlicensed family child care provider must provide verification of at least eight hours of additional training listed in the Minnesota Center for Professional Development Registry. (d) This subdivision only applies to legal nonlicensed family child care providers.

Minn. Stat. ' 119B.125, subd. 2, sets forth certain conditions whereby persons cannot be authorized as legal non-licensed family child care providers.

In addition, pursuant to Minn. Stat. '119B.125, subd. 4, St. Louis County may deny authorization as a legal non-licensed family child care applicant or rescind the authorization of any such provider when the County knows or has reason to believe that the applicant or provider is unsafe or that the circumstances of the chosen child care arrangement are unsafe. Any of the following factors may be grounds for the County to determine that a child care provider or care arrangement is unsafe when these factors reflect on the provider's ability to provide care:

1. For reasons which reflect on the provider's ability to give care, the provider has had a felony level conviction within the past 15 years involving the use, dissemination, sale or possession of alcohol, drugs or other controlled substances or the conspiracy to do the same; or the provider has admitted, or a preponderance of the evidence indicates, that the provider committed such an offense within the past 15 years.
2. For reasons which reflect on the provider's ability to give care, the provider has lost parental rights to a child through an order involuntarily terminating the provider's parental rights, or a child of the provider has been the subject of an order involuntarily transferring permanent legal and physical custody of the child to a relative under Minn. Stat. ' 260C.201, subd. 11(e)(1), or a similar law of another jurisdiction.
3. A responsible social services agency has determined, or a preponderance of the evidence indicates, that the provider has subjected a child to egregious harm as defined by Minn. Stat. ' 260C.007, subd. 14.
4. Voluntary or court ordered placement of a provider's child out of the provider's home within the past two years for reasons which reflect on the provider's ability to provide care.
5. The residence or facility where the child care would be provided is not in compliance with State or local health or building code regulations such that, in the opinion of the County, the health or safety of children in the residence could be in jeopardy.
6. Documentation or other credible evidence of substantial, unsanitary conditions in the provider's home (i.e., such as clutter that inhibits free movement in the home, un-disposed pet or other urine or feces, uncontained garbage, etc.) within the past five years.
7. Documentation or other credible evidence of the presence of a methamphetamine lab in the provider's residence within the past seven years.

8. Documentation or other credible evidence of weapons, ammunition or illegal drugs which may have been or accessible to children in the residence within the past seven years.
9. Dangerous, uncontrolled animals on the provider's property or in the provider's residence.
10. Documentation or other credible evidence of recurring child neglect by the provider, other than educational neglect, within the last seven years.
11. Involuntary judicial commitment of the provider within the past two years.
12. Documentation or other credible evidence of repeated incidents of violent behavior within the past seven years.
13. For reasons which reflect on the provider's ability to give care, less than seven years has passed since the substantiated serious or recurring maltreatment by the person of a minor under Minn. Stat. ' 626.556, a vulnerable adult under Minn. Stat. ' 626.557, or serious or recurring maltreatment in any other state, the elements of which are substantially similar to the elements of sections 626.556 or 626.557 for which: (1) there is a preponderance of evidence that the maltreatment occurred, and (2) the subject was responsible for the maltreatment.
14. Documentation or other credible evidence that the person abuses prescription drugs or uses controlled substances as specified in Minnesota Statutes, Chapter 152, or alcohol, to the extent that the use or abuse has or may have a negative effect on the ability of the provider to give care or is apparent during the hours children are in care. Any such person must have 12 consecutive months of verified abstinence before authorization as a legal non-licensed provider.
15. Documentation or other credible evidence of illegal activities in the provider's residence or by the person which may place a child in a harmful situation (i.e., prostitution, illegal drug sales or use, etc.).
16. The presence of a known sex offender residing in the home where the child care is provided or who has access to the children.
17. The provider has received child protection services within the past five years, not including Family Assessment services; and the review of the record and assessments of the child protection staff assigned to the case provide a preponderance of evidence that the provider is unsafe or the circumstances of the child care arrangement are unsafe.

**ST. LOUIS COUNTY**  
**CHILD CARE ASSISTANCE**  
**PROGRAM POLICY MANUAL**  
**FOR**  
**PARENTS**

**PHHS # 12-11-0335**  
**Revised 08/14/2013**

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**ADDENDUM A: CHILD CARE RATES**

**ADDENDUM B: CHILD CARE WORKERS**

## **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                      Applications may be done in person, by mail, or online. In St. Louis County, applications are taken for these programs at these three county offices:**

Government Services Center- Central Client Area, 1<sup>st</sup> Floor  
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

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

**To apply online via 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 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](http://mnhumanservices.dhs.state.mn.us)

**Note:** You will need to create a user ID and a 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 Senior Manager from the service area from which you are receiving services.

**Phone calls:** The child care unit will return all phone calls within 2 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 are attending 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 in the order received. The majority of payments are issued by the State within two weeks of when the billing form was received. 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 submitted. 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.

**AGENCY CONTACT PHONE NUMBERS:**

Child Care Workers: Alphabetical list is on page 16 of this manual, Addendum B.

Provider general information and Legal Non-Licensed registrations:  
Sue Marsy, 218-726-2174

Provider name and/or address change information on MEC2:  
Tina Garrett, 218-726-2092

Child Care Unit Supervisor: Susan Sauls, 218-726-2108

Director, Child and Family Services Division: Holly Church, 218-725-5161

Public Health and Human Services Department  
Administration: 218-726-2096

St. Louis County Toll free: 1-800-450-9777 to reach any of the above staff.

## II. PROVIDER REQUIREMENTS

### A. Types of Child Care:

A **Legal Non-licensed (LNL) Child Care Provider** is registered with the County. For example, a friend, neighbor, or a relative who is 18 years of age or older can be registered. These providers do not have to be licensed if: a) they only provide care for relatives and/or, b) they provide care to a single unrelated family, or c) they provide care for less than 30 days in any 12 month period. LNL providers are required to follow State rules on completing mandated training.

A **Licensed Family Child Care Provider** is self-employed and licensed by the State. Because they are licensed, they can care for more families that are not related to them. This child care is done in the provider's home. Licensed providers are required to follow State rules for family child care homes under Minnesota Rules Chapters 9502.0300 to 9502.0445.

A **Child Care Center** has teachers and assistants and has to meet State rules for their programs. They can care for as many children as their State license allows. Preschools and nursery schools are also in this category.

**License Exempt Center(s)** are programs like a child care center that are not required to have a child care license. These include extended day school age childcare programs, extended kindergarten programs that offer more hours than half day free public kindergarten, camps licensed by the State Health Department, school age centers operated by public schools, and some other after school programs.

### B. Provider Background Checks

Licensed providers have background studies completed as part of the licensing process, and legal non-licensed providers have these background studies as part of the CCAP registration process. Also, the State checks the backgrounds for licensed child care center staff.

Background studies include checks of the county Social Services records, history of child maltreatment, and criminal history checks. If the background check information includes certain crimes, child maltreatment history, and/or recent chemical dependency issues, a provider may be disqualified from providing care to families on Child Care Assistance.

State law prohibits the county from authorizing persons who have felony convictions for various crimes. Information on which crimes apply to this law is available for persons interested in providing child care. Background applicant studies are required for everyone age 13 and older in the household. If care is in the parent's home, only the provider needs a background applicant study. Fees are \$25 per person, up to a maximum of \$100.

The purpose of background studies is to assist in keeping children safe in child care. However, parents have the primary responsibility to choose a provider who has the ability to provide safe care and surroundings. Parents have the right and responsibility to choose a provider who they trust and who meets the county's requirements for registration or licensing.

**C. New or Additional Requirements for LNL providers**

**Effective January 1, 2012**, all LNL family child care providers are required to complete First Aid and CPR training prior to authorization for CCAP payments.

Additionally, upon subsequent renewal of a provider registration period, LNL family child care providers are required to provide verification of at least 8 hours of additional training listed in the Minnesota Center for Professional Development Registry.

This requirement has already been in place for Licensed Family Day Care providers.

**D. Choosing a Provider**

**Parents have the right to:**

- Choose any of the mentioned types of providers who are participating in CCAP.
- **Change child care providers as needed, with 15 day advance notice.**
- Use more than one provider, as needed for children.

For more information about licensed child care providers, including names of providers with vacancies, call the Child Care Resource and Referral (CCR&R) phone line at:

- ◆ 1-800-890-5399  
OR search on-line at: [www.mnchildcare.org](http://www.mnchildcare.org)

### **III. HOW THE CCAP PROGRAM WORKS – ELIGIBILITY**

#### **A. Family Copayments**

Many families receiving CCAP are required to pay part of the costs of their child care. The amount of this co-payment depends on income and family size. The co-payment is subtracted from the payment to the provider, and parents pay this amount directly to their provider. If the co-payment is not paid, the State requires that child care assistance or CCAP be closed until the bill is paid, or until a payment agreement is worked out between the parent and the provider.

#### **B. Exceptions to Collection of Copayments**

If a provider chooses not to collect the copayment, the provider must keep a record concerning the date of service for which they did not collect the copayment.

Also, CCAP allows someone other than the parent to pay the copayment. In these cases, the provider must keep a record of the name of the person or organization who made the payment, and the dates of service.

#### **C. Authorized Activities**

CCAP allows child care to be authorized only for approved activities, such as job search, work or school, and may include reasonable amount of travel time. Other uses may result in overpayments or a referral for fraud investigation. Parents need to call their child care worker:

- **before using more hours** than are currently authorized, or
- when the school or work schedule changes, or
- when a job ends, or
- when they start or stop looking for work (job search).

**Effective March 5, 2012**, Minnesota Statutes, section 119B.09, subdivision 13, only allows child care assistance to be authorized for care provided in the child's home if the child's parents have authorized activities outside of the home and if one or more of the following circumstances are met:

1. the parents' qualifying activity occurs during times when out-of-home care is not available. If child care is needed during any period when out-of-home care is not available, in-home care can be approved for the entire time care is needed;
2. the family lives in an area where out-of-home care is not available; or
3. a child has a verified illness or disability that would place the child or other children in an out-of-home facility at risk or creates a hardship for the child and the family to take the child out of the home to a child care home or center.

**Effective April 16, 2012**, a legislative change to Minnesota Statutes, section 119B.011, subdivision 13, limits the time that an adult family member who is not in an authorized activity can be considered temporarily absent. A temporarily absent adult family member who is participating in an authorized activity may continue to be counted as part of the CCAP family for an unlimited time period as long as the family indicates that the family member plans to return, but other absent adult family members will be removed from the CCAP family after 60 days. Adverse action notices will be sent to affected families and child care providers.

**D. Reporting Requirements**

Parents must report the following changes for each family member to their Child Care Assistance worker **within ten (10) calendar days**.

Failure to report these changes within ten (10) calendar days may result in an overpayment, termination, or closing of your Child Care Assistance, a fraud investigation and/or possible criminal charges.

- Employment status.
- Names of people who move in or out of your household and their relationship to you and your child/children.
- Marriages, separations, divorces.
- Income, wage or salary increases and receipt or changes in child support, social security, MFIP, GA, unemployment insurance, insurance benefits and other cash payments.
- Child support paid by you to someone who does not live with you.
- Address or residence.
- Health and dental insurance premiums.
- Work, school, or job search hours.
- Names of child care providers.
- Child custody arrangements.

**Provider change must be reported fifteen (15) days in advance**

**E. Medical Leave**

CCAP will pay up to one (1) month of full-time child care provided the parent will be returning to current employment or training within ninety (90) days. This policy usually applies to single parent households. **The following conditions must be met:**

- The parent is incapable of providing child care during the medical leave of absence.
- The parent is expected to return to employment or an approved education or training program **within 90 calendar days** after leaving the activity.
- The inability of the parent to provide child care and the necessity of the medical leave is documented by a physician or licensed psychologist.

**AND**

- The amount of child care during the medical leave does not exceed the equivalent of one month of full-time (50 hours x 4.3 weeks = 215 hours).

**F. Children with Special Needs –Americans With Disabilities Act (ADA)**

The State has a policy about requirements for child care providers under the Americans with Disabilities Act (ADA). Providers are required to make “reasonable accommodations” for children with disabilities. If you have questions about compliance with the ADA, call the Dept. of Justice ADA information Line: 1-800-514-0301 (voice) or 1-800-514-0383 (TDD). You can also access their web site at [www.usolaj.gov/crt/ada/adahoml.htm](http://www.usolaj.gov/crt/ada/adahoml.htm).

The Child Care Assistance program has a process for approving special needs rates. Special needs rates must be services beyond those required to comply with the ADA. These rates are not for recovering the cost of measures required by the ADA. Please refer to the rate section of this manual for further information regarding requesting special needs rates.

**G. Overpayments**

When parents or providers are overpaid, the CCAP program will recover the overpayment as required by State policy. For overpayments to parents, this usually is done by increasing the co-payment until the amount is recovered. If the family is no longer using child care, St. Louis County sends a bill to the parent. This is true even when the overpayment is due to agency error. Families will be given an opportunity to make satisfactory re-payment arrangements with St. Louis County before the CCAP program ends the authorization or denies eligibility. However, if satisfactory re-payment is not being made, the State policies will not allow child care to be authorized. Parents and providers have appeal rights if they are found to have an overpayment.

## **IV. HOW THE CCAP PROGRAM WORKS – AUTHORIZATIONS AND PAYMENT**

### **A. Payment Process**

The parent or provider can mail or drop off the billing form for payment. Both the parent and their provider are responsible for the days and hours claimed on the billing form. Parents can question hours the provider puts on the billing form, and if there is disagreement, the parent should call their child care worker. If the parent fills out the billing form, the provider may question the hours and call the child care worker if they disagree with the parent.

Only the parent and the child care provider can sign billing forms that are sent in for payment. Do not sign any blank billing forms. Do not sign “for” someone else. If the County finds information on a billing form that is false, the County may follow through with legal action. Payments may be delayed if more hours are billed than authorized without prior approval or if billing forms are not filled out correctly.

Billing forms are entered on the State system by the St. Louis County Accounting Department. The State system then issues payments either by check or by electronic deposit. Once a billing form is processed, payments are generated nightly by the state payment system in St. Paul. Usually payment is made within two weeks of when the county receives an accurate and complete billing form. However, at times payments are delayed and the State allows 30 days for processing payments after a billing form is received by the county.

Within 2012/2013, St. Louis County will be working with the Minnesota Department of Human Services to implement an electronic billing system. This system will only be available to selected providers. Parents will be required to sign their children in/out when dropping off/picking up at these specific providers.

### **B. Provider Billing Practices**

Providers establish their own policies for billing and payment. It is very important for parents and providers to discuss these policies ahead of time. Providers are required to give parents a written copy of their policies when they begin care and anytime a policy is updated or changed. These policies may include rates, absent day policies, and termination notice rules. Sometimes CCAP can pay all of the provider’s charges, and other times not, depending on the provider’s billing practices and how these fit with State policies. A provider may require that parents pay the difference in these cases.

CCAP will pay only up to State determined Child Care Maximum Rates. If the provider charges more than the maximum, which needs to be in their policy, the parent would be responsible for the difference.

**C. Authorization and Payment**

**CCAP will pay:**

- for the authorized hours of child care;
- up to the DHS maximum rates;
- minus the family's co-pay amount.

**CCAP will not pay:**

- more than the provider bills;
- for more care than the authorized hours;
- for more than the CCAP maximum rates;
- for provider vacation days, provider sick days, or any other days that child care is not available, other than for holidays;
- for nonstandard hour differential payments and payments for activity fees;
- for care that is provided for a child by a child care provider who resides in the same household or occupies the same residence as the child, effective March 5, 2012;
- limits CCAP payments to child care centers that receive CCAP payments for children and employ either the parent of the child or a person who lives with the child, effective January 1, 2013.

CCAP payments will be prohibited to licensed or license-exempt child care centers if more than 50% of the children cared for by the provider are children of the provider's employees or reside with center employees, effective January 1, 2013.

**The amount paid is based on:**

- the county where care is provided
- the age of child
- the type of provider
- the number of hours of child care that are authorized.
- Effective April 16, 2012: limits child care assistance payments for one day to the daily rate (or 10 hours for LNL providers) and one week to the weekly rate (or 50 hours for LNL providers).

Based on the provider's billing practices, CCAP will pay the maximum amount that is allowed by state law and rules.

#### D. Provider Rates

The State has set maximum child care rates for each County. Providers can charge less than these rates but cannot charge more for Child Care Assistance clients than they charge for private pay clients. See Addendum A for Rate Information.

#### E. State Absent Day Policy

##### **Billing for absent days**

Providers may bill CCAP for absent days if:

- The care was authorized by CCAP and scheduled by the parent, but the child was absent **AND**
- It is the provider's policy to bill all of their families for absent days **AND**
- The scheduled hours are identified in the provider's attendance records as an absent day **AND**
- The care is available.

CCAP will not pay for more than ten absent days of scheduled care in a calendar year. If a child is absent for part of a day, the payment for that day will be for the amount of care that is scheduled for that day but the day will not count toward the 10 day limit.

Families and providers will be told the number of absent days used by each child on the *Service Authorization*. Additionally, the provider will be told the number of absent days used on the *Remittance Advice*. **However, this information is only as current as the last bill submitted by the provider.** If a child has more than one provider, or if *Billing Forms* are not submitted timely, it is possible that the number of absent days that have been used will be different than the information provided.

If a provider is aware that a child has stopped attending or has been absent for 7 consecutive days, they are to notify the family's CCAP worker immediately.

**Effective January 1, 2013**, a legislative change to Minnesota Statutes, section 119B.13, subdivision 7, **eliminates** absent day payments **for LNL family child care providers** and limits absent day payments to 10 days per calendar year for licensed providers and license exempt centers, with no exceptions.

## **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 (3<sup>rd</sup> Monday in January)
- Washington and Lincoln's Birthdays (3<sup>rd</sup> Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1<sup>st</sup> Monday in September)
- Christopher Columbus Day (2<sup>nd</sup> Monday in October) \*
- Veterans Day (November 11)
- Thanksgiving (4<sup>th</sup> Thursday in November)
- Christmas Day (December 25)

\*The day after Thanksgiving may be substituted for Christopher Columbus Day.

Families may switch other cultural or religious holidays for the 10 recognized state and federal holidays if they let their CCAP worker know before or within 10 days after the substitution.

**The family must request the substitution of an alternate holiday. Providers will let parents know their holidays if they are different than the 10 recognized state and federal holidays so they may request a substitution.**

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.**

**F. Sick Child Care**

CCAP allows for child care billings for a child who, as result of illness, is unable to attend the family's regular child care provider, in addition to paying the child's regular provider. The rate for sick child care does not exceed the standard rate limits. This is the only exception in which CCAP allows for paying two providers for the same days/hours.

**G. Special Needs Child Care Rates**

The Child Care Assistance program policy for Special Need Rates requires the Parent and Provider request a Special Needs rate and the rate must be approved by DHS. (CCAP manual 9.54). A Special Needs Rate Variance form (DHS-4194) is completed by both parent and provider. Documentation of the child's special needs is included with the request.

The County will complete the County Recommendation form and submit the form to DHS. If approved, DHS will determine the rate, based on a process used by DHS. The County will receive notification of DHS' decision and rate.

The County will notify, in writing, both the parent and provider. If denied, the parent will be notified of the right to appeal.

**MAXIMUM CHILD CARE RATES**  
**Child Care Centers**  
(Effective November 28, 2011)

**Addendum A**

	<u>Hourly Rate</u>	<u>Full Day Rate</u>	<u>Weekly Rate</u>
Infant	\$3.15	\$31.55	\$155.03
Toddler	\$2.99	\$29.97	\$147.27
Preschool	\$2.90	\$28.92	\$142.11
School Age	\$2.99	\$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 November 28, 2011)

	<u>Hourly Rate</u>	<u>Full Day Rate</u>	<u>Weekly Rate</u>
Infant	\$2.62	\$26.30	\$131.45
Toddler	\$2.37	\$23.65	\$118.31
Preschool	\$2.37	\$23.65	\$118.31
School Age	\$2.37	\$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 4 months before Kindergarten
School Age	4 months before Kindergarten but younger than 11 years**

**Legal Non-Licensed Providers**

Effective November 28, 2011      Hourly Rate

Infant	\$1.78
Toddler	\$1.61
Preschool	\$1.61
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 4 months before Kindergarten
School Age	4 months before Kindergarten to 13 years

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

**\*NOTE: Registration fees 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.

**ST. LOUIS COUNTY PUBLIC HEALTH AND HUMAN SERVICES  
CHILD CARE ASSISTANCE WORKERS**

**\*\*Susan Sauls, Family Child Care Services Supervisor [Duluth/Range] . . . . . 726-2108**

**DULUTH CHILD CARE WORKERS**

**DULUTH - - - - General Phone Number 726-2101; Fax - - - - 726-2584  
(Dial the General Number; then press "0" right away; ask for the 'Child Care Worker of the Day')**

- Tim K - 733-2780 (wkr A11) Cases A-At and Sh-Z**
- Marcia M - 726-2138 (wkr 814) Cases Au-Bell and N-Se**
- Joan R - 726-2145 (wkr 659) Cases Bem-Br and Johnson-M**
- Marsha N - 726-2170 (wkr 619) Cases Bu-C and D-Joe**

**Sue M - 726-2174 (wkr 533)  
LNL Registration and providers/billing issues for St. Louis County.**

**Tina G. 726-2092 (wkr 936)  
Provides support for demographic provider changes on MEC2 state system.**

**RANGE CHILD CARE WORKERS**

**VIRGINIA - - - General Phone Number 471-7137 Fax 749-7123**

**HIBBING: - - -General Phone Number 262-6000 Fax 262-6049**

- Clarice S - 262-6024 (wkr 774) All cases A-Hi extension 8324**
- Judy W - 471-7746 (wkr 646) All cases Hj-Pel extension 7746**
- Julie B - 262-6056 (wkr 634) All cases Pem-Z extension 8356**

**St. Louis County Toll Free - 1-800-450-9777 plus Name or Extension Number**

**CHILD CARE RESOURCE AND REFERRAL**

**District Office: 1-800-890-5399 OR <http://childcareawaremn.org/>**



F

**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> OR, call 1 (800) 450-9777, extension 2174, OR call (218) 726-2174**

Revised 08/15/13



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- **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)  
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307 South 1<sup>st</sup> Street  
Virginia, MN 55792

St. Louis County Public Health & Human Service Dept  
Hibbing Courthouse Annex  
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**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.

#### **AGENCY CONTACT PHONE NUMBERS:**

Child Care Workers: For alphabetical list, see Addendum B.

Provider general information and Legal Non-Licensed registration:  
Sue Marsy, 218-726-2174

Provider name and/or address change information on MEC2:  
Tina Garrett, 218-726-2092

Child Care Unit Supervisor: Susan Sauls, 218-726-2108

Director, Child and Family Services Division: Holly Church, 218-725-5161

Customer Service Representatives/Public Health and Human Services Department  
Administration 218-726-2096

St. Louis County Toll free: 1-800-450-9777 to reach any of the above staff

**MAXIMUM CHILD CARE RATES**

**Child Care Centers**

(Effective November 28, 2011)

	<u>Hourly Rate</u>	<u>Full Day Rate</u>	<u>Weekly Rate</u>
Infant	\$3.15	\$31.55	\$155.03
Toddler	\$2.99	\$29.97	\$147.27
Preschool	\$2.90	\$28.92	\$142.11
School Age	\$2.99	\$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 November 28, 2011)

	<u>Hourly Rate</u>	<u>Full Day Rate</u>	<u>Weekly Rate</u>
Infant	\$2.62	\$26.30	\$131.45
Toddler	\$2.37	\$23.65	\$118.31
Preschool	\$2.37	\$23.65	\$118.31
School Age	\$2.37	\$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 4 months before Kindergarten
School Age	4 months before Kindergarten but younger than 11 years**

**Legal Non-Licensed Providers**

Effective November 28, 2011 Hourly Rate

Infant	\$1.78
Toddler	\$1.61
Preschool	\$1.61
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 4 months before Kindergarten
School Age	4 months before Kindergarten 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 Tina Garrett 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.

**ST. LOUIS COUNTY PUBLIC HEALTH AND HUMAN SERVICES  
CHILD CARE ASSISTANCE WORKERS**

**\*\*Susan Sauls, DULUTH/RANGE Child Care Services Supervisor . . . . .726-2108**

**DULUTH CHILD CARE WORKERS**

**DULUTH General Phone Number 726-2101 Fax . . . . 726-2584  
(dial the General Number, then press '0' right away, and ask for the 'Child Care Worker of the Day')**

**Tim K – 733-2780 (wkr A11) All cases A-At and Sh-Z (Ext. 2780)**

**Marcia M – 726-2138 (wkr 814) All cases Au-Bell and N-Se (Ext. 2138)**

**Joan R – 726-2145 (wkr 659) All cases Bem-Br and Johnson-M (Ext. 2145)**

**Marsha N – 726-2170 (wkr 619) All cases Bu-C and D-Joe (Ext. 2170)**

**Sue M – 726-2174 (wkr 533) (Ext. 2174)  
LNL Registration and MEC2 trouble shooter for providers/billing issues for St. Louis County**

**Tina G – 726-2092 (wkr 936) (Ext. 2092)  
Provider name/address/phone change information on MEC2**

**RANGE CHILD CARE WORKERS**

**VIRGINIA General Phone Number 471-7137 Fax . . . . 749-7123**

**HIBBING General Phone Number 262-6000 Fax . . . . 262-6049**

**Clarice S - 262-6024 (wkr 774) All cases A-Hi (Ext. 8324)**

**Judy W - 471-7746 (wkr 646) All cases Hj-Pel (Ext. 7746)**

**Julie B - 262-6056 (wkr 634) All cases Pem-Z (Ext. 8356)**

**St. Louis County Toll Free - 1-800-450-9777 plus Extension Number**

**CHILD CARE RESOURCE AND REFERRAL**

**District Office: 1-800-890-5399**

**OR <http://childcareawaremn.org>**

# Changes in state law that may affect Child Care Assistance Program providers and families Child Care Assistance Program (CCAP)\*

## Why am I getting this notice?

You are getting this notice because you are a family receiving child care assistance, or you are a child care provider who cares for children of families on the Child Care Assistance Program.

## What are the changes and when do they start?

### 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 January 1, 2013:**

- 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 10 absent days a year per child at a licensed provider or a license exempt center. There are no exceptions to the 10 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 10 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.

**What if I have questions?**

If you are a family who gets child care assistance, call your Child Care Assistance Program worker. If you are a child care provider who cares for children of families that get assistance, call the family's Child Care Assistance Program worker or a worker the county has told you to call.

\*This addendum contains information obtained from DHS Form No.: DHS-6467-ENG

## **More relevant changes in state law that may affect Child Care Assistance Program providers:**

### **Child Care Provider Maximum Rates**

**Effective October 31, 2011**, legislative changes to Minnesota Statutes, section 119B.13, subdivision 1 and 1a, reduced all maximum child care provider rates by 2.5%. Maximum registration fees were also reduced by 2.5%. Additionally, the maximum rate paid to legal nonlicensed family child care providers is reduced from 80 percent to 68 percent of the county maximum hourly rate for licensed family child care providers. **This provision was implemented November 28, 2011.**

Note: Refer to Addendum A for the current maximum rates.

### **Registration requirements for legal nonlicensed (LNL) family child care providers**

**Effective November 1, 2011** for LNL family child care providers registering for a new CCAP authorization, and **January 1, 2012** for LNL family child care providers with an existing authorization, Minnesota Statutes, section 119B.125, subdivision 1b, requires LNL family child care providers to complete First Aid and CPR training prior to authorization for CCAP payments.

Additionally, upon subsequent renewal of a provider registration period a provider must provide verification of at least 8 hours of additional training listed in the Minnesota Center for Professional Development Registry.

## 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)

\*The day after Thanksgiving may be substituted for Christopher Columbus Day.

Families may switch other cultural or religious holidays for the 10 recognized state and federal holidays if they let their CCAP worker know before or within 10 days after the substitution.

**The family must request the substitution of an alternate holiday. Let parents know your holidays if they are different than the 10 recognized state and federal holidays so they may request a substitution.**

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.**

**ST. LOUIS COUNTY PUBLIC HEALTH AND HUMAN SERVICES  
CHILD CARE ASSISTANCE WORKERS**

**\*\*Susan Sauls, Family Child Care Services Supervisor [Duluth/Range] . . . . . 726-2108**

**DULUTH CHILD CARE WORKERS**

**DULUTH - - - - General Phone Number 726-2101; Fax - - - - 726-2584  
(Dial the General Number; then press "0" right away; ask for the 'Child Care Worker of the Day')**

- Tim K - 733-2780 (wkr A11) Cases A-At and Sh-Z**
- Marcia M - 726-2138 (wkr 814) Cases Au-Bell and N-Se**
- Joan R - 726-2145 (wkr 659) Cases Bem-Br and Johnson-M**
- Marsha N - 726-2170 (wkr 619) Cases Bu-C and D-Joe**

**Sue M - 726-2174 (wkr 533)  
LNL Registration and providers/billing issues for St. Louis County.**

**Tina G. 726-2092 (wkr 936)  
Provides support for demographic provider changes on MEC2 state system.**

**RANGE CHILD CARE WORKERS**

**VIRGINIA - - - General Phone Number 471-7137 Fax 749-7123**

**HIBBING: - - -General Phone Number 262-6000 Fax 262-6049**

- Clarice S - 262-6024 (wkr 774) All cases A-Hi extension 8324**
- Judy W - 471-7746 (wkr 646) All cases Hj-Pel extension 7746**
- Julie B - 262-6056 (wkr 634) All cases Pem-Z extension 8356**

**St. Louis County Toll Free - 1-800-450-9777 plus Name or Extension Number**

**CHILD CARE RESOURCE AND REFERRAL**

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