



DEPARTMENT OF
HUMAN SERVICES

Minnesota Child Care Assistance Program (CCAP) Child Care Provider Guide



Attention. If you need free help interpreting this document, ask your worker or call the number below for your language.

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알려드립니다. 이 문서에 대한 이해를 돕기 위해 무료로 제공되는 도움을 받으시려면 담당자에게 문의하시거나 1-844-217-3565으로 연락하십시오.

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Hubachiisa. Dokumentiin kun tola akka siif hiikamu gargaarsa hoo feete, hojjettoota kee gaafadhu ykn afaan ati dubbattuuf bilbili 1-888-234-3798.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, обратитесь к своему социальному работнику или позвоните по телефону 1-888-562-5877.

Digniin. Haddii aad u baahantahay caawimaad lacag-la'aan ah ee tarjumaadda qoraalkan, hawladeenkaaga weydiiso ama wac lambarka 1-888-547-8829.

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For accessible formats of this information, ask your county worker.
For assistance with additional equal access to human services,
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Child Care Assistance Program (CCAP) Basics

Why should you read this booklet?

This booklet is for you—the child care provider. It explains what you need to know to receive payment from the Minnesota Department of Human Services for families who get benefits from the Child Care Assistance Program (CCAP). We want to make this program work for you and the families it serves.

What is the Child Care Assistance Program?

The program helps eligible parents with low incomes pay for child care. It only pays for child care while parents or guardians are working or are preparing for work.

What is the Child Care Assistance Program agency?

A family's local county or tribal social services agency is responsible for administering child care assistance and registering providers. In some cases, the social services agency may contract with another local agency to provide child care assistance. References throughout this guide to the Child Care Assistance Program "agency" mean the agency that is administering child care assistance for the family.

How do families enroll in child care assistance?

Parents apply for child care assistance through their local agency. The agency has up to 30 days to approve or deny a family's application, or up to 45 days if the family is informed of the extension.

How do families maintain their eligibility for child care assistance?

A family must complete a redetermination every 12 months. You and the family will get a 15-day notice if a family does not respond or if they are found ineligible.

How much assistance do families receive?

The amount of assistance families receive is based on a number of factors including family size, income, age of the child or children, type of child care and number of hours of care needed.

Who pays the child care provider?

If a family is eligible for assistance, child care assistance pays the child care provider directly, except in certain cases when child care is provided in the child's home. If care is provided in the child's home, the program pays the parent, who then must pay the provider.

What if I need help with child care assistance?

If you need help understanding or following the Child Care Assistance Program rules, review the information in this guide. If you cannot find the answer to your question, contact the child care assistance agency that registered your program. If you don't get the information you need from your child care assistance agency or this guide, contact the

Minnesota Department of Human Services Child Care Assistance Program Provider Help Line at 651-431-4848 or dhs.ccap@state.mn.us.

Which providers can be paid by child care assistance?

The program can pay any legal provider that registers to be authorized by the local agency for child care assistance payments. This includes:

- Licensed child care centers and family homes
- Certified license-exempt centers
- Families, friends and neighbors providing legal nonlicensed care.

For more on [provider types and registration requirements](#), see page 6.

How do I register as a child care assistance provider?

To register, contact your local child care assistance agency and request a provider registration packet. See page 6 for information about [provider types and registration requirements](#).

Forms and documentation needed to register include:

- Provider Registration and Acknowledgement form (use the form for your provider type)
- [Child Care Provider Responsibilities and Rights document \(DHS-4079\) \(PDF\)](#)
(edocs.dhs.state.mn.us/lfserver/Public/DHS-4079-ENG)
- [Tennessee warning for Child Care Assistance Program providers \(DHS-3985\) \(PDF\)](#)
(edocs.dhs.state.mn.us/lfserver/Public/DHS-3985-ENG)
- W-9 Request for Taxpayer Identification Number and Certification
- All of your written payment policies.

Complete and return the registration materials to the child care assistance agency.

How will I know if I'm approved?

The child care assistance agency will review the forms and documentation you submitted and notify you by mail if you have been registered.

If you are denied registration as a child care assistance provider, you will be notified by mail. You have the right to a fair hearing or an administrative review to dispute the denial of your registration. See [Fair Hearing](#) on page 53 and [Administrative Review](#) on page 54.

When will I be paid by child care assistance?

You cannot be paid for care you provide until both you and the family who has chosen you as their provider have been authorized for child care assistance. When you are both authorized, the program will send you a Service Authorization and Billing Forms. You will be paid within 21 days after you submit a complete Billing Form.

Will I need to renew my registration to continue receiving child care assistance payments?

Providers must be renew their registration at least every two years to be reauthorized.

See page 11 for more information about what's required to [renew your registration](#) as a Child Care Assistance Program provider.

Employment and taxes

Are child care assistance providers employed by the Child Care Assistance Program?

The Child Care Assistance Program makes payments on behalf of the family, but the program is not your employer.

Self-employment and tax issues

Most providers that care for children in their home are self-employed, meaning you are responsible for the children in your care, keeping records and paying taxes on your income. You must keep records of the children's attendance and all payments received from the family, the Child Care Assistance Program and any other sources that pay child care expenses for the family (see page 61 [Other child care funding sources](#)).

Why does child care assistance need my Social Security number or Federal Employer Identification Number (FEIN)?

The Internal Revenue Service (IRS) requires the child care assistance agency to obtain your Social Security number or Federal Employer Identification Number (FEIN) to report what is paid to you. The name and number you give must match your name with the IRS. If your name and tax identification number are not valid, you will be subject to an IRS fine, will not receive child care assistance payments, and may also have to pay back any money you have been paid.

What does the Child Care Assistance Program provide to the Internal Revenue Service?

The child care assistance agency keeps track of all payments made to providers and does not take any taxes from payments. We report payments to the IRS and send a 1099-Misc form in January, showing how much you were paid during the previous year. You must report this income for tax purposes. Talk to a tax advisor if you need information about how to include this income and payments you get directly from the family on your tax forms.

If I am a child care provider, can I or my employees receive child care assistance?

Employees of licensed or license-exempt child care centers

The Child Care Assistance Program limits payments to child care centers for children of child care center employees. If your center has 25 center employees' children authorized for child care assistance, no new authorizations for center employees' children can be made until the number falls below 25.

Licensed family, legal nonlicensed and other child care providers

The following providers are NOT eligible to receive child care assistance for their own children or children in their family during the hours they are providing child care or being paid to provide child care:

- Licensed family child care providers and their employees
- Legal nonlicensed child care providers and their employees, and;
- Any person providing child care in a setting other than a child care center, such as a babysitter or nanny.

They may receive child care assistance for their children when they are doing other activities that meet program requirements. Hours that the provider receives child care assistance payments for their own children must not overlap with the hours they provide child care to others' children.

How do parents choose a child care provider?

Parents receiving assistance may choose the provider that best fits their family's needs, as long as the provider:

- Is authorized to provide care in the county where the family lives
- Follows all Child Care Assistance Program rules and laws.

The [Parent Aware website](http://parentaware.org) (parentaware.org) includes more information for parents about finding child care.

Primary and secondary child care providers

Parents may choose up to two providers (one primary and one secondary) for each child eligible for child care assistance payments. Parents may choose a different primary and secondary provider for each child in their family. They do not need to select a secondary provider if a child goes to only one provider.

Legal nonlicensed child care providers do not count toward the two-provider limit.

What is a primary provider?

A primary child care provider is usually the provider a child uses most. Depending on how many hours child care assistance authorizes and what the provider bills, the program can pay this provider up to the [maximum weekly rate](#) (see page 18).

What is a secondary provider?

A secondary provider is usually the provider a child uses less often. Child care assistance limits the amount of care authorized and paid to a child's [secondary provider](#) (see page 28).

Provider types and Child Care Assistance Program registration requirements

Different types of providers have different Provider Registration and Acknowledgement forms with different requirements.

Licensed family child care providers

An individual must have a valid child care license issued by a state or tribe and provide child care services in the licensing state or tribal jurisdiction. This type of provider includes family child care providers licensed by:

- County social services agencies and the Minnesota Department of Human Services
- Tribal nations
- Other states.

When applying to register as a provider for the Child Care Assistance Program, use the [Licensed Family Child Care Provider Registration and Acknowledgement form \(DHS-7195\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7195-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-7195-ENG).

Licensed child care centers

A child care center must have a valid child care license issued by a state or tribe and provide child care services in the licensing state or tribal jurisdiction. This type of provider includes centers licensed by:

- The Minnesota Department of Human Services
- Tribal nations
- Other states.

When applying to register as a provider for the Child Care Assistance Program, use the [Licensed Center Provider Registration and Acknowledgement \(DHS-5190\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5190-ENG) form (edocs.dhs.state.mn.us/lfserver/Public/DHS-5190-ENG).

Certified license-exempt centers

Generally, any center providing child care must be licensed, but there are some exceptions. [Minnesota Statutes, section 245A.03, subdivision 2](#), states the types of child care that do not have to be licensed but must be certified include:

- Child care operated by a school, the YMCA, YWCA or a Jewish Community Center whose primary purpose is to provide child care to school-age children
- Recreation programs that are operated or approved by a park and recreation board and provide social and recreational activities
- Accredited programs operated by a nonpublic school serving only children 33 months and older for no more than four hours per day per child, with no more than 20 children at any one time
- Camps licensed by the commissioner of the Minnesota Department of Health
- Head Start and nonresidential programs that operate for less than 45 days in a calendar year
- Programs for children, such as scouting, boys and girls clubs, sports and art programs and nonresidential programs for children provided for a cumulative total of less than 30 days in a 12-month period.

License-exempt centers need to be certified by the Minnesota Department of Human Services Licensing Division to accept child care assistance payments. This allows the department to monitor that license-exempt centers meet certain federally required health and safety standards. Even if a license-exempt center is providing legal child care, it cannot receive child care assistance payments until it is certified.

When applying to register as a provider for the Child Care Assistance Program, use the [License Exempt Provider Registration and Acknowledgement \(DHS-5191\) \(PDF\)](#) form (edocs.dhs.state.mn.us/lfsrserver/Public/DHS-5191- ENG).

Legal nonlicensed providers

Generally, a person providing child care must be licensed, but there are exceptions. [Minnesota Statutes, section 245A.03, subdivision 2](#), states that the following types of child care do not need to be licensed:

- Child care provided by a relative to only related children and/or child care provided to children from one family who is not related to the provider
- Child care provided for a cumulative total of less than 30 days in any 12-month period.

Related means that you are the sibling, grandparent, aunt or uncle of the child in care based on a blood relationship, marriage or court decree.

Although the types of child care listed above do not need to be licensed, the following people cannot provide unlicensed care to any child not related to them, per [Minnesota Statutes, section 245A.03, subdivision 2\(b\)](#):

- A person who applied for a child care license, or who had a child care license, and received a license denial, fine or sanction that has not been reversed on appeal
- A provider who, as a result of the licensing process, has a disqualification that has not been set aside or a provider who has a household member who, as a result of a licensing process, has a disqualification that has not been set aside.

To receive child care assistance payments, a legal nonlicensed provider must:

- Be at least 18 years of age
- Not be a member of a Minnesota Family Investment Program assistance unit or a member of a family applying for, or receiving, child care assistance
- Provide child care only to related children, and/or provide child care to children from a single, unrelated family at one time
- Not live in the same household as the child receiving child care assistance
- Have current certification in pediatric first aid and pediatric CPR
- Have not been excluded or debarred in another Minnesota Department of Human Services program.

When applying to register as a provider for the Child Care Assistance Program, use the [Legal Nonlicensed Provider Registration and Acknowledgement \(DHS-5192\) \(PDF\)](#) form (edocs.dhs.state.mn.us/lfsrserver/Public/DHS-5192-ENG).

Additional requirements for legal nonlicensed providers

Background study

Legal nonlicensed providers and their household members must complete a criminal background study to be registered. The child care assistance agency will send information about how to complete a background study with the registration packet.

Providers and their household members may need to submit a fingerprint to complete the background study. Providers and their household members who need to be fingerprinted will need to pay a fee to the entity that collects the fingerprints. The child care assistance agency will request information about the provider and household members from the Minnesota Bureau of Criminal Apprehension, juvenile courts and social service agencies. Background studies must also be completed when another person over the age of 13 joins the household, a current household member becomes 13 years old or there is reason to believe that a household member has a factor that prevents authorization. In some cases, a reauthorized background study may be required when another person over the age of 10 joins the household or a current member of the household becomes 10 years old.

[Minnesota Statutes, section 119B.125, subdivision 2](#) outlines factors that prevent the authorization of a legal nonlicensed provider.

Training requirements

Before legal nonlicensed providers can receive child care assistance payments, providers must complete certain training requirements. You can learn more about these training requirements by reviewing the [What are the training requirements for legal nonlicensed providers? DHS-6419 \(PDF\)](#) form (edocs.dhs.state.mn.us/lfserver/public/DHS-6419-ENG).

Required training for initial authorization

All legal nonlicensed providers:

- Before being registered, all providers must take pediatric first aid and pediatric CPR.
- Before being paid for any **children under age 1**, all providers must take Preventing Sudden Unexpected Infant Death Syndrome.
- Before being paid for any **children under age 5**, all providers must take Preventing Abusive Head Trauma.

Legal nonlicensed providers who care for at least one child receiving child care assistance who is not related to you:

- **Within 90 days of caring for an unrelated child**, unrelated legal nonlicensed providers must take Supervising for Safety – Legally Nonlicensed, offered by Child Care Aware of Minnesota.

Note: If you take Supervising for Safety – Legally Nonlicensed before being paid for a child under age 5, you do not need to take separate training in Sudden Unexpected Infant Death Syndrome or Abusive Head Trauma.

Required training at renewal

All legal nonlicensed providers:

- At renewal, all legal nonlicensed providers must take eight hours of additional training in topics listed in the Achieve: Minnesota Center for Professional Development Registry. Child Care Aware agencies coordinate and offer training that is listed in the registry. Other courses approved by the center are available through developtoolmn.org.
- First aid and CPR, if retaken, can count toward the eight-hour requirement, but are not required to be repeated

- The department recommends all legal nonlicensed providers take Supervising for Safety – Legally Nonlicensed (eight hours), available through developtoolmn.org.

Legal nonlicensed providers who care for at least one, unrelated child receiving child care assistance:

- At renewal, all unrelated legal nonlicensed providers must have current pediatric first aid and pediatric CPR
- At renewal, all unrelated legal nonlicensed providers must have taken ongoing training in all federal health and safety requirements. For example, Supervising for Safety – Legally Nonlicensed (eight hours) meets this requirement.

Where can I take training?

Several organizations provide approved training, including:

- [Develop](http://developtoolmn.org) (developtoolmn.org)
- [American Red Cross](http://redcross.org/local/minnesota/about-us/locations/twin-cities) (redcross.org/local/minnesota/about-us/locations/twin-cities) or 612-871-7676
- [Minnesota Safety Council](http://minnesotasafetycouncil.org) (minnesotasafetycouncil.org) or 651-291-9150
- Local fire departments or community education offices may also offer community first aid and CPR trainings.

Emergency preparedness plans

All legal nonlicensed providers must develop a Child Care Emergency Plan. The Minnesota Department of Human Services offers the following resources to help you develop and document emergency policies and procedures:

- [Keeping Kids Safe: Child Care Provider Emergency Planning Guide \(DHS-7414\) \(PDF\)](http://edocs.dhs.state.mn.us/lfserver/Public/DHS-7414-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-7414-ENG)
- [Child Care Emergency Plan for Legal Nonlicensed Providers \(DHS-7414B\) \(PDF\)](http://edocs.dhs.state.mn.us/lfserver/Public/DHS-7414B-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-7414B-ENG).

All legal nonlicensed providers must attest on their registration and acknowledgement form that they will develop and maintain an emergency plan to keep children safe. Legal nonlicensed providers caring for at least one unrelated child will have their plan reviewed at each annual monitoring visit. Plans must be available upon request to the child care assistance agency or Minnesota Department of Human Services.

Health and safety annual monitoring visits

Providers and parents must review the [Health and Safety Resource List for Parents and Legal Nonlicensed Providers \(DHS-5192A\) \(PDF\)](http://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG) and both must sign an acknowledgment stating that they reviewed the information provided by the child care assistance agency. Providers and families can do a health and safety self-check by using the Minnesota Department of Human Services home safety checklist: [Keeping children safe in your home \(DHS-5192B\) \(PDF\)](http://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192B-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5192B-ENG).

For legal nonlicensed providers who are not related to all children on child care assistance who they care for, the child care assistance agency will perform a monitoring visit annually to ensure compliance with health and safety requirements.

Other requirements

- Legal nonlicensed providers must obtain an immunization record for each child within 30 days of beginning care. The family must give the provider updated immunization information when available.
- In addition to the authorization requirements of [Minnesota Statutes, section 119B.125](#), legal nonlicensed providers must obey state and local health ordinances and building and fire codes that apply to where child care is provided.

In-home providers

Can I provide child care in the family's home?

Providers can only be paid for child care provided in the child's home if it is approved by the Minnesota Department of Human Services. Providers who live in the same home as the child cannot receive child care assistance payments.

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

- The child's parent(s) is in an authorized activity (such as work or school) outside of the home or in a two-parent household, one parent is in an authorized activity outside of the home and the other parent is determined unable to care, **AND**
- Child care out of the home is not available OR would disrupt the child's nighttime sleep schedule, **OR**
- A child being cared for has a verified illness or disability that would make it difficult for the family to take the child to a child care provider's home or a child care center.

If you think children in your care may qualify to have care provided in their home, you may ask their parent to contact their child care assistance agency.

A child care assistance family who is approved to have a provider care for their child or children in the family's home may be considered an employer. Parents are responsible for meeting any employer-related requirements.

Payments and tax information

Child care assistance payments are made to the family when child care is provided in the child's home. The family must pay the provider. The child care assistance agency will check with the provider, if needed, to make sure the payment is used for child care. The provider should contact the agency if payment is not received in a timely manner from the family.

See page 50 about [amounts being withheld](#) from the payment and the reason for withholdings.

The Minnesota Department of Human Services will issue a 1099 form to the in-home provider at the end of the year. Child care assistance payments will count as income to the provider.

Renewing your provider registration

At least every two years, providers must renew their registration with the child care assistance agency.

Renewal process

The renewal process is similar to the initial registration process. The child care assistance agency will send renewal paperwork to your program. Complete and submit the paperwork and any other requested documentation to the agency.

Additional requirements for legal nonlicensed providers at renewal

Legal nonlicensed providers must submit training documentation to renew their provider registration. See page 9 for more information about [training requirements at renewal](#).

Multiple registrations

If your program is registered with more than one child care assistance agency, you need to renew your registration with each agency separately. Renewals might occur at different times.

Consequences of not renewing

If you do not renew your registration with a child care assistance agency, you cannot receive payments from that agency or be authorized to care for families serviced by that agency. If you want to receive payments or be authorized to care for families serviced by that agency in the future, you will need to re-register.

You will be able to receive payments and be authorized to care for families serviced by other child care assistance agencies where you are still registered.

Health and safety concerns

Unsafe care

An agency may deny or end a child care provider's authorization when the agency knows or has reason to believe that the provider or child care arrangement is unsafe. See [Minnesota Statutes, section 119B.125, subdivision 4](#). The agency must give a 15 calendar day notice before ending the provider's authorization.

If there is also an imminent risk of harm to the health, safety or rights of the children in care, the provider's authorization must end immediately. This applies to legal nonlicensed providers, certified license exempt centers, and providers licensed by an entity other than the state of Minnesota. If a licensed provider's license has been temporarily immediately suspended, the provider's authorization also must end immediately. See [Minnesota Rules 3400.0185, subpart 2, clauses C and D](#).

Complaints against legal nonlicensed providers

Within 24 hours of receiving a complaint about the health or safety of a child being cared for by a legal nonlicensed provider, the child care assistance agency must report the complaint to:

- A child protection agency if the complaint alleges child maltreatment as defined in [Minnesota Statutes, chapter 260E](#)

- A public health agency if the complaint alleges a danger to public health due to a communicable disease; unsafe water supply, sewage or waste disposal; or unsafe building structures
- Local law enforcement if the complaint alleges criminal activity that may endanger the health or safety of children under care
- Other agencies that investigate complaints about the health and safety of a child, if applicable.

Copayments

Families receiving child care assistance may have to pay part of their child care cost. This portion of the cost is called a copay.

Both you and the family will know the copay amount in advance. The family's copay amount is based on their family income and household size. The family is responsible for:

- The copay
- Any amount you charge above the child care assistance maximum rates
- Payment for care not covered by the child care assistance [Service Authorizations](#) (see page 26).

The Service Authorization and the [Billing Forms](#) (see page 31) show the copay amount that will be deducted from the payment.

Who collects the copay from the family?

It is your responsibility to collect the copay or make other payment arrangements with the parent. It is very important that you and the parent talk about the copay and how and when to collect the copay and other amounts child care assistance does not pay. In working out the family's payment schedule, it may help to find out when the family gets paid.

Which provider collects the copay when a family has two providers?

If there is more than one provider, usually only one provider will collect the copay. Typically, the provider who gives most of the child care is assigned the copay, but families may request that a different provider collect the copay.

What happens if the family does not pay the copay?

To stay eligible for child care assistance, the family must pay their copay or make other payment arrangements with you. If they don't, circle "no" on the Billing Form where it asks if you have collected or waived the copay or if the parent has a payment plan.

If you circle "no" on the Billing Form or tell the child care assistance agency that the copay has not been paid, the agency will send a notice to the family that their child care assistance case will close. The agency must be notified by you or have other proof that the family has paid the copay or made other arrangements to continue assistance.

The agency can end the family's assistance only for not paying the copay amount stated on the Billing Form. It cannot end the family's assistance for amounts the parent owes over the child care assistance maximum rates or for other money the parent may owe you.

What if someone other than the family pays the copay?

A source other than the family may pay the copay. This does not affect a family's eligibility for child care assistance. If a source other than the family pays the copay, you must keep records of the payment source, amount and time period covered by the payment. You can use the [Child Care Assistance Program Financial Tracking Form \(DHS-5318-ENG\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG) to record third- party payments.

What if I want to waive the copay?

You may choose to waive the copay. This does not affect a family's eligibility for child care assistance. If you waive a copay, you must keep records of the amount you waived and time period covered. You will not be paid more by the program to cover the amount of the copay.

Record keeping and reporting requirements

What records must I keep?

You must maintain and make immediately available to the child care assistance agency or Minnesota Department of Human Services on request the following records:

- Daily attendance records for all children receiving child care assistance. You can use the [Child Care Assistance Monthly Child Attendance Record \(DHS-6584A\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6584A-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS- 6584A-ENG) or the [Child Care Assistance Program Daily Attendance Record \(DHS-6584B\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6584B-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6584B-ENG). Attendance records must be kept for at least six years at the site where services are delivered and include:
 - Date of care
 - First and last name of each child in attendance
 - Times when each child was dropped off and picked up, which must be documented by the person dropping off and/or picking up the child to the extent possible.
- Records of charges and payments for all children in care, including paper billing forms submitted for payments from the Child Care Assistance Program.
- Proof of payment of a family's copay or child care costs made by a source other than the family. You can use the [Child Care Assistance Program Financial Tracking Form \(DHS-5318\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG). You must track:
 - Payment source
 - Amount received
 - Type of expenses paid
 - Time period covered.
- Payroll records, canceled checks, bank deposit slips and other accounting records.
- Records identifying all persons, corporations, partnerships and entities with an ownership or controlling interest in your child care business.
- Employee records for the past five years, including each employee's:
 - Name
 - Hourly and annual salary

- Qualifications, position description and job title
- Dates of employment
- Current home address or last known address
- Background study records.
- Records related to transportation of children in care.

The child care assistance agency or Minnesota Department of Human Services may ask to see these records or ask for copies.

Your provider registration may be denied or ended if there is reason to believe attendance records are not being kept. See the section on this page for record keeping and the [Provider Resources](#) section (page 55).

What must I report to child care assistance?

You must report to the child care assistance agency:

- If a child has been absent for more than seven consecutive days
- If a child's attendance falls to less than half of the child's authorized hours or days for a four-week period; this decrease in attendance must be reported in the comments section on the Billing Form
- If a child ends care
- Any changes in information you previously provided in the Provider Acknowledgment, including address or phone number, rates, charges for absences and holidays, notice days required before a child ends care and required registration fees. You can use the [Provider Registration Change Form \(DHS-7196\) \(PDF\)](#) (edocs.dhs.state.mn.us/lfserver/Public/DHS-7196-ENG) to report changes.

In addition, you must report:

- Suspected maltreatment of minors to the appropriate authority
- Death of a child while in care to the appropriate authority
- Legal nonlicensed providers must report serious injuries of children to the agency. A serious injury is one that requires treatment by a physician.

Legal nonlicensed providers must report all changes that require [renewing your provider registration](#) (see page 11).

Licensed family child care providers must report changes that may affect their license to their county licensing unit.

Parent, provider and child care assistance agency communication

What can child care assistance disclose about families?

The law allows the child care assistance agency to give limited information about families after verifying that you are the provider for that family.

The agency can tell you:

- The number of authorized hours for child care

- The amount and method the program will pay you
- The amount the family must pay you (copay)
- When the program expects payment will be made
- When the family's redetermination is due.

A parent must sign an information release to allow the agency to share any other information.

Child care assistance notices to providers

You will receive a notice of any change to your provider registration, a child's authorization or a family's child care assistance if it affects the child care amount or payment. You will also receive a notice telling you when a family's redetermination is due.

Child care assistance notice to providers if a family's assistance ends

When a family's child care assistance ends, you will receive a notice containing:

- The family's name
- Notice that the family's assistance is ending; the notice you receive will not contain information on why the family's assistance is ending
- The date when the case will close
- Notice that child care assistance will not pay for care provided after the closing date, unless the family asks to continue receiving assistance during an appeal.

The notice will be mailed to you at least 15 calendar days before the date of action. If the family appeals a negative action and loses the appeal, notification may take longer than 15 days.

Child care assistance notice to providers of negative actions against families

Child care assistance will send a notice of negative actions to families, including:

- A decrease in the hours of authorized care
- An increase in the family's copay.

The notice will include:

- The family's name
- A description of the action that does not contain information about why the action was taken
- The date when the action is effective.
- A statement that unless the family appeals the adverse action prior to the effective date, the action will occur on the effective date.

The notice will be mailed to you at least 15 calendar days before the date of the action, unless the family appeals a negative action and loses the appeal.

Child care assistance notice to providers if a family stops using a provider

If a family stops using you as a provider but continues to receive assistance, child care assistance will send you a notice containing:

- The family's name
- Notice that the family has decided to stop using you as a provider
- The date when child care assistance payments will end.

Families are informed that if they are changing providers, they must give a 15-day notice to you and the child care assistance agency. The agency might not authorize care at a new provider until the end of this notice period if you require payment during this period. If you have other notice requirements, be sure to include these in a written contract with the family.

Child care assistance notice to providers when a family's redetermination is due

A family must complete a redetermination for assistance every 12 months. Providers with active Service Authorizations will be notified that a family's redetermination is due when the family's redetermination packet is sent. The notice will contain:

- The family's name
- The family's redetermination due date.

Child care assistance notice to providers of negative actions against a provider

Notice to providers of adverse actions when a fair hearing is allowed

Child care assistance will send you a notice of negative actions against you, including:

- A denial of your provider registration
- A closing of your provider registration
- A finding that you have an overpayment
- Rate reductions based on a change in your status, including your Parent Aware Rating ending or decreasing, or an accreditation ending
- An administrative disqualification of you as a provider. The notice will include:
 - A description of the action
 - The factual basis for the determination
 - The dollar amount of monetary recovery or recoupment, if known and/or applicable
 - Appeal rights.

Child care assistance will mail the notice at least 15 calendar days before the date of the action, unless:

- The family appeals a negative action taken against them and loses the appeal
- You are a licensed provider and your license has been temporarily immediately suspended
- You are a legal nonlicensed provider, a license-exempt center or a provider licensed by an entity other than the state of Minnesota, and the child care assistance agency believes that there is an imminent risk of harm to the

health, safety or rights of a child in care; in these situations, the agency will send you a notice of termination that is effective on the date of the action

- The Minnesota Department of Human Services or the child care assistance agency stops or suspends your payments if you intentionally gave materially false information on billing forms, provided false attendance records, and/or met criteria for payment suspension under [Minnesota Statutes, Chapter 245E](#).

Notice to providers of adverse action when an administrative review is allowed

Child care assistance will send you a notice when there has been a payment stop or a payment suspension due to an investigation. When there is a payment stop or a payment suspension due to an investigation, all payments will stop, including payment for past services already provided but not yet billed.

Child care assistance will mail the notice within five days of suspending payment or denying or revoking the provider's authorization.

The notice will include:

- The legal authority used to take the action
- The general allegations leading up to the action
- Explanation that the action is temporary and outlines the circumstances when the payment stop may be lifted
- The provider's right to request an administrative review by submitting written evidence and argument to the Minnesota Department of Human Services.

Rates

Child care assistance maximum rates

Child care assistance has maximum rates that can be paid for hourly, daily and weekly care. The program can pay what you charge or the applicable maximum rate, whichever is less. The child care assistance rate paid to you cannot be higher than your private pay charge.

How are maximum rates determined?

Child Care Aware of Minnesota conducts a statewide provider rate survey every other year. All licensed family child care providers, licensed child care centers and licensed school-age programs are included in the survey, which informs the state legislature about market rates. The state legislature sets the maximum child care assistance rates.

Where can I find the maximum rates?

Maximum rates are listed in three Minnesota Department of Human Services documents:

- [Minnesota CCAP Standard Maximum Rates—No Quality Differential \(DHS-6441D\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6441D-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6441D-ENG)
- [Minnesota Child Care Assistance Program—15% Quality Differential Maximum Rates \(DHS-6442D\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6442D-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6442D-ENG) document listing the 15% quality differential maximum hourly, daily and weekly reimbursement rates for providers who serve families participating in the Child Care Assistance Program Provider Guide

Child Care Assistance Program and who hold certain accreditations or credentials or have a Three- Star Parent Aware Rating.

- [Minnesota Child Care Assistance Program 20% Quality Differential Maximum Rates \(DHS-6824B\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6824B-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6824B-ENG) document listing the 20% quality differential maximum rates for providers who serve families participating in the Child Care Assistance Program and have a Four-Star Parent Aware Rating.

Do rates vary based on the provider type or location?

Rates differ by county, type of provider and age of the child. Rate types include hourly, daily and weekly care. Provider payments are based on the maximum rates in the county where care is provided.

Providers located in the city of Sartell will receive the lesser of the provider's rate or the highest maximum rates for Benton and Stearns counties. Providers located in the city of St. Cloud will receive the lesser of the provider's rate or the highest maximum rates for Benton, Sherburne and Stearns counties.

If the care is provided in the child's home, the rate is based on where the family lives. If the provider lives outside of Minnesota, maximum rates are based on where the family lives. Legal nonlicensed providers are paid on an hourly basis.

What if the maximum rates don't cover the provider's charges?

Parents are responsible for a provider's charges that exceed the child care assistance maximum rates. **If a parent signs an agreement or contract agreeing to your policies, the parent is responsible for fulfilling that agreement, not child care assistance.** The program must follow its own payment policies in determining your reimbursement rate. If your payment policies are different than child care assistance policies, be sure to tell the family about any differences and what your policy is for collecting fees

Do the rates vary based on the child's age?

Yes. Age groups that apply when making payments to a child care center are established by [Minnesota Administrative Rules, Chapter 9503, Child Care Center Licensing](#), and are enforced by the Minnesota Department of Human Services Licensing Division.

Child care centers (licensed and certified license-exempt)

Age groups for children in child care centers are:

- Infant: 6 weeks up to 16 months of age¹
- Toddler : 16 months up to 33 months of age

¹ 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. If a child has a licensing variance to be served in a different age rate category, child care assistance may be able to reimburse providers at the lower age rate category. Contact the family's caseworker or another worker the child care assistance agency has told you to contact for more information about provisions for age flexibility.

- Preschool: 33 months but not yet attending kindergarten
- School age: At least of sufficient age to attend the first day of kindergarten within the next four (4) months.²

Age groups that apply when making payments for family child care are established by [Minnesota Statutes, section 245A.02, Subdivisions 16 and 19](#), and are enforced by the Minnesota Department of Human Services Licensing Division.

Family child care (licensed and legal nonlicensed)

Age groups for children in legal nonlicensed and licensed family child care are:

- Infant: 6 weeks to 12 months of age³
- Toddler: 12 months to less than 24 months of age
- Preschool: 24 months up to the age of being eligible to attend kindergarten within the next four (4) months
- School age: At least of sufficient age to attend the first day of kindergarten within the next four (4) months.

Special needs rates

A child may have special needs because of a disability or they meet the definition of children in an at-risk population. A special needs rate may be requested and approved when:

- You charge more only for a child with special needs
- You charge more but spread the cost of caring for a child with special needs across all children in care. The higher rate may only be paid for the child with special needs.

It is your responsibility to comply with the Americans with Disabilities Act.

Special needs rates for individual children who have a disability

Child care assistance can pay a higher rate for children with special needs if the child requires a higher level of care for his or her age due to a physical, behavioral or medical disability. The disability must be documented, and you must explain why the child needs a higher than normal level of care, what your extra costs are and what steps you have taken to meet those needs.

To ask for a special needs rate for an individual child, you and the parent must:

- Complete the [CCAP Special Needs Rate Variance Request—Parent and Provider Request form \(DHS- 4194\) \(PDF\)](#) (edocs.dhs.state.mn.us/lfserver/Public/DHS-4194-ENG)
- Include proof of the child's special needs due to a disability
- Submit the form to the child's child care assistance worker.

² The Child Care Assistance Program's definition of child allows child care assistance payment eligibility for children through age 12 or age 14 (if the child has a documented disability). During a family's 12-month eligibility period, a child's eligibility for child care assistance continues after the child turns 13 (or age 15 if the child has a documented disability) until the family's next redetermination. If care is still needed after the child turns 13 (or age 15 if the child has a documented disability), the family should contact the child care worker for more information.

³ Care for a child less than 6 weeks of age in family child care or in the care of a legal nonlicensed provider will be paid at the infant rate.

Special needs rates for children in an at-risk population

Child care assistance defines at-risk as having challenges both inside and outside a child's home that make it harder for the child to achieve his or her full potential. These challenges may include a federal or state disaster, limited English proficiency in the family, a history or risk of abuse or neglect, family violence, homelessness, the age of the mother, the level of the mother's education, family mental illness, a developmental disability or a parent's chemical dependency or other substance abuse. The at-risk population must be defined by the child care assistance agency that authorizes care and approved by the Minnesota Department of Human Services. Not all agencies define at-risk populations and populations may be different in different agencies.

A higher rate may be paid for a child in an at-risk population if the child requires specialized training, services or environmental adaptations to meet the needs of the child or the at-risk population.

To ask for a special needs rate for children in an at-risk population, contact the child care assistance agency. You must:

- Provide a description of the special training, services or physical changes that will occur to meet the needs of the child or the at-risk population
- Provide an assurance that the rate you are requesting is the same rate you would charge for care of a child in the at-risk population in a family not receiving child care assistance
- Provide, if appropriate, a statement explaining that the rate you charge for all children should be the special needs rate for the child in the at-risk population because you have spread the cost of caring for children with special needs across all families.

Higher rates for quality

Child care assistance can pay up to 15% or 20% above the child care assistance standard maximum rate, but not more than what you charge. The higher rate may be paid if you submit proof that you hold certain current early childhood development credentials, are accredited by an approved organization or have a Three- or Four-Star Rating through Parent Aware.

The rates paid continue to be the lesser of the child care assistance rate or the rate you charge all families. The Minnesota Department of Human Services documents listing the maximum rates are:

- [Minnesota Child Care Assistance Program—15% Quality Differential Maximum Rates \(DHS-6442D\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6442D-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6442D-ENG) document listing the 15% quality differential maximum hourly, daily and weekly reimbursement rates for providers who serve families participating in the Child Care Assistance Program and who hold certain accreditations or credentials or have a Three-Star Parent Aware Rating.
- [Minnesota Child Care Assistance Program 20% Quality Differential Maximum Rates \(DHS-6824B\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6824B-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6824B-ENG) document listing the 20% quality differential maximum rates for providers who serve families participating in the Child Care Assistance Program and have a Four-Star Parent Aware Rating.

See the [resources section](#) (page 55) for help with becoming accredited or getting credentialed.

Provider credentials

Child care assistance can pay up to 15% above the child care assistance standard maximum rate, but not more than you charge, if you submit proof that you hold certain current early childhood development credentials. Use the [Minnesota Child Care Assistance Programs Quality Differential Rate Request Form \(DHS-4795\) \(PDF\)](#) (edocs.dhs.state.mn.us/lfserver/Public/DHS-4795-ENG) to request the higher rate.

For licensed family child care providers or legal nonlicensed providers, early childhood developmental credentials only include:

- A Child Development Associate Credential (cdacouncil.org)
- A child development associate degree
- A diploma in child development from a Minnesota state technical college
- A bachelor's or higher degree in early childhood education from an accredited college or university
- Completion of the Competency Based Training and Assessment Program.

Each adult on a family child care license must have one of the listed credentials to receive the higher rate. Licensed family child care providers and legal nonlicensed providers are not eligible for the higher rate if they do not hold one of the above credentials, or they hold a credential other than the ones listed above. Family child care providers can also receive a higher rate differential for holding certain accreditations (see accreditation section below).

Accreditation

Child care assistance can pay up to 15% above the child care assistance standard maximum rate, but not more than your charge, if you submit proof that you are accredited by an approved organization. Use the [Minnesota Child Care Assistance Programs Quality Differential Rate Request Form \(DHS-4795\) \(PDF\)](#) (edocs.dhs.state.mn.us/lfserver/Public/DHS-4795-ENG) to request the higher rate.

Licensed and certified license-exempt child care center accreditations

Approved accreditations for early care and education programs (2019):⁴

- Accredited Professional Preschool Learning Environment (APPLE) for Early Childhood Education or School Age Programs
- American Montessori Society (AMS) School Accreditation
- Association of Christian Schools International (ACSI) REACH Accreditation
- Association of Montessori International USA (AMI) – Montessori School Recognition
- Cognia (formerly AdvancED) – Early Learning Accreditation (Must submit letter confirming early learning protocols are met)
- Council on Accreditation (COA) – Child and Youth Development - Early Childhood Education (CYD-ECE) Accreditation
- Council on Accreditation (COA) – Child & Youth Development - Out-of-School Time (CYD-OST) Accreditation
- Council on Accreditation (COA) - Private Out-of-School-Time
- Council on Accreditation (COA) – Private Early Childhood Education or Youth Development
- Green Apple Accreditation of Children’s Services (GAACS) – Early Education Center (EEC) Accreditation
- Head Start Performance Excellence and Quality Recognition Program
- Minnesota Afterschool Accreditation Program (MAAP)
- Minnesota Nonpublic School Accrediting Association (MNSAA)
- National Accreditation Commission for Early Care and Education Programs (NAC) Accreditation
- National Association for the Education for Young Children (NAEYC) Accreditation
- National Early Childhood Program Accreditation Commission Inc. (NECPA) Accreditation
- National Lutheran School Accreditation (NLSA)

Family child care accreditations

There is one accreditation for family child care providers to qualify for the 15% higher rate for quality. This accreditation is not subject to approval and renewal. Currently, there is not a process to add or assess accrediting organizations for family child care providers.

Approved accreditations for family child care providers:

- National Association for Family Child Care Accreditation

Family child care providers can also receive a higher rate differential for holding certain credentials (see [provider credentials](#) section on page 22).

⁴ Accrediting organizations must apply to be considered for inclusion on the list of approved accreditations. Accrediting organizations must have their approval status reviewed and re-assessed every two years. Accrediting organizations can apply annually to the Department of Human Services to be added to the list. The updated list is published annually on the Minnesota Child Care Assistance Programs Quality Differential Rate Request Form (DHS-4795).

Parent Aware Three- and Four-Star Ratings

Parent Aware is Minnesota's Child Care Quality Rating and Improvement System. Highly rated providers participating in Parent Aware are eligible for a higher child care assistance rate as long as it does not exceed the provider's charge.

- Three-Star Parent Aware Rated providers will be paid up to 15% above the standard maximum rate.
- Four-Star Parent Aware Rated providers will be paid up to 20% above the standard maximum rate.

Family child care providers and child care centers (licensed and license exempt) are eligible for Parent Aware ratings and the higher rates. Eligible providers are automatically authorized to receive a higher maximum payment by the Minnesota Department of Human Services within 30 days of receiving the rating.

Weekly authorization to high quality providers

Some children attending high quality providers can be authorized for more hours and their providers can be paid up to the applicable weekly maximum rate, not to exceed the provider's charge. This policy is designed to support consistent care schedules for young children attending high quality care and allow for higher child care assistance payments. For more information, reference [Child Care Assistance Program \(CCAP\) Weekly Authorization to High Quality Providers form \(DHS-6954\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6954-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6954-ENG).

High quality providers

High quality providers include:

- Providers with a Three- or Four-Star Parent Aware Rating
- Centers (licensed and license exempt) accredited by certain organizations
- Licensed family child care providers that hold certain current early childhood development credentials or are accredited by the National Association for Family Child Care.

Children eligible for higher payments under this policy must:

- Be ages 0 to 5, but not yet in kindergarten
- Be eligible for at least 30 hours of care as determined by their child care assistance worker
- Attend a high quality provider.

How is this policy implemented?

Children ages 0 to 5 that qualify for 30 to 49 hours of care per week (60 to 99 hours biweekly) with high quality providers will be issued Service Authorizations authorizing 50 hours of care per week (100 hours biweekly).

Parents and providers can determine a schedule of up to 50 hours per week (100 hours biweekly). If the parent and provider agree to a weekly schedule of care, it will typically result in payment at the maximum weekly rate, not to exceed the provider's charge.

What do providers need to do?

Communicate with families to determine the child's schedule of care. The parent and provider must determine whether or not the child will be scheduled for the full 50 hours of care per week authorized. The Billing Form submitted to the child care assistance agency should show the agreed upon schedule of care in the Daily Scheduled Attendance Record section of the Billing Form. Do not include hours in the Daily Scheduled Attendance Record if the child cannot attend during those hours or if the family has not agreed to that schedule of care.

When determining the schedule of care, it is important to remember that when a child is absent from care on a scheduled day, the day must be listed as an absent day on the Billing Form. The number of absent days that child care assistance can pay for is limited to 25 days per calendar year for most children. If a family only needs three or four days of care and does not intend to bring their child to care on the other day(s), it may not be beneficial for that child to have a schedule that includes five days of care.

Providers are not required to offer the full 50 hours of care per week authorized. Providers are encouraged to have written policies that are applied consistently regarding the Weekly Authorization to High Quality Providers policy. For example, the provider may include in their policies that a child may not be allowed to attend the full amount of care authorized if there are not open spaces for the additional days or hours.

Providers should bill child care assistance at their usual rates for the total amount of care provided. For example:

- A child previously attended 40 hours per week and now attends 50 hours. The provider's charge for 40 hours is the same as their charge for 50 hours. The amount billed would not change. A child attended three days per week and now attends five days. The provider's charge for five days is more than their charge for three days. The five day per week charge may be billed.



Service Authorizations

Before you provide care, you should have a Service Authorization to ensure the family is eligible for child care assistance. If you do not have a Service Authorization, you may collect the child care payment from the family directly. In some instances, Service Authorizations may be issued retroactively to when the family was first eligible for child care assistance.

Child care assistance will send both you and the family a copy of the Service Authorization. It provides information that you and the family need to know.

On page 29 is an [example of a Service Authorization](#).

What information is included on a Service Authorization?

The Service Authorization will tell you:

- The start date—the first day you will be paid child care assistance to care for this child
- The number of hours of care approved or authorized—this is the maximum number of hours of care that the program will pay for this child for each two-week time period
- The age group of the child—this affects the rate that can be paid.
- The rate type the provider qualifies for—this affects the rate that can be paid
- The maximum rates that can be paid hourly, daily and weekly for that age category
- The total number of absent days that have been paid for that child in that calendar year as of the notice date
- The copay amount that the family must pay you every two weeks. The copay may be a prorated amount for the first payment period if the care does not begin at the start of a child care assistance service period
- The family's redetermination date
- A Consumer Statement referring the family to ParentAware.org for information about their child care provider.

If you have any questions about the Service Authorization or the information provided on the Service Authorization, call the family's child care assistance worker or an approved agency worker.

What are scheduled hours?

Scheduled hours are the days and hours during a service period that a child will attend care as determined by the child care worker, the parent, and the provider based on the parent's verified schedules, the child's school schedule, and any other factors relevant to the family's child care needs. Contact the child care assistance worker if you are unsure of a child's expected schedule.

Families who are Schedule Reporters must be billed only for scheduled hours based on what their worker has determined is needed to support their activity schedule. A family is a schedule reporter if they:

- Are employed by a child care center **OR**
- Use a legal nonlicensed child care provider **OR**
- Use more than one child care provider per child.

If a family is a Schedule Reporter, their worker should include information about the child's expected schedule on the Service Authorization. If you aren't sure if a family is a Schedule Reporter, call the family's child care assistance worker or an approved agency worker.

What information should I get from parents?

Ask families for other information you need, including:

- What days and hours will the children be in care? If this conflicts with information about the family's authorized schedule that you got from the child care assistance agency, you should follow up with the family and child care assistance worker.
- When will the family pay their copay and/or share of the costs not paid by child care assistance?

What if I have questions about the Service Authorization?

Talk to the family's child care assistance worker or another worker you have been told by the agency to contact if you have questions about the Service Authorization.

Custody schedules and parenting time arrangements

If a child lives in more than one home, child care assistance can only pay for child care when the child is living with the parent approved for the program. Do not bill child care assistance for child care expenses when the child is in the custody of a parent not on the child care assistance case. This includes billing of absent days. The parent is responsible for communicating when the child is in their custody so child care expenses can be billed to the program.

Flexible schedules

Statements on the Service Authorization may include:

- Hours of child care that can be paid based on the parent and child's schedule. A family with a schedule that changes may be authorized for more hours of care than can be paid by child care assistance.
- Billing only for the time that the child has been scheduled to be in your care as agreed upon by you, the parent and the child care worker. The family must pay for any care you provide not included in this schedule.

If a parent has a work schedule that does not have the same number of hours every week, the number of hours of care approved for a child on the Service Authorization may be a different number of hours than a parent is expected to work in a two-week time period.

If you have a family with a schedule that changes, it is important that you work with the family and their child care assistance worker so you know the number of hours that can be paid.

- If the family needs less child care than what is authorized because the parent is scheduled to work fewer hours, child care assistance may not be able to pay for this number of hours of care for a two-week period. You can only bill for hours the child is authorized and scheduled to be in care. See Billing for families who have flexible schedules in the [Billing for child care](#) section (page 31).

- If the family needs more child care than what is authorized because the parent is scheduled to work additional hours, do not bill for more hours than authorized without receiving approval from the child care assistance agency. If you bill for more than the authorized hours, your payment may be reduced.

Secondary providers

If you are a child's [secondary provider](#) (see page 6), child care assistance cannot authorize more than 20 hours of care for that child per two-week service period. If you are a child's secondary provider, the Service Authorization will display \$0.00 in the weekly rate column.



Sample Service Authorization: Page 1

DHS/TSS DIVISION

PO BOX 64965

ST. PAUL MN 55164-0965

March 5, 2020 12:39 PM

Provider ID: 65432 Happy Day Care

Case Number: 12345 1234 MAIN ST

CARLI A LAW MINNEAPOLIS MN 55419-4944

Child Care Assistance Notice of Decision

This authorization may have important changes; please read it carefully.

The children, dates or amount of the authorization may be changing or the authorization may be ending. If you have questions contact the worker listed below.

The rate represents the most our county will pay for the age group shown. Listed below is the amount of child care authorized for a two-week period.

This information is in effect March 9, 2020:

Child Name	Child ID	Authorization Starts/Ends	2 wk Hrs Auth	Abs Days Used	Age Group	Rate Type
Macy A. Law	816385	2/24/20 NONE	100	0	PR	MR

Listed below are the maximum rates we can pay for each Rate Type and Age Group:

Rate Type	Age Group	Effective	Hourly	Daily	Weekly
Maximum Rates	Preschool	3-9-20	8.00	57.84	201.00

The copayment amount is \$25 effective March 9, 2020.

This family's redetermination is due October 07, 2020.

We will pay you by Electronic Funds Transfer.

Call the worker below if you need more information about this case.

WORKER: TORI CARLSON TELEPHONE: (651) 431-3809

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county.

Sample Service Authorization: Page 2

March 5, 2020 12:39 PM

Provider ID: 65432-Happy Day Care

Case Number: 12345-CARLI A LAW

COPAYMENT INFORMATION

A copayment is the family's share of the total amount you charge for two weeks of child care services. The family must pay you their share every two weeks.

Listed above is the copayment amount the family must pay. Collect this amount from the family every two weeks unless the amount is more than your total charges.

SCHEDULE INFORMATION

You and the family must work together to determine a schedule for their child to attend child care. You cannot bill child care assistance for more hours than what the family is authorized to receive from child care assistance.

Care must be scheduled based on the family's authorized activity schedule if:

The child has more than one child care assistance provider, OR

You are a legal nonlicensed provider, OR

The parent is employed by a licensed child care center or certain types of health care providers. This includes if the parent is YOUR employee.

Review this Service Authorization for worker comments about when child care can be paid by child care assistance. You can also talk with the family and the family's worker to determine what days and times care can be billed to child care assistance.

BILLING INFORMATION

You will receive a Billing Form either through the mail or through MEC2 PRO. This is sent before the start of each two or four week service period. Complete the Billing Form after the last day of care for that billing period and return it within 10 days.

Bill at the rate that you charge to all families in your care. However, we cannot pay more than the maximum rate. It is against the law to bill more for a family on child care assistance than your standard rate for a family who does not receive child care assistance.

ABSENT DAY INFORMATION

If the child is absent on a day that the child was scheduled to be in care, you may be paid under the absent day policy. The number of absent days that can be paid may be limited.

FUTURE CHANGE

We will notify you by mail if the number of hours or the amount that we will pay changes or the copayment amount changes.

Billing for child care

Billing Forms

You will receive a Billing Form for each family for whom you provide child care. The Billing Form will cover either two or four weeks, based on the cycle you select. Each Billing Form can be used only for the time period stated on the form. A [Sample Billing Form](#) is included on page 43. The Child Care Assistance Program will pay you within 21 days after you submit a complete Billing Form.

When do I complete the Billing Form?

After you have provided care for the time period covered by the Billing Form, fill out the form and send it to the child care assistance agency indicated for processing and payment. Do not submit the Billing Form until after you have provided all of the care for the time period covered.

Be sure to send the Billing Form in promptly.

- All provider bills must be sent to the agency within 60 days of the last date of service on the bill.
- Child care assistance may pay a bill submitted after 60 days only if the provider shows good cause for the delayed submission. Each agency defines good cause at its discretion.
- Child care assistance cannot pay a bill submitted more than one year after the last date of service on the bill.

Providers who provide false information on a Billing Form could be disqualified from receiving future child care assistance payments and face criminal charges.

Where do I send the completed Billing Form?

Send the Billing Form to the child care assistance agency indicated on the form for processing and payment. Some providers may be able to submit the form electronically. For more details, see the [MEC² PRO](#) section on page 37.

What billing records should I keep?

See the [Record keeping section](#) on page 14.

- Keep a copy of all completed Billing Forms for your records.
- Providers who receive payments for child care assistance children from sources other than child care assistance must track those payments. Use the [Child Care Assistance Program Financial Tracking Form \(DHS-5318\) \(PDF\)](#) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG) to help track and record third-party payments.

How do I bill when another source is paying for some child care expenses?

Families may receive help paying for child care by sources other than child care assistance. This may include:

- Early Learning Scholarships
- Post-Secondary Child Care Grants
- Child care support

- Other types of scholarships or financial aid.

These other sources can help pay for expenses not covered by child care assistance, such as copays, transportation or activity fees, the amount of a provider's charge not covered by the child care assistance maximum rate, and breaks or reductions in program authorization or eligibility.

If you receive payment from other sources for child care expenses, you must maintain family-specific documentation of the payment source, amount, types of expenses, and time period covered by the payments. You can use the [Child Care Assistance Program Financial Tracking Form DHS-5318-ENG \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG) to record third-party payments. You can also use another method.

You are encouraged to layer child care assistance with other sources to help families pay for child care.

- If a child is eligible for an Early Learning Scholarship, you are encouraged to bill child care assistance first. You can bill the Early Learning Scholarship for expenses not covered by child care assistance.
- If a family receives a Post-Secondary Child Care Grant, you are encouraged to use the Post-Secondary Child Care Grant to pay for expenses not covered by child care assistance.

Do not bill child care assistance for costs that are covered by other sources. You are responsible for keeping accurate records and ensuring that you do not bill the program for costs covered by other sources. For example, if a family's Post-Secondary Child Care Grant amount is more than the expenses not covered by child care assistance (copay, charges above the CCAP maximum rate, fees, breaks in program eligibility), reduce your billing to child care assistance so that you do not bill the program for costs covered by the Post-Secondary Child Care Grant.

See [Information for child care providers: Using other funding sources with the Child Care Assistance Program DHS-7056 \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7056-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-7056-ENG) for more information about layering funding sources.

What information is on the Billing Form?

Page 1 of the Billing Form

See the [Sample Billing Form](#) on page 43. The first page of the Billing Form provides:

- The name of the family
- The time period covered by the Billing Form
- A description of the codes you will use to fill out the Billing Form
- A place for you to sign and date the form
- A place for the family to sign and date the form, if required by the county
- A place for you to give information to the family's worker
- A place for the family's worker to give you information you need to know
- The worker's name and phone number.

You must sign and date the form in order to be paid. You should not sign and date the form, or have the parent sign and date the form, until after the last day of care in that billing period. By signing the Billing Form, you are stating that what you are billing for is correct.

Page 2 of the Billing Form

The second page of the Billing Form gives you information on each child you care for from the family. This is where you fill out your charges and each child's schedule.

This section shows the child's name, the age group of the child and the maximum authorized hours for the child.

How do I fill out the Billing Form?

Page 1 of the Billing Form

- Have the parent sign and date the form if required by the child care assistance agency.
- You must sign and date the form. You should not sign and date the form until after the last day of care in that billing period.
- If you need to report information to the child care assistance agency, you can include this information in the comments section. For example, use this space to report when a child stops attending and/or if their attendance drops to less than half of their scheduled hours for days in a four week period.

Page 2 of the Billing Form—Provider Charges

Age group	Authorized hours	Unit type	Number of units	Unit rate	Amount billed	Registration fees	Subtotal
Infant	80	H	80	6	\$480	\$50	\$530

This is where you indicate the rates that you charge families for child care. You determine the manner in which you charge for the child care you provide. Many providers charge in ways other than hourly, daily or weekly. For example, school-age care is often charged using before- or after-school session rates.

You should not change your billing practices. If your charge is \$20 for an afternoon session, that is what you should charge and bill child care assistance. Information included in this section should reflect how you bill and not what you anticipate the program to pay.

Note: If you charge different types of rates for the same child, you must fill in each rate on a different line of the Billing Form.

Child care assistance is able to authorize payment at the provider's rate, not exceeding the child care assistance maximum rate, for all hours of care authorized for the child. The amount the program can pay depends on how many hours of care can be authorized based on the parent's activity, the child's need for care, and whether the provider is the child's primary or secondary provider.

Providers may not charge child care assistance families more than the private, full-paying client rate for like services.

Unit type

Fill in H if you are billing hourly, D if you are billing daily or W if you are billing weekly. If you are not billing hourly, daily or weekly, fill in O for other.

- Monthly or session rates would be O. A monthly rate must be adjusted to cover the number of days of the service period.
- If you charge by the quarter-, half- or three-quarter-hour, you should use the O unit type and fill in the quarter-, half- or three-quarter-hour rate and the number of quarter-, half- or three-quarter-hour units.
- If you charge different types of rates for the same child, you must fill in each rate on a different line.

Number of units

Fill in the number of the units you are billing for, matching the unit type for the service period. The number of units must be a whole number.

- A school-age provider might have a before- and an after-school session rate. If a child attends five mornings a week for two weeks, the provider would fill in O unit type with 10 units. If a child attends five mornings and five afternoons a week for two weeks and the sessions are the same rate, the provider would fill in O unit type with 20 units. If the morning and afternoon sessions are different rates the provider should use two lines on the Billing Form, one for each rate.
- If a provider charges by the half-hour, use the O unit type, fill in the half-hour rate and the number of half-hour units.
- If a provider charges monthly or in another way that is greater than the service period, the provider will need to adjust their charge to cover the number of days of the service period.

Unit rate

Fill in the amount that you charge for the unit type entered. This is the amount you charge for one unit.

Amount billed

Fill in the amount that you charge for all of the units of care. This is the unit rate multiplied by the number of units.

Registration fees

Fill in any required registration fees that you are charging for this billing period.

Subtotal

Fill in the total of the amount billed plus any registration fees for this child.

Copay collected Y/N Waived: Y/N Payment Plan: Y/N Copay: \$27.00

This line tells you what the family's copay is. You should collect this amount from the family.

- Copay Collected: Circle Y if the family has paid their copay.

- Copay Collected, Waived, and Payment Plan: Circle N to report that the copay has not been paid. Do not circle these if the family paid the copay, but owes you for charges over the CCAP maximum rate (see [Copayments](#) on page 13).
- If you do not charge the family their copay amount, circle the N after Copay Collected and Y after Waived.
- If the family owes you their copay but you and the family have agreed to how and when they will pay you, circle N after Copay Collected and Y after Payment Plan.

Total: \$253.00

This line is where you fill out your total charge. This amount is the total of all of the charges that you billed on the lines above minus the copay.

- Do not include any amount in the total that you have not billed for in the billing section.
- Fill in your total charge in dollars and cents (example \$400.00). The total charge must equal the amount on the individual lines of the Billing Form.

Page 2 of the Billing Form—Daily Scheduled Attendance Record

Beginning 3/23/20	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	23	24	25	26	27	28	29	30	1	2	3	4	5	6	
Scheduled # of hours	8	8	8	8	8			8	8	8	8	8			80

This section has the daily calendar for the service period.

Fill out the number of hours that the child was scheduled and authorized to be in care for each day in the service period. Due to [rounding](#), this amount does not need to match the amount billed in the billing section if the provider bills by the quarter-, half- or three-quarter-hour. See page 38.

- The hours the child was scheduled and authorized to be in care are based on the parent and child’s schedule. If the child attends care outside the hours authorized by child care assistance, do not enter those hours on the Billing Form. Only enter scheduled hours that the child was scheduled and authorized to be in care.
- Fill in the number of hours that the child was scheduled to be in care even if the child did not attend for all or part of the time scheduled.
- The number of hours must be in full hours.
 - If a child was scheduled to be in care for a partial hour, round the number up to the next full hour. For example, if the child was scheduled to be in care 7.5 hours, fill in 8 hours.

If you believe the authorized hours are not enough to cover the number of hours that should be paid by child care assistance, contact the family’s child care assistance worker or another worker you have been told by the county to contact for more information.

If the number of hours entered in the Daily Scheduled Attendance Record section is greater than the number of hours authorized for the child, the payment may be incorrect.

- Do not enter more hours than the child was scheduled to be in care.
- A family with a schedule that changes may be authorized for more hours of care than can be paid by child care assistance. See [Billing for families who have flexible schedules](#) on page 37. Fill in the number of hours that the child has been scheduled to be in your care as agreed upon by you, the family and the child care assistance worker.
- If the child was absent or you were closed for a holiday, fill in the number of hours that the child was scheduled to be in care that day.

Fill in an A for any day the child is absent for all scheduled hours that day or an H for any day you were closed for a holiday if the child was scheduled to be in care. If a child was absent for part of a day, but attended the other part of the day, do not fill in an A (see [Billing for absent days](#) on page 40 for more information).

What if the charges and daily attendance records do not match?

The hours entered in the Daily Scheduled Attendance Record and the amount you bill do not need to match. You should bill at your usual rates for the total amount of authorized and scheduled care, even if you know that child care assistance will not be able to pay in the same unit that you charge.

In the Daily Scheduled Attendance Record, you should fill in the number of hours that the child was authorized and scheduled to be in care for each day in the service period.

Billing example

If you have a child who attends Monday through Friday, 8 a.m. to 1 p.m., and you charge a daily rate of \$20 for any day the child is scheduled to be in care for more than four hours, fill out the Billing Form as follows:

Age group	Authorized hours	Unit type	Number of units	Unit rate	Amount billed	Registration fees	Subtotal
Infant	50	D	10	\$20	\$200		\$200

Your charge is 10 days at \$20 per day, totaling \$200.

Fill out the Daily Scheduled Attendance Record section as follows:

Daily Scheduled Attendance Record

Beginning 3/23/20	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	23	24	25	26	27	28	29	30	1	2	3	4	5	6	
Scheduled # of hours	5	5	5	5	5			5	5	5	5	5			50

Electronic billing with MEC² PRO

MEC² is the computer system that Minnesota's child care assistance agencies use to administer the program. It helps agencies in determining family eligibility and making payments to child care providers.

MEC² PRO is an online billing tool that works with MEC². It allows providers to submit bills using a secure Internet connection. In addition to allowing providers to submit bills electronically, it:

- Allows providers to view the status of their child care assistance Service Authorizations and payments online
- Reduces paperwork and mailing costs
- Increases payment timeliness.

To use MEC² PRO, providers need a computer and an internet connection. Not all child care assistance agencies use MEC² PRO. Agencies that use MEC² PRO can choose which providers they want to enroll for online access. Contact the agency where you are registered to find out whether MEC² PRO is an option for you.

Billing for families who have flexible schedules

In most cases, you can bill and child care assistance can pay for the full number of hours of care that have been authorized for a child. This number of authorized hours will be the number of hours of care on the [Service Authorization](#) (see page 26). You and the family must work together to determine a schedule for their child to attend child care. You cannot bill the program for more hours than what the family is authorized to receive from the program.

Care must be scheduled based on the family's authorized activity schedule if they are Schedule Reporters. Schedule Reporters include if they:

- Are employed by a child care center. This includes if the parent is YOUR employee.
OR
- Use a legal nonlicensed child care provider.
OR
- Use more than one child care provider per child.

If you have a family with a schedule that changes who are Schedule Reporters, it is important that you work with the family and the family's child care assistance worker so you know the number of hours that can be paid by the program. If a parent has a work schedule that does not have the same number of hours every week, the number of hours of care

approved for a child on the Service Authorization may differ from the number of hours that a parent is expected to work in a two-week time period.

- If the family needs less child care than what is authorized because the parent is scheduled to work fewer hours, child care assistance may not be able to pay for the authorized hours of care for a two-week period. You can only bill for hours the child is scheduled to be in care.
- If the family needs more child care than what is authorized because the parent is scheduled to work additional hours, do not bill for more hours than authorized without getting approval from the child care assistance agency. Billing for more hours than a child is authorized may cause your payment amount to be incorrect.

It is important that you work closely with the family and the child care worker in these cases so that you or the family do not receive an overpayment. Scheduled hours recorded on the Billing Form must reflect the specific hours and days that a child was actually scheduled and authorized to be in care. Do not split up hours to maximize payment. Knowingly entering false information on the Billing Form constitutes fraud, which may result in disqualification and criminal charges.

Families who are 12-Month Reporters have more flexibility to determine how their authorized hours are used to support their child care needs.

Rounding

If you charge families for child care in a unit smaller than hours, you must fill out the top section of the second page of the Billing Form to reflect your actual charge, but you must round up to full hours in the Daily Scheduled Attendance Record section.

If you have a child who attends Monday through Friday, 8 a.m. to 3:30 p.m., and you charge the family for 7.5 hours per day, fill out the Billing Form as follows:

Age group	Authorized hours	Unit type	Number of units	Unit rate	Amount billed	Registration fees	Subtotal
Infant	80	H	75	\$6	\$450		\$450

Your charge is 7.5 hours times 10 days, totaling 75 hours. Then 75 hours at \$6 per hour, totaling \$450.

Although you are charging for half hours, you must fill out the Daily Scheduled Attendance Record section in full hours, rounding up as necessary.

Daily Scheduled Attendance Record

Beginning 3/23/20	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	23	24	25	26	27	28	29	30	1	2	3	4	5	6	
Scheduled # of hours	8	8	8	8	8			8	8	8	8	8			80

Your payment will be calculated based on the hours entered in the Daily Scheduled Attendance Record section, but will not exceed the amount that you billed in the billing section. You should bill in the way that you charge all families.

If you have a child who attends Monday through Friday the first week and Monday through Thursday the second week from 8 a.m. to 3:30 p.m., and you charge the family for 7.5 hours per day, fill out the Billing Form as follows:

Age group	Authorized hours	Unit type	Number of units	Unit rate	Amount billed	Registration fees	Subtotal
Infant	72	H	67	\$6	\$402		\$402
		O	1	\$3	\$3		\$3

Your charge is 7.5 hours times 9 days, totaling 67.5 hours.

The top line of the section above shows your billed amount for 67 hours at \$6 per hour, totaling \$402. The second line shows your billed amount for a half hour, listed as O (other), at \$3. The total amount billed is \$405.

Although you are charging for half hours, you must fill out the Daily Scheduled Attendance Record section in full hours, rounding up.

Daily Scheduled Attendance Record

Beginning 3/23/20	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	23	24	25	26	27	28	29	30	1	2	3	4	5	6	
Scheduled # of hours	8	8	8	8	8			8	8	8	8	0			72

Your payment will be calculated based on the hours entered in the Daily Scheduled Attendance Record section and child care assistance payment policies, but will not exceed the amount that you billed in the billing section. You should bill in the way that you charge all families.

Billing for absent days

All provider types – except legal nonlicensed providers – may bill child care assistance for a limited number of days that a child is absent from care.

Child care assistance will pay for up to 25 absent days per calendar year per child at a licensed provider or license-exempt center. These absences may not exceed 10 consecutive days, and the family is responsible for any absent days that the CCAP does not cover.

If a child is absent for part of a day, child care assistance will pay for the scheduled amount of care for that day and that day will not count toward the 25-day limit.

Some children may be exempt from the limits on payments for absent days.

- Children of parents under age 21 who do not have a high school diploma, and who attend certain child care programs, may qualify for an exemption from the 25-day limit and the 10-consecutive-day limit. Contact the child care assistance agency if you serve parents who are high school students and offer specialized services to see if a child qualifies for this exemption.
- Children with documented medical conditions or illnesses that cause more frequent absences are exempt from the 25-day absent limit and the 10 consecutive day limit. Medical conditions or illnesses must be documented on the [CCAP Medical Condition Documentation Form DHS-4602 \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4602-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-4602-ENG).

Licensed and license-exempt center providers may bill child care assistance for absent days if:

- Care was authorized by the program and scheduled by the parent, but the child was absent, and
- The provider bills all families for absent days, and
- Scheduled hours are identified in the provider's attendance records as an absent day, and
- Care is available.

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 in a timely manner, it is possible that the number of absent days that have been used will be different than the information provided.

If a child has stopped attending child care or has been absent for seven consecutive days, the provider must notify the family's child care assistance worker immediately.

Billing for holidays

Child care assistance will pay the maximum rate, not to exceed the 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, Jan. 1
- Martin Luther King, Jr. Day, third Monday in January
- Washington's Birthday (President's Day), third Monday in February
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Columbus Day, second Monday in October
- Veterans Day, Nov. 11
- Thanksgiving, fourth Thursday in November
- Christmas Day, Dec. 25

If the holiday falls on a Saturday, the preceding Friday can be used as the holiday. If the holiday falls on a Sunday, the following Monday can be used as the holiday.

Other cultural or religious holidays may be substituted for the 10 recognized state and federal holidays if the parent or provider notifies the child care assistance agency of the substitution before or within 10 days after the holiday. Providers cannot substitute non-cultural or religious holidays. For example, providers cannot use a holiday substitution to lengthen a holiday weekend or take additional day(s) before or after recognized state and federal holidays.

Child care assistance cannot pay for more than 10 total holidays, recognized and/or substituted, per calendar year, per child. A child care assistance agency may limit holiday substitutions if approving the request would impact the family, such as when a second provider needs to be paid for that day.

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

Registration fees

Child care assistance will pay a registration fee, up to the maximum allowed, if a licensed provider or license- exempt center charges the fee and the fee is not included in the provider's rate. The program cannot pay registration fees charged by legal nonlicensed providers.

The family must pay for any part of the registration fee that is more than the maximum amount. Maximum child care registration fees are printed in the [Minnesota Child Care Assistance Program Maximum Child Care Registration Fees \(DHS-6443B\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6443B-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-6443B-ENG).

Child care assistance can pay for two registration fees per child in a 12-month period. Any additional registration fees are the family's responsibility.



Sample Billing Form: Page 1

DHS/TSS DIVISION
PO BOX 64965
ST. PAUL MN 55164-0965
March 15, 2020 07:32 PM

Provider ID: 65432 Happy Day Care
Case Number: 12345 1234 MAIN ST
CARLI A LAW MINNEAPOLIS MN 55419-4944

Child Care Assistance Billing Form

This billing is only valid for care given from: 03/23/20 – 04/05/20.

Complete the billing areas for each child AND complete the daily scheduled attendance record. Complete billing forms should be returned to the address in the upper left corner.

See the provider guide for details: <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-5260-ENG>.

I certify the child care billed is correct and acknowledge the following:

- I know that if I give false information on this billing form, I could be disqualified from receiving CCAP payment and could face civil penalties and/or criminal charges.
- I know I am responsible for collecting any copay amount owed from the family. I understand that if the family fails to pay their copay the family may be ineligible.
- I understand that I must submit all billing forms within 60 days of the date child care was provided or the payment may be denied.

Signature of Provider: _____ Date: _____

I certify the child care billed is correct and acknowledge the following:

* I know that if I give false information on the billing form or agree to false information, my family could be barred from CCAP and I could face civil penalties and/or criminal charges.

Signature of Parent: _____ Date: _____

Provider Comments

Call the worker below if you need more information about this case.

WORKER: TORI CARLSON TELEPHONE: (651) 431-3809

Sample Billing Form: Page 2

March 15, 2020 07:32 PM

Provider ID: 65432-Happy Day Care

Case Number: 12345-CARLI A LAW

BILLING FORM

REFERENCES

* Unit Type: H=Hourly D=Daily W=Weekly O=Other

* Attendance Codes: A=Absent Day H=Holiday

Child Name: MACY A LAW

Service Period: 03/23/20 – 04/05/20

Age group	Authorized hours	Unit type	Number of units	Unit rate	Amount billed	Registration fees	Subtotal
Preschool	100	H	67	\$6	\$402	N/A	\$402

Copay Collected: Y / N

Family Copay: 25.00

Waived: Y / N

Payment Plan: Y / N

Total:

Daily Scheduled Attendance Record

Beginning 11/05/18	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Scheduled # of hours															
Attendance A=Absent H-Holiday															

Payments

Payment Rules

Child care assistance will pay:

- Scheduled and authorized hours of child care
- Up to the maximum rates, minus the family's copay amount. Once the maximum allowed payment is calculated, the copay is deducted from the total.

Child care assistance will not pay:

- More than you bill; the program can pay the provider's charge or the maximum amount allowed by child care assistance policy, whichever is less
- More than the scheduled and authorized hours; the number of hours of care paid cannot exceed 120 hours in two weeks, per child for all authorized providers
- More than the child care assistance maximum rates; if a family chooses a provider who charges more than the amount the program can pay, the family is responsible for paying the additional amount
- For provider vacation days, sick days or any other days that child care is not available, other than holidays.

The maximum amount child care assistance allows is based on:

- County where care is provided
- Age of the child
- Type of provider
- Status of provider (primary or secondary)
- Number of authorized hours of child care
- Schedule of when care is needed
- Child care assistance payment rules.

For licensed family child care providers, licensed centers and certified license-exempt centers

Child care assistance will pay maximum weekly, daily and hourly rates as follows:

- **Weekly rate:** Child care assistance will pay up to the maximum weekly rate if the child is authorized and scheduled for more than 35 hours per week with a single provider. A week is counted as 50 hours of care.
- **Daily rate:** Child care assistance will pay up to the maximum daily rate if the child is authorized and scheduled for 35 hours or less per week, and more than five hours in one day with a single provider. A full day is counted as 10 hours of care.
- **Hourly rate:** Child care assistance will pay up to the maximum hourly rate if the child is authorized and scheduled for 35 hours or less per week, and five or less hours in one day with a single provider.

Child care assistance can never pay more than:

- The maximum weekly rate to a child's primary provider for one week of care

- Two maximum daily rates to a child’s secondary provider for a two-week billing period. For legal nonlicensed providers:
- Legal nonlicensed providers can only be paid by the hour.
- Child care assistance cannot pay for more than 10 hours of care in one day or 50 hours of care in one week.

Payment rules examples

You should complete your bill in the way that you would bill all families you provide care for.

In all of these examples, you would fill out the hours in the Daily Scheduled Attendance Record section with the number of hours the child was authorized and scheduled to be in care for each day of the service period.

Child care assistance will calculate your payment based on the maximum that can be paid—not to exceed your charge. Even if you know that your child care assistance payment will be less than you bill, still include all authorized hours of care provided in the Attendance Record.

Example 1

A legal nonlicensed provider bills for 93 hours of care in a two-week period.

During the first week of the service period, the child is authorized and scheduled to be in care for a total of 33 hours (11 hours a day, Monday through Wednesday). During the second week of the service period, the child is authorized and scheduled to be in care a total of 60 hours (10 hours per day, Monday through Saturday).

Fill out the Billing Form as follows:

Daily Scheduled Attendance Record

Beginning 03/23/20	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	23	24	25	26	27	28	29	30	31	1	2	3	4	5	
Scheduled # of hours	11	11	11	0	0			10	10	10	10	10			93
Attendance A=Absent H=Holiday															

Child care assistance will pay a total of 80 hours (30 hours for the first week and 50 hours for the second week). For the first week, payment is capped at 30 hours. This is because the program cannot pay legal nonlicensed providers for more than 10 hours of care in one day. For the second week, payment is capped at 50 hours. This is because the program cannot pay legal nonlicensed providers more than 50 hours in one week.

Example 2

A licensed provider or license-exempt center that is designated as a child’s primary provider bills for 90 hours in a two-week period.

During the first week of the service period, the child is authorized and scheduled to be in care for a total of 60 hours (15 hours a day, Monday through Thursday). During the second week of the service period, the child is scheduled to be in care a total of 30 hours (15 hours per day, Monday and Tuesday).

Fill out the Billing Form as follows:

Daily Scheduled Attendance Record

Beginning 03/23/20	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	23	24	25	26	27	28	29	30	31	1	2	3	4	5	
Scheduled # of hours	15	15	15	15	0			15	15	0	0	0			90
Attendance A=Absent H-Holiday															

Child care assistance will pay one weekly rate and two daily rates. For the first week, payment is capped at the weekly rate. This is because the child was authorized and scheduled to be in care for more than 35 hours. The program cannot pay more than the weekly rate, even when a child is authorized and scheduled for more than 50 hours of care in one week. For the second week, payment is capped at two daily rates. This is because the child is scheduled and authorized for 35 hours or less in the week, but more than 5 hours in each day. The program cannot pay more than the daily rate, even though the child was scheduled to be in care for more than 10 hours each day.

Example 3

A licensed provider or license-exempt center that is designated as a child's primary provider bills for 70 hours in a two-week period.

During each week of the service period, the child is authorized and scheduled to be in care for a total of 35 hours (7 hours a day, Monday through Friday).

Fill out the Billing Form as follows:

Daily Scheduled Attendance Record

Beginning 03/23/20	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	23	24	25	26	27	28	29	30	31	1	2	3	4	5	
Scheduled # of hours	7	7	7	7	7			7	7	7	7	7			70
Attendance A=Absent H-Holiday															

In most cases, child care assistance will pay 10 daily rates. This is because the child was authorized and scheduled to be in care for 35 hours or less in each week, but more than 5 hours in each day. However, if the weekly rate is less than 10 daily rates, payment would not exceed the weekly rate. The program will never pay more than the maximum weekly rate to a single provider for one week of care.

Billing Form and payment processing

How long does it take to process my Billing Form?

Child care assistance agencies have up to 21 days to process Billing Forms, after you submit a complete form. Once the bill is processed, payments are generated nightly. If you care for more than one family from a single agency, a payment could cover more than one Billing Form.

If a Billing Form is incomplete or incorrect, it may be sent back to you, delaying the processing of your billing and payment.

How will I know when a payment has been processed?

When child care assistance makes a payment, you'll receive a Remittance Advice giving details about the payment that you received. Please keep this notice for your tax records. See page 51 for more information on the [Remittance Advice](#).

What payment options are available?

Check (warrant)

A payment check, called a warrant, will be mailed separately from the Remittance Advice and cannot be forwarded to a different address. If you move, you must tell a child care assistance worker your new address or you may not receive your payment.

You will not receive a warrant if you receive your payment through electronic funds transfer or direct deposit.

Electronic funds transfer (direct deposit)

Electronic funds transfer (EFT), or direct deposit, is available for all payments and providers are encouraged to choose this option. In most cases, you will receive your money faster by using electronic funds transfer.

Why should I use electronic funds transfer?

Electronic funds transfer is safe, reliable and easy to use. You will get your money safely and quickly, not only saving you time and effort, but also tax dollars. Electronic funds transfer costs the state less money than printing and mailing paper checks.

How will I know how much money has been deposited into my account?

You will be mailed a Remittance Advice that details what you've been paid each billing cycle.

How do I sign up for electronic funds transfer?

To sign up for electronic funds transfer, use the [Direct Deposit for the Minnesota Child Care Assistance Program \(DHS-3552\) \(PDF\)](#) form (edocs.dhs.state.mn.us/lfserver/Public/DHS-3552-ENG). You can also get this form from a child care assistance worker.

What deductions can be taken from my child care assistance payments?

If you have an [overpayment](#) (see page 51) of child care assistance, a certain amount will be deducted from each of your child care assistance payments until the overpayment is paid back.

If you owe state or federal taxes, or child support, the program is required by law to take a certain amount from each of your child care assistance payments until the money you owe is paid. The Minnesota Department of Revenue, the Internal Revenue Service (IRS) or the court tells the program to take money from your payments, how much to take and when to stop. The child care assistance agency will send this amount to the agency you owe.

If the Social Security Number or Federal Employee Identification Number you gave child care assistance is not correct, the IRS will tell us and we must deduct part of your program payments for backup withholding taxes for both the IRS and the Minnesota Department of Revenue.

You cannot charge families more to cover any deductions from your payments.

What do I do if I have problems with my payment?

If you have lost a check or did not receive one that was sent

If you lost a check, or the child care assistance agency tells you that a payment was sent by check and you did not receive it, you must fill out the [Affidavit of failure to receive warrant – Vendor/Payee DHS-1609A \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-1609A-ENG) form (edocs.dhs.state.mn.us/lfserver/Public/DHS-1609A-ENG) and give it to the family's child care assistance agency. You can also get this form from a program worker.

If you receive a check that is damaged

If you receive a check that is so badly damaged that it cannot be cashed, contact the family's child care assistance agency and ask for a new check.

The check number, date and amount must be readable to replace a check. A new check will be sent one to three days after the agency processes your request.

If you have questions about your payment

Contact a worker at the family's child care assistance agency if you did not receive a payment or have questions about a payment. You also have the right to appeal if you disagree with a payment amount. See [Fair Hearing](#) section on page 53.

Remittance Advice

The Remittance Advice will be mailed separately from the check (warrant) and gives you the details about the payment received. The Remittance Advice lists the children whose care is included in the payment, the type of service being paid, the age group of the child, the dates of service, the type and number of units being paid, the payment rate, the amount paid for each child, the family's copay, the amount paid for each family, any provider deductions and the total payment.

Please keep this notice for your tax records.

Overpayments, disqualifications and appeals

Overpayments

If a family or provider is paid more child care assistance than they should have been paid, that amount is considered an overpayment. An overpayment must be recovered even when the overpayment was due to a child care assistance agency error or to circumstances outside the control of the family or provider.

An overpayment must be recovered from:

- The family if the family benefited by paying less for child care expenses than they should have paid under program requirements

- The provider if the overpayment did not benefit the family, but the provider received a higher payment than would have been paid under program rules.

If a provider with an overpayment continues to care for children receiving child care assistance, the overpayment must be recovered by decreasing the provider's payments. The provider may not charge families more to cover the cost of the overpayment.

If the provider no longer cares for children receiving child care assistance, child care assistance will ask the provider to repay the overpayment. If the provider does not agree to repay the overpayment, the program will begin civil court proceedings to recover the overpayment unless the costs to recover are more than the overpayment.

A provider who has been charged with an overpayment may request a fair hearing to deny responsibility for the overpayment and/or object to the amount.

When both the family and the provider acted together to cause the overpayment, both are responsible, no matter who benefited from the overpayment.



Disqualifications

Wrongfully obtaining child care assistance

A provider caring for children receiving child care assistance is disqualified from receiving child care assistance payments when the provider is found to have wrongfully obtained child care assistance.

- A provider could face a court proceeding, which could include:
 - A conviction in federal or state court
 - A pre-trial diversion
 - Court-ordered stay which carries with it any other probationary terms or conditions
 - A signed disqualification consent agreement.
- A provider could receive an administrative disqualification, which happens when:
 - The provider does not appeal an administrative disqualification notice within 30 days; or
 - A human services judge finds in the agency's favor at a hearing.

The disqualification periods for wrongfully obtaining child care assistance are:

- Three years for a first offense
- Permanently for any subsequent offense.

A disqualification may also affect your ability to clear a background study, hold a child care license or certification, have direct contact or access to children in a child care setting, and/or participate in other Department of Human Services programs.

A person who supplies false information in order for them or someone else to receive child care assistance may also be prosecuted criminally.

Failure to follow child care assistance rules and laws

Providers must follow all child care assistance statutes, rules and policies. Providers that do not keep in good standing with licensing or follow program rules may have their registration closed if they:

- Admit to giving materially false information on a Billing Form
- Are found to have intentionally provided false information on attendance records or Billing Forms, as determined by a preponderance of evidence
- Violate Child Care Assistance Program rules, until the violation(s) is corrected
- Continue operating after their license has been suspended or revoked
- Submit false attendance records or refuse to provide attendance records when the agency or Minnesota Department of Human Services asks for them
- Give false price information
- Fail to report on the Billing Form when a child's attendance in child care falls to less than half of the child's authorized hours or days for a four-week period.

Appeal rights

You may appeal any action taken against you by a child care assistance agency or the Minnesota Department of Human Services. Your appeal rights are met by:

- An administrative review if your child care assistance payments are suspended due to an investigation
- A fair hearing for other adverse actions (see below for more information). If your provider registration closes due to a licensing action, the fair hearing occurs after the licensing issue is resolved.

You can ask to meet informally with the agency to try to solve the problem. This meeting will not delay or replace your right to an appeal.

Fair hearing

A fair hearing is a legal process where a human services judge reviews a decision made by a child care assistance agency or the Minnesota Department of Human Services. You may ask for a fair hearing if:

- Your child care assistance registration is closed or denied (unless you received an administrative review);
- You are charged with an overpayment or monetary recovery or recoupment;
- An administrative disqualification process is started against you; or

- You are paid an amount you disagree with.

To request a fair hearing, your appeal needs to include:

- Each item or action you disagree with, the reason you disagree with each item or action, and, if applicable, an estimate of the dollar amount involved for each disputed item;
- The calculation you believe is correct, if applicable;
- The legal authority (statute or rule) you relied on for each disputed item; and
- The name, address, and telephone number of the person at your place of business to contact regarding your appeal.

You must submit your appeal in writing directly to:

Minnesota Department of Human Services
Appeals Division
P.O. Box 64941
St. Paul, MN 55164-7523
Fax: 651-431-7523

You may also use the [Child Care Assistance Program \(CCAP\) Provider Appeal to State Agency \(DHS-8075\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-8075-ENG) form (edocs.dhs.state.mn.us/lfserver/Public/DHS-8075-ENG) to submit your appeal.

Your appeal request must be received within **30 days** of the date the agency mailed the notice of the action being appealed. There is no good cause exception for appeal requests received after this deadline.

You may represent yourself at the hearing, or you may have someone (an attorney, relative, friend or another person) speak for you.

If you disagree with a payment amount, contact the Child Care Assistance Program agency that issued the payment. The agency may be able to resolve the issues, answer any questions, and/or explain payment policies. You may appeal any payment you disagree with by following instructions on [Appeal rights for Child Care Assistance Program provider \(DHS-4018\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4018-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-4018-ENG). Your appeal must be received by the Minnesota Department of Human Services – Appeals Division within **30 days** of the *date the agency mailed the Remittance Advice Notice for that payment*.

[Appeal rights for Child Care Assistance Program providers \(DHS-4018\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4018-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-4018-ENG) outlines appeal rights if a negative action against you allows you to a fair hearing.

Administrative review

An administrative review is a process that allows you to submit written proof and agreement for consideration by the Minnesota Department of Human Services if your Child Care Assistance Program payments are temporarily suspended.

If your payments are temporarily stopped or suspended due to an investigation, you may submit your written proof and argument to:

Minnesota Department of Human Services
Financial Fraud and Abuse Investigations Division
Child Care Assistance Program Provider Guide

Attn: CCAP Provider Investigations
P.O. Box 64982
St. Paul, MN 55164-0982

[Administrative review rights for Child Care Assistance Program providers \(DHS-7397\)](#)

(edocs.dhs.state.mn.us/lfserver/Public/DHS-7397-ENG) outlines appeal rights if a negative action against you allows you to an administrative review.

Access to free legal services

You may be able to get legal advice or help with an appeal from your local legal aid office. To contact your local legal aid office call:

- Hennepin County: 612-334-5970
- Ramsey County: 651-222-4731
- All other Minnesota counties: 888-354-5522

Provider resources

Quality and professional development resources

Child Care Aware agencies

In addition to being a resource for information about child care assistance, 19 regionally based agencies provide important services to providers and parents, including:

- Child care referrals and consumer education for parents seeking child care. This information is available for free online at ParentAware.org (parentaware.org) or by calling 888-291-9811
- Online and face-to-face professional development opportunities on Minnesota Department of Human Services-approved topics by qualified trainers, including first aid, health and safety, child development, business practices and more; providers can search, register and pay for approved trainings on [Develop](http://Develop(developtoolmn.org)) (developtoolmn.org)
- Individualized professional development advising for providers, including career planning, credentialing and financial resources for continuing education
- Coaching, consultation and technical assistance for providers participating in Parent Aware, Minnesota's Quality Rating and Improvement System, on such topics as health and well-being, teaching and relationships with children, assessment and planning for individual children, professionalism and relationships with families
- Grants to providers for training, program improvements and equipment/materials
- Outreach and access with other early childhood and school-age initiatives to ensure all families have access to Child Care Aware services and to develop child care services as needed in the community
- Work with refugee and immigrant populations to ensure access to early childhood services and to develop culturally appropriate child care and training
- Information collection on the supply of child care providers in Minnesota, and conducting an annual market rate survey for the Minnesota Department of Human Services.

Contact your local Child Care Aware agency for more information, either online at [Child Care Aware of Minnesota](http://ChildCareAwareofMinnesota.org) (childcareawaremn.org) or by calling 888-291-9811.

Parent Aware

Parent Aware is Minnesota's Quality Rating and Improvement System, which provides quality ratings to child care and early education programs based on a One- to Four-Star scale. These ratings are based on a program's use of kindergarten readiness best practices and are shared on ParentAware.org to provide information to families when searching for a child care and early education program for their child.

When a program volunteers to participate in the rating process, they are going above and beyond health and safety requirements. They receive free coaching and assistance, access to Early Learning Scholarships and low- cost training and ongoing marketing support. Parent Aware participating programs may also be eligible for grants or a higher CCAP reimbursement rate.

To find out more, visit ParentAware.org (parentaware.org) or call 888-291-9811.

Resources for national accreditation

Providers can get help in becoming accredited from the Accreditation Facilitation Project. Providers may get information about this program by calling 800-711-5690 or 651-646-8689, ext. 36, by emailing accreditationfacilitation@mnaeyc-mnsaca.org, or visiting the [Minnesota Association for the Education of Young Children](http://MinnesotaAssociationfortheEducationofYoungChildren.org) (mnaeyc-mnsaca.org/?page=accred_about).

Reimbursement for half of the direct cost of child care center and family child care accreditation may be available. Contact the Minnesota Department of Human Services Child Development Services unit at 651- 431-3865 or by email at dhs.child.care@state.mn.us for more information.

Local Child Care Aware programs may have grants available that could help with the accreditation process. Contact your local Child Care Aware agency by calling 888-291-9811 or online at [Child Care Aware of Minnesota](http://ChildCareAwareofMinnesota.org) (childcareawaremn.org) for more information.

Obtaining credentials and degrees

Child Care Aware of Minnesota coordinates multiple financial supports for individuals interested in pursuing credentials or degrees.

T.E.A.C.H. Early Childhood® Minnesota offers financial support for child care providers, center directors and trainers to earn credit-based education at an accredited institution of higher education. Scholarships are available to support individuals as they complete 120 hours of training for the national Child Development Associate Credential, as well as help paying the credential application fee or renewal fee.

R.E.E.T.A.I.N.

The goal of R.E.E.T.A.I.N. (Retaining Early Educators Through Attaining Incentives Now) is to lower the turnover rate among child care providers who work with young children. R.E.E.T.A.I.N. provides incentive grants to eligible child care providers. Grant dollars are a wage supplement and can be used at the discretion of the recipient. For more

information, call 651-290-9704, ext. 107, toll-free at 888-308-3224, or visit [Child Care Aware of Minnesota](http://childcareawaremn.org) (childcareawaremn.org).

Develop: Minnesota's Quality Improvement and Registry Tool

If you are an individual who works in an early learning and school-age care program, consider a membership in Develop. With an Individual Membership, you can search and register for training opportunities, track your completion of training and safely store your verified credentials. You can also apply for a Career Lattice Step from Achieve, the Minnesota Center for Professional Development.

If you own or operate an early learning and school-age care program, consider registering your organization in Develop so you can track the professional development of staff, schedule in-service trainings from Minnesota Center for Professional Development-approved trainers, and search for a coach, mentor or consultant.

If eligible for Parent Aware, you can submit your application, Quality Documentation Portfolio and track the progress of your Rating. With so many tools available in one toolbox—and new tools on the way—Develop aims to be a one-stop shop for all your early learning and school-age care needs.

To get started, go to [Develop](http://developtoolmn.org) (developtoolmn.org).

Achieve, Minnesota Center for Professional Development

This resource, available through developtoolmn.org, helps child care and early education professionals track their training and professional development by providing support and resources to:

- Apply for an Individual Membership, create and update a Learning Record, and receive a Career Lattice Step using Develop
- Apply to become an approved trainer, coach, consultant or mentor, and get training courses and events approved
- Use the virtual career guide to assess skills and identify career options.

Resources for in-home child care providers

The U. S. Department of Labor Fact Sheets #14: Coverage under the FLSA and #23: Overtime Pay Requirements of the FLSA provide a summary of the minimum wage and overtime laws. These fact sheets are available from the [U.S. Department of Labor's website](http://dol.gov/whd/regs/compliance/whdcomp.htm) (dol.gov/whd/regs/compliance/whdcomp.htm).

Child and Adult Care Food Program

The Child and Adult Care Food Program is a federally funded nutrition program providing payments for meals and snacks served to children attending child care or early learning programs. The program helps providers serve well-balanced, nutritious meals to children in their care, helping children in child care develop and maintain good eating habits. Ask your child care provider if they participate in the food program.

First Children's Finance

Provides business development services, including:

- Business training, coaching, consultation and technical assistance
- Business leadership cohorts
- Low-interest financing to child care businesses.

Provider information on immunization law

Provider information on Minnesota's immunization law for child care and early childhood programs is available from the [Minnesota Department of Health](http://health.state.mn.us/people/immunize/ed/healthykidsprov.html) (health.state.mn.us/people/immunize/ed/healthykidsprov.html).

Parent resources

Assistance programs for families with low incomes

Minnesota Family Investment Program and Diversionary Work Program

Minnesota has two cash assistance programs that support families as they move toward economic stability through work.

When families first apply for cash assistance, they typically start in the Diversionary Work Program. This four- month program helps parents, who are able to do so, quickly find work. Parents receive help paying rent, utilities or other housing costs and may also receive an allowance for their personal needs.

The Minnesota Family Investment Program helps families with children meet their basic needs as they move toward financial stability through work. Participants have a lifetime benefit limit of 60 months.

Families participating in either of these programs also get help with food, child care and health care as long as they continue to meet program requirements.

For more information, contact your local county or tribal human services agency, or visit mn.gov/dhs. Parents can apply for cash assistance in two ways:

- Online at MNbenefits (mnbenefits.mn.gov/)
- On paper using the [DHS Combined Application Form \(DHS-5223\) \(PDF\)](#) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5223-ENG).

Minnesota's Energy Assistance Program

The Low Income Energy Assistance Program helps families pay home heating costs and furnace repairs. Grants are available for renters or homeowners. Call 800-657-3710 to have your local provider send an application or visit the [Minnesota Department of Commerce website](http://mn.gov/commerce/consumers/consumer-assistance/) (mn.gov/commerce/consumers/consumer-assistance/).

Supplemental Nutrition Assistance Program

The Supplemental Nutrition Assistance Program (SNAP) helps Minnesotans with low incomes get the food they need for sound nutrition and well-balanced meals. Approved participants use a debit card to buy food at approved grocers, farmers markets and Meals on Wheels.

For more information about SNAP, contact your local county or tribal human services agency or visit the [Minnesota Department of Human Services website](http://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/food-nutrition/programs-and-services/supplemental-nutrition-assistance-program.jsp) (mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/food-nutrition/programs-and-services/supplemental-nutrition-assistance-program.jsp).

To apply online, visit MNbenefits (mnbenefits.mn.gov/).

Woman, Infants and Children Program

Women, Infants, and Children Program (WIC) is a federally funded program that provides nutritious supplemental foods, nutrition education and health care referrals to young families found to be at nutritional risk. WIC serves pregnant, breastfeeding and non-breastfeeding postpartum women with low incomes, and infants and children up to age 5. For more information, call 800-WIC-4030 or 800-942-4030, or visit [Minnesota WIC on the Minnesota Department of Health's website](http://health.state.mn.us/wic) (health.state.mn.us/wic).

Health care programs

Minnesota Health Care Programs include:

- Medical Assistance (Medicaid)
- MinnesotaCare
- Minnesota Family Planning Program
- Home and community-based waiver programs
- Medicare Savings Programs.

These programs may help pay for all or part of your health care costs if you:

- Do not have insurance
- Cannot get affordable health insurance through a job
- Have a disability or chronic condition and need help paying for care and services to stay in your home
- Need help paying for care in a nursing home, hospital or other medical facility
- Have other insurance or Medicare, but need help paying the premiums, deductibles and copays or need services not covered.

Apply online at [MN Sure, Minnesota's online health insurance marketplace](http://mnsure.org) (mnsure.org), or by:

- Calling 855-366-7873
- Contacting a navigator in your area
- At your county office or the MinnesotaCare office in St. Paul.

Children's Health Insurance Program

Medicaid and the Children's Health Insurance Program provide no- or low-cost health coverage for eligible children in Minnesota. Even if children have been turned down in the past or if parents are unsure if they qualify, they may be able to get health coverage for their children now.

Medicaid and the Children's Health Insurance Program provide routine check-ups, immunizations, prescription medications, hospital and dental care to keep children healthy.

Call 800-657-3629 to talk to someone in Minnesota. If a child is not enrolled in a Minnesota health care program, such as Medical Assistance or MinnesotaCare, contact a local social service agency to apply

Child and Teen Checkups

Child and Teen Checkups is the name for Minnesota's Early and Periodic Screening, Diagnosis and Treatment Program.

Child and Teen Checkups are covered for children from birth through age 20 who are enrolled in Medical Assistance or MinnesotaCare. A visit often meets the health checkup requirements for school, Head Start, Women, Infants and Children food program, child care, and camp and sports participation physicals.

For more details and help finding a doctor, dentist, making an appointment, transportation or an interpreter, visit the [Minnesota Department of Human Services Child and Teen Checkup website](https://mn.gov/dhs/health-care/child-and-teen-checkups) (mn.gov/dhs/health-care/child-and-teen-checkups).

Family Home Visiting

The Family Home Visiting program fosters healthy beginnings, working to improve outcomes including school readiness, preventing child abuse and neglect and reducing juvenile delinquency. You can receive information on infant care, child growth and development, parenting approaches, disease prevention, preventing exposure to environmental hazards and support services available in your community.

If you are a pregnant or have children under 3 years old, home visiting may be available through your local public health department. Find a local health department or community health board on the [Minnesota Department of Health's website](https://health.state.mn.us) (health.state.mn.us).

Parent information on immunization law

Parent information on Minnesota's immunization law for child care and early childhood programs is available from the [Minnesota Department of Health](https://health.state.mn.us/people/immunize/basics/healthykidspar.html) at (health.state.mn.us/people/immunize/basics/healthykidspar.html).

Other child care funding sources

Early Learning Scholarships Program

Scholarships help families afford high-quality child care and early education programs. For more information, call 888- 291-9811 or visit the [Early Learning Scholarships page on the Minnesota Department of Education website](https://education.state.mn.us) (education.state.mn.us).

Postsecondary Child Care Grant Program

The Postsecondary Child Care Grant Program helps students with low incomes who have young children pay for child care while attending postsecondary classes. For more information on this program, contact your school's financial aid office, or visit the [Minnesota Office of Higher Education's website](https://ohe.state.mn.us) (ohe.state.mn.us).

Child care programs for military families

There are a number of child care programs available for military families, some specific to a branch of service, others for all branches, including:

- Military Child Care in Your Neighborhood
- Operation: Military Child Care
- Give Army Parents a Break.

These programs are administered by Child Care Aware of America. For more information about any of these programs, contact the Child Care Aware hotline at 800-424-2246 or visit [Child Care Aware of America's website](http://childcareaware.org) (childcareaware.org) for help applying for subsidy and location assistance.



Child development and care resources for providers and parents

Programs and services

Help Me Grow: Infant and Toddler Intervention and Preschool Special Education

Help Me Grow services and programs are for infants, toddlers and preschoolers with developmental delays or disabilities, from birth to kindergarten entry and their families. Services are individually designed to meet the unique learning needs of each child and are free to eligible families regardless of income or immigration status.

For more information, call Help Me Grow 866- 693-GROW (4769) or visit [Help Me Grow's website](http://helpmegrowmn.org/HMG/Refer/) (helpmegrowmn.org/HMG/Refer/).

Early Childhood Screening

Early Childhood Screening, provided by your local school district, is a quick and simple check of how your 3- to 5-year-old is growing, learning and developing. Screenings are free and can help detect possible health or learning problems so that children can get help they need before starting kindergarten. An Early Childhood Screening, or a similar health and developmental screening, is required for your child to enter kindergarten in Minnesota public schools.

For more information about Early Childhood Screenings or to schedule an appointment, contact your local school district or call the Minnesota Department of Education at 651-582-8412.

Center for Inclusive Child Care

The Center for Inclusive Child Care is a resource network supporting inclusive care for children in a community setting. They provide leadership, technical assistance, training and consultation to early care and education providers, school age care providers, parents and other professionals working to:

- Successfully include children with special needs or challenging behaviors,
- Implement health and safety best practices, and
- Support the unique needs of infants and toddlers.

Visit the [Center for Inclusive Child Care's website](http://inclusivechildcare.org) (inclusivechildcare.org) or call them at 651-641-8339.

Early Childhood Special Education (ECSE)

Early childhood special education services are provided at no cost to eligible infants, toddlers and preschool children. Eligibility is determined through an evaluation process conducted by a child's local school district. Eligible children have delays in development or have an identified disability. Services are provided to address identified child needs and parental concerns.

Visit the [Help Me Grow's website](http://helpmegrowmn.org/HMG/GetHelpChild/AfterReferral/index.html) (helpmegrowmn.org/HMG/GetHelpChild/AfterReferral/index.html) to learn more about Early Childhood Special Education services for infants and toddlers and for preschool children with developmental concerns.

Early Childhood Family Education

Early Childhood Family Education is a program for Minnesota parents, expectant parents and relatives with children from birth to kindergarten age. Your local school district provides parenting education to support children's learning and development through this program, taught by licensed early childhood and parent educators.

Contact your local school district for more information about Early Childhood Family Education or call the Minnesota Department of Education at 651-582-8412.

Voluntary Pre-K

Voluntary prekindergarten is a public school program that prepares children for success as they enter kindergarten the following year. Program funding allows districts, charter schools with recognized early learning programs, or a combination thereof, to incorporate a voluntary pre-K program into their E-12 system.

For a list of districts and charter schools that were funded to provide voluntary prekindergarten, call the Minnesota Department of Education at 651-582-8412 or visit the [Minnesota Department of Education website](http://education.state.mn.us) (education.state.mn.us).

School Readiness

School Readiness is a public school program for children ages 3 to kindergarten-age. This program provides early childhood education to help prepare children for kindergarten entry.

Contact your local school district for more information about pre-kindergarten programs in your community, call the Minnesota Department of Education at 651-582-8412 or visit the [Minnesota Department of Education website](http://education.state.mn.us) (education.state.mn.us).

Head Start and Early Head Start

Head Start and Early Head Start programs deliver services to children and families in core areas of early learning, health and family well-being while engaging parents as partners. Head Start/Early Head Start provides early childhood classes and health and social services for children and their families.

Contact the Minnesota Department of Education at 651-582-8412 for more information, or search for a Head Start program near you on [ParentAware](http://parentaware.org) (parentaware.org).

MinnesotaHelp.info

MinnesotaHelp.info® is a resource that connects people with services in their communities. The database contains information on services individuals and communities need to sustain and improve their daily lives—health care and child care, job training, education and recreation, retirement, disability and social service information. The directory contains information on nonprofit and public health and human service programs and some for-profit programs, such as housing.

Visit [MinnesotaHelp.info](http://minnesotahelp.info) (minnesotahelp.info) to find services for adults, children and families, and to chat with a specialist, or call 800-333-2433 for more information.

Sudden Unexpected Infant Death and safe sleep

The American Academy of Pediatrics recommends that all infants sleep on their backs in their own safety in an approved crib and a smoke-free environment to reduce the risk of both Sudden Infant Death Syndrome, Sudden Unexpected Infant Death and other preventable injury deaths. The Minnesota Department of Health has materials available for parents and child care providers regarding safe infant sleep practices.

Visit the [Visit the Minnesota Department of Health's website](http://health.state.mn.us/people/womeninfants/infantmort/index.html) (health.state.mn.us/people/womeninfants/infantmort/index.html) for links, resources and brochures.

Early Childhood Indicators of Progress: Minnesota's early learning standards

The Early Childhood Indicators of Progress are Minnesota's early learning standards. There are standards for children from birth to age 3, and from age 3 to kindergarten-age. The standards help Minnesotans share developmentally appropriate expectations for what children should know and be able to do at certain ages. They offer a common language for assessing progress and supporting children and families.

Parents are a child's first teacher, and each child develops at his or her own pace; therefore, the standards are not for high-stakes assessment. Instead, they help early childhood teachers and caregivers design learning experiences and talk with parents about a child's progress.

Visit the [Minnesota Department of Education's website](http://education.mn.gov/MDE/dse/early/highquality/ind/) (education.mn.gov/MDE/dse/early/highquality/ind/) to learn more.

Learn the Signs. Act Early.

Parents and child care providers are encouraged to use the tools and resources developed by the Centers for Disease Control and Prevention as part of the "Learn the Signs. Act Early." campaign. These resources aim to improve early identification of children with autism and other developmental disabilities so that children and families can get the services and support they need. Visit the [Centers for Disease Control](http://cdc.gov/ncbddd/actearly/) (cdc.gov/ncbddd/actearly/) to learn more.

Brochures and forms

Brochures for providers

Keeping Kids Safe: Child Care Provider Emergency Planning Guide (DHS-7414)

The [Keeping Kids Safe booklet \(DHS-7414\) \(PDF\)](https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-7414-ENG) (edocs.dhs.state.mn.us/lfservlet/Public/DHS-7414-ENG) for child care providers and caregivers describes common emergency situations and sets out the planning steps to be prepared.

Family and Group Family Child Care General Licensing Information (DHS-5407)

This is a brochure with [general licensing information for family child care provider applicants \(DHS-5407\) \(PDF\)](https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-5407-ENG) (edocs.dhs.state.mn.us/lfservlet/Public/DHS-5407-ENG).

Child Care Centers (DHS-6170)

This is a brochure with [general licensing information for child care center provider applicants \(DHS-6170\) \(PDF\)](https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-6170-ENG) (edocs.dhs.state.mn.us/lfservlet/Public/DHS-6170-ENG) for a license to operate a child care center.

Brochures for parents

Do you need help paying for child care? (DHS-3551)

This brochure for families provides basic child care information and explains the [basic program requirements of the Child Care Assistance Programs \(DHS-3551\) \(PDF\)](https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-3551-ENG) (edocs.dhs.state.mn.us/lfservlet/Public/DHS-3551-ENG).

Minnesota Child Care Assistance Program Family Guide (DHS-3944)

This guide is for families [applying for or receiving help from the Child Care Assistance Program \(DHS-3944\) \(PDF\)](https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-3944-ENG) (edocs.dhs.state.mn.us/lfservlet/Public/DHS-3944-ENG), commonly known as CCAP. It explains what you need to know to apply for and stay on child care assistance.

Brochures for parents and providers

Your Growing Child brochures

The Your Growing Child series of brochures offer helpful tips on the development and health care of children at different ages. The brochures are available on the [Minnesota Department of Human Services website](https://mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/resources/ctc-publications.jsp) (mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/resources/ctc-publications.jsp) in English and several other languages.

Health and Safety Resource List for Parents and Legal Nonlicensed Providers (DHS-5192A)

This [resource list](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192A-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5192A-ENG) is a supplement to [DHS-5192 CCAP Legal Nonlicensed Provider Registration and Acknowledgement \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG) and [DHS-5367 CCAP Parent Acknowledgement When Choosing a Legal Nonlicensed Provider](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5367-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-5367-ENG) forms.

Commonly used forms

The following are Child Care Assistance Program forms that you may need.

Tennessen warning for Child Care Assistance Program providers (DHS-3985)

This is a notice for child care providers telling them their [privacy rights](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3985-ENG) (edocs.dhs.state.mn.us/lfserver/Public/DHS-3985-ENG).

Child Care Provider Responsibilities and Rights (DHS-4079)

Child Care Assistance Program (CCAP) information sheet explaining child care providers' [rights and responsibilities \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4079-ENG). (edocs.dhs.state.mn.us/lfserver/Public/DHS-4079-ENG)

Appeal rights for Child Care Assistance Program providers (DHS-4018)

[Appeal rights \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4018) information for child care providers. (edocs.dhs.state.mn.us/lfserver/Public/DHS-4018)

Administrative review rights for Child Care Assistance Program providers (DHS-7397)

[Administrative review rights for child care providers \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7397) (edocs.dhs.state.mn.us/lfserver/Public/DHS-7397)

Child Care Assistance Program (CCAP) Provider Appeal to State Agency (DHS-8075)

[Form for child care providers to submit an appeal \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-8075-ENG) of child care assistance actions to the Department of Human Services (https://edocs.dhs.state.mn.us/lfserver/Public/DHS-8075-ENG)

CCAP Special Needs Rate Variance Request—Parent and Provider Request (DHS-4194)

Child Care Assistance Program (CCAP) [special needs request form \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4194-ENG) for parents and providers to submit to CCAP agency. (edocs.dhs.state.mn.us/lfserver/Public/DHS-4194-ENG)

CCAP Licensed Provider Registration and Acknowledgement (DHS-5190)

CCAP form used by counties and tribes to [register licensed child care providers \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5190-ENG) so they can be authorized to receive child care assistance payments. (edocs.dhs.state.mn.us/lfserver/Public/DHS-5190-ENG)

CCAP Licensed Family Child Care Provider Registration and Acknowledgement (DHS-7195)

CCAP form used by counties and tribes to [register licensed family child care providers \(PDF\)](#) so they can be authorized to receive child care assistance payments. (edocs.dhs.state.mn.us/lfserver/Public/DHS-7195-ENG)

CCAP Licensed Exempt Provider Registration and Acknowledgement (DHS-5191)

CCAP form used by counties and tribes to [register licensed exempt child care providers \(PDF\)](#) so they can be authorized to receive child care assistance payments. (edocs.dhs.state.mn.us/lfserver/Public/DHS-5191-ENG)

CCAP Legal Nonlicensed Provider Registration and Acknowledgement (DHS-5192)

CCAP form used by counties and tribes to [register legal nonlicensed child care providers \(PDF\)](#) so they can be authorized to receive child care assistance payments. (edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG)

Direct Deposit for the Minnesota Child Care Assistance Program (DHS-3552)

Brochure explaining the [benefits of directly depositing child care payments \(PDF\)](#) to bank accounts. The brochure includes a Direct Deposit Authorization form. (edocs.dhs.state.mn.us/lfserver/Public/DHS-3552-ENG)

CCAP Quality Differential Rate Request Form (DHS-4795)

This form [requests verification of child care provider qualifications \(PDF\)](#) that are needed for determining if the provider qualifies for the 15% Quality Differential. (edocs.dhs.state.mn.us/lfserver/Public/DHS-4795-ENG)

Affidavit of Failure to Receive Warrant—Vendors/Payees (DHS-1609A)

[Affidavit for vendors or payees \(PDF\)](#) other than client to complete when requesting replacement of lost, stolen or destroyed warrants. It must be completed before re-issuance can occur. (edocs.dhs.state.mn.us/lfserver/public/DHS-1609A-ENG)

Child Care Assistance Program Financial Tracking Form (DHS-5318)

This form is used to [record payments for child care fees or expenses \(PDF\)](#) from sources other than CCAP. (edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG)

CCAP Provider Registration Change Form (DHS-7196)

This form is used by CCAP providers to [report changes to their provider registrations \(PDF\)](#) to agencies. (edocs.dhs.state.mn.us/lfserver/Public/DHS-7196-ENG)

Child Care Assistance Program (CCAP) Monthly Attendance Record (DHS-6584A)

This optional form is used to [document monthly child attendance \(PDF\)](#).
(edocs.dhs.state.mn.us/lfservers/Public/DHS-6584A-ENG)

Child Care Assistance Program (CCAP) DAILY Attendance Record (DHS-6584B)

This optional form is used to [document daily child attendance \(PDF\)](#). (edocs.dhs.state.mn.us/lfservers/Public/DHS-6584B-ENG)



**DEPARTMENT OF
HUMAN SERVICES**

Child Care Services
P.O. Box 64962
St. Paul, MN 55155-0962