

Administration of the Child Care Assistance Program

2026-2027 Douglas County and Tribal Child Care Fund Plan

Administration of the Child Care Assistance Program

Background: Counties and Tribes must submit a biennial Child Care Fund Plan. Child Care Assistance Program rules and laws allow counties and Tribes to establish some local policies and procedures. These local policies and procedures, when included in this plan and approved by the commissioner, are considered county/Tribal policy and are used to support agency decisions during appeals. The Department of Children, Youth, and Families (DCYF) will review and approve County and Tribal Child Care Fund Plans. Counties and Tribes will receive approval letters for their Child Care Fund Plans from the commissioner. This plan period begins on January 1, 2026.

Minnesota Statute, section 142E.09, subdivision 3

Steps to complete the plan process:

Step One – Review the plan

Review this plan. Determine if there are changes compared to previous plans or if there are new policies or procedures. Involve other staff as needed.

Step Two – Draft the plan responses

Note these guidelines:

- Identify all optional policies; see question VIII.A.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit all agency-developed documents; see question VIII.B.
- Answer each question. Incomplete plans will be returned.

Step Three – Inform and involve community partners

DCYF encourages counties and Tribes to develop optional policies in coordination with local partners.

This may include: parents, child care providers, culturally specific service organizations, Child Care Aware agencies, interagency early intervention committees, and agencies involved in the provision of care and education to young children. Consult with other agency staff such as fraud investigators and income maintenance and employment services staff.

Step Four – Share the draft plan

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

Step Five – Submit the plan by the deadline (Friday, September 19, 2025)

Amendments to plans

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

Minnesota Rules, part 3400.0150, subpart 3

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

Return completed plans by **Friday, September 19, 2025** to:

DCYF.CCAP@state.mn.us

Administration of the Child Care Assistance Program

I. Child Care Assistance Program contacts

A. County or Tribal agency

COUNTY OR TRIBE NAME Douglas	GENERAL PHONE NUMBER 320-762-2302	EXTENSION	GENERAL FAX NUMBER 320-762-3833
AGENCY'S FULL NAME Douglas County Social Services		CCAP INTAKE PHONE NUMBER 320-762-2302	EXTENSION
MAIN OFFICE STREET ADDRESS 809 Elm Street Suite 1186		CITY Alexandria	ZIP CODE 56308
MAIN OFFICE MAILING ADDRESS (if different)		CITY	ZIP CODE

B. County or Tribal branch office (if applicable)

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

C. Agency contact people

This contact information is required.

1. County or Tribal director

FIRST NAME Tabitha		LAST NAME Kremmin	
PHONE NUMBER 320-762-3815	EXTENSION	EMAIL ADDRESS tabithak@co.douglas.mn.us	
ADDRESS 809 Elm Street Suite 1186		CITY Alexandria	ZIP CODE 56308

2. County or Tribal CCAP administrative contact

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

FIRST NAME Colleen		LAST NAME Sibert	
TITLE Financial Assistance Supervisor		PHONE NUMBER 320-762-3801	EXTENSION
EMAIL ADDRESS colleens@co.douglas.mn.us		SIR EMAIL ADDRESS x121572@cty.dhs.state.mn.us	

FIRST NAME Brenda	LAST NAME Lunak		
TITLE Financial Assistance Supervisor		PHONE NUMBER 320-762-3809	EXTENSION
EMAIL ADDRESS brendal@co.douglas.mn.us		SIR EMAIL ADDRESS x121544@cty.dhs.state.mn.us	

3. County or Tribal client access contact

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

FIRST NAME Colleen	LAST NAME Sibert		
TITLE Financial Assistance Supervisor		PHONE NUMBER 320-762-3801	EXTENSION
EMAIL ADDRESS colleens@co.douglas.mn.us		SIR EMAIL ADDRESS x121572@cty.dhs.state.mn.us	

4. Management of waiting list contact

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

FIRST NAME Colleen	LAST NAME Sibert		
TITLE Financial Assistance Supervisor		PHONE NUMBER 320-762-3801	EXTENSION
EMAIL ADDRESS colleens@co.douglas.mn.us		SIR EMAIL ADDRESS x121572@cty.dhs.state.mn.us	

5. Provider billing contact

Who is your billing contact person for questions about billing and payments? Only identify one contact.

FIRST NAME Maria	LAST NAME Falcon		
TITLE Accounting Technician		PHONE NUMBER 320-762-3811	EXTENSION
EMAIL ADDRESS mariaf@co.douglas.mn.us		SIR EMAIL ADDRESS x121586@cty.dhs.state.mn.us	

6. Data Integrity Contact

Who is the contact person for coordination of corrections to MEC² case data? For example, primary/secondary provider designation corrections and ongoing case reporting (overrides, accuracy reviews, etc.). You must provide a SIR email address. Only provide one contact.

FIRST NAME Colleen	LAST NAME Sibert		
TITLE Financial Assistance Supervisor		PHONE NUMBER 320-762-3801	EXTENSION
EMAIL ADDRESS colleens@co.douglas.mn.us		SIR EMAIL ADDRESS x121572@cty.dhs.state.mn.us	

7. Legal nonlicensed provider monitoring contact

Who is the contact person for questions about legal nonlicensed annual monitoring visits? Only provide one contact.

FIRST NAME Sarah	LAST NAME Hacker		
TITLE Social Services Supervisor		PHONE NUMBER 320-762-3813	EXTENSION
EMAIL ADDRESS sarahh@co.douglas.mn.us		SIR EMAIL ADDRESS	

8. Case Review Error Findings Contact

Who is the contact person that should receive results of case reviews? This includes letters explaining errors and correct certificates when no errors exist. You must provide a SIR email address. You may have more than one contact.

FIRST NAME Colleen	LAST NAME Sibert		
TITLE Financial Assistance Supervisor		PHONE NUMBER 320-762-3801	EXTENSION
EMAIL ADDRESS colleens@co.douglas.mn.us		SIR EMAIL ADDRESS x121572@cty.dhs.state.mn.us	

D. Subcontracted services

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

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

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

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

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

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

Include a signed copy of the current contract when submitting this County and Tribal Child Care Fund Plan. If your agency renews a contract or enters into a new contract between January 1, 2026 and December 31, 2027, forward a signed copy of that contract to your CCAP policy specialist. DCYF must retain copies of all signed contracts for audit purposes.

1. Subcontracted program functions

What CCAP administrative functions are subcontracted?

Monitoring visits for LNL Providers.

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

Who in your agency is responsible for the contract?

FIRST NAME Sarah	LAST NAME Hacker		
TITLE Social Service Supervisor		PHONE NUMBER 320-762-3813	EXTENSION
EMAIL ADDRESS sarahh@co.douglas.mn.us		SIR EMAIL ADDRESS	

3. Administrative contact in subcontracted agency

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

NAME OF SUBCONTRACTED AGENCY Sourcewell			
FIRST NAME Jen	LAST NAME Repp		
TITLE Regional Licensing Specialist		PHONE NUMBER 218-541-5298	EXTENSION
EMAIL ADDRESS jen.repp@sourcewell-mn.gov			

4. Client access contact in subcontracted agency

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

NAME OF SUBCONTRACTED AGENCY			
FIRST NAME	LAST NAME		
TITLE		PHONE NUMBER	EXTENSION
EMAIL ADDRESS			

5. Provider billing contact in subcontracted agency

Who is the billing contact person in the subcontracted agency for questions about billing and payments? Only provide one contact.

NAME OF SUBCONTRACTED AGENCY			
FIRST NAME		LAST NAME	
TITLE		PHONE NUMBER	EXTENSION
EMAIL ADDRESS			

6. Data Integrity Contact

Who is the contact person in the subcontracted agency for coordination of corrections to MEC² case data? For example, primary/secondary provider designation corrections and ongoing case reporting (overrides, accuracy reviews, etc.). You must provide a SIR email address. Only provide one contact.

NAME OF SUBCONTRACTED AGENCY			
FIRST NAME		LAST NAME	
TITLE		PHONE NUMBER	EXTENSION
EMAIL ADDRESS			

7. Legal nonlicensed provider monitoring contact

Who is the contact person in the subcontracted agency for questions about legal nonlicensed annual monitoring visits? Only provide one contact.

NAME OF SUBCONTRACTED AGENCY Sourcewell			
FIRST NAME Jen		LAST NAME Repp	
TITLE Regional Licensing Specialist		PHONE NUMBER 218-541-5298	EXTENSION
EMAIL ADDRESS jen.repp@sourcewell-mn.gov			

8. Case Review Error Findings Contact

Who is the contact person in the subcontracted agency that should receive results of case reviews? This includes letters explaining errors and correct certificates when no errors exist. You must provide a SIR email address. You may have more than one contact.

NAME OF SUBCONTRACTED AGENCY			
FIRST NAME		LAST NAME	
TITLE		PHONE NUMBER	EXTENSION
EMAIL ADDRESS			

9. Intake phone number for subcontracted agency

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

PHONE NUMBER

II. Collaboration and outreach

A. How do you share information about the Child Care Assistance Program so that individuals, child care providers, social service agencies, etc. are aware of child care assistance? ([Minnesota Rules, part 3400.0140, subpart 2](#))

Information on child care assistance is available on the county website. We make sure parents and caretakers seeking information are informed about the program availability. Agency licensor makes subsidy information available to all licensed child care providers and encourages them to refer parents to the program. Information about the child care assistance program is also provided to employment and training agencies, as well as public health departments. Posters and brochures are also displayed.

B. Agencies are required to work with other public and private community resources that provide services to families to maximize community resources for families with young children. These include, but are not limited to, Child Care Aware, School Districts, Early Learning Scholarships, Head Start, and Early Childhood Screening. List the community programs your agency works with. ([Minnesota Statute, section 142E.09, subdivision 3 \(1\)](#))

Child Care Aware, Early Learning Scholarships, Head Start (West Central CAP, Inc.), Early Childhood Initiatives, Child Care Associations, Life Connections, local schools and colleges.

C. How do you work with the community resources above to maximize public and private community resources for families with young children? Include the methods used to share information, responsibility, and accountability among these community resources. For example, partnering with Community Action agencies and local Head Start to help families access early childhood services and economic resources.

Applications for clients are available at the county agencies and sent out to other community programs, when requested, such as child care centers and programs stated above. Information sheets are also posted at county sites, Employment Service offices, and various large employers within the county. We will make yearly contact to agencies

listed to inquire if materials are being displayed, if inquiries were made and if any additional information is needed regarding CCAP.

D. Copies of the proposed plan must be made available to the public, including parents, child care providers, culturally specific service organizations, Child Care Aware of Minnesota agencies, interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. You must allow time for public review and comment prior to submitting this plan to DCYF for approval. (Minnesota Statute, section 142E.09, subdivision 3 (2)).

1. Describe how you make copies of the **draft plan** available to the public, including how you plan to notify the public about the existence of this draft and ways the public can provide comment.

Statement will be posted on the county website stating that the County Fund Plan will be available at the county office for public review and comment upon request.

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

August 1, 2025-August 31, 2025

E. After your plan is approved by DCYF, do you post your approved plan on your website? ☒ Yes ☐ No

III. Eligibility

A. Education plans outside an Employment Plan

Prior to completing this section, review [Minnesota Rules, part 3400.0040](#) and [Minnesota Statutes 142E.12 Subdivision 3](#) to ensure your policies are in compliance. Identify agency developed documents used for education plan requests and notices used to communicate approval or denial in each response and list these in the agency developed document section VIII.B.

1. High school diploma/GED high school equivalency diploma

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

2. Remedial and basic skills courses (includes Adult Basic Education and English as a Second Language)

2a. Do you approve all remedial and basic skills courses? ☒ Yes ☐ No

3. Post-secondary programs

3a. Do you approve all post-secondary programs (including associate degrees, bachelor degrees, certificate programs and technical degrees)?

☒ Yes ☐ No

3b. Explain why you would deny a program. Include data and facts to support why students should not receive CCAP while attending.

3c. Describe your criteria and procedures for approving a post-secondary program outside an Employment Plan.

Students must complete an Education Plan which outlines their course of study including anticipated completion date. This plan is signed by both the student and the student's advisor. The plan clearly states what the client's responsibilities are in order to have their education approved as an eligible activity. All initial plans will be approved if they have the approval of the post-secondary institution's advisor/counselor. Follow up is done at redetermination to determine if the student remains enrolled in the program.

4. How do you confirm satisfactory progress as determined by the institution at redetermination?

- ☐ Institution confirms the student is making satisfactory progress.
- ☒ Student remains enrolled in program.

B. Basic Sliding Fee Waiting List management

1. Priorities for service

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

- ☐ Yes
- ☒ No

2. How does your agency do a preliminary determination before adding families to the waiting list?

- ☐ Verbally collect family size, income, and type of eligible activity
- ☒ Family size, income and type of eligible activity collected from the application
- ☐ Agency form used to collect family size, income and type of eligible activity (list in section VIII.B)
- ☐ Other

3. When adding a family to your Basic Sliding Fee Waiting List, you must inform the family of the priority group determination, and the number of families on the waiting list or an estimated time that they will spend on the waiting list before reaching the top. (CCAP Policy Manual, Chapter 4.3.12.12)

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

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

4. Six month review of Basic Sliding Fee Waiting List

Minnesota Statute, section
142E.04, subdivision 2

4a. You must review and update your waiting list at least every six months. How are families notified of this six month review?

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

4b. Describe your agency's process for reviewing and updating the waiting list. If your agency does not currently have a waiting list, describe your process in the event your agency does start a waiting list.

Six months or less from the date that the family was placed on the list, the family is mailed DHS-7883B Child Care Assistance Program (CCAP) waiting list update stating that the reviews are required every six months, The DHS-7883B CCAP waiting list update option will be checked-"We will not send a notice when we remove your name."

4c. How are families notified they are removed from the waiting list for not responding to the six month review?

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

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

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

5a. When do you remove the family from the waiting list?

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

5b. How do you notify a family that their name was removed from the waiting list?

- ☒ The family is sent [DHS-7883C \(Child Care Assistance Program \(CCAP\) funds available\)](#)
- ☐ The family is sent a notice developed by our agency (list this notice in section VIII.B Agency developed documents)

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

When a family reaches the top of the waiting list and is temporarily ineligible, leave the family at the top of the waiting list for 90 days, according to priority group and serve the applicant who is next on the waiting list.

Minnesota Rules, part
3400.0040, subpart 17

Do you have an alternate procedure that extends the timeframe beyond 90 days?

- ☐ Yes ☒ No

C. Child care for school release days

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

CCAP Policy Manual,
Chapter 9.1.3

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

How do you authorize child care for school release days?

Authorize hours needed when there are no school release dates. When additional hours are submitted, case workers determine if there were school release dates during the biweekly period and then determine if additional hours can be authorized based on the parents' activity(ies). Case workers then let billing workers know if additional hours can be approved.

2. How do you communicate authorized hours for school release days to parents, providers and billing workers?

When Service Authorizations are approved, memos are sent to both the client and the provider indicating what days and times child care hours are authorized for each child. Billing workers are not told this information, instead they have case workers review any billing forms that are submitted that have more than the authorized hours indicated. The case worker then informs the billing worker if additional hours can be authorized based on case information.

D. Child care for families with flexible schedules

1. How do case workers authorize care for families with flexible schedules in your agency?

CCAP Policy Manual,
Chapter 9.1.6

- ☐ Authorize the typical number of hours needed and when the schedule requires additional care, the provider bills for the additional care.
- ☐ Authorize the minimum number of hours care is needed and when the schedule requires additional care, the provider bills for the additional care. Payment is made by increasing the number of hours listed in the "total hours of care authorized" field on the billing window or by creating a new Service Authorization.
- ☒ Authorize the highest number of hours care is needed with the provider. The provider is expected to bill only for the time that care is needed.
- ☐ Other method.

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

When Service Authorizations are approved, memos are sent to both the client and the provider indicating what days and times child care hours are authorized for each child. Billing workers are not told this information, instead they have case workers review any billing forms that are submitted that have more than the authorized hours indicated. The case worker then informs the billing worker if additional hours can be authorized based on case information.

E. Authorizing care for clients with Employment Plans

Job counselors and CCAP workers must communicate child care needs for clients with Employment Plans. Guidance is found in [CCAP Policy Manual, Chapter 9.1.5](#).

1. CCAP workers must obtain an activity schedule prior to authorizing care. Who is responsible for obtaining the schedule information from the client?

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

Describe other method

CCAP worker obtains activity schedules from job counselors, however, if the job counselor does not have all of the needed information, it is then requested from the family by the CCAP worker.

2. How do you communicate required information between job counselors and CCAP workers (email, fax, case notes, verbal, DHS-7054, etc.)?

Communication between the job counselor and CCAP worker is done using DHS-7054, emails, phone calls, and employment plans. The information is then case noted for future reference.

F. Extending redetermination dates beyond 12 months

Redeterminations may be extended beyond 12 months for a family that has a caregiver under the age of twenty-one, who does not have a high school or general equivalency diploma (GED), and is a student in a school district or another similar program that provides or arranges child care, parenting, social services, career and employment supports and academic support to achieve high school graduation.

An agency may identify other reasons to extend redetermination dates beyond 12 months. For example, an agency may extend redetermination dates to balance out a workload. See [CCAP Policy Manual, Chapter 10.3](#) and [Minnesota Rules, part 3400.0180, subpart 1](#).

1. Does your agency extend redetermination dates beyond 12 months?

- ☐ Yes ☒ No

IV. Policies applicable to legal nonlicensed providers

A. Annual monitoring and training

Any legal nonlicensed provider with an open Service Authorization for a child who is not related to them must complete Supervising for Safety training within 90 days of the authorization start date and have an annual monitoring visit. See [CCAP Policy Manual Chapter 11.9](#) and Minnesota Rules, part [3400.0020](#), subpart 37a and [3400.0120](#), subparts 6 and 9.

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

- ☐ All legal nonlicensed providers are tracked on a spreadsheet. Spreadsheet includes date that unrelated child Service Authorization began, due date for Supervising for Safety training, and due date of annual monitoring visit. Spreadsheet is checked every month to determine if training or an annual monitoring visit is due.

☒ Other

Agency contracts with Sourcewell, they will track and update and the agency.

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

- ☐ Agency contacts the provider at least 30 days prior to the date the annual monitoring visit is due. Agency schedules a time to visit. Agency visits the provider and reviews the [Legal Nonlicensed Provider Monitoring Checklist \(DHS-7867\)](#) with the provider. Agency submits the [Monitoring Visit Summary \(DHS-7867A\)](#) to DCYF within 10 days of the visit and notify DCYF if the provider fails any items.

☒ Other

Douglas County Social Services contracts with Sourcewell to complete monitoring visits.

Note: See [CCAP Policy Manual 11.9.18](#) for the process that agencies must follow when a provider does not demonstrate full compliance with the health and safety policies at the monitoring visit.

B. Complaints and incidents

1. Records of substantiated parental complaints

Within 24 hours of receiving a complaint concerning the health or safety of children under the care of a legal nonlicensed (LNL) provider, an agency must relay the complaint to the agency's child protection agency, county public health agency, local law enforcement, and/or other agencies with jurisdiction to investigate complaints.

Information regarding substantiated complaints must be released following applicable data privacy laws. See [Minnesota Statutes Chapter 13](#). When a report is substantiated, see [Minnesota Rules, part 3400.0140, subpart 6](#), for record retention and provider payment policies.

When complaints are substantiated how do you:

1a. Maintain these records?

Will be recorded into SSIS, on the complaint log, and supporting documentation will be maintained in the electronic file.

1b. Make this information available to the public when requested?

Upon request, information shall be released to the public as authorized under MN Statute by Tabitha Kremmin, Director of Douglas County Social Services.

2. Aggregate reporting of incidents

At least quarterly, agencies must report to the Minnesota Department of Children, Youth, and Families the aggregate number of deaths, serious injuries, and substantiated maltreatment incidents for children under the care of legal nonlicensed (LNL) providers. See [Minnesota Rules, part 3400.0140, subpart 14](#).

2a. How will you record and maintain accurate counts of incidents that occur in legal nonlicensed settings registered by your agency?

Douglas County Social Services contracts with Sourcewell to record and maintain accurate counts of incidents, similar to licensed providers.

V. Higher rates for providers serving certain populations

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

Minnesota Statute,
section 142E.17,
subdivision 3

Minnesota Rules,
part 3400.0130,
subpart 3 and 3b

CCAP Policy
Manual,
Chapter 9.54

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

You may pay higher rates for providers caring for certain populations defined as at-risk in this plan. At-risk means environmental or familial factors exist that may create barriers to a child's optimal achievement such as a federal or state disaster, limited English proficiency in a family, history of abuse or neglect, a determination that the children are at risk of abuse or neglect, family violence, homelessness, age of the mother, level of maternal education, mental illness, development disability, parental chemical dependency or history of other substance use.

1. Do you pay a higher rate for providers caring for children in at-risk populations? ☐ Yes ☒ No

If this information changes, you must notify DCYF and request an amendment to your plan.

VI. Payment policies

A. Payment to two providers when a child is sick

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

☒ Yes ☐ No

Minnesota Statutes,
section 3400.0110,
subpart 8

Note: If the rate paid for care of sick children exceeds maximum rates, the "rates for care of sick children" must be included in section VIII.A. Additional Agency Optional Policies.

B. Submission of invoices

MEC² PRO is standardized across the State for all providers. If a provider receives an authorization and a billing form for an eligible family, the provider must submit the billing form to the agency within 60 days of the last date of service on the billing form. If the provider shows good cause for the delay you may pay bills submitted after 60 days.

Note: Good cause includes agency error; bills submitted late due to agency error can be submitted for one full year from the last date of service on the billing form.

Minnesota Statute, section
142E.17, subdivision 9

1. What criteria, other than agency error, is included in your definition of good cause for submitting and paying a billing form after 60 days? Check all that apply.

- ☒ Change in provider staffing that results in submitting the bill late.
- ☒ Circumstances outside of provider's control (natural disaster, state of emergency, damage to care setting, mail delay).
- ☒ Other

Describe other criteria included in your definition of good cause.

Good cause for delay of bill submission will be reviewed on a case by case basis for vouchers received after 60 days. Factors taken into consideration for good cause would be county error, county delay, request for further verification, system problems, client unavailable, unforeseeable emergencies on the part of the county/provider/ or household, or other extenuating circumstances.

2. For each criteria under question 1, how many days late would you allow a provider to submit bills for payment (must be between 60 days and 1 year from the last date of service on the billing form)?

Would allow up to 180 days late from the last date of service on the billing form.

3. Do you require the parent signature on paper billing forms? ☒ Yes ☐ No

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

If care has ended with the provider before voucher has been submitted and the provider has made several attempts to contact the family to sign the vouchers with no success.

C. Underpayments

1. If you have underpaid according to Child Care Assistance Program policies, do you make corrective payments?

☒ Yes ☐ No

2. Under what circumstances do you make corrective payments? Check all that apply.

- ☒ Agency Errors: Corrective payments are made for one year after the last date of service on the billing form.
- ☐ Provider Corrections: Corrective payments are made for 90 days after the original bill was paid.
- ☐ Family Changes: Corrective payments are made retroactively to the date of the change, not to exceed 90 days from the date the change became known to the agency.
- ☒ Other

Describe other conditions when you make corrective payments.

An underpayment will be issued if it is due to agency error or it is determined by a state audit that an underpayment needs to be issued. Underpayments will be issued if discovered within one year of the error. The amount of the underpayment will be determined for the time period going back one year from the date that the error is corrected. If an underpayment is the result of a failure to report then an underpayment is not issued.

D. Absent day policy

The Child Care Assistance Program limits the number of paid absent days. Payment may exceed absent day limit if at least one parent in the family:

- Is under the age of 21; and
- Does not have a high school or general equivalency diploma; and
- Is a student in a school district or another similar program that provides or arranges for child care, parenting support, social services, career and employment supports, and academic support to achieve high school graduation.

Minnesota Statute,
section 142E.17,
subdivision 10

1. Do you allow payment to exceed the absent day limit for children authorized with providers that meet these requirements?

☐ Yes ☒ No

VII. Program integrity

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

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

If yes, describe the process, including:

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

CCAP supervisor will randomly select cases monthly and when requested by a client. Cases will be reviewed using form DHS-5312D. If corrective actions are needed, the supervisor will inform the case worker who last worked on the case, review correct policy and then corrections will be made by the case worker.

VIII. Other information

A. Additional agency optional policies

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

No.

B. Agency developed documents

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

Document inventory for your agency

Use this table to list all agency developed forms, notices, and documents your agency uses to administer child care assistance. List all documents in the table and submit all forms, notices or written documents including those previously approved.

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

Name of agency developed document	Document reflects current CCAP policy	Status of current document
CCAP 01- CCAP Cover Letter	☒ Agency assures compliance	☒ DHS/DCYF previously approved - no changes ☐ DHS/DCYF previously approved - revised ☐ New document
CCAP 02A- Education Plan	☒ Agency assures compliance	☒ DHS/DCYF previously approved - no changes ☐ DHS/DCYF previously approved - revised ☐ New document
CCAP 02B- Education Plan Approval Letter	☒ Agency assures compliance	☒ DHS/DCYF previously approved - no changes ☐ DHS/DCYF previously approved - revised ☐ New document

Name of agency developed document	Document reflects current CCAP policy	Status of current document
CCAP 02C- Education Plan Denial Letter	☒ Agency assures compliance	☒ DHS/DCYF previously approved - no changes ☐ DHS/DCYF previously approved - revised ☐ New document
CCAP 05- Client Brochure	☒ Agency assures compliance	☒ DHS/DCYF previously approved - no changes ☐ DHS/DCYF previously approved - revised ☐ New document
CCAP 05A- Client Flyer	☒ Agency assures compliance	☒ DHS/DCYF previously approved - no changes ☐ DHS/DCYF previously approved - revised ☐ New document
CCAP 06- Provider Brochure	☒ Agency assures compliance	☐ DHS/DCYF previously approved - no changes ☒ DHS/DCYF previously approved - revised ☐ New document
CCAP 06A- Provider Flyer	☒ Agency assures compliance	☐ DHS/DCYF previously approved - no changes ☒ DHS/DCYF previously approved - revised ☐ New document

IX. County and Tribal assurances

Check the designated boxes below to assure compliance.

A. Child Care Assistance Program (CCAP) Family Information

The county or Tribe is informing parents about the following as required under [Minnesota Rules, part 3400.0035, subpart 1 and subpart 2](#).

- The documentation necessary to confirm eligibility for CCAP
- Waiting list information
- Application procedures
- The family's responsibility to report changes that affect their eligibility.

☒ **County or Tribe assures compliance**

The agency uses the following:

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

- Families rights and responsibilities when choosing a provider

"Paying for child care and more" (DHS-3551) which assures compliance with providing the following information:

- Federal and state child and dependent care tax credits
- Earned income and working family tax credits
- Other programs and services for families through Help Me Connect
- Child Care Assistance Program eligibility requirements
- Information about how to choose a provider
- Availability of special needs rates

☒ **County or Tribe assures compliance and uses DHS-5367 and DHS-3551**

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

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

- Assessing CCAP eligibility
- Processing payments

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

☒ **County or Tribe assures compliance**

C. Child Care Assistance Program (CCAP) Funding

The county or Tribe is reimbursed administrative dollars as outlined in Minnesota Statutes 142E.02, Subd. 9. In addition to receiving the Basic Sliding Fee allocation, the county or Tribe contributes a fixed local match as outlined in Minnesota Statutes 142E.14, Subd. 1.

The county or Tribe is provided a calendar year Basic Sliding Fee allocation based on Minnesota Statutes 142E.04, Subd. 6. When there is not sufficient funding to serve all eligible non-MFIP families, the county or Tribe manages the Basic Sliding Fee waiting list according to the priorities outlined in Minnesota Statutes 142E.04, Subd. 4.

☒ **County or Tribe assures compliance**

D. Child Care Assistance Program (CCAP) Reporting

Minnesota Rules part 3400.0140, subpart 14

The county or Tribe is required to submit timely financial, program activity, and provider reports to the Department of Children, Youth, and Families. The reports include, but are not limited to:

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

☒ **County or Tribe assures compliance**

E. Limited English Proficiency Plan

Minnesota Rules part 3400.0150, subpart 2

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

☒ **County or Tribe assures compliance**

F. Child Care Assistance Program (CCAP) Case Reviews

The county or Tribe ensures access to all needed documents for cases selected for case reviewed performed by the Department of Children, Youth, and Families. The county or Tribe ensure certification and submission of all required documents for the case review will be made by the Director or their delegate.

☒ **County or Tribe assures compliance**