



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.

ያስተውሉ፡ ይህንን ደኩመንት ለመተርጎም እርዳታ የሚፈልጉ ከሆነ፡ የጉዳዩን ሰራተኛ ይጠይቁ ወይም በሰልክ ቁጥር 1-844-217-3547 ይደውሉ።

ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اطلب ذلك من مشرفك أو اتصل على الرقم 1-800-358-0377.

သတိ။ ဤစာရွက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ သင့်လူမှုရေးအလုပ်သမား အားမေးမြန်း ခြင်းသို့ မဟုတ် 1-844-217-3563 ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមសួរអ្នកកាន់សំណុំរឿង របស់អ្នក ឬហៅទូរស័ព្ទមកលេខ 1-888-468-3787 ។

請注意，如果您需要免費協助傳譯這份文件，請告訴您的工作人員或撥打1-844-217-3564。

Attention. Si vous avez besoin d'une aide gratuite pour interpréter le présent document, demandez à votre agent chargé du traitement de cas ou appelez le 1-844-217-3548.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces nug koj tus neeg lis dej num los sis hu rau 1-888-486-8377.

ဟ်သူဉ်ဟ်သးဘဉ်တက့ၢ်. ဖဲနမ့ၢ်လိဉ်ဘဉ်တၢ်မၤစၢၤကလိလၢတၢ်ကကျိးထံဝဲဒၣ်လိာ် တီလိာ်မိတခါအံၤန့ၣ်,သံက့ၢ်ဘဉ်ပုၤတၢ်ဝိအပုၤမၤစၢၤတၢ်လၢနဂီၢ်မ့တမ့ၢ်ကိးဘဉ် 1-844-217-3549 တက့ၢ်.

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

ໄປຮວດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ພໍຣີ, ຈົ່ງຖາມພະນັກງານກຳກັບການຊ່ວຍເຫຼືອຂອງທ່ານ ຫຼື ໂທໂປທີ່ 1-888-487-8251.

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, hawl wadeenkaaga weydiiso ama wac lambarka 1-888-547-8829.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, comuníquese con su trabajador o llame al 1-888-428-3438.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi nhân viên xã hội của quý vị hoặc gọi số 1-888-554-8759.

LB1 (8-16)



For accessible formats of this information, ask your county worker. For assistance with additional equal access to human services, contact your county's ADA coordinator. ADA4 (2-18)

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

ያስተውሉ፡ ይህንን ደክመንት ለመተርጎም እርዳታ የሚፈልጉ ከሆነ፡ የጉዳዩን ሰራተኛ ይጠይቁ ወይም በሰልክ ቁጥር 1-844-217-3547 ይደውሉ።

ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اطلب ذلك من مشرفك أو اتصل على الرقم 1-800-358-0377.

သတိ။ ဤစာရွက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ သင့်လူမှုရေးအလုပ်သမား အားမေးမြန်း ခြင်းသို့ မဟုတ် 1-844-217-3563 ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមសួរអ្នកកាន់សំណុំរឿង របស់អ្នក ឬហៅទូរស័ព្ទមកលេខ 1-888-468-3787 ។

請注意，如果您需要免費協助傳譯這份文件，請告訴您的工作人員或撥打1-844-217-3564。

Attention. Si vous avez besoin d'une aide gratuite pour interpréter le présent document, demandez à votre agent chargé du traitement de cas ou appelez le 1-844-217-3548.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces nug koj tus neeg lis dej num los sis hu rau 1-888-486-8377.

ဟ်သုဉ်ဟ်သးဘဉ်တက့ၢ်. ဖဲနမ့ၢ်လိဉ်ဘဉ်တၢ်မၤစၢၤကလိလၢတၢ်ကကျိးထံဝဲဒၣ်လိာ် တီလိာ်မိတခါအံၤန့ၣ်,သံက့ၢ်ဘဉ်ပုၤတၢ်ဝိအပုၤမၤစၢၤတၢ်လၢနဂီၢ်မ့တမ့ၢ်ကိးဘဉ် 1-844-217-3549 တက့ၢ်.

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

ໄປຮວດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ພໍດີ, ຈົ່ງຖາມພະນັກງານກຳກັບການຊ່ວຍເຫຼືອຂອງທ່ານ ຫຼື ໂທໂປທີ່ 1-888-487-8251.

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, hawl wadeenkaaga weydiiso ama wac lambarka 1-888-547-8829.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, comuníquese con su trabajador o llame al 1-888-428-3438.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi nhân viên xã hội của quý vị hoặc gọi số 1-888-554-8759.

LB1 (8-16)



For accessible formats of this information, ask your county worker. For assistance with additional equal access to human services, contact your county's ADA coordinator. ADA4 (2-18)





**DEPARTMENT OF  
HUMAN SERVICES**

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

# Table of Contents

## **Child Care Assistance Program (CCAP) basics.5**

Why should you read this booklet? .....5

CCAP basics .....5

Which providers can be paid by CCAP? .....6

Employment and taxes .....7

If I am a CCAP provider, can I or my employees receive CCAP?.....8

How do parents choose a child care provider?.....8

## **Provider types and CCAP registration requirements .....9**

Licensed family child care providers.....9

Licensed child care centers .....9

Certified license-exempt centers.....10

Legal nonlicensed providers .....10

## **In-home providers.....14**

Can I provide child care in the family’s home? .....14

## **Renewing your provider registration.....15**

Renewal process .....15

Multiple registrations .....15

Consequences of not renewing .....16

## **Health and safety concerns.....16**

Unsafe care .....16

Complaints against legal nonlicensed providers.....16

## **Copayments .....17**

Who collects the copay from the family?.. 17

Which provider collects the copay when a family has two providers? ..... 17

What happens if the family does not pay the copay?..... 17

What if someone other than the family pays the copay? ..... 18

What if I want to waive the copay?..... 18

## **Record keeping and reporting requirements .....18**

What records must I keep? ..... 18

What must I report to CCAP? ..... 19

## **Parent, provider and CCAP agency communication .....20**

What can CCAP disclose about families? ..20

CCAP notices to providers ..... 20

## **Rates .....23**

CCAP maximum rates ..... 23

Special needs rates ..... 25

## **Higher rates for quality.....27**

Provider credentials ..... 27

Accreditation ..... 28

Parent Aware Three- and Four-Star Ratings ..... 29

## **Weekly authorization to high quality providers .....30**

High quality providers ..... 30

## **Service Authorizations.....31**

What information is included on a Service Authorization? .....	31	<b>Payments.....</b>	<b>52</b>
What information should I get from parents? .....	32	Payment Rules .....	52
What if I have questions about the Service Authorization? .....	32	Payment rules examples .....	53
Custody schedules and parenting time arrangements.....	33	Billing Form and payment processing .....	57
Flexible schedules .....	33	What payment options are available? .....	57
Secondary providers .....	33	What deductions can be taken from my CCAP payments?.....	58
Sample Service Authorization: Page 1 .....	34	What do I do if I have problems with my payment?.....	58
Sample Service Authorization: Page 2 .....	35	<b>Remittance Advice .....</b>	<b>59</b>
<b>Billing for child care.....</b>	<b>36</b>	Sample Warrant.....	60
Billing Forms .....	36	Sample Remittance Advice .....	61
What information is on the Billing Form? .	37	<b>Overpayments, disqualifications and appeals .....</b>	<b>62</b>
How do I fill out the Billing Form? .....	39	Overpayments .....	62
What if the charges and daily attendance records do not match?.....	42	Disqualifications .....	63
Billing example.....	43	Appeal rights.....	64
Electronic billing with MEC <sup>2</sup> PRO .....	43	<b>Provider resources .....</b>	<b>65</b>
Billing for families who have flexible schedules .....	44	Quality and professional development resources .....	65
Rounding.....	45	Resources for in-home child care providers .....	67
Billing for absent days.....	47	Child and Adult Care Food Program .....	67
Billing for holidays.....	48	First Children’s Finance .....	68
Registration fees .....	49	Provider information on immunization law .....	68
Sample Billing Form: Page 1.....	50	<b>Parent resources .....</b>	<b>68</b>
Sample Billing Form: Page 2.....	51	Assistance programs for families with low incomes .....	68

Other child care funding sources.....71

Programs and services .....72

**Brochures and forms .....75**

    Brochures for providers.....75

    Brochures for parents.....75

    Brochures for parents and providers.....76

    Commonly used forms.....76

**Minnesota Department of Human Services**  
**Child Care Assistance Program**  
**Provider Help Line: 651-431-4848 or**  
**[dhs.ccap@state.mn.us](mailto:dhs.ccap@state.mn.us)**

# 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.

## CCAP basics

### 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 CCAP agency?

A family's local county or tribal social services agency is responsible for administering CCAP 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 CCAP agency" mean the agency that is administering child care assistance for the family.

### How do families enroll in CCAP?

Parents apply for child care assistance through their local CCAP agency. The CCAP 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 CCAP?

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, CCAP 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, CCAP pays the parent, who then must pay the provider.

## What if I need help with CCAP?

If you need help understanding or following CCAP rules, review the information in this guide. If you cannot find the answer to your question, contact the CCAP agency that registered your program. If you don't get the information you need from your CCAP 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](mailto:dhs.ccap@state.mn.us).

## Which providers can be paid by CCAP?

The program can pay any legal provider that registers to be authorized by the CCAP 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 9.

## How do I register as a CCAP provider?

To register, contact your local CCAP agency request a provider registration packet. See page 9 for information about provider types and CCAP 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 \(DHS-4079\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4079-ENG) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4079-ENG>)
- [Notice of Privacy Practices document \(DHS-4127\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4127-ENG) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4127-ENG>)
- W-9 Request for Taxpayer Identification Number and Certification
- [CCAP Authorization for Release of Background Study \(DHS-5193\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5193-ENG) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5193-ENG>) for legal nonlicensed providers only.
- All of your written payment policies

Complete and return all the materials listed above to the CCAP agency.

## How will I know if I'm approved?

The CCAP 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. A parent can appeal the denial of your registration to the Department of Human Services. You have the right to appeal the denial of your registration to a district court.

### **When will I be paid by CCAP?**

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, CCAP 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 CCAP payments?**

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

Legal nonlicensed providers also must be reauthorized 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, the provider might need to be reauthorized when another person over the age of 10 joins the household or a current member of the household becomes 10 years old.

See page 15 for more information about what's required to renew your registration as a CCAP provider.

## **Employment and taxes**

### **Are CCAP providers employed by CCAP?**

CCAP makes payments on behalf of the family, but CCAP 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, CCAP and any other sources that pay child care expenses for the family (see page 71 for "Other child care funding sources").

### **Why does CCAP need my Social Security number or Federal Employer Identification Number (FEIN)?**

The Internal Revenue Service (IRS) requires the CCAP 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 CCAP payments, and may also have to pay back any money you have been paid.

## What does CCAP provide to the Internal Revenue Service?

The CCAP 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 CCAP provider, can I or my employees receive CCAP?

### Licensed family and legal nonlicensed providers

Licensed family and legal nonlicensed providers cannot receive CCAP payments for their own children or children in their family while they are providing child care or being paid to provide child care to other children. They may receive CCAP for their children when they are engaged in other activities that meet CCAP requirements. Hours that the provider receives CCAP payments for their own children must not overlap with the hours they provide child care to others' children.

### Employees of licensed or license-exempt child care centers

CCAP 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.

## 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 CCAP rules and laws.

The [Parent Aware website](http://parentaware.org/) (<http://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 CCAP 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 CCAP authorizes and what the provider bills, CCAP can pay this provider up to the maximum weekly rate (see page 23).

*What is a secondary provider?*

A secondary provider is usually the provider a child uses less often. CCAP limits the amount of care authorized and paid to a child's secondary provider (see pages 33 and 52).

## Provider types and CCAP 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 for CCAP, 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) (<https://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 for CCAP, use the [Licensed Center Provider Registration and Acknowledgement \(DHS-5190\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5190-ENG) form (<https://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, including:

- 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 CCAP 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, they cannot receive CCAP payments until they are certified.

When applying to register for CCAP, use the [License Exempt Provider Registration and Acknowledgement \(DHS-5191\) \(PDF\)](https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-5191-ENG) form (<https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-5191-ENG>)

## Legal nonlicensed providers

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

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

Although the types of child care listed above do not have 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 CCAP payments, a legal nonlicensed provider must:

- Be at least 18 years of age
- Not be a member of a household participating in the Minnesota Family Investment Program 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 CPR
- Have not been excluded or debarred in another Minnesota Department of Human Services program.

When applying to register for CCAP, use the [Legal Nonlicensed Provider Registration and Acknowledgement \(DHS-5192\) \(PDF\)](#) form (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG>).

## **Additional requirements for legal nonlicensed providers**

### *Background study*

Legal nonlicensed providers must complete a criminal background study to be registered. The registration packet includes the [Child Care Assistance Program Authorization for Release of Background Study form \(DHS-5193\) \(PDF\)](#) authorization form (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5193-ENG>). The provider and all household members age 13 and older (in some cases age 10 and older) must fill out and sign the authorization form and return it to their CCAP agency.

Providers and their family members may need to submit a fingerprint to complete the study. The CCAP agency will request information about the provider and household members from the Minnesota Bureau of Criminal Apprehension, juvenile courts and social service agencies. The agency may charge you a fee to cover the cost of the background study, but the fee cannot be more than \$100 a year. Minnesota Statutes, section 119B.125, subdivision 2 identifies the factors that would prevent the authorization of a legal nonlicensed provider.

### *Training requirements*

Before CCAP can pay legal nonlicensed providers, the provider must complete federal and state training requirements. Some trainings available meet both federal and state requirements. You can learn more about training requirements by reviewing the [CCAP Training Requirements for Legal Nonlicensed Family Providers DHS-6419 \(PDF\)](#) form (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6419-ENG>).

### *Federal requirements*

The federal Child Care and Development Block Grant (CCDBG) Act of 2014 requires training on specific health and safety topics for all child care providers that receive CCAP payments.

There are different training requirements depending on whether the children in care are related to you. You must have some training before caring for any child under a certain age and additional training within 90 days of caring for a child who is not related to you.

### *State requirements*

Minnesota also has requirements for legal nonlicensed providers who receive CCAP payments. All providers must be certified in first aid and pediatric CPR prior to being authorized. All providers must have an additional eight hours in approved training before renewing their authorization.

### *What does related mean?*

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.

## **Required training for initial authorization**

### *All Legal Non-Licensed Providers*

1. Before being registered, all providers must take pediatric first aid and pediatric CPR.
2. Before being paid for **any children under age 1**, all providers must take Preventing Sudden Unexpected Infant Death Syndrome.
3. 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*

4. **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 (8) hours of additional training in topics listed by the Minnesota Center for Professional Development Registry.

- 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 (8 hours), Course number [155722](#) available through [www.DevelopToolMN.org](http://www.DevelopToolMN.org).

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

- 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 (8 hours), Course number [155722](#), meets this requirement.

## Where can I take training?

Several organizations provide approved trainings, including:

- [Develop](http://www.developtoolmn.org/) (<http://www.developtoolmn.org/>)
- [American Red Cross](http://www.redcross.org/) (<http://www.redcross.org/>) or 612-871-7676
- [Minnesota Safety Council](https://www.minnesotasafetycouncil.org/) (<https://www.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 has developed resources to help you develop and document emergency policies and procedures:

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

All legal nonlicensed providers must attest on their registration form that they will develop and maintain an emergency plan to keep children safe. Unrelated legal nonlicensed providers will have their plan

reviewed at each annual monitoring visit. Plans must be available upon request to the CCAP 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 \(DHS-5192A\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG) (<https://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 CCAP agency. Providers and families can do a health and safety self-check using the home safety checklist [Keeping children safe in your home \(DHS-5192B\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192B-ENG) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192B-ENG>).

For legal nonlicensed providers who are not related to all the children on CCAP that they care for, the CCAP 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 90 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 CCAP payments. Payments for child care in the child's home can only be made when:

- The child's parent works or goes to school out of the home (in a two-parent household, one parent has been 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 the parent to contact their CCAP agency.

A CCAP 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**

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

Because the family receives the payment and remittance advice, an in-home provider must sign a release to let the family see information on the remittance advice. See page 58 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. CCAP payments will count as income to the provider.

## **Renewing your provider registration**

At least every two years, providers must renew their registration with the CCAP agency.

### **Renewal process**

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

### **Additional requirements for legal nonlicensed providers at renewal**

Legal nonlicensed (LNL) providers must submit training documentation to renew their provider registration.

See page 12 for more information about training requirements at renewal.

### **Multiple registrations**

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

## Consequences of not renewing

If you do not renew your registration with a CCAP agency, you cannot receive payments from that CCAP agency or be authorized to care for families serviced by that CCAP agency. If you want to receive payments or be authorized to care for families serviced by that CCAP 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 CCAP agencies where you are still registered.

## Health and safety concerns

### Unsafe care

If a licensed provider's license has been temporarily immediately suspended or if there is an imminent risk of harm to the health, safety or rights of a child in care with a legal nonlicensed provider, a license-exempt center, or a provider licensed by an entity other than the state of Minnesota, the CCAP agency will deny or end the provider's registration.

If a provider's authorization is ended, CCAP will not make any payments for the time period after the effective date on the notice. Payments may restart when the reasons for the unsafe care have been resolved and the provider has been reauthorized.

### 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 CCAP agency must report the complaint to:

- A child protection agency if the complaint alleges child maltreatment as defined in Minnesota Statutes, section 626.556, subdivision 10(e)
- 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 CCAP maximum rates
- Payment for care not covered by the CCAP Service Authorization (see page 31).

The **Service Authorization** and the **Billing Form** (see page 38) 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 CCAP 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 CCAP 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 CCAP 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 CCAP 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 CCAP 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 CCAP. 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) (<https://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 CCAP. 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 CCAP 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 CCAP agency or Minnesota Department of Human Services on request the following records:

- Daily attendance records for all children receiving child care assistance. 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.
- 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) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG>)
  - Payment source
  - Amount received
  - Type of expenses paid
  - Time period covered.

The CCAP agency of 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 resources section (page 76) for recordkeeping and business resources.

## What must I report to CCAP?

You must report the following to the CCAP 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
- 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 \(DHS-7196\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-ENG) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5318-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 CCAP agency. A serious injury is one that requires treatment by a physician.

Legal nonlicensed providers must report all changes that require reauthorization (see page 7).

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



# Parent, provider and CCAP agency communication

## What can CCAP disclose about families?

The law allows the CCAP 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 CCAP will pay you
- The amount the family must pay you (copay)
- When CCAP 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.

## CCAP 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.

### CCAP notice to providers if a family's assistance ends

When a family's child care assistance ends, CCAP will send you a notice containing the following information:

- 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.
- When the case will close
- Notice that CCAP 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.

## **CCAP notice to providers of negative actions to families**

CCAP will send a notice of the following negative actions to families:

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

The notice will include the following information:

- The family's name
- A description of the action that does not contain information about why the action was taken
- The day the action is effective.

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.

## **CCAP notice to providers if a family stops using a provider**

If a family stops using you as a provider but continues to receive assistance, CCAP will send you a notice containing the following information:

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

Families are informed that if they are changing providers, they must give a 15-day notice to you and CCAP. CCAP 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.

## **CCAP 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 following information:

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

## **CCAP notice to providers of negative actions against a provider**

CCAP will send you a notice of the following negative actions against you:

- A denial of registration of you as a provider
- An closing of registration of you as a provider
- A finding that you have an overpayment.

The notice will include the following information:

- A description of the action
- The date the action is effective
- Notice that unless a family appeals the action before the effective date or you appeal an overpayment, the action will occur on the effective date.

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

- The family appeals a negative action 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 CCAP 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 CCAP agency will send you a notice of termination that is effective on the date of the action.



# Rates

## CCAP maximum rates

CCAP 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 CCAP 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 CCAP 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 \(DHS-6441B\) \(PDF\)](https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6441B-ENG) (<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6441B-ENG>)
- [Minnesota Child Care Assistance Program—15 Percent Quality Differential Maximum Rates \(DHS-6442B\) \(PDF\)](https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6442B-ENG) (<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6442B-ENG>) document listing the 15 percent quality differential maximum hourly, daily and weekly reimbursement rates for providers who serve families participating in CCAP and who hold certain accreditations or credentials or have a Three-Star Parent Aware Rating.
- [Minnesota Child Care Assistance Program 20 Percent Quality Differential Maximum Rates \(DHS-6824\) \(PDF\)](https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6824-ENG) (<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6824-ENG>) document listing the 20 percent quality differential maximum rates for providers who serve families participating in CCAP 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 CCAP maximum rates. **If a parent signs an agreement or contract agreeing to your policies, the parent is responsible for fulfilling that agreement, not CCAP. CCAP must follow its own payment policies in determining your reimbursement rate.** If your payment policies are different than CCAP 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)*

The following age groups are for children in child care centers:

<b>Age</b>	<b>Group Age Range</b>
Infant	6 weeks up to 16 months of age <sup>1</sup>
Toddler	16 months up to 33 months of age
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 4 months <sup>2</sup>

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.

---

<sup>1</sup> 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, CCAP may be able to reimburse providers at the lower age rate category. Contact the family's caseworker or another worker the CCAP agency has told you to contact for more information about provisions for age flexibility.

<sup>2</sup> CCAP's definition of child, Minnesota Statute, section 119B.11, subdivision 4, allows CCAP participation and payment for children through age 12 or age 14 if the child has a documented disability.

### *Family child care (licensed and legal nonlicensed)*

The following age groups are for children in legal nonlicensed and licensed family child care:

<b>Age</b>	<b>Group Age Range</b>
Infant	6 weeks to 12 months of age <sup>3</sup>
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 4 months
School age	At least of sufficient age to attend the first day of kindergarten within the next 4 months <sup>2</sup>

## 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

CCAP 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 \(DHS- 4194\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4194-ENG) (<https://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 CCAP worker.

---

<sup>3</sup> 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

CCAP 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 CCAP agency that authorizes care and approved by the Minnesota Department of Human Services. Not all CCAP agencies define at-risk populations and populations may be different in different CCAP 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 CCAP 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

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

See the Resources section (page 66) for help with becoming accredited or getting credentialed.

## Provider credentials

CCAP can pay up to 15 percent above the CCAP standard maximum rate, but not more than you charge, if you submit proof that you hold certain current early childhood development credentials. Use the [CCAP Quality Differential Rate Request Form \(DHS-4795\) \(PDF\)](https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4795-ENG) (<https://edocs.dhs.state.mn.us/lfsrserver/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](http://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 (<http://www.pla-inc.org/>). (This credential is not currently offered.)

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

CCAP can pay up to 15 percent above the CCAP standard maximum rate, but not more than your charge, if you submit proof that you are accredited by an approved organization. Use the [CCAP Quality Differential Rate Request Form \(DHS-4795\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4795-ENG) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4795-ENG>) to request the higher rate.

### Licensed and license-exempt child care center accreditations

*Approved accreditations for early care and education programs (2018)<sup>4</sup>:*

- AdvancED – Early Learning Accreditation (must submit AdvancED letter confirming early learning protocols are met.)
- Accredited Professional Preschool Learning Environment (APPLE) for Early Childhood Education
- After-School Accreditation, APPLE’s accreditation for Stand Alone 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
- Council on Accreditation (COA) – Early Childhood Education Program Accreditation
- Council on Accreditation (COA) – Private Organizational Accreditation for Early Childhood
- Green Apple Accreditation of Children’s Services (GAACS) – Early Education Center (EEC) Accreditation
- National Accreditation Commission (NAC) for Early Care and Education Programs Accreditation
- National Association for the Education of Young Children (NAEYC) Accreditation
- National Early Childhood Program Accreditation Commission Inc. (NECPA) Accreditation
- Head Start Performance Excellence and Quality Recognition Program
- National Lutheran School Accreditation (NLSA)

---

<sup>4</sup> 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 CCAP Quality Differential Rate Request Form (DHS-4795).

*Approved accreditations for school-age/after school programs (2018)<sup>4</sup>:*

- Council on Accreditation (COA) – After School (ASP) & Youth Development (YDP) Program Accreditation
- Council on Accreditation (COA) – Private Organizational Accreditation for Youth Development
- Minnesota Afterschool Accreditation Program (MAAP), offered by the Minnesota School-Age Care Alliance (MNSACA)

### **Family child care accreditations**

There is one accreditation for family child care providers to qualify for the 15 percent 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 27).

### **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 CCAP rate, as long as it does not exceed the provider’s charge.

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

### 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 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 CCAP 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 CCAP 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 CCAP 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 CCAP 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. Service Authorizations may be issued retroactively to when the family was first eligible for CCAP.

CCAP 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 34 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 by CCAP to care for this child.
- The number of hours of care approved or authorized—this is the maximum number of hours of care that CCAP 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 CCAP 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 CCAP worker or an approved CCAP 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 CCAP agency worker if you are unsure of a child's expected schedule.

Families that are Schedule Reporters must be billed only for scheduled hours based on what their caseworker has determined is needed to support their activity schedule. A family is a schedule reporter 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 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 CCAP worker or an approved CCAP 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 CCAP agency, you should follow up with the family and caseworker.
- When will the family pay their copay and/or share of the costs not paid by CCAP?

### What if I have questions about the Service Authorization?

Talk to the family's CCAP worker or another worker you have been told by the CCAP 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, CCAP can only pay for child care when the child is living with the parent approved for CCAP. Do not bill CCAP for child care expenses when the child is in the custody of a parent not on the CCAP 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 CCAP.

## 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 CCAP.
- 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 CCAP 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, CCAP 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 44).
- 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 CCAP 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 8), CCAP cannot authorize more than 20 hours of care for that child per two-week service period.



## Sample Service Authorization: Page 2

Provider ID: 65432-Happy Day Care

Case Number: 12345-CARLIE 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 49. CCAP 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 CCAP 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 CCAP agency within 60 days of the last date of service on the bill.
- CCAP 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.
- CCAP 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 CCAP payments and face criminal charges.

### Where do I send the completed Billing Form?

Send the Billing Form to the CCAP agency indicated on the form for processing and payment. Some providers may be able to submit the form electronically. For more details, see the MEC<sup>2</sup> PRO section on page 43.

### What billing records should I keep?

See the Record keeping section on page 18.

- Keep a copy of all completed Billing Forms for your records.
- Providers who receive payments for CCAP children from sources other than CCAP must track those payments. Use the Child Care Assistance Program Financial Tracking Form (DHS-5318) (PDF) (<https://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 CCAP. 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 CCAP, such as copays, transportation or activity fees, the amount of a provider's charge not covered by the CCAP maximum rate, and breaks or reductions in CCAP 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/lfsrserver/Public/DHS-5318-ENG) (<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-5318-ENG>) to record third-party payments. You can also use another method.

You are encouraged to layer CCAP 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 CCAP first. You can bill the Early Learning Scholarship for expenses not covered by CCAP.
- 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 CCAP.

Do not bill CCAP for costs that are covered by other sources. You are responsible for keeping accurate records and ensuring that you do not bill CCAP 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 CCAP (copay, charges above the CCAP maximum rate, fees, breaks in CCAP eligibility), reduce your billing to CCAP so that you do not bill CCAP 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/lfsrserver/Public/DHS-7056-ENG) (<https://edocs.dhs.state.mn.us/lfsrserver/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 Forms on the following two pages. 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 CCAP 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 CCAP 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	NSH fees	Registration fees	Subtotal
Infant	80	H	80	16	\$480	0	\$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 CCAP. Information included in this section should reflect how you bill and not what you anticipate CCAP 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.

CCAP is able to authorize payment at the provider's rate, not exceeding the CCAP maximum rate, for all hours of care authorized for the child. The amount CCAP 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 CCAP 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 17).
- 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.

<b>Total: \$253.00</b>
------------------------

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**

Daily Scheduled Attendance Record															
Beginning	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
11/05/18	05							12							
Scheduled # of Hours	8	8	8	8	8			8	8	8	8	8			80
Attendance A=Absent H=Holiday															

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 45.

- 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 CCAP, 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 CCAP, contact the family’s CCAP 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 CCAP. See Billing for families who have flexible schedules on page 33. 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 CCAP 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. Page 2 of the Billing Form— absent days and holidays

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 47 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 CCAP 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 11/05/18	Mon	Tue	Mon	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
05								12							
Scheduled # of Hours	5	5	5	5	5			5	5	5	5	5			50
Attendance A=Absent H=Holiday															

## Electronic billing with MEC<sup>2</sup> PRO

MEC<sup>2</sup> is the computer system that Minnesota's CCAP agencies use to administer CCAP. It helps CCAP agencies in determining family eligibility and making payments to child care providers.

MEC<sup>2</sup> PRO is an online billing tool that works with MEC<sup>2</sup>. 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 CCAP Service Authorizations and payments online
- Reduces paperwork and mailing costs
- Increases payment timeliness.

To use MEC<sup>2</sup> PRO, providers need a computer and an Internet connection. Not all CCAP agencies use MEC<sup>2</sup> PRO. CCAP agencies that use MEC<sup>2</sup> PRO can choose which providers they want to enroll for online access. Contact the CCAP agency where you are registered to find out whether MEC<sup>2</sup> PRO is an option for you.

## Billing for families who have flexible schedules

In most cases, you can bill and CCAP 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 31). You and the family must work together to determine a schedule for their child to attend child care. You cannot bill CCAP 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 CCAP worker so you know the number of hours that can be paid by CCAP. 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, CCAP 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 CCAP 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 that 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 11/05/18	Mon	Tue	Mon	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
05								12							
Scheduled # of Hours	8	8	8	8	8			8	8	8	8	8			80
Attendance A=Absent H=Holiday															

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 11/05/18	Mon	Tue	Mon	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
05								12							
Scheduled # of Hours	8	8	8	8	8			8	8	8	8	0			72
Attendance A=Absent H=Holiday															

Your payment will be calculated based on the hours entered in the Daily Scheduled Attendance Record section and CCAP 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 CCAP for a limited number of days that a child is absent from care.

CCAP will pay for up to 25 absent days per calendar year, not exceeding 10 consecutive days, per child at a licensed provider or license-exempt center. The family is responsible for any absent days that CCAP does not cover.

If a child is absent for part of a day, CCAP 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 CCAP 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 may exceed 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) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4602-ENG>).

Licensed and license-exempt center providers may bill CCAP for absent days if:

- Care was authorized by CCAP 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 timely, 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 or has been absent for seven consecutive days, the provider must notify the family's CCAP worker immediately.

## Billing for holidays

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

- The provider is closed and not providing care.

**AND**

- The provider charges all families for these days.

**AND**

- The holiday falls on a day when the child is authorized and scheduled to be in attendance.

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

The 10 recognized state and federal holidays are:

- New Year's Day, January 1
- Martin Luther King, Jr. Day, third Monday in January
- Washington's Birthday, 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<sup>5</sup>
- Veterans Day, November 11
- Thanksgiving, fourth Thursday in November
- Christmas Day, December 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 CCAP 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.

CCAP cannot pay for more than 10 total holidays, recognized and/or substituted, per calendar year, per child. A CCAP 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. CCAP cannot pay for provider vacation days, sick days, or any other days that child care is not available, other than holidays.

---

<sup>5</sup> The day after Thanksgiving may be substituted for Christopher Columbus Day.

## Registration fees

CCAP 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. CCAP 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. The maximum child care registration fees are printed in the [Minnesota Child Care Assistance Program Maximum Child Care Registration Fees \(DHS-6443\) \(PDF\)](https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6443-ENG) (<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6443-ENG>).

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

If a registration fee is a refundable deposit, the provider must deduct the fee from the final bill at the time the family ends care. CCAP will track refundable registration fees.



# Sample Billing Form: Page 1

WRIGHT COUNTY HUMAN SERVICES  
1004 COMMERCIAL DR  
BUFFALO MN 55313-1736

June 28, 2018 09:24 AM

Provider ID: 2870  
Case Number: 12345  
ANN M CASE

Appletime Inc  
PO BOX 212  
ROGERS MN 55374-0212

Child Care Assistance Billing Form

This billing is only valid for care given from: 07/02/18 - 07/29/18.

Complete the billing areas for each child AND complete the daily scheduled attendance record. Completed 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/lfsrserver/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: KIMBERLY KIESER TELEPHONE: (763) 682-7414

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

## Sample Billing Form: Page 2

June 28, 2018 09:24 AM

Page 2

Provider ID: 2870-Appletime Inc

Case Number: 12345-ANN M CASE

BILLING FORM

REFERENCES

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

\*Attendance Codes: A=Absent Day H=Holiday

Child Name: BOY D. CASE

Service Period: 07/02/18 to 07/15/18

Age Group	Auth Hours	Unit Type	Nbr of Units	Amount Billed	Reg Fees	Subtotal
School Age	45					

Copay Collected: Y / N Family Copay: 0.00

Waived: Y / N Payment Plan: Y / N Total:

Daily Scheduled Attendance Record

Beginning 07/02/18	Mon 02	Tue	Wed	Thu	Fri	Sat	Sun	Mon 09	Tue	Wed	Thu	Fri	Sat	Sun	Totl
Scheduled # of Hours															

# Payments

## Payment Rules

### CCAP 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.

### CCAP will not pay:

- More than you bill. CCAP can pay the provider's charge or the maximum amount allowed by CCAP 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 CCAP maximum rates. If a family chooses a provider who charges more than the amount CCAP 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 CCAP 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.
- CCAP payment rules.



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

CCAP will pay maximum weekly, daily and hourly rates as follows:

- **Weekly rate:** CCAP 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:** CCAP 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:** CCAP 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.

CCAP 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.
- CCAP 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.

CCAP will calculate your payment based on the maximum that can be paid—not to exceed your charge. Even if you know that your CCAP 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	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
06/27/16	25							02							
Scheduled # of Hours	11	11	11	0	0			10	10	10	10	10	10		93
Attendance A=Absent H=Holiday															

CCAP 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 CCAP 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 CCAP 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	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
06/27/16	25							02							
Scheduled # of Hours	15	15	15	15	0			15	15	0	0	0			90
Attendance A=Absent H=Holiday															

CCAP 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. CCAP 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. CCAP 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 06/27/26	Mon 25	Tue	Wed	Thu	Fri	Sat	Sun	Mon 02	Tue	Wed	Thu	Fri	Sat	Sun	Total 27
Scheduled # of Hours	7	7	7	7	7			7	7	7	7	7			70
Attendance A=Absent H=Holiday															

In most cases, CCAP 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. CCAP 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?

CCAP 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 CCAP 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 CCAP 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 59 for more information on the Remittance Advice.

## What payment options are available?

### Check (warrant)

A sample of a payment check, called a warrant, is included on page 60, which provides basic payment information. The warrant will be mailed separately from the Remittance Advice and cannot be forwarded to a different address. If you move, you must tell a CCAP 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 (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3552-ENG>). You can also get this form from a CCAP worker.

## **What deductions can be taken from my CCAP payments?**

If you have an overpayment (see page 62) of child care assistance, a certain amount will be deducted from each of your CCAP payments until the overpayment is paid back.

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

If the Social Security Number or Federal Employee Identification Number you gave CCAP is not correct, the IRS will tell us and we must deduct part of your CCAP 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 CCAP 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 \(PDF\)](#) form (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-1609A-ENG>) and give it to the family's CCAP agency. You can also get this form from a CCAP 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 CCAP 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 CCAP agency processes your request.

### **If you have questions about your payment**

Contact a worker at the family's CCAP agency if you did not receive a payment or have questions about a payment.

## Remittance Advice

A sample Remittance Advice is included on page 61. 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.



# Sample Warrant

## STATE OF MINNESOTA

WARRANT No. 60002000

DHS Child Care  
P.O. Box 64583  
ST. Paul, MN 55164-0583



Child Care Center  
1000 10TH AVE N  
BROOKLYN PARK, MN 55555-1234

### Advice Stub

Fin. Resp Agency: Hennepin County  
Provider Name: Child Care Center  
Provider ID: 2319  
Payment ID: 600000888  
Total Trans: 8

Payment Date: 10/10/2007  
Payment Type: Original

Gross Payment: \$ 2,616.49

Net Payment: \$ 2,616.49

DETACH ALONG PERFORATION

THIS WARRANT HAS A COLORED BACKGROUND ON WHITE PAPER AND MICROPRINTING IN THE AMOUNT BOX

STATE TREASURER-DEPARTMENT OF FINANCE  
**STATE OF MINNESOTA**

Two Thousand Six Hundred Sixteen Dollars and 49 Cents  
2319  
600000888

Date: 10/10/2007

No. 60002000

\$ \*\*\*\*2,616.49

Child Care Center  
4666 65TH AVE N  
BROOKLYN PARK, MN 55443-1957

VOID AFTER 01/07/2008

VOID STATE TREASURER VOID COMPTROLLER OF FINANCE

PAY TO THE ORDER OF

⑆09600096⑆ 60002000⑆

# Sample Remittance Advice

DHS/TSS DIVISION  
 PO BOX 64965  
 ST. PAUL MN 55164-0965

November 24, 2015 7:40 AM

Provider ID: XXXX  
 Child Development Center  
 XXXXXXXXX  
 BROOKLYN PARK MN 55443-1957

## CHILD CARE ASSISTANCE PAYMENT

Payment ID: 60000888  
 Total Amount: \$1071.89

The payments listed on the following pages were made on behalf of the child care assistance family(ies). Please check this information to make sure it is correct.

Financial Responsible Agency: Hennepin County  
 Telephone: XXX-XXX-XXXX

### REFERENCE CODES FOR REMITTANCE ADVICE

#### Service Type Codes:

- \* SV=Services
- \* RF=Registration Fee
- \* SP=Supplemental Payment
- \* RC=Rate Change
- \* CC=Corrected Copayment
- \* OT=Other

#### Age:

- \* IN=Infant
- \* TD=Toddler
- \* PR=Preschool
- \* SC=School Age

#### Rate:

- \* WK=Weekly
- \* DA=Daily
- \* HR=Hourly

## MINNESOTA CHILD CARE ASSISTANCE PROGRAM Provider/Family Remittance Advice

Date Issued:	11/23/2015	Payment Type:	Original
Provider:	Child Development	Payment ID:	60000888
Site Address:	XXXXXXXXXX	Warrant #:	757
	Brooklyn Park MN	Fin Resp Agency:	Hennepin County
Provider ID:	XXXX	Contact Number :	XXX-XXX-XXXX

Name:	DEBBIE A XXXXX	Case:	421086
Trans Type:	Automated	Servicing Agency:	Hennepin County
Transaction ID:	1799		

Child	Type	Age	Service Dates	Unit/Rate	Amount	Abs Used
TAYLOR XXXXX	SV	PR	08/03-08/16/15	40 @ 5 HR	200.00	1
RILEY XXXXX	SV	TD	08/03-08/16/15	2 @ 150 WK	300.00	0
ROBERT XXXXX	SV	IN	08/03-08/16/15	2 @ 200 WK	400.00	5
					Family Biweekly Copay:	-100.00
					Total Family Payment:	\$800.00

Name:	BETTY B XXXXX	Case:	422142
Trans Type:	Automated	Servicing Agency:	Hennepin County
Transaction ID:	1805		

Child	Type	Age	Service Dates	Unit/Rate	Amount	Abs Used
BILLY B XXXXX	SV	IN	08/17-08/30/15	3 @ 33.43 DA	100.29	0
BILLY B XXXXX	SV	IN	08/17-08/30/15	1 @ 140.60 WK	300.00	0
					Family Biweekly Copay:	-27.00
					Total Family Payment:	\$271.89

Gross Payment:	\$1071.89
Claim Recoupment:	0.00
IRS Levys:	0.00
State Levys:	0.00
Federal Levys:	0.00
Federal TIN:	0.00
State TIN:	0.00
Child Support:	0.00

Net Payment: \$1071.89

# 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 CCAP agency error or to circumstances outside the control of the family or provider.

An overpayment must be recovered from:

1. The family if the family benefited by paying less for child care expenses than they should have paid under CCAP requirements.
2. The provider if the overpayment did not benefit the family, but the provider received a higher payment than would have been paid under CCAP 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 CCAP 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, CCAP will ask the provider to repay the overpayment. If the provider does not agree to repay the overpayment, CCAP 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 CCAP

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

- By a federal court
- By a state court
- By an Administrative Disqualification Hearing (ADH) determination or waiver
- Through a disqualification consent agreement
- As part of an approved diversion plan under section 401.065
- Through a court-ordered stay with probation or other conditions.

The disqualification periods for wrongfully obtaining CCAP are:

- One year for a first offense
- Two years for a second offense.

Any subsequent offense will result in permanent disqualification.

### Failure to follow CCAP rules and laws

Providers must follow all CCAP statutes, rules and policies. Providers that do not keep in good standing with licensing or follow CCAP 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 or after they have received a final order of conditional license
- Submit false attendance records or refuse to provide attendance records when the CCAP agency or Minnesota Department of Human Services asks for them
- Give false price information.

## Appeal rights

An appeal is a legal process where a third party reviews a decision made by CCAP in a fair hearing. You may participate in a fair hearing:

- If you disagree with responsibility for or the amount of an overpayment
- To present information and evidence in an Administrative Disqualification Hearing.

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

### Filing an appeal

If you are charged with an overpayment, you may appeal to a human services judge. You must appeal within 30 days from the date you received the notice of overpayment by sending a letter stating you do not agree with the overpayment. You can send this letter to your CCAP agency or to The Minnesota Department of Human Services Appeals and Regulations Division.

If you show good cause for not appealing within 30 days, the agency can accept your appeal for up to 90 days from the date you received the overpayment notice. Good cause is a reason for not appealing on time. A human services judge will decide if your reason meets the requirements for good cause.

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

Write: Minnesota Department of Human Services  
Appeals Office

P.O. Box 64941

St. Paul, MN 55164-0941

Fax: 651-431-7523

Call: 612-431-3600 or 800-657-3510

TTY/TDD: 800-627-3529

### 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 CCAP, 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](http://parentaware.org) (<http://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](https://www.developtoolmn.org/) (<https://www.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](https://www.childcareawaremn.org/) (<https://www.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](http://parentaware.org) (<http://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](mailto:accreditationfacilitation@mnaeyc-mnsaca.org), or visiting the [Minnesota Association for the Education of Young Children](http://mnaeyc-mnsaca.org/?page=accred_about) ([http://mnaeyc-mnsaca.org/?page=accred\\_about](http://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](mailto: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](https://www.childcareawaremn.org/) (<https://www.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](https://www.childcareawaremn.org/) (<https://www.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 \(https://www.developtoolmn.org/\)](https://www.developtoolmn.org/).

## Achieve, Minnesota Center for Professional Development

This resource, available through [developtoolmn.org](https://www.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 \(https://www.dol.gov/whd/regs/compliance/whdcomp.htm\)](https://www.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://www.health.state.mn.us/divs/idepc/immunize/healthykidsprov.html) (<http://www.health.state.mn.us/divs/idepc/immunize/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](http://mn.gov/dhs). Parents can apply for cash assistance in two ways:

- Online at [Apply MN](http://applymn.dhs.mn.gov/) (<http://applymn.dhs.mn.gov/>)
- On paper using the [DHS Combined Application Form \(DHS-5223\) \(PDF\)](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5223-ENG) (<https://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 \(mn.gov/commerce/consumers/consumer-assistance/\)](https://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 the [Minnesota Department of Human Services website \(https://mn.gov/dhs/people-we-serve/children-and-families/economic-assistance/food-nutrition/programs-and-services/supplemental-nutrition-assistance-program.jsp\)](https://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 [ApplyMN \(applymn.dhs.mn.gov\)](https://applymn.dhs.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 \(http://www.health.state.mn.us/wic\)](http://www.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 \(https://www.mnsure.org/\)](https://www.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 are unsure if they qualify, they may be able to get health coverage 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, 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 \(http://mn.gov/dhs/health-care/child-and-teen-checkups.\)](http://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 \(http://www.health.state.mn.us/\)](http://www.health.state.mn.us/).

## 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 \(http://www.education.state.mn.us/\)](http://www.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 \(http://www.ohe.state.mn.us/\)](http://www.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 \(http://childcareaware.org/\)](http://childcareaware.org/) for help applying for subsidy and location assistance.

## 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](http://www.health.state.mn.us/divs/idepc/immunize/healthykidspar.html) at <http://www.health.state.mn.us/divs/idepc/immunize/healthykidspar.html>. 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/) (<http://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](https://www.inclusivechildcare.org/) (<https://www.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 [Help Me Grow's website](http://helpmegrowmn.org/HMG/GetHelpChild/AfterReferral/index.html) (<http://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://www.education.state.mn.us/) (<http://www.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://www.education.state.mn.us/) (<http://www.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/) (<http://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/) (<http://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 [Minnesota Department of Health's website](http://www.health.state.mn.us/divs/cfh/program/infantmortality/suids.cfm) (<http://www.health.state.mn.us/divs/cfh/program/infantmortality/suids.cfm>) 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](http://www.education.state.mn.us/) website (<http://www.education.state.mn.us/>) 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/) (<http://cdc.gov/>) 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/lfserver/Public/DHS-7414-ENG) (<https://edocs.dhs.state.mn.us/lfserver/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/lfserver/Public/DHS-5407-ENG) (<https://edocs.dhs.state.mn.us/lfserver/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/lfserver/Public/DHS-6170-ENG) (<https://edocs.dhs.state.mn.us/lfserver/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/lfserver/Public/DHS-3551-ENG) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3551-ENG>).

## 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) (<https://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 is a supplement to DHS-5192 CCAP Legal Nonlicensed Provider Registration and Acknowledgement and DHS-5367 CCAP Parent Acknowledgement When Choosing a Legal Nonlicensed Provider forms. <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192A-ENG> (PDF) (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192A-ENG>).

## Commonly used forms

The following are CCAP forms that you may need.

### Notice of Privacy Practices (DHS-4127)

This is a notice for child care providers telling them their privacy rights. (<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4127-ENG>)

### Child Care Provider Responsibilities and Rights (DHS-4079)

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

### Important Information for Child Care Providers (DHS-4018)

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

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

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

### **CCAP Licensed Provider Registration and Acknowledgement (DHS-5190)**

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

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

CCAP form used by counties to register licensed family child care providers so they can be authorized to receive child care assistance payments. <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7195-ENG> (PDF)

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

CCAP form used by counties to register licensed exempt child care providers so they can be authorized to receive child care assistance payments. <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5191-ENG> (PDF)

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

CCAP form used by counties to register legal nonlicensed child care providers so they can be authorized to receive child care assistance payments. <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5192-ENG> (PDF)

### **CCAP Authorization for Release of Background Study (DHS-5193)**

CCAP authorization form used to give permission to share private data with other agencies. <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5193-ENG> (PDF)

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

Brochure explaining the benefits of directly depositing child care payments to bank accounts. The brochure includes a Direct Deposit Authorization form. <https://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-3552-ENG> (PDF)

### **CCAP Quality Differential Rate Request Form (DHS-4795)**

This form requests verification of child care provider qualifications that are needed for determining if the provider qualifies for the 15 percent Quality Differential. <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4795-ENG> (PDF)

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

Affidavit for vendors or payees other than client to complete when requesting replacement of lost, stolen or destroyed warrants. It must be completed before re-issuance can occur.

<https://edocs.dhs.state.mn.us/lfserver/public/DHS-1609A-ENG> (PDF)

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

This form is used to record payments for child care fees or expenses from sources other than CCAP.

<https://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-5318-ENG> (PDF)

### **CCAP Provider Registration Change Form (DHS-7196)**

This form is used by CCAP providers to report changes to their provider registrations to agencies.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7196-ENG> (PDF)

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

This optional form is used to document child attendance.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6584A-ENG>

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

This optional form is used to document child attendance.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6584B-ENG>





**DEPARTMENT OF  
HUMAN SERVICES**

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