



Minnesota Department of **Human Services**

Administration of the Child Care Assistance Program

2012-2013 Dodge County Child Care Plan

Administration of the Child Care Assistance Program

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

The Child Care Assistance Program rules and laws allow counties limited discretion to establish some local policies and procedures. These local policies and procedures, when included in this plan and approved by the Commissioner, are considered county policy and are used to support county agency decisions during appeals. **DHS encourages counties to develop county optional policies for the child care assistance program in coordination with local child care stakeholders.** This may include regional child care resource and referral agencies, parent participants, employers, family and center based child care providers, community Head Start programs, schools, public health, community collaboratives, employment counselors, county social services, income maintenance, child support, fraud prevention and other interested governmental and private sector parties.

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

- All optional county child care assistance program policies must be identified in this plan.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit only county created forms that have not been previously submitted and approved. MEC² standardized forms should not be submitted.

A county may amend their Child Care Plan at any time but the amendment must be approved by the commissioner before it becomes effective. If approved by the commissioner, the amendment is effective on the date requested by the county unless a different effective date is set by the commissioner. Plan amendments must be approved or denied by the commissioner within 60 days after receipt of the amendment request.

Minnesota Rules 3400.0150, subp. 3

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

The effective date of the 2012 - 2013 Child Care Plan is January 1, 2012.

Return completed plans by **Tuesday, September 1, 2011** to:

DHS.CCAP@state.mn.us



Administration of the Child Care Assistance Program

I. Child care assistance program contacts

A. County agency

COUNTY NAME Dodge	GENERAL PHONE NUMBER 507-635-6170	GENERAL FAX NUMBER 507-635-6186
AGENCY'S FULL NAME Dodge County Human Services		CCAP INTAKE PHONE NUMBER 507-635-6170
MAIN OFFICE STREET ADDRESS 22 6th ST E	CITY Mantorville	ZIP CODE 55955
MAIN OFFICE MAILING ADDRESS (if different) 22 6th ST E, Dept. 401	CITY Mantorville	ZIP CODE 55955

B. County branch (if applicable)

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

C. Agency contact people

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

1. County CCAP administrative contact

<input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Cathy	LAST NAME Skogen
TITLE Financial Assistance Supervisor	PHONE NUMBER 507-635-6170	FAX NUMBER 507-635-6186
EMAIL ADDRESS cathy.skogen@co.dodge.mn.us	SIR EMAIL ADDRESS X120507@cty.dhs.state.mn.us	
ADDRESS 22 6th St E Dept 401	CITY Mantorville	ZIP CODE 55955

2. County client access contact

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

<input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Jodi	LAST NAME Rau
TITLE Financial Worker	PHONE NUMBER 507-635-6170	FAX NUMBER 507-635-6186
EMAIL ADDRESS jodi.rau@co.dodge.mn.us	SIR EMAIL ADDRESS X120205@cty.dhs.state.mn.us	
ADDRESS 22 6th ST E, Dept. 401	CITY Mantorville	ZIP CODE 55955

3. Management of waiting list contact

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

<input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Jodi	LAST NAME Rau
TITLE Financial Worker	PHONE NUMBER 507-635-6170	FAX NUMBER 507-635-6186
EMAIL ADDRESS jodi.rau@co.dodge.mn.us	SIR EMAIL ADDRESS X120205@cty.dhs.state.mn.us	
ADDRESS 22 6th ST E, Dept. 401	CITY Mantorville	ZIP CODE 55955

D. Subcontracted services

Counties may contract with an agency to administer all or part of their Child Care Assistance Program. If your county has a contract with another agency for the administration of any portion of your CCAP program, complete the following information. Do not include cooperative agreements with employment and training service providers that work with MFIP/DWP families to develop and approve the Employment Service Plan.

Minnesota Rules
3400.0140, subp. 7

A signed copy of the current contract must be included when submitting this County Child Care Plan. If your county renews a contract or enters into a new contract between January 1, 2012 and December 13, 2013, forward a signed copy of that contract to your County Technical Liaison. DHS must retain copies of all signed contracts for audit purposes.

1. Subcontracted program components

Identify the CCAP components which have been subcontracted.

None

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

Mr. Mrs. Ms.

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

3. Administrative contact in subcontracted agency

NAME OF SUBCONTRACTED AGENCY

Mr. Mrs. Ms.

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

4. Client access contact in subcontracted agency

NAME OF SUBCONTRACTED AGENCY

Mr. Mrs. Ms.

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

5. Intake phone number for subcontracted agency

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

PHONE NUMBER

II. Eligibility

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

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

Minnesota Rules
3400.0040, subp. 12

Within the mandates of MN Rules, Chapter 3400, Dodge County approves all education plans that incorporate participation in an accredited learning experience that enables a recipient to advance their knowledge in a current career or to learn skills required to become gainfully employed.

- 1b. Identify the county's rationale for the above policy.

The acceptable course of study will reasonably lead to full-time employment opportunities.

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

Minnesota Rules
3400.0040, subp. 15

Yes No

B. Basic Sliding Fee Waiting List Management

1. Priorities for Service

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

Minnesota Statutes,
section 119B.03, subd. 4

Yes No

2. Six Month Review of Basic Sliding Fee Waiting List

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

- Six months or less from the date each individual family is added to the waiting list.
 All families reviewed and updated at the same time at least every six months.
 Other.

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

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

1. Families are sent a letter and application telling them they have reached the top of the wait list. They are informed that if they are interested in applying they need to submit the application within 15 days. The letter goes on to say that if we don't hear from the family within the allowed time period their name will be removed from the waiting list.

2. They are removed from the wait list.

3. By the letter received in number 1.

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

Counties send out applications to families on the waiting list when there is funding available to add the family to the Basic Sliding Fee Program. At what point does your county remove the family from the waiting list?

- Family is removed from the waiting list when the application is sent to the family. The notice sent with the application informs the family that their name has been removed from the waiting list.
- Family is removed from the waiting list when the county receives the completed application. If no application is received, the family is removed at the end of the time period allowed for returning the application. The notice sent with the application informs the family that their name will be removed if no application is received.
- Other.

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

MN Rules 3400.0060 subp. 6 requires that when a family advances to the top of the county's waiting list and is temporarily ineligible for child care assistance, the county shall leave the family at the top of the waiting list for a period of time not to exceed 90 calendar days, according to priority group and serve the applicant who is next on the waiting list unless an alternative procedure is provided in the county's plan. Does your county have an alternative procedure for temporarily ineligible families who reach the top of the waiting list, other than leaving the family at the top of the waiting list for up to 90 calendar days according to priority group and serving the applicant who is next on the waiting list?

Minnesota Rules
3400.0040, subp. 17

Minnesota Rules
3400.0060, subp. 6

- Yes
- No

C. Child care for job search activities

When your county authorizes child care assistance during job search activities for families without an approved employment plan, do you:

Minnesota Rules
3400.0040, subp. 15a

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

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

III. Health and safety

A. Unsafe care criteria

Minnesota Statutes, section 119B.125, subdivision 2, contains the criteria that prevent a person from being authorized as a legal nonlicensed family child care provider. This criteria includes a list of offenses that automatically bar a person from being authorized as a legal nonlicensed family child care provider. Minnesota Statutes, section 119B.125, subdivision 4, however, also allows counties to deny authorization to any provider, or to rescind an authorization of any provider, when the county knows that the provider or the care arrangement is unsafe.

Minnesota Statutes,
section 119B.125, subd. 2

If your county applies additional conditions beyond those contained in Minnesota Statutes, section 119B.125, subdivision 2, under which a legal nonlicensed provider or legal nonlicensed care arrangement will be determined to be unsafe, list these conditions below. These conditions cannot conflict with the criteria in Minnesota Statutes, section 119B.125, subdivision 2, by providing that a conviction for a crime or offense not listed in that subdivision is an automatic bar to authorization as a legal nonlicensed family child care provider. Instead, a conviction for a crime or offense not listed in Minnesota Statutes, section 119B.125, subdivision 2, may constitute unsafe care, and therefore bar authorization, only when the conviction reflects on the provider's ability to provide care.

1. Does your county apply additional conditions of unsafe care beyond those contained in Minnesota Statutes, section 119B.125, subdivision 2 to legal nonlicensed providers or legal nonlicensed care arrangements?
 Yes No
2. Does your county apply the above unsafe care criteria to licensed providers as well as legally nonlicensed providers?
 Yes No

B. Records of substantiated parental complaints

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

The county licensor would make a home visit to the provider and/or parent. A child protection social worker may be involved in this process if the concern warrants it. The complaint and follow-up to the home visit would be documented.

How does your county:

- 1) Maintain these records of substantiated complaints, and
- 2) How is this information made available to the public when requested?

Minnesota Rules
3400.0140, subp. 6

Minnesota Statutes,
Chapter 13

1. The licensor maintains a file of all complaints received. If a child protection case was opened the information would be put into the SSIS system.
2. Public requests for information must be submitted in writing. A form is completed by the requestor explaining the information wanted. Statistical data would be shared regarding the provider in question, but not private information, within 5 working days of the request being received.

IV. Special needs rates

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

Minnesota Statutes,
section 119B.13, subd. 3

Minnesota Rules
3400.0130, subp. 3

Rates paid for the care of children with special needs are allowed to exceed county maximum rates in the following special need circumstances. Please provide information on special needs rates currently paid in the following sections.

A. Special needs rates for an individual child with a disability

Special needs rates for a child with a disability apply to the care of children who have a special need due to a disability requiring specialized services, provider training or environmental adaptations necessary to meet the needs of the child. Rates for an individual child with a disability will be determined based on the special needs of the child and the provider's ability to provide specialized services.

Minnesota Rules
3400.0020, subp. 17a

Rates must be established on an individual basis and are specific to the care provided by the provider when requested by the parent or the provider. Rates are recommended by the county and are subject to the approval of the commissioner of DHS. See Minnesota Rules for the definition of disability.

1. Identify the provider type, rate approved and the approved rate begin date for each special need rate currently paid by your county. **Do not attach client-specific information to this plan.**

Provider type	Rate	Rate schedule	Approved rate begin date

2. Does your county have a county specific process for approving rates requested for the care of individual children with special needs? This process would have been previously approved by the commissioner and does not require that the commissioner approve the individual rate paid.

- Yes No

B. Special needs rates for children in at-risk programs

Special needs rates for programs that care for children in an at-risk population group apply to the care of children with significant environmental or familial factors that create barriers to a child's optimal achievement. When four or more providers offer the same specialized care for the same at-risk population group in a like environment, the county shall identify and pay the 75th percentile rate, the rate negotiated with the provider by the county, or the provider rate, whichever is less. See Minnesota Rules for the definition of at-risk.

Minnesota Rules
3400.0020, subp. 9a

1. Identify the provider type, rate approved, the approved rate begin date and the identified population group for each rate paid above the county maximum rate for children in an at-risk population. Do not attach client-specific information to this plan.

Provider type	Rate	Rate schedule	Approved rate begin date	Description of at-risk population

2. Does your county have a county specific process for approving rates requested for the care of children in an at-risk population? This process would have been previously approved by the commissioner and does not require that the commissioner approve the rate paid.

- Yes No

C. Special needs rates for care of sick children

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

Minnesota Rules
3400.0110, subp. 8

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

Provider type	Rate	Rate schedule	Approved rate begin date

2. Does your county have a county specific process for approving rates paid for the care of sick children? This process would have been previously approved by the commissioner and does not require that the commissioner approve the rate paid.

- Yes No

V. Payment policies

A. Payment to two providers when a child is sick

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

Minnesota Rules
3400.0110, subp. 8

Yes No

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

B. Background checks for legal nonlicensed providers

CCAP requires that counties complete a criminal background study on all legal nonlicensed child care providers and persons residing in their households. Refer to MN Statutes 119B.125; 235C; and 245A.

Minnesota Statutes,
section 119B.125

Minnesota Statutes,
section 245A

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

Yes No

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

per family \$ 100.00 per person

2. How often does your county reauthorize providers?

Yearly Every Two Years Other

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

Yes No

C. Provisional payment of legal nonlicensed providers

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

Minnesota Rules
3400.0120, subp. 2

Minnesota Rules
3400.0110, subp. 2a

Yes No

D. Submission of invoices

Minnesota Statutes, section 119B.13, subdivision 6 states that if a provider has received an authorization of care and been issued a billing form for an eligible family, the billing form must be submitted to the county within 60 days of the last date of service on the billing form. A county may pay a bill submitted after this 60-day limit if the provider shows good cause for the delay. Counties must define good cause in their child care plans and this definition must include county error. A county cannot pay a bill submitted more than one year after the last date of service.

Minnesota Statutes,
section 119B.13, subd. 6

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

Dodge County may pay a bill submitted by a provider after the 60-day limit under the following circumstances: Agency error, agency delay at no fault of the provider, provider significant crisis(i.e. death in the immediate family, extended hospitalization or other provider medical crisis), act of God which disrupts provider's normal business protocol. It is the provider's responsibility to notify the county of the situation and to request the extension prior to the 60th day.

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

Forms submitted through MEC Pro do not require a provider signature.

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

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

1. If the parent has left care with a provider before the voucher is submitted and the provider has no way to get the signature.
2. If the billing form is submitted through MEC Pro.

If your county is using MEC² PRO, explain how this requirement is met with the use of electronic billing.

Billing forms submitted through MEC Pro are considered to have an electronic signature for both the provider and parent.

Explain how your county monitors the requirement in 3. for billing forms submitted through MEC² PRO.

Providers are required to keep paper records of care given and billed to MEC Pro. These records may be checked as needed if questionable billing occurs.

E. Underpayments

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

F. Expansion of the statewide absent day policy

Has your county chosen to expand the state absent day policy for children in families where at least one parent is under the age of 21, does not have a high school or general equivalency diploma, and is a student in a school district or another similar program that provides or arranges for child care, as well as parenting, social services, career and employment supports, and academic support to achieve high school graduation upon request of the program and approval of the county?

Minnesota Statutes
section 119B.13, subd. 7

Yes No

VI. Program integrity

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

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

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

Case Reviews: Full reviews Targeted reviews Both

Provider Reviews: Full reviews Targeted reviews Both

- 4. What percentage of CCAP cases and child care providers are reviewed?

Case Reviews: % Month Quarter Other

Provider Reviews: % Month Quarter Other

- 5. Describe your county's process for each of the following. If completing both "Full" and "Targeted" reviews, describe the following factors for each type of review separately:
 - 1) Selecting files to be reviewed,
 - 2) Conducting the reviews,
 - 3) The forms used in the review process and
 - 4) Resolving errors, if any, found during the reviews.

Due to growing case loads and staff shortages, we do not have time to conduct case reviews.

B. Provider rates

Does your county enter provider rates on MEC? Yes No

VII. Other county responsibilities

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

Minnesota Rules
3400.0140, subp. 2

We do community outreach by having a booth at the Dodge County Business Expo and also the Dodge County Fair. We have information on a power point presentation that is played on a screen in our lobby waiting room. Staff meeting with the public share information regarding benefits of the program and how to apply for service.

B. Describe ways that your county collaborates with other community based programs and service providers to maximize public and private community resources for families with young children. Include in this description the methods used to share information, responsibility, and accountability among the identified service and program providers as you work to facilitate transition of these children into kindergarten.

Minnesota Statutes,
section 119B.08, subd. 3(1)

Our main community partner is SEMCAC. We share information with them in person, by phone, fax and email. We coordinate our efforts to maximize available resources. SEMCAC has a variety of programs including: HeadStart, Back to School Program, Salvation Army, Care&Share, Family Flex Funds, Fuel Assistance, Transportation and the Food Shelf.

C. Identify any other county policies that apply to the child care assistance program which are not specifically required by state or federal rule or law.

Minnesota Rules
3400.0140, subp. 1

Minnesota Rules
3400.0150, subp. 2

None.

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

Minnesota Statutes,
section 119B.08, subd. 3(2)

The plan was posted on our public county web site (address listed in question F) for a period of 21 days prior to submission to DHS. A paper copy of the plan is posted in the lobby at our county office. Information about the plan is included on the power point slide show of information shown in our lobby. The county licenser shares information about the plan with providers at their joint meetings.

E. List below and attach any new and/or amended county forms, agreements/contracts or other written documents and materials that have not been previously approved or standardized through MEC² that are used in your county for the administration of the child care assistance program. Submit only the items that have not been previously submitted and approved. If a county policy handbook is submitted, only those unapproved sections that are not found in the CCAP Policy Manual, MEC² User Guide, Do You Need Help Paying for Child Care (DHS-3551), and the MN CCAP Child Care Provider Guide (DHS-5260) should be submitted. Forms standardized through MEC² do not need to be submitted.

Provider Request for Electronic Billing
MEC Pro Letter to Provider

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

Yes No

PROVIDE THE WEB ADDRESS WHERE IT CAN BE FOUND

http://www.co.dodge.mn.us/humanservices_financialassistance.html

VIII. County assurances

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

A. The county is informing parents about the following as required under Minnesota Rules 3400.0035, subp 1.

- Federal and state child and dependent care tax credits

- Earned income credits
- Other services for families with young children
- Child care resource and referral services
- Child care assistance program eligibility requirements
- The documentation necessary to confirm eligibility
- Waiting list information
- Procedures for making application for CCAP
- Family copayment fees and how computed
- Information about how to choose a provider
- Families rights and responsibilities when choosing a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee; and
- The importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

County assures compliance

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

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

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

County assures compliance

SUBMIT BY E-MAIL

Provider Request for Electronic Billing

PLEASE PRINT The information requested on this form is necessary for enrollment in the MECC PRO Electronic Billing System. The information requested will be maintained in a private manner and will not be released to anyone other than the State of Minnesota or their agents without your prior written approval.

Provider User: The provider or child care center designated person who can submit bills via MECC Pro. It may be the provider or someone who does the billing for a center. You may have more than one provider user for the same day care/center.

PROVIDER USER: _____

SITE ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____ PROVIDER ID: _____

PROVIDER NAME AS IT APPEARS ON 1099: _____

PROVIDER TAX ID: _____

If you would like to have additional provider users for the site listed above, please complete the section below.

PROVIDER USER: _____

PROVIDER USER: _____

Office Use Only:

LOGON ID: _____ PASSWORD: _____

Initials: _____ Date: _____

Hi ,

I have your information entered into MEC Pro and you should be ready to start using it. Your username and password are:

Username:

Password:

The T is a capital. Remember when you sign in the first time you will be directed to change your password. Your password must be at least 8 digits long and must contain one capital letter and one number.

The website for you to use is: <https://prod.mec2.dhs.state.mn.us/ChildCarePro/Welcome.action>

Good luck, and if you have any problems don't hesitate to give me a call!

