



# Administration of the Child Care Assistance Program

## 2014-2015 MNPrairie County and Tribal Child Care Plan

### Administration of the Child Care Assistance Program

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

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

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

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

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

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

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

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

Return completed plans by **Monday, September 9, 2013** to:

DHS.CCAP@state.mn.us



# Administration of the Child Care Assistance Program

## I. Child care assistance program contacts

### A. County agency

COUNTY NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER
MNPrarie	507-635-6170		507-635-6186
AGENCY'S FULL NAME		CCAP INTAKE PHONE NUMBER	EXTENSION
Minnesota Prairie County Alliance		507-635-6170	
MAIN OFFICE STREET ADDRESS	CITY	ZIP CODE	
22 6th St E	Mantorville	55955	
MAIN OFFICE MAILING ADDRESS (if different)	CITY	ZIP CODE	
22 6th St E Dept 401	Mantorville	55955	

### B. County branch (if applicable)

BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
MNPrarie Steele site	507-444-7500		507-451-5947	507-444-7513	
ADDRESS OF BRANCH OFFICE	CITY	ZIP CODE			
630 Florence Ave., PO Box 890	Owatonna	55060			
BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
MNPrarie Waseca site	507-835-0560		507-835-0566	507-835-0570	
ADDRESS OF BRANCH OFFICE	CITY	ZIP CODE			
299 Johnson Ave. SW Suite 160	Waseca	56093			

## C. Agency contact people

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

### 1. County CCAP administrative contact

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

<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 507-635-6172	EXTENSION 6172	FAX NUMBER 507-635-6186
EMAIL ADDRESS cathy.skogen@co.dodge.mn.us	SIR EMAIL ADDRESS X120507		
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 checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Jeremy	LAST NAME Allen	
TITLE Financial Assistance Specialist	PHONE NUMBER 507-635-6170	EXTENSION 6171	FAX NUMBER 507-635-6186
EMAIL ADDRESS jeremy.allen@co.dodge.mn.us	SIR EMAIL ADDRESS X120215		
ADDRESS 22 6th St E Dept 401	CITY Mantorville	ZIP CODE 55955	

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Kim	LAST NAME Volk	
TITLE Case Aide	PHONE NUMBER 507-444-7513	EXTENSION	FAX NUMBER 507-444-5947
EMAIL ADDRESS kim.volk@co.steele.mn.us	SIR EMAIL ADDRESS X174524		
ADDRESS 630 Florance Ave	CITY Owatonna	ZIP CODE 55060	

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Carol	LAST NAME Carter	
TITLE Case Aide	PHONE NUMBER 507-835-0570	EXTENSION	FAX NUMBER 507-835-0566

EMAIL ADDRESS	SIR EMAIL ADDRESS	
carol.carter@co.waseca.mn.us	X181304	
ADDRESS	CITY	ZIP CODE
299 Johnson Ave SW Ste 160	Waseca	56093

### 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 checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME	LAST NAME	
	Jeremy	Allen	
TITLE	PHONE NUMBER	EXTENSION	FAX NUMBER
Financial Assistance Specialist	507-635-6170	6171	507-635-6186
EMAIL ADDRESS	SIR EMAIL ADDRESS		
jeremy.allen@co.dodge.mn.us	X120215		
ADDRESS	CITY	ZIP CODE	
22 6th St E	Mantorville	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, part 3400.0140, subpart 7**

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

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

### 1. Subcontracted program components

Identify the CCAP components which have been subcontracted.

MFIP, DWP and Transition Year CCAP
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**2. County worker responsible for administration of the subcontract/agreement between the county agency and the subcontracted agency**

Mr.  Mrs.  Ms.      FIRST NAME: Kristin      LAST NAME: Ferris

TITLE: Executive Assistance      PHONE NUMBER: 507-635-6170      EXTENSION:      FAX NUMBER: 507-635-6186

EMAIL ADDRESS: kristin.ferris@co.dodge.mn.us      SIR EMAIL ADDRESS: X120559

ADDRESS: 22 6th St E      CITY: Mantorville      ZIP CODE: 55955

**3. Administrative contact in subcontracted agency**

NAME OF SUBCONTRACTED AGENCY: MRCI

Mr.  Mrs.  Ms.      FIRST NAME: Marcia      LAST NAME: Highum

TITLE: Program Manager      PHONE NUMBER: 507-444-7570      EXTENSION:      FAX NUMBER: 407-444-7597

EMAIL ADDRESS: mhighum@beces.org; marcia.highum@co.steele.mn.us

ADDRESS: 630 Florence Ave      CITY: Owatonna      ZIP CODE: 55060

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

NAME OF SUBCONTRACTED AGENCY: MRCI

Mr.  Mrs.  Ms.      FIRST NAME: Dayne      LAST NAME: Hammer

TITLE: Site Supervisor      PHONE NUMBER: 507-444-7577      EXTENSION:      FAX NUMBER: 507-444-7597

EMAIL ADDRESS: dayne.kurtzer-hammer@co.steele.mn.us

ADDRESS: 630 Florence Ave      CITY: Owatonna      ZIP CODE: 55060

NAME OF SUBCONTRACTED AGENCY

MRCI

Mr.    Mrs.    Ms.  
 FIRST NAME: Julie  
 LAST NAME: Yearling

TITLE: CCAP Program Aide  
 PHONE NUMBER: 507-444-7575  
 EXTENSION:  
 FAX NUMBER: 507-444-7597

EMAIL ADDRESS: julie.yearling@co.steele.mn.us

ADDRESS: 630 Florence Ave  
 CITY: Owatonna  
 ZIP CODE: 55060

NAME OF SUBCONTRACTED AGENCY

MRCI

Mr.    Mrs.    Ms.  
 FIRST NAME: Michele  
 LAST NAME: Rademaker

TITLE: Employment Counselor/Office Supervisor  
 PHONE NUMBER: 507-444-7584  
 EXTENSION:  
 FAX NUMBER: 507-444-7597

EMAIL ADDRESS: michele.rademaker@co.steele.mn.us

ADDRESS: 630 Florence Ave  
 CITY: Owatonna  
 ZIP CODE: 55060

### 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: 507-444-7570

## II. Eligibility

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

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

Minnesota Rules, part 3400.0040, subpart 12

Within the mandates of MN Rules, Chapter 3400, MNPrairie 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 contributing factors that determined 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?
- Yes  No

Minnesota Rules, part  
3400.0040, subpart 15

## B. Basic Sliding Fee Waiting List Management

### 1. Priorities for Service

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

Minnesota Statute,  
section 119B.03,  
subdivision 4

- Yes  No

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

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

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

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

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

1) An initial notice is sent to inform them they have been added to the waiting list. The information includes their position on the waiting list. Every six months they are sent an updated letter informing them of their position on the waiting list.

2) When we sent the six month notice we ask the family if they wish to continue to be on the waiting list by indicating wither ye or no on the notice and returning it to our agency within 15 days.

3) If the family fails to return the notice or indicates they want to be removed from the waiting list a notice they are sent a notice stating they have been removed from the waiting list.

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

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

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

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

Minnesota Rules, part 3400.0040, subpart 17

Minnesota Rules, part 3400.0060, subpart 6

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

- Yes  No

### C. Child care for job search activities

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

Minnesota Rules, part 3400.0040, subpart 15a

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

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

### D. Child care for school release days

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

CCAP Policy Manual 9.1

- Authorize actual hours needed and increase or decrease hours based on known school release days.  
 Authorize the hours care is needed when there are no school release days.  
 Authorize the highest number of hours care is needed with the provider.  
 More than one of the above.  
 None of the above.

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

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

CCAP Policy Manual 9.1

- Authorize the typical number of hours needed and when the schedule requires additional care, the provider bills for the additional care. Case Notes entered to allow for payment of additional hours.  
 Authorize the minimum number of hours care is needed and when the schedule requires additional care, the provider bills for the additional care. Payment is made by increasing the number of hours listed in the "total hours of care authorized" field on the billing window or by creating a new Service Authorization.  
 Authorize the highest number of hours care is needed with the provider. The provider is expected to bill only for the time that care is needed.  
 More than one of the above.  
 None of the above.

### F. Case Transfers

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



Under what circumstances do you accept cases earlier than required?

When requested for MFIP/DWP cases so accurate employment plans can be used to authorize activities and SA's.

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

### III. Health and safety

#### A. Unsafe care criteria

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

Minnesota Statute,  
section 119B.125,  
subdivision 2

Minnesota  
Statutes,  
chapter 245C

If your county applies additional conditions beyond those found in Minnesota Statute, section 119B.125, subdivision 2, under which a legal nonlicensed provider or legal nonlicensed care arrangement will be determined to be unsafe, list these conditions below. These conditions cannot conflict with the criteria in Minnesota Statute, sections 245C.14 or 245C.15, subdivision 2, by providing that a conviction for a crime or offense not listed in that subdivision is an automatic bar to authorization as a legal nonlicensed family child care provider. Instead, a conviction for a crime or offense not listed in Minnesota Statute, sections 245C.14 or 245C.15, may constitute unsafe care, and therefore bar authorization, only when the conviction reflects on the provider's ability to provide care.

1. Does your county apply additional conditions of unsafe care beyond those contained in Minnesota Statute, sections 245C.14 or 245C.15, to legal nonlicensed providers or legal nonlicensed care arrangements?  
 Yes  No
2. Does your county apply the above unsafe care criteria to licensed providers as well as legally nonlicensed providers?  
 Yes  No

#### B. Records of substantiated parental complaints

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

A report is given to child protection intake to be assessed by a child protection assessment social worker.

2. How does your county:
- Maintain these records of substantiated complaints, and
  - Make this information available to the public when requested?

Minnesota Rules, part  
3400.0140, subpart 6

Minnesota Statutes,  
chapter 13

Records of substantiated complaints are maintained for 3 years by the agency. Upon request, information governing complaints shall be released to the public (MN.Stat.Chapt.13).

## IV. Special needs rates

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

Minnesota Statute,  
section 119B.13,  
subdivision 3

Minnesota Rules,  
part 3400.0130,  
subpart 3

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

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

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

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

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

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

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

Minnesota Rules, part  
3400.0110, subpart 8

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

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

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

Yes  No

## V. Payment policies

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

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

Minnesota Rules, part 3400.0110, subpart 8

Yes  No

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

### B. Background checks for legal nonlicensed providers

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

Minnesota Statute, section 119B.125

Minnesota Statutes, chapter 245C

Minnesota Statutes, chapter 245A

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

Yes  No

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

per family \$ 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, part 3400.0120, subpart 2

Minnesota Rules, part 3400.0110, subpart 2a

Yes  No

### D. Submission of invoices

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

Minnesota Statute, section 119B.13, subdivision 6

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

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

MNPrairie may pay a bill submitted by a provider after the 60-day limit under the following circumstances; Agency error, agency delay at not 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 providers 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 MEC<sup>2</sup> 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 the parent.

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

Providers are required to keep paper records of care given and billed through 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. Absent day policy

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

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

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

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

## VI. Program integrity

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

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

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

Case Reviews:  Full reviews  Targeted reviews  Both

Provider Reviews:  Full reviews  Targeted reviews  Both

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

Case Reviews:  %  Month  Quarter  Other

Provider Reviews:  %  Month  Quarter  Other

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

## 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, part 3400.0140, subpart 2**

Dodge site: Community outreach is done by having a booth at the Dodge County Business Expo, the Dodge County Fair and the Triton Parent Resource Fair. A powerpoint presentation is played on a screen in our lobby waiting room. Information is available through our website. Staff who meet with the public share information regarding

benefits of the program and how to apply for service.

Steele site: Brochures are available at Human Services, Public Health Nursing, CCR&R, Food Shelf, Clothes Line and all schools.

Waseca site: MFIP clients are notified at MFIP orientation. Information about the BSF program is provided to businesses, child care providers and churches. Brochures are available at child serving agencies. The program has been publicized through the local newspaper.

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

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

We refer families to other public and private agencies who may have access to other funding and services. Information is shared in person, by phone, fax and email. We coordinate our efforts to maximize available resources. These community based programs include:

Dodge Site: SEMCAC

Waseca Site: public schools, MVAC, United Way, Grace Lutheran Church Endowment Fund, Neighborhood Service Center, Salvation Army.

- C.** Identify any other county policies that apply to the Child Care Assistance Program which are not specifically required by state or federal rule or law.

**Minnesota Rules, part 3400.0140, subpart 1**

**Minnesota Rules, part 3400.0150, subpart 2**

None.

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

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

Dodge site: The plan is posted on our public county website for a period of 21 days prior to submission to DHS. A paper copy of the plan is posted in the lobby of our county office. Information about the plan is included on the power point information shown in our lobby. The county licensor shares information about the plan with providers at their joint meeting. The financial assistance supervisor shares the plan with all eligibility workers who process child care assistance applications.

Steele Site: The plan is presented to the Human Services Committee and the County Board. Both meetings are published in the local newspaper and open to the public. A copy is available at the Steele County Human Services office. A letter is sent to interested parties including a web page address. The plan is also published on the Steele County web page.

Waseca site: Notification of the ability to review our plan is on the Waseca county website.

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

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

None.

- 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

Dodge site: [www.co.dodge.mn.us/humanservices\\_financialassistance.html](http://www.co.dodge.mn.us/humanservices_financialassistance.html) Steele site: [www.steele.mn.us](http://www.steele.mn.us) Waseca site: [www.waseca.mn.us](http://www.waseca.mn.us)

## VIII. County assurances

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

- A. The county is informing parents about the following as required under Minnesota Rules, part 3400.0035, subpart 1.**
- The documentation necessary to confirm eligibility for CCAP
  - Waiting list information
  - Application procedures

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

- Families rights and responsibilities when choosing a provider

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

- Federal and state child and dependent care tax credits
- Earned income credits
- Other services for families with young children
- Child care resource and referral services
- Child Care Assistance Program eligibility requirements
- Family copayment fees and how computed
- Information about how to choose a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee; and
- The importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

**County assures compliance**

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

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

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

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



**County assures compliance**

**SUBMIT BY E-MAIL**