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# **McLEOD SOCIAL SERVICE CENTER**

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Gary L. Sprynczynatyk, Director

Health and Human Services Building  
1805 Ford Avenue North, Suite 100  
Glencoe, MN 55336

FAX: (320) 864-5265 (Financial/Child Support Unit)  
(320) 864-1212 (Child Protection Unit)  
(320) 864-1341 (All Other Social Services)

All phone numbers Voice/TDD

320-864-3144 (Local)  
320-484-4330 (Toll-Free from Hutchinson, MN)  
1-800-247-1756 (Toll-Free)

## **Child Care Assistance Program Overview**

### **I. INTRODUCTION**

CCAP Program Definitions

How to Apply

### **II. PROVIDER REQUIREMENTS**

Types of Child Care

Provider Background Checks

### **III. HOW THE CCAP PROGRAM WORKS – FAMILY ELIGIBILITY**

Family Copayments

Exceptions to Collection of Copayments

Authorized Activities

Reporting Requirements

Overpayments

### **IV. AUTHORIZATIONS, BILLINGS & PAYMENTS**

Payment Process

Provider Billing Practices

Authorization and Payment

Provider Rates

Absent Day Policy

Billing for Holidays

### **ADDENDUM A: CHILD CARE CO-PAYMENT TABLES**

## I. INTRODUCTION

### A. Program Definitions

The Minnesota Child Care Assistance Program (CCAP) helps families pay for child care in order to work, look for work, or attend school. The CCAP program is available in all Minnesota counties and families may apply at county human services offices. The CCAP program includes these three subprograms:

- **MFIP Child Care:** for families who receive assistance through the Minnesota Family Investment Program (MFIP) or the Diversionary Work Program (DWP).
- **Transition Year Child Care:** is available to families for a full year after their MFIP case closes. If there is a waiting list for the Basic Sliding Fee Child Care Program, you may get help from this program for more than a year.
- **Basic Sliding Fee Child Care:** for other families with low incomes who meet the program requirements.

### B. How to Apply

In McLeod County, applications are taken for these programs at:

McLeod County Social Service Center	<b>Phone:</b> (320) 864-3144
Health and Human Services Building	(320) 484-4330
1805 Ford Ave North, Suite 100	1-800-247-1756
Glencoe, MN 55336	

Applications may be filed in person or by mail. To apply by mail, call any of the phone numbers listed above and ask for a Child Care Assistance Application or complete the application on-line at <https://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-3550-ENG>. You will need to print this application and send it to the address listed above.

## II. PROVIDER REQUIREMENTS

### A. Types of Child Care:

**A Legal Non-licensed Child Care Provider** is registered with the County (i.e. a friend, neighbor, or a relative who is 18 years of age or older can be registered). These providers do not have to be licensed if: a) they only provide care for relatives and/or, b) they provide care to a single unrelated family, or c) they provide care for less than 30 days in any 12 month period. These providers must pass a background check, pay an annual \$75.00 registration fee, and verify completion of a First Aid and CPR training course.

**A Licensed Family Child Care Provider** is self-employed and licensed by the State. Because they are licensed, they can care for more families that are not related to them. This child care is done in the provider's home. Licensed providers are required to follow State rules for family child care homes under Minnesota Rules Chapters 9502.0300 to 9502.0445.

**A Child Care Center** has teachers and assistants and has to meet State rules for their programs. They can care for as many children as their State license allows. Preschools and nursery schools are also in this category.

**License Exempt Center(s)** are programs like a child care center that are not required to have a child care license. These include extended day school age childcare programs, extended kindergarten programs that offer more hours than half day free public kindergarten, camps licensed by the State Health Department, school age centers operated by public schools, and some other after school programs.

**B. Provider Background Checks**

Licensed providers have background studies completed as part of the licensing process, and legal non-licensed providers have these background studies as part of the CCAP registration process. Also, the State checks the backgrounds for licensed child care center staff.

Background studies include checks of the county Social Service records, history of child maltreatment, and criminal history checks. If the background check information includes certain crimes, child maltreatment history, and/or recent chemical dependency issues, a provider may be disqualified from providing care to families on Child Care Assistance.

State law prohibits the county from authorizing persons who have felony convictions for various crimes. Information on which crimes apply to this law is available for persons interested in providing child care. Background applicant studies are required for everyone age 13 and older in the household. If care is in the parent's home, only the provider needs a background applicant study. Fees are \$75.00 annually per household.

The purpose of background studies is to assist the county in decisions about unsafe child care. However, parents have the primary responsibility to choose a provider who has the ability to provide safe care and surroundings. Parents have the right and responsibility to choose a provider who they trust and who meets the county's requirements for registration or licensing.

**III. HOW THE CCAP PROGRAM WORKS – ELIGIBILITY**

**A. Family Copayments**

Almost all of the families receiving CCAP are required to pay part of the costs of their child care. The amount of this co-payment depends on income and family size. The co-payment is subtracted from the payment to the provider, and parents pay this amount directly to their provider. If the co-payment is not paid, the State requires that child care be closed until the bill is paid, or until a payment agreement is worked out between the parent and the provider.

## **B. Exceptions to Collection of Copayments**

If a provider chooses not to collect the copayment, the provider must keep a record concerning the date of service for which they did not collect the copayment.

Also, CCAP allows someone other than the parent to pay the copayment. In these cases, the provider must keep a record of the name of the person or organization who made the payment, and the dates of service.

## **C. Authorized Activities**

CCAP allows child care to be authorized only for approved activities, such as job search, work or school, and a reasonable amount of travel time. Other uses may result in overpayments or a referral for fraud investigation. Parents need to call their child care worker:

- before using more hours than are currently authorized, or
- when the school or work schedule changes, or
- when a job begins or ends, or
- when they start or stop job search

## **D. Reporting Requirements**

Parents must report the following changes for each family member to their Child Care Assistance worker **within ten (10) calendar days**.

Failure to report these changes within ten (10) calendar days may result in an overpayment, termination, or closing of your Child Care Assistance, a fraud investigation and/or possible criminal charges.

- Employment status.
- Names of people who move in or out of your household and their relationship to you and your child/children.
- Marriages, separations, divorces.
- All income including but not limited to wages, Social Security, MFIP, Unemployment Compensation, and other cash payments.
- Child support paid by you to someone who does not live with you.
- Address or residence
- Health and dental insurance premiums.
- Work, school, or job search hours.
- Names of child care providers.
- Child custody arrangements.

Provider changes must be reported fifteen (15) days in advance of the change.

## **E. Overpayments**

When parents or providers are overpaid, the CCAP program will recover the overpayment as required by State policy. For overpayments to parents, this usually is done by increasing the co-payment until the amount is recovered.

The Department will recoup overpayments even if the overpayment was due to agency error or other circumstances outside the responsibility or control of the family. The agency will notify the family of the reason for the overpayment, the time period in which the overpayment occurred, the amount of the overpayment, and the family's right to appeal the agency's recoupment of the overpayment.

When a family or provider has an overpayment due to agency, client or provider error, the monthly recoupment amount will be determined by the MEC-2 computer system.

If the family is no longer eligible for child care assistance, the county will initiate efforts to recover any overpayments.

## **IV. AUTHORIZATIONS, BILLINGS AND PAYMENTS**

### **A. Payment Process**

The parent or provider can mail or drop off the billing forms for payment. Both the parent and their provider are responsible for the days and hours claimed on the billing form. Parents must review the hours recorded by the provider on the billing form, and if there is disagreement, the parent should try to work with their provider or call their child care worker.

Only the parent and the child care provider can sign billing forms that are sent in for payment. **Do not sign any blank billing forms.** Do not sign for someone else. If the County finds information on a billing form that is false, the County may follow through with legal action. Payments may be delayed if more hours are billed than authorized without prior approval or if billing forms are not filled out correctly.

Billing forms are entered on the State computer system. The State computer system then issues payments either by check or by electronic deposit. Once a billing form is processed, payments are sent nightly by the state payment system in St. Paul. Usually payment is made within ten days of when the county receives an accurate and complete billing form. However, at times payments are delayed and the State allows 30 days for processing payments after a billing form is received by the county.

### **B. Provider Billing Practices**

Providers establish their own policies for billing and payments. It is very important for parents and providers to discuss these policies ahead of time. Providers are required to give parents a written copy of their policies when they begin care and anytime a policy is updated or changed. These policies may include rates, absent day policies, and termination notice rules. At times, CCAP can pay all of the provider's charges, and other times not, depending on the provider's billing practices and how these fit with State policies. A provider can require that parents pay the difference in these cases.

### **C. Authorization and Payment**

**CCAP will pay:**

- for the authorized hours of child care
- up to the DHS maximum rates
- minus the family's co-pay amount

**CCAP cannot pay:**

- more than the provider bills
- for more care than the authorized hours
- for more than the CCAP maximum rates
- for provider vacation days, provider sick days, or any other days that child care is not available, other than holidays

**The amount paid is based on:**

- the county where care is provided
- the age of child
- the type of provider
- the number of hours of child care that are authorized

Based on the provider's billing practices, CCAP will pay the maximum amount that is allowed by state law and rules.

**D. Provider Rates**

The State has set maximum child care rates for each County. Providers may charge less than the maximum rates. Providers may not charge families on Child Care Assistance more than they charge private pay clients.

**E. State Absent Day Policy**

**Billing for absent days:**

Providers may bill CCAP for absent days if:

- The care was authorized by CCAP and scheduled by the parent, but the child was absent **AND**
- It is the provider's policy to bill all of their families for absent days **AND**
- The scheduled hours are identified in the provider's attendance records as an absent day **AND**
- The care is available.

CCAP will not pay for more than ten absent days in a row of scheduled care. If a child is absent for part of a day the payment for that day will be for the amount of care that is scheduled for that day but the day will not count toward the 25 day limit.

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 their 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 provider is aware that a child has stopped attending, they should notify the family's CCAP worker immediately.

**F. 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's Birthday (3<sup>rd</sup> Monday in January)
- Washington and Lincoln's Birthdays (3<sup>rd</sup> Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1<sup>st</sup> Monday in September)
- Christopher Columbus Day (2<sup>nd</sup> Monday in October)\*
- Veterans Day (November 11)
- Thanksgiving (4<sup>th</sup> Thursday in November)
- Christmas Day (December 25)

\*The day after Thanksgiving may be substituted for Christopher Columbus Day.

Families may switch other cultural or religious holidays for the 10 recognized state and federal holidays if they let their CCAP worker know before or within 10 days after the substitution.

The family must request the substitution of an alternate holiday. Providers will let parents know their holidays if they are different than the 10 recognized state and federal holidays so they may request a substitution.

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, provider sick days, or any other days that child care is not available, other than for holidays.**