

# Minnesota Child Care Assistance Program (CCAP) Child Care Provider Guide



Minnesota Department of **Human Services**

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Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 1-888-428-3438.

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LB3-0001 (10-09)

ADA5 (5-09)

This information is available in alternative formats to individuals with disabilities by calling your county worker. TTY users can call through Minnesota Relay at (800) 627-3529. For Speech-to-Speech, call (877) 627-3848. For additional assistance with legal rights and protections for equal access to human services programs, contact your agency's ADA coordinator.

If you feel the county or the Minnesota Department of Human Services treated you differently in the handling of your public assistance application or benefits because of race, color, national origin, political beliefs, religion, creed, sex, sexual orientation, public assistance status, age, or disability, including physical access to government buildings, you may file a complaint with your county agency or any of the following agencies.

Minnesota Department of Human Services  
Equal Opportunity and Access  
PO Box 64997  
St. Paul, MN 55164-0997  
(651) 431-3040 (Voice)  
(866) 786-3945 (TTY)

Minnesota Department of Human Rights  
Freeman Building  
625 Robert Street North  
St. Paul, MN 55155  
(800) 657-3704 (Voice)  
(651) 296-1283 (TTY)

U.S. Department of Health and  
Human Services  
Office for Civil Rights, Region V  
233 North Michigan Avenue, Suite 240  
Chicago, IL 60601  
(312) 886-2359 (Voice)  
(312) 353-5693 (TTY)

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## **Why Should You Read This Booklet?**

This booklet is for you - the child care provider. It explains what you need to know to get payment from the Department of Human Services (DHS) for families who get benefits from the Child Care Assistance Program (CCAP). We want to make this program work for you and the families we serve.

## **What is CCAP?**

CCAP helps some low income parents pay for child care. These are parents or guardians who need child care because they are working or are preparing for work. Parents apply for child care assistance through their county. The amount of the assistance they receive is based on a number of factors including the family size, the family's income, the age of the child or children, the type of child care and how many hours of care are needed.

If a family is eligible for assistance, the payment is made directly to the child care provider unless the child care is provided in the child's home. If care is provided in the child's home the payment is made to the parent, who then must pay the provider. Providers must be "authorized" by the family's county of residence before payment can be issued.

## **Self employment and tax issues**

Most child care providers are self-employed. That means 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, from CCAP, and from any other sources that pay child care expenses for the family (see page 46 for resources). CCAP makes payments on behalf of the family, but CCAP is not your employer.

## **Why CCAP needs your Social Security Number or Federal Employer Identification Number**

The Internal Revenue Service (IRS) requires CCAP to obtain your Social Security Number (SSN) or Federal Employer Identification Number (EIN) to report what we pay you. The name you give CCAP must match your name with the IRS. We check your name and SSN or EIN with the IRS. If your name and number are not valid, you will be subject to an IRS fine and you will not get payments from CCAP. You may also have to pay back any money you have been paid.

## **What CCAP tells the Internal Revenue Service (IRS)**

CCAP keeps track of all payments made to providers. CCAP does not take any taxes from payments made to you. We report what we pay you to the IRS. We will send you a statement (IRS 1099-Misc) in January, showing how much we paid you 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.

## General CCAP Provider Requirements

A family who gets help paying for their child care through CCAP chooses a child care provider. When a family chooses a provider that is not already authorized by CCAP, CCAP will send the provider the forms and information the provider needs to become authorized. The provider must meet certain requirements to be paid by CCAP. CCAP pays the child care provider on behalf of the family.

A child care provider must be authorized by the county where the family lives to receive child care assistance payments. If you want to be authorized in more than one county because you care for children from families who live in different counties, you must complete the registration process in each county where you wish to be authorized.

### Authorization

A provider chosen by a family receiving or applying for CCAP must be authorized before payment can be approved. To be authorized a provider must:

- Be a legal provider (see pages 3 and 4).
- Sign the right *Provider Acknowledgment* (see pages 3 and 4) and provide the following information:
  - The rates, policies for child absences and holidays, any notice days required before a child ends care, and any required registration or activity fees.
  - If licensed, proof of license status.
  - Proof of any accreditation or credential (see page 16) if the provider accreditation rate bonus is being requested.
  - A statement acknowledging that charging child care assistance families more than families not receiving child care assistance for the same services or wrongfully obtaining child care assistance may be a crime.
  - A statement acknowledging that parents must be given unlimited access to their children and to the provider caring for the children during all hours that the children are in the provider's care.
  - A statement acknowledging responsibility for notifying CCAP of child absence days and the end of care.
  - A statement acknowledging responsibility for immediately notifying CCAP of any changes to the information provided, or that is in the provider's acknowledgment.
  - A statement acknowledging status as a mandated reporter of maltreatment of minors under Minnesota Statutes, section 626.556.
  - A statement acknowledging that when the county knows that a particular provider or child care arrangement is unsafe, the county may deny child care assistance payments to that provider.

There are additional requirements for authorization of Legal nonlicensed (LNL) providers (see page 5).

## Provider Types and CCAP Registration Requirements

There are different types of providers. Different provider types have different *Provider Registration and Acknowledgement* forms and different requirements.

### Licensed family child care providers and licensed centers

A licensed individual or a licensed center must have a valid child care license issued by a state or a tribe and provide child care services in the licensing state or in the area under the tribe's jurisdiction.

Use *Licensed Provider Registration and Acknowledgement* (DHS-5190-ENG) found on the DHS website at: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5190-ENG>

### 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 that the following types of child care do not have to be licensed:

- Child care provided for a cumulative total of less than 30 days in any 12-month period.
- Child care operated by a school 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 to provide social and recreational activities.
- Programs operated by a public school for children 33 months or older.
- Programs operated by a nonpublic school for children 33 months or older are exempt from licensing until July 1, 2009.
- Camps licensed by the commissioner of the Minnesota Department of Health.

Use *Licensed Exempt Provider Registration and Acknowledgement* (DHS-5191-ENG) at: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-5191-ENG>

### Legal nonlicensed providers (LNL)

Generally, anyone 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.  
“Related” means a spouse, a parent, a natural or adopted child or stepchild, a stepparent, a stepbrother, a stepsister, a niece, a nephew, an adoptive parent, a grandparent, a sibling, an aunt, an uncle, or a legal guardian. (Although a spouse, a parent, a natural or adopted child or stepchild, or a stepparent are “relatives” as defined by licensing, they are not eligible for CCAP payments because they are part of the CCAP family).
- 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 (Minnesota Statutes, section 245A.03, subdivision 2b).

- A person who applied for a child care license, or who had a child care license, and who 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 be paid by CCAP, a LNL provider must:

- Be at least 18 years of age.  
AND
- Not be a member of the MFIP assistance unit or a member of the family applying for or receiving child care assistance.  
AND
- Provide child care only to related children, and/or provide child care to children from a single unrelated family at one time.

Related refers to the provider being a sibling, a step sibling, a niece, a nephew, a grandparent, an aunt, or an uncle.

Use *Legal Nonlicensed Provider Registration and Acknowledgement* (DHS-5192-ENG) on the Web at: <https://edocs.dhs.state.mn.us/lfsrver/Public/DHS-5192-ENG>

**Licensed family and LNL providers can not get CCAP for their own children or children in their family while they are providing child care or being paid to provide child care. They may get CCAP for their children when they are in other activities that meet CCAP requirements. The hours the provider receives CCAP for their own children must not overlap with the hours they provide child care.**

## **Additional Requirements for LNL Providers**

### **Background study**

A required part of the registration process for LNL providers is a criminal background study. The LNL provider and all household members 13 and older must fill out the *Authorization for Background Study* form. Once the LNL provider has returned the signed *Authorization for Background Study*, CCAP will request information about the provider and the household members from the Bureau of Criminal Apprehension, the juvenile courts, and social service agencies. CCAP 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 (b)-(e) lists the crimes and the length of time since the crime occurred which would prevent the authorization of an LNL provider.

[http://ros.leg.mn/bin/getpub.php?pubtype=STAT\\_CHAP\\_SEC&year=current&section=119b.125](http://ros.leg.mn/bin/getpub.php?pubtype=STAT_CHAP_SEC&year=current&section=119b.125)

### **Other requirements**

- If a family chooses a LNL provider, the family must sign an acknowledgment that the parent and the provider have reviewed the health and safety information provided by the county.
- The family must provide an immunization record for each child to the provider within 90 days of beginning care and must give the provider updated immunization information when it is available.
- The LNL provider must obtain an immunization record for each child in the provider's care within 90 days of starting to care for the child.
- In addition to the authorization requirements of Minnesota Statutes, section 119B.125, LNL providers must obey state and local health ordinances and building and fire codes that apply to the place where child care is provided.
- The county must give health and safety material to LNL providers and refer these providers to the local Child Care Resource and Referral (CCR&R) agency (see page 46).

## **CCAP Provider Registration and Authorization Process**

To register, you must fill out the *Provider Registration and Acknowledgement* form for your provider type and return it and the forms listed on the *Provider Registration and Acknowledgement* to the county agency. Other forms that are part of the registration process include:

- *Rights and Responsibilities/Penalty Warning* (DHS-4079)
- *Notice of Privacy Practices* (DHS-3985)
- *Authorization for Background Study* (DHS-5193) (for LNL providers only)
- *W-9-Request for Taxpayer Information*

You also must provide all of your written payment policies.

After you have filled out and returned the forms, CCAP will review them and tell you by mail whether you have been authorized. You cannot be paid for care you provide until both you and the family who has chosen you as their provider have been authorized. If you are denied authorization as a child care assistance provider, a parent may appeal the denial. If he/she appeals, we will tell you my mail. You have the right to appeal the denial of your authorization to district court.

When both you and the family have been authorized, CCAP will send a *Service Authorization*. The *Service Authorization* lists how much child care is approved for the family, the most that we would pay, and how payments will be made.

A provider must be reauthorized every two years. A LNL provider also must be reauthorized when another person over the age of 13 joins the household, a current household member turns 13, or there is reason to believe that a household member has a factor that prevents authorization.

## **In-Home Providers**

### **Selection of in-home provider**

A CCAP family who chooses to have a child care provider care for their child or children in the family's home may be considered an employer of the provider. You should be aware of resources available about these legal rights and responsibilities. Parents are responsible for meeting any employer-related requirements when they choose a provider who will provide child care in the family's home.

The U.S. Department of Labor, Wage and Hour Division, enforces the Fair Labor Standards Act. This law says that employees must be paid at least the federal minimum wage for all hours worked and that hours worked over 40 in a week be paid at one and one-half times an employee's regular pay. This law applies to any one providing child care in a private home for more than 20 hours a week, on a regular basis. See the *Resources* section (page 46) for more 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. Counties will check with the provider, if needed, to make sure the payment is used for child care.

Because the family receives the payment and the *Remittance Advice*, an in-home provider must sign a release to let the family see information on the *Remittance Advice* (see page 42) about any amount being withheld from the payment for the provider and the reason for those withholdings (see page 38).

## **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 LNL provider, a license exempt center, or a provider licensed by an entity other than the State of Minnesota, the county will deny or end the authorization of the provider.

### **Complaints against LNL providers**

Within 24 hours of receiving a complaint about the health or safety of a child being cared for by a LNL provider, a county must relay the complaint to:

- The child protection agency if the complaint alleges child maltreatment as defined in Minnesota Statutes, section 626.556, subdivision 10e
- The public health agency if the complaint alleges a danger to public health due to communicable disease, unsafe water supply, sewage or waste disposal, or 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 appropriate.

If a provider's authorization is ended, CCAP may not make any payments for the time period after the effective date of the notice unless the reasons for the complaint have been resolved and the provider has been reauthorized.

## **Copayments**

### **What is a copay?**

Families receiving child care assistance from CCAP may have to pay part of the cost of their child care. This portion of the cost is called a copay. The family's copay amount is based on their income and size of their family. The family owes you, the provider, their copay plus any amount you charge above the CCAP maximum rates. The *Service Authorization* (see page 22) and the *Billing Form* (see page 27) show the copay amount that will be deducted from the payment.

Both you and the family will know the copay amount in advance. If there is more than one provider, usually only one will collect the copay. The family tells their worker which provider is their primary provider. This is usually the provider who gives most of the child care. The family usually pays the copay to the primary provider.

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. It is up to you and the parent to decide 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.

### **What happens if the family does not pay the copay?**

To stay eligible for child care the family must pay their copay or make other payment arrangements with you. If they don't, you can 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 CCAP that the copay has not been paid, CCAP will send a notice to the family that their child care assistance case will close. CCAP must be notified by you or have other proof that the family has paid their copay or made arrangements to pay to continue the family's assistance.

CCAP can end the family's assistance only for not paying the copay amount stated on the *Billing Form*. We can not end the family's assistance for amounts the parent owes over the CCAP maximum rates or for other money the parent may owe you.

### **Other copay arrangements**

A source other than the family may pay the family's copay, or you may choose to waive the family's copay. This does not affect a family's eligibility for CCAP. If a source other than the family pays the family's copay, you must keep records of the payment source, amount, and time period covered by the payment for each family. If you waive a family's copay you must keep records of the amount you waived and time period covered for each family.

## **Additional Provider Requirements**

### **A provider must:**

- Give CCAP their correct, valid SSN or EIN
- Charge the family the same rate (or less than) they charge non-CCAP families
- Bill for the amount of care they provided
- Keep billing records and daily attendance records for each child in care for at least six years and allow CCAP to review their records upon request
- Not bill a CCAP family for any amount collected by CCAP from the provider to recover a provider overpayment, or for any amount paid by CCAP to a creditor of the provider due to a lien, garnishment or other legal process.

### **Child care providers must maintain and make available on request the following records:**

- Daily attendance records for all children receiving child care assistance
- Records of charges and payments for all children in care
- Proof of payments to you of a family's copayment made by a source other than the family. Document:
  - Payment source
  - Amount received
  - Time period covered.
- Proof of payments to you of part or all of a family's child care costs that CCAP cannot pay if the payment is made by a source other than the family. Document:
  - Payment source
  - Amount received
  - Type of expenses paid
  - Time period covered.

CCAP may ask to see these records or ask for copies of these records. The provider must make these records available as soon as is reasonably possible. A provider's authorization may be denied or ended if there is reason to believe the attendance records are not being kept. These records must be kept for 6 years after the day child care was provided. See the **Resources** section (page 46) for record-keeping and business resources.

### **A provider must report immediately to CCAP:**

- If a child has been absent for more than 7 consecutive days
- If a child ends care
- Any changes in information you previously provided in the *Provider Acknowledgment* including your rates, charges for absences and holidays, notice days required before a child ends care, and required registration or activity fees
- Also, LNL providers must report all changes that require reauthorization. A LNL provider must be reauthorized when another person over the age of 13 joins the household, a current household member turns 13, or there is reason to believe that a household member has a factor that prevents authorization.

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

## **Parent, Provider, and County Communication**

### **What can CCAP disclose about families?**

The law allows CCAP to give limited information about families we serve once we have verified that you are the provider for that family.

We can tell you:

- The number of authorized hours for child care
- How much and how CCAP will pay you
- The amount the family must pay you
- The reason for any delay in payment.

A parent must sign a release to allow us to share any other information.

### **Notices to providers**

You will receive a notice of any change to your provider authorization, or to a child's authorization or a family's child care assistance if it affects the child care amount or the payment.

### **Notice to providers if a family's CCAP ends**

When a family's child care assistance is closed, CCAP will send the provider a notice containing the following information:

- The family's name
- That child care assistance for the family is closing
- The day the case will close
- That CCAP payments will no longer be made after the closing date unless the family asks to continue receiving assistance during an appeal. The notice to a provider will not contain information on why payments will no longer be made.

The notice will be mailed to you at least 15 calendar days before the date of the action unless the family had appealed a negative action and loses the appeal.

### **Notice to providers of negative actions to families**

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

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

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
- That unless the family appeals the action before the effective date, the action will occur on the effective date.

The notice will be mailed to you at least 15 calendar days before the date of the action unless the family had appealed a negative action and loses the appeal.

## **Notice to providers if a family stops using the provider**

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

- The family's name;
- That the family has decided to stop using that provider; and
- The day CCAP payments will end.

## **Notice to providers of negative actions to the provider**

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

- A denial of authorization as you as a provider
- An ending of authorization of you as a provider
- A decrease in the number of hours of care on a *Service Authorization* for a child
- A finding that you have an overpayment.

The notice will include the following information:

- A description of the action
- The day the action is effective
- That unless a family appeals the action before the effective date or the provider appeals the 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 had appealed a negative action and loses the appeal
- You are a licensed provider whose license has been temporarily immediately suspended
- You are a LNL provider, a license exempt center, or a provider licensed by an entity other than the state of Minnesota, and CCAP believes that there is an imminent risk of harm to the health, safety, or rights of a child in care.

In these situations CCAP will send you a notice of termination that is effective the date of the action.

## **Other information**

- Counties have up to 30 days to approve or deny an application, or up to 45 days with the family's consent. You should collect payment from the family until you receive a *Service Authorization*.
- A family must complete a redetermination every 6 months. The family is mailed a redetermination form. You (and the family) will get a 15 day notice if a family does not respond or if they are found ineligible.
- Families are informed that if they are changing providers, they must give a 15 day notice to you and to CCAP. CCAP will send you a notice and will not authorize care at a new provider until the end of this notice period. If you have other notice requirements, be sure to include these in a written contract with the family. The 25-day annual and 10-day consecutive per child absent limits apply during a notice period, if a child does not attend.

- Talk to the family's CCAP worker or another worker you have been told by the county to contact if you have questions about the *Service Authorization*.
- The notices sent by CCAP should contain enough information for you to know how much CCAP will pay for the care you provide to a family receiving CCAP. If the parent signs an agreement or contract agreeing to your policies, the parent is responsible for fulfilling that agreement. 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.

### **What you should ask the parents**

Before you provide care, you should have a *Service Authorization* (see page 22) to be sure the family is eligible for CCAP. If CCAP does not give you a *Service Authorization*, the family is responsible for the child care payment.

You should also ask families for other information you need to know, such as:

- What days and hours will the children be in care?
- What is the family's address and telephone number?
- What is the work telephone number for reaching a family member?
- Who else can you call in an emergency? What is that person's phone number?
- Who is allowed to pick up the children?
- When will the family pay their share of the bill?

### **What providers and parents must do**

Providers must:

- Fill out CCAP forms completely and accurately and promptly return them
- Meet the provider requirements
- Treat CCAP families the same as other families for whom they provide care. (This means providing the same services, not charging higher rates for CCAP families than other families, etc.)
- Provide healthy, safe and dependable child care.

Parents must:

- Remain eligible for child care assistance
- Pay their share of the child care bill
- Inform their provider when their schedule changes
- Report a change in provider at least 15 days before the change.

## Rates

CCAP has maximum rates that can be paid. CCAP can pay the provider's charge or the maximum rate, whichever is less.

### CCAP maximum rates

CCAP does a yearly statewide child care provider rate survey. The survey is done through the Child Care Resource and Referral Network (CCR&R) in the State of Minnesota. The survey informs the state legislature about market rates, but the state legislature sets the maximum rates. The maximum provider rates are issued in a bulletin. The current bulletin is:

All licensed family child care providers, licensed child care centers and licensed school-age programs are included in the survey. This makes sure that the CCAP maximum rates and registration fees are guided by local rates and help families receiving CCAP afford child care of their choice. Rates are by county, type of provider and age of child. Hourly, full-day, weekly and non-standard hourly rates are included.

Provider payments are based on the maximum rates in the county where the provider lives. If the care is provided in the child's home the rate is based on the county where the family lives – where the care is provided. If the provider lives outside of Minnesota, rates are based on the maximum rates in the county where the family lives.

The maximum rate for LNL providers is 80 percent of the licensed family child care provider maximum rate. LNL providers can only be paid on an hourly basis.

### Age groups for determining maximum CCAP rates

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 Minnesota Department of Human Services - Division of Licensing.

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

Family Child Care	
Infant	6 weeks to 12 months of age.***
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	Is at least of sufficient age to attend the first day of kindergarten within the next 4 months.**

Age groups that apply when making payments for center child care are established by Minnesota Rules, chapter 9503 and are enforced by Minnesota Department of Human Services – Division of Licensing.

<b>Center Child Care</b>	
Infant	6 weeks up to 16 months of age.*
Toddler	16 months up to 33 months of age.*
Preschool	33 months but not yet attending kindergarten.*
School-age	Is at least of sufficient age to attend the 1 <sup>st</sup> day of kindergarten within the next 4 months.**

\* 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.

\*\* CCAP’s definition of child, Minnesota Statutes, section 119B.11, subdivision 4, allows CCAP participation and payment for children through age 12 or age 14 if handicapped.

\*\*\*Care for a child less than 6 weeks of age in family child care or in the care of a LNL provider will be paid at the infant rate.

**Nonstandard hour (NSH) payments**

CCAP may be able to pay a small amount above the maximum CCAP rates for child care provided between the hours of 6 p.m. and 6 a.m. Monday through Thursday and from 6 p.m. on Friday until 6 a.m. on Monday.

If a child is in care for a time that contains both regular and nonstandard hours, the NSH amount will only be added to the hours of care that occur during the NSH time.

Not all counties have NSH amounts.

## Accreditation

CCAP can pay up to 15 percent above the CCAP maximum rate, but not more than the provider's charge, if the provider has a current early childhood development credential or is accredited.

### **For a family child care provider, early childhood development credentials and accreditations include:**

- a Child Development Associate (CDA) credential ([www.cdacouncil.org](http://www.cdacouncil.org))
- a child development associate degree
- a diploma in child development from a Minnesota state technical college
- a bachelor's or a higher degree in early childhood education from an accredited college or university
- accreditation by the National Association for Family Child Care ([www.nafcc.org](http://www.nafcc.org))
- completion of the Competency Based Training and Assessment Program ([www.pla-inc.org](http://www.pla-inc.org)).

**Each adult on a family child care license must have one of the listed credentials to get the higher rate.**

### **For a child care center, accreditations include:**

- the National Association for the Education of Young Children ([www.naeyc.org](http://www.naeyc.org))
- the Council on Accreditation ([www.coastandards.org](http://www.coastandards.org))
- the National Early Childhood Program Accreditation ([www.necpa.net](http://www.necpa.net))
- the National AfterSchool Association ([www.naaweb.org](http://www.naaweb.org))
- the National Head Start Association Program of Excellence ([www.nhsa.org](http://www.nhsa.org)).

### **Additionally, for Montessori programs, accreditations include:**

- the American Montessori Society ([www.amshq.org](http://www.amshq.org))
- the Association of Montessori International-USA ([www.montessori-ami.org](http://www.montessori-ami.org))

The higher rate is available for both licensed and LNL providers. The rates paid to a provider continue to be the lesser of the CCAP rates or the rate the provider charges all families.

An *Accreditation Rate Request Form* for the provider to use to request the rate is available at: <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4795-ENG>

The use of the form is optional; providers do not need to use the form to request the accreditation rate.

See the **Resources** section (page 46) for help with becoming accredited or getting credentialed.

## Special Needs Rates

A special needs rate may be requested/approved when:

- The provider charges more only for a child with special needs  
OR
- The provider charges more but spreads 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 the provider's responsibility to assure compliance with the Americans with Disabilities Act (ADA).

### Special needs rates for individual children

A higher rate may be paid 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 the provider must explain why the child needs a higher than normal level of care.

To ask for a special needs rate for an individual child:

The parent must:

- Complete the *CCAP Special Needs Rate Variance Request –Parent and Provider Request* (DHS-4194) <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4194-ENG> and include proof of the child's special needs due to a disability
- Sign a *General Authorization for Release of Information* (DHS-2243A) <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2243A-ENG>.

The provider must:

- Fill out and return the *CCAP Special Needs Rate Variance Request – Parent and Provider Request* (DHS-4194) <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4194-ENG>
- Sign the *Notice of Privacy Practices for Child Care Providers* (DHS-3985) <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3985-ENG>
- Identify the changes they have made for the care of the child
- Provide an assurance that the rate they are asking for is the same rate they would charge for care of a child with a similar disability who was not receiving child care assistance.

### Special needs rates for children in an at-risk population

CCAP defines an “at-risk” child as a child who has challenges that make it harder for the child to achieve. These challenges could 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 in the county's child care fund plan. Not all counties define at-risk populations. At-risk populations may be different in different counties.

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:

The provider 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 they are asking for is the same rate they would charge for care of a child in the at-risk population in a family not receiving child care assistance; and
- If appropriate, provide a statement explaining that the rate the provider charges for all children should be the special needs rate for the child in the at-risk population because the provider has spread the cost of caring for children with special needs across all families.

CCAP must:

- Obtain evidence that the child is included in the at-risk population that is defined in the county's child care fund plan (not all counties define at-risk populations. At-risk populations may be different in different counties);
- Find out how many providers in the county offer child care for children in the at-risk population;
- Identify the 75th percentile rate if four or more providers offer child care with specialized services for children in the at-risk population and pay the 75th percentile rate, the rate agreed to with the provider, or the provider's rate, whichever is less; and
- Pay the lesser of the rate agreed to with the provider or the provider's rate if fewer than four providers in the county offer child care for children in the at-risk population.

## Absent Days and Holidays

### 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 consecutive absent days of scheduled care or more than 25 total absent days in a calendar year. 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 10 or 25 day limits.

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 provider is aware that a child has stopped attending or has been absent for 7 consecutive days they should notify the family's CCAP worker immediately.

### Absent day medical exemption

More than ten consecutive or 25 yearly absent days may be paid by CCAP if a child has a medical condition that causes more absences. The family must have the *CCAP Medical Condition Documentation Form* filled out by the child's doctor or another qualified medical professional to allow for the payment of more absent days. A qualified medical professional is a licensed physician, physician's assistant, nurse practitioner, a licensed psychiatrist, a licensed psychologist or a licensed chiropractor. The form must be returned to the family's child care worker.

DHS-4602-ENG CCAP Medical Condition Documentation Form  
<https://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-4602-ENG>

## **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. Let parents know your 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.**

## **Registration and Activity Fees**

### **Registration fees**

CCAP will pay a registration fee up to the maximum registration fee if a licensed or license exempt provider charges the fee and the fee is not included in the provider's rate.

The family must pay for any part of the registration fee that is more than the maximum amount. This amount is in the rates bulletin.

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.

### **Activity fees**

Activity fees are fees charged to a family to cover the cost of activities provided to the children in child care.

Activity fees can be charged to the CCAP program; however, the fees can only be paid up to the maximum rates.

For example, if a \$10 activity fee is charged in a week, and your regular fees are \$90.00 per week, CCAP can reimburse you if the maximum rate is at least \$100 per week. As with all fees or rates not covered by CCAP, you may charge parents the difference between what CCAP will pay and the full cost of care.

The family is responsible for any optional activity fees.

## Service Authorization

On the following page is an example of a *Service Authorization*. CCAP will send both you and the family a copy of the *Service Authorization*. This form provides information that you and the family need to know.

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 – 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 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 maximum is 25 days unless the child has a medical exemption.
- The copay amount that the family must pay you every two weeks. There also may be a prorated amount for the first payment period if the care does not begin at the start of a CCAP service period.

## Flexible schedules

A statement on the *Service Authorization* says that:

The hours of child care that can be paid is based on the parent's and child's schedule. A family with a schedule that changes may be authorized for more hours of care than can be paid by the child care assistance program.

Bill only for the time that the child has been scheduled to be in your care as agreed upon by you, the parent(s) 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* will be the highest number of hours that a parent is expected to work in a two week time period. CCAP will not be able to pay for this number of hours of care for a two week period if the family needs less child care because a parent is scheduled to work fewer hours. If you have a family with a schedule that changes, 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.

## Questions?

If you have any questions about the *Service Authorization* or the information provided on the *Service Authorization* call the family's CCAP worker or another county worker you have been told by the county to contact for more information.

**Sample Service Authorization**

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

October 10, 2007 12:44 PM

Provider ID: 2319  
Case Number: 422142

BETTY B. BAMONOJO

3R's Child Development Center  
XXXXXXXXXXXXXXXXXXXXX  
BROOKLYN PARK MN 55443-1957

Child Care Notice of Decision

This notice tells you what child care assistance is allowed for the family shown above and the copayment amount that the family has to pay every two weeks. This is not a bill for child care services provided. This information is also being sent to the family.

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 below is the copayment amount the family must pay. If the amount listed is more than zero, you must collect the amount from this family every two weeks. If the amount is zero, the family does not have to pay you a copayment.

- \* Copayment amount is \$27.00 effective August 13, 2007.
- \* Prorated copayment amount is \$27.00 effective July 30, 2007.

The hours of child care that can be paid is based on the parent's and child's schedule. A family with a schedule that changes may be authorized for more hours of care than can be paid by the child care assistance program.

Bill only for the time that the child has been scheduled to be in your care as agreed upon by you, the parent(s) and the child care worker. The family must pay for any care you provide not included in this schedule.

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. If you bill for hours that the county cannot pay, you may need to pay back the money.

\* BILLY B. BAMONOJO has used 0 absent days as of October 10, 2007.

You may not bill a county or a CCAP family more than your standard rate for a family who does not receive child care assistance. This is stated under Minnesota Law.

The rate listed on this notice is the highest rate the county can pay for child care for a specific age group. You may only charge this rate for a CCAP family if it is the rate you charge to all families in your care.

We will notify you by mail if the number of hours or the amount that we will pay changes.

You will receive a pre-printed form. This is called a Billing Form. This is sent before the start of each 2 week service period. Complete the Billing Form after the last day of care for that 2 week period and return it to the address provided.

We will process the Billing Form and pay you by Warrant. If you provide care in the child's home, the payment will be sent to the parent and the parent must pay you.

The children listed below are approved for child care assistance. The rate represents the most our county will pay for the age group shown. You are authorized to provide child care for:

Child's Name	Start Date	Care Approved	Absent Days	Age Group Summary
BILLY B. BAMONOJO	08-01-07	80 hrs	0	Infant

The maximum rate we can pay is:

Age Group	Effective	Hourly	Daily	Weekly
Infant	07-30--07	3.34	33.43	145.60

Call your worker if you need more information.

WORKER: xxxxxxxxxxxx xxxxxxxxxxxx TELEPHONE: (xxx) xxx-xxxx

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.

## **Authorization of Care and Payments**

### **CCAP will pay:**

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

### **CCAP will not pay:**

- more than you bill;
- 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 for 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.

## **Payment rules**

- CCAP cannot pay more than the maximum daily rate unless child care is authorized for more than 10 hours of care in one day or if some or all of the care is provided during nonstandard hours.
- CCAP cannot pay more than the maximum weekly rate unless child care is authorized for more than 50 hours of care in one week or if some or all of the care is provided during nonstandard hours.
- If a child is authorized for more than 35 hours in one week, the maximum rate that may be paid is the weekly rate.
- If a child is authorized for less than 35 hours in one week, but for more than 5 hours in any one day, the maximum rate that may be paid for those days is the daily rate.
- The number of hours of care paid cannot exceed 120 hours in 2 weeks, per child.
  - For child care paid using a daily rate, a full day is counted as 10 hours of care.
  - For child care paid using a weekly rate, a week is counted as 50 hours of care.
- LNL providers only can be paid by the hour.
- If a family chooses a provider who charges more than the amount CCAP can pay, the family must pay the additional amount.
- Once the maximum allowed payment is calculated, the copay is deducted from the total.

## **Provider charges**

Providers determine the manner in which they charge for the child care they provide to families. Many providers charge in ways other than hourly, daily or weekly. As an example, school age care is often charged using before-school or after-school session rates. The amount CCAP can pay depends on how many hours of care can be authorized based on the parent's activity and the child's need for care.

Providers should not need to change their billing practices. If the provider charge is \$20 for an afternoon session, that is what the provider should charge and bill CCAP.

CCAP is able to authorize payment at the provider's rate, not to exceed the maximum rate, for all hours of child care authorized for the family.

**Providers may not charge CCAP families more than families not receiving child care assistance for the same services.**

# Billing for Child Care

## About the *Billing Form*

You will receive a *Billing Form* for each family you provide child care for. The *Billing Form* will cover either 2-weeks or 4-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.

The *Billing Form* tells you:

- The time period covered by the *Billing Form*
- The copay amount (if any) that will be deducted
- The maximum authorized child care hours
- The names of the eligible children in the family and their age groups.

After you have provided care for the time period covered by the *Billing Form*, fill out the *Billing Form* and send it to the address indicated for processing and payment. Be sure to send the *Billing Form* in promptly. All provider bills must be sent to CCAP within 60 days of the last date of service on the bill. CCAP may pay a bill submitted after this 60-day limit only if the provider shows good cause for the delay. Counties define good cause in their child care fund plan. CCAP can not pay a bill submitted more than a year after the last date of service on the bill.

Providers who give false information on a *Billing Form* could be disqualified from receiving future CCAP payments and could face criminal charges.

## General *Billing Form* guidelines

- Bill CCAP at your usual rates for the total amount of care provided.  
**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*.
- Fill in your total charge in dollars and cents. (For example: \$400.00). The total charge must equal the amount on the individual lines of the *Billing Form*.
- Mark any of the appropriate boxes that apply to you. This includes reporting a copay not paid.
- Have the parent sign and date the form if required by the county.
- You, the provider, 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.
- Mail the *Billing Form* to the address indicated for processing and payment.

## 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*. **However, if the number of hours of child care that a child needs changes often due to a parent's work schedule, a child's school schedule, or for another reason, CCAP may not be able to pay for all of the hours of care authorized for a child.**

A statement on the *Service Authorization* says that:

The hours of child care that can be paid is based on the parent's and child's schedule. A family with a schedule that changes may be authorized for more hours of care than can be paid by the Child Care Assistance Program.

Bill only for the time that the child has been scheduled to be in your care as agreed upon by you, the parent(s) 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* will be the highest number of hours that a parent is expected to work in a two week time period. CCAP will not be able to pay for this number of hours of care for a two week period if the family needs less child care because a parent is scheduled to work less hours. If you have a family with a schedule that changes, 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.

**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.**

### **Additional billing information**

- Keep a copy of your completed *Billing Form* for your records.
- Send in the *Billing Form* for payment after you have provided all of the care for the time covered.
- Notify CCAP when you stop providing care for a family or you change your address or phone number.
- A *Billing Form* will be sent to you every 2 weeks if you choose a 2-week cycle or every 4 weeks if you choose a 4-week cycle.
- Once processed, payments will be generated nightly.

### **Absent day information on the *Billing Form***

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.

## Filling out the *Billing Form*

See the sample *Billing Form* on pages 36 and 37.

### The first page of the *Billing Form* tells you:

- 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 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.

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.

Child Name: xxxxxx xxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	80	H	80	\$6	\$480	0	\$50	\$60	\$590

This section shows the child’s name, the age group of the child and the maximum authorized hours for the child. This is where you bill for the child care you provided.

**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.**

### 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 ½, ¼, or ¾ hour, you should use the “O” unit type and fill in the ½, ¼, or ¾ hour rate and the number of ½, ¼, or ¾ 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 (that matches the “Unit Type”) for the service period. The number of units must be a whole number.

- If you are billing hourly “H”, put in the number of hours.
- If you are billing daily “D”, put in the number of days.
- If you are billing weekly “W”, put in the number of weeks.

- If you are billing in a way other than hourly, daily, or weekly, (“O”) put in the number of units that fit with the way you bill.
  - 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, the provider should use the “O” unit type and 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” that you 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 “Nbr of Units.”

**Nonstandard hours - “NSH”:**

Fill in the **number of hours of care** that you provided for this child that were between the hours of 6 p.m. and 6 a.m. Monday through Thursday and from 6 p.m. on Friday until 6 a.m. on Monday. This number should be included in the **total number of hours** you entered for each day in the “Daily Scheduled Attendance Record” section of the *Billing Form*.

- As an example, if you cared for this child Monday – Friday from 1:00 p.m. – 9:00 p.m. for two weeks you would fill in “30” (10 days x 3 hours) (3 is the number of hours of care provided each day during nonstandard hours). You would enter the total number of hours that you provided care each day (8) for each day in the “Daily Scheduled Attendance Record” section.
- **See “Billing for Nonstandard hours” on page 34 for more information on billing for NSH.**

**Registration Fees:**

Fill in any required registration fees that you charge.

**Activity Fees:**

Fill in any required activity fees that you charge.

**Subtotal:**

Fill in the total of the “Amount Billed” plus any “Reg Fees” or “Actv Fees” for this child.

Copay Collected: Y/N	Waived: Y/N	Payment: Y/N	Copay: 27.00
----------------------	-------------	--------------	--------------

This line tells you what the family’s copay is. You should collect this amount from the family.

- Circle “Y” after “Copay Collected” if the family has paid you their copay.
- Circle “N” after “Copay Collected,” “Waived,” and “Payment Plan” 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.

- If you do not charge the family their copay amount circle the “N” after “Copay Collected” and the “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 the “N” after “Copay Collected” and the “Y” after “Payment Plan.”

**Total:** \$253.00

This line is where you fill out your total charge. This amount is the subtotal of all of the charges that you billed on the lines above minus the copayment.

- **Do not include any amount in the “Total” that you have not billed for in the billing section.**

Daily Scheduled Attendance Record															
Beginning	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
09/24/07	24							01							
Scheduled Hours	8	8	8	8	8			8	8	8	8	8	0	0	80
Attendance (A or H)				A				H							

This section has the daily calendar for the service period.

**Scheduled Hours:**

Fill out the number of hours that the child **was scheduled** 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 ½, ¼, or ¾ hour. See page 32.**

- The hours the child was scheduled to be in care are based on the parent’s and child’s schedule.
- 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. (child was scheduled to be in care 7.5 hours, fill in 8 hours).
- **Do not enter more hours than the child was scheduled to be in care.**

**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 less than it would be if the scheduled hours entered was less than or equal to the number of hours authorized for the child.**

A family with a schedule that changes may be authorized for more hours of care than can be paid by CCAP. 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 child care 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.

**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 for part of the day do not fill in an “A” (see “Absent Day and Holidays” on pages 19 and 20 for more information.).

**Billing and Scheduled Hours**

**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 scheduled to be in care for each day in the service period.

If you have a child who attends Monday through Friday from 8-1 and you charge a daily rate of \$20.00 for any day the child is scheduled to be in care for more than 4 hours, fill out the *Billing Form*:

Child Name: xxxxxx xxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	50	D	10	\$20	\$200	0			\$200

Your charge is 10 days at \$20.00 per day = \$200.00.  
Fill out the “Daily Scheduled Attendance Record” section:

Daily Scheduled Attendance Record															
Beginning	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
09/24/07	24							01							
Scheduled Hours	5	5	5	5	5	0	0	5	5	5	5	5	0	0	50
Attendance (A or H)															

Although, this child was not in care enough hours per day for a CCAP daily payment or enough hours per week for a CCAP weekly payment, MEC<sup>2</sup> will calculate your payment to be the maximum that can be paid not to exceed your charge.

**Rounding**

If you charge families for child care in a unit smaller than an hour, 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 from 8-3:30 and you charge the family for 7 ½ hours per day, fill out the *Billing Form*:

Child Name: xxxxxxxx xxxxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	80	H	75	\$6	\$450	0			\$450

Your charge is 7.5 hours x 10 day = 75 hours at \$6.00 per hour = \$450.00.

**Although you are charging for ½ hours, you must fill out the “Daily Scheduled Attendance Record” section in full hours, rounding up:**

Daily Scheduled Attendance Record															
Beginning	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
09/24/07	24							01							
Scheduled Hours	8	8	8	8	8	0	0	8	8	8	8	8	0	0	80
Attendance (A or H)															

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 8-3:30 and you charge the family for 7 ½ hours per day, fill out the *Billing Form*:

Child Name: xxxxxxxx xxxxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	72	H	67	\$6	\$402	0			\$402
		O	1	\$3	\$3				\$3

Your charge is 7.5 hours x 9 day = 67.5 hours.

The top line of the section above shows your billed amount for 67 hours at \$6.00 per hour = \$402.00. The second line of the section above shows your billed amount for one ½ hour, listed as “O” (other), at \$3.00. The total amount billed is \$405.00.

**Although you are charging for ½ hours, you must fill out the “Daily Scheduled Attendance Record” section in full hours, rounding up:**

Daily Scheduled Attendance Record															
Beginning	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
09/24/07	24							01							
Scheduled Hours	8	8	8	8	8	0	0	8	8	8	8	0	0	0	72
Attendance (A or H)															

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.**

### Billing for Nonstandard Hours (NSH)

In some counties, CCAP can pay a higher amount to family child care providers for care provided during NSHs (6 pm to 6am Monday to Thursday and 6 pm Friday to 6 am Monday) if the provider’s charge is more than the amount CCAP can normally pay.

If you are a family child care provider caring for CCAP children during nonstandard hours **and your charge in more than the amount CCAP can normally pay**, there are three different ways that you may submit your bill to receive the higher payment for the NSHs. **In all three examples you would fill out the hours in the “Daily Scheduled Attendance Record” section in the same way – 8 hours each day Monday through Friday of each week.**

You should submit your bill in the way that you would bill all families you provide care for.

- 1. If you do not charge families a NSH rate, but charge a higher (hourly, daily, weekly, other) rate than CCAP can normally pay:**

**Example** – The county maximum weekly rate is \$180.00 a week. The county can pay 5 cents more per hour for NSH. You charge \$200.00 a week. The child is in care 40 hours a week; 8 hours a day, Monday through Friday. 20 hours a week are after 6 pm.

Fill out the *Billing Form*:

Child Name: xxxxxx xxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	80	W	2	\$200	\$400	40			\$400

You will be paid \$362.00 – two weekly rates (\$180.00 x 2) plus \$2.00 (40 NSH x .05).

- 2. If you charge families one rate for standard hours and a different rate for NSH:**

**Example** – The county maximum weekly rate is \$180.00 a week. The county can pay 5 cents more per hour for NSH. You charge \$4.00 an hour for standard hours and \$5.50 an hour for NSH. The child is in care 40 hours a week; 8 hours a day, Monday through Friday. 20 hours a week are after 6 pm.

Fill out the *Billing Form*:

Child Name: xxxxxx xxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	80	H	40	\$4	\$160				\$160
		H	40	\$5.50	\$220	\$40		\$220	

You will be paid \$362.00 – two weekly rates (\$180.00 x 2) plus \$2.00 (40 NSH x .05).

**3. If you charge families one rate, but charge an additional amount for NSHs:**

**Example** – The county maximum weekly rate is \$180.00 a week. The county can pay 5 cents more per hour for NSH. You charge \$4.00 an hour, but charge 50 cents more an hour for NSH. The child is in care 40 hours a week; 8 hours a day, Monday through Friday. 20 hours a week are after 6 pm.

Fill out the *Billing Form*:

Child Name: xxxxxx xxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	80	H	80	\$4	\$320				\$320
		O	40	\$0.50	\$20	\$20			

The maximum CCAP payment is \$362.00; two weekly rates (\$180.00 x 2) plus \$2.00 (40 NSH x .05). You will be paid \$340.00 – the amount you charge.

**Sample Billing Form**

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

October 1, 2007 8:46 AM

Provider ID: xxxx  
Case Number: xxxxxx

Family name

Child Development Center  
xxxxxxxxxxxxxxxxxx  
BROOKLYN PARK MN 55443-1957

Child Care Assistance Billing Form

This billing is only valid for care given from: 09/24/07 - 10/07/07. Complete the billing areas for each child AND complete the daily scheduled attendance record. See the provider guide for details.

REFERENCES

- \* Unit Type: H=Hourly D=Daily W=Weekly O=Other
- \* Attendance Codes: A=Absent Day H=Holiday
- \* NSH: Number of total hours that are eligible for the non-standard hour differential

I certify the following child care billed is correct. 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.

Signature of Provider: \_\_\_\_\_ Date: 10/08/08

Provider Comments:

Call your worker if you need more information.

WORKER: xxxxxxxxxxxxxxxxxxxxxxxxxxxx TELEPHONE: (651) xxx-xxxx

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.

Provider ID: xxxx Case #:xxxxxx October 1, 2007 8:46 AM

BILLING FORM

Child Name: xxxxxxxx xxxxxxxxxxxxxx									
Service Period: 09/24/07 to 10/07/07									
Age Group	Auth Hours	Unit Type	Nbr of Units	Unit Rate	Amount Billed	NSH fees	Reg Fees	Actv Fees	Subtotal
Infant	80	H	80	\$6	\$480	9	\$50	\$60	\$590

Copay Collected: Y/N      Waived: Y/N      Payment: Y/N      Copay: 27.00  
 Total: \$563.00

Daily Scheduled Attendance Record															
Beginning	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
09/24/07	24							01							
Scheduled Hours	8	8	8	8	8			8	8	8	8	8	0	0	80
Attendance (A or H)				A				H							

## **Payments**

### **When will I get my payment?**

After you have provided the care and mailed in your *Billing Form*, your *Billing Form* will be processed. Once it is processed, payments will be generated nightly. If you care for more than one family from one county, a payment could cover more than one *Billing Form*. If a *Billing Form* is incomplete or incorrect, it may be sent back to you. This could delay the processing of your billing and your payment.

When CCAP makes a payment, a *Remittance Advice* is sent to the provider. The *Remittance Advice* gives you the details about the payment that you received. Please keep this notice for your tax records.

### **Electronic funds transfer (EFT)**

EFT/direct deposit will be available for all payments and is encouraged for all providers. The state now offers EFT of your CCAP payments into your bank account. In most cases, you'll receive your money faster by using EFT. You won't have to wait for a check to arrive in the mail. With EFT, the money will be deposited automatically into your account.

### **Why should I use EFT?**

EFT is safe, reliable, and easy to use. With EFT, you'll get your money safely and more quickly. EFT not only saves you time and effort, it also saves tax dollars. EFT costs the state less money than printing and mailing paper checks.

### **How will I know how much money has been deposited into my account?**

With EFT, you will no longer be mailed paper checks. You will be mailed a *Remittance Advice* that details what you've been paid each billing cycle.

To sign up for EFT, use:

DHS-3552-ENG Direct Deposit for the Minnesota Child Care Assistance Program

<https://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-3552-ENG>. You can get this form from a CCAP worker or from the internet.

### **Deductions from your payments**

If you have an overpayment (see page 44) a certain amount will be deducted from each of your CCAP payments until the overpayment is paid.

If you owe money for state or federal taxes or for child support, CCAP is required by law to take a certain amount from each of your CCAP payments until the amount is paid. CCAP will be told by the Minnesota Department of Revenue, the IRS, or the court that we must take money from your payments and they will tell us how much we need to take. This amount will be sent to the agency you owe. They also will tell us when we can stop taking money from your payments.

If the SSN or EIN that you give CCAP is not correct, the IRS will tell us and then we must deduct part of your CCAP payments for backup withholding taxes for both the IRS and the MN Department of Revenue.

You cannot charge families more to cover any deductions from your payments.

### **If you have problems with your payment**

Contact a CCAP worker in the county where the family or families live if you did not receive a payment or have questions about a payment.

If you lost the check or the county tells you that a payment was sent by check and you did not receive it you must fill out the following appropriate form and give it to a CCAP worker in the county where the family or families live. You can get this form from a CCAP worker or from the internet.

DHS-1609-ENG Nonreceipt/Replacement Affidavit  
<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-1609-ENG>

### **If you receive a check that is damaged**

If you receive a check that is so badly damaged that it cannot be cashed, send the original check with a note asking for a new check to:

DHS – BENE  
MN Department of Human Services  
444 Lafayette Road  
St Paul, MN 55155-3835.

The check number, date, and amount must be readable to replace a check. If you can not read the information on the check, call the county where the family lives to get the information and send the information with a note asking for a new check. A new check will be sent one to three days after the getting the request.

### **Check (Warrant)**

A sample of a *Warrant* is included on page 41. The *Warrant* provides basic payment information. You will not receive a *Warrant* if you get your payment through direct deposit. The *Warrant* will be mailed separately from the *Remittance Advice*. The *Warrant* cannot be forwarded to a different address. If you move, you must tell a CCAP worker your new address or you may not get your payment.

## **Remittance Advice**

A sample *Remittance Advice* is included on pages 42 and 43. The *Remittance Advice* will be mailed separately from the *Warrant*. The *Remittance Advice* gives you the details about the payment that you 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 copayment, 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

BHS 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 BACKSIDE ON WHITE PAPER AND MICROPRINTS 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

VOID AFTER 01/07/2008

VOID STATE TREASURER VOID COMMISSIONER OF FINANCE

PAID TO THE

Child Care Center  
4666 85TH AVE N  
BROOKLYN PARK, MN 55443-1957

⑆09600096⑆ 60002000⑆

## Sample Remittance Advice

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

October 12, 2007 7:40 AM

Provider ID: xxxx

Child Development Center  
xxxx xxTH AVE N  
BROOKLYN PARK MN 55443-1957

### CHILD CARE ASSISTANCE PAYMENT

Payment ID: 600000888  
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  
Telephone: xxx-xxx-xxxx

### REFERENCE CODES FOR REMITTANCE ADVICE

#### Service Type Code:

- \* SS=Services
- \* RF=Registration Fee
- \* AF=Activity Fee
- \* SP=Supplemental Payment
- \* RC=Rate Change
- \* CC=Correct and Reissue Copayment
- \* OT=Other

#### Age:

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

#### Rate:

- \* WK=Weekly
- \* DA=Daily
- \* HR=Hourly
- \* NS=Non-Standard

MINNESOTA CHILD CARE ASSISTANCE PROGRAM  
 Provider/Family Remittance Advice

Date Issued: 10/10/2007  
 Provider: Child Development  
 Site Address: xxxx xxTH AVE N  
 BROOKLYN PARK MN 55443

Payment ID: 600000888  
 Warrant #: 757  
 EFT #: <Not Found>  
 Total Amount: \$2616.49  
 Fin Resp Agency: Hennepin  
 Contact Number: xxx-xxx-xxxx

Provider ID: xxxx

Name: DEBBIE A xxxxxx  
 Case: 421806

Transaction ID: 1799  
 Servicing Agency: Hennepin

Contact Number: xxx-xxx-xxxx

CHILD	TYPE	AGE	SERVICE DATES	UNIT/RATE	Amount	Abs Used
Taylor xxxxxxxx	SS	PR	9/24-10/07/07	40 @ 5 Hour	200.00	1
Riley xxxxxxxx	SS	TD	9/24-10/07/07	2 @ 150 Week	300.00	0
Robert xxxxxxxx	SS	IN	9/24-10/07/07	2 @ 200 Week	400.00	5

Family Biweekly Copay: -100.00  
 Total Family Payment: \$800.00

Comments:

Name: BETTY B xxxxxxxx  
 Case: 422142

Transaction ID: 1805  
 Servicing Agency: Hennepin

Contact Number: xxx-xxx-xxxx

CHILD	TYPE	AGE	SERVICE DATES	UNIT/RATE	Amount	Abs Used
Billy B xxxxxxxx	SS	IN	8/01/01-8/12/07	3 @ 33.43 Day	100.29	10
Billy B xxxxxxxx	SS	IN	8/01/01-8/12/07	1 @ 145.60 Week	300.00	10
Billy B xxxxxxxx	RF	IN	8/01/01-8/12/07	0 @ 0	53.00	10

Family Biweekly Copay: - 27.00  
 Total Family Payment: \$ 271.89

Comments:

Gross Payment: \$ 1071.89  
 Claim Recoupment: 0.00  
 IRS Levy: 0.00  
 State Levy 0.00  
 TIN Levy 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 should have been paid, that amount is considered an overpayment. An overpayment must be recovered even when the overpayment was due to a CCAP error or to circumstances outside the control of the family or provider.

An overpayment must be recovered from the family if the family benefited by paying less for child care expenses than they should have paid under CCAP requirements.

An overpayment must be recovered from a provider if the overpayment did not benefit the family, but benefited the provider by causing the provider to receive more child care assistance than the provider would have been paid under CCAP requirements.

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 the overpayment are more than the overpayment.

A provider with an overpayment is not eligible to care for children receiving child care assistance until:

1. the overpayment is paid in full; or
2. arrangements are made to pay the overpayment.

When both the family and the provider acted together to cause the overpayment, both the family and the provider are responsible for the overpayment no matter who benefited from the overpayment.

A provider who has been charged with an overpayment may request a fair hearing to deny responsibility for the overpayment and/or to object to the amount of the overpayment.

## Disqualifications

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 determination or waiver
- through a disqualification consent agreement
- as part of an approved diversion plan under section 401.065
- or through a court-ordered stay with probationary or other conditions.

The disqualification periods are:

- 1<sup>st</sup> offense is for 1 year
- 2<sup>nd</sup> offense is for 2 years
- Any subsequent offense results in permanent disqualification.

## Appeal rights

An appeal is a legal process where a third party reviews a decision made by CCAP. You may appeal a decision if you are unhappy with an action taken by CCAP.

### There are two ways you can appeal

- **If you are charged with an overpayment,** you may appeal the overpayment to a human services judge. You must appeal within 30 days from the date you received the notice of overpayment by sending a letter saying you do not agree with the overpayment. You can send this letter to the county agency, or directly to the State Appeals Office. 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 when you have a good reason for not appealing on time. The human services judge will decide if your reason meets the requirements for good cause. You can ask to meet informally with county staff to try to solve the problem, but this meeting will not delay or replace your right to an appeal. 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

PO Box 64941

St. Paul, MN 55164-0941

Or

Call: Metro: (612) 431-3600 (Voice)

Outstate: (800) 657-3510

TTY/TDD: (800) 627-3529

Fax: (651) 431-7523

- **If you are unhappy with any other action taken,** you may appeal to district court. You may represent yourself at the hearing, or you may have an attorney represent you.

### 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 . . . . .(612) 334-5970

Ramsey . . . . .(651) 222-4731

All other Minnesota counties . . . . .(888) 354-5522

## Resources and other information

### eDocs

eDocs is a web-based document storage area that provides access to Minnesota Department of Human Services (DHS) forms and documents. eDocs allows easy access to DHS forms and other documents. Anyone who has Internet access and has a current version of Adobe Acrobat Reader can use eDocs. eDocs can be found at [http://www.dhs.state.mn.us/main/id\\_000100](http://www.dhs.state.mn.us/main/id_000100).

### Child Care Resource and Referral (CCR&Rs) Agencies

In addition to being a resource for information about CCAP, these 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 free, based on information collected from providers.
- Professional development on DHS-approved topics by qualified trainers on such topics as first aid, health and safety, child development, business practices, and more. A six-month training catalog is available every January and July.
- Consultation and technical assistance on challenges such as recruiting and assisting new licensed family child care providers; using the Environmental Rating Scale (ERS) when serving at-risk children; accessing the USDA Child Care Food Program.
- The CCR&R Statewide Network website: [www.mnchildcare.org](http://www.mnchildcare.org) has information in multiple languages.
- Grants to family child care providers (both licensed and legal nonlicensed) and centers for training, program improvements and equipment/materials. More information is available by calling (651) 290-9704, ext. 108, or (866) 807-6021, or visiting [www.mnchildcare.org](http://www.mnchildcare.org).
- Outreach/access with other early childhood and school-age initiatives to ensure all families have access to CCR&R 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.
- Provide information to family, friend and neighbor (FFN) caregivers on health/safety, health/safety kits, training, and grants and connect providers with community services.
- Information collection on the supply of child care providers in Minnesota, and conducting an annual Market Rate Survey for the Department of Human Services.

The contact list for the CCR&R agencies is available through eDocs DHS-4050A-ENG <https://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-4050A-ENG> or <http://www.mnchildcare.org/> or call (888) 291-9811 to be connected to the agency in your area.

## **Parent Aware: Minnesota's Quality Rating System**

Designed by child care providers, early learning professionals and parents, Minnesota's voluntary Parent Aware Rating Tool is intended to support children by creating a provider rating system. The rating system is designed to recognize and support early educators for the quality of care they deliver and build on this quality by supporting their efforts at program improvements. Parent Aware is built upon the understanding that providing high quality child care and early learning experiences are not easy tasks, and the pressures placed on providers are many.

The three-year pilot of the Parent Aware Rating Tool will include licensed child care providers in four locations: Blue Earth and Nicollet Counties, the City of St. Paul, areas of North Minneapolis and areas of Wayzata. Visit [www.parentawareratings.org](http://www.parentawareratings.org) for more information.

## **Resources to help get national accreditation**

Providers can get help to become accredited from the Accreditation Facilitation Project. Providers may get information about this program by calling (800) 711-5690 or (651) 646-4514. Child care centers and family child care providers in the Parent Aware quality rating system pilot also may be eligible for enhanced services to support accreditation.

Reimbursement for one-half the direct cost of child care center and family child care accreditation may be available. Contact Child Development Services at the Minnesota Department of Human Services at (651) 431-3865 or by e-mail at [dhs.child.care@state.mn.us](mailto:dhs.child.care@state.mn.us) for more information.

Local CCR&R programs may have grant dollars available that could help with the accreditation process. Contact your local CCR&R agency for more information. You can reach your local agency by calling (888) 291-9811 or at [www.mnchildcare.org](http://www.mnchildcare.org).

## **Obtaining credentials and degrees**

Provider scholarships for credit-based education and/or a national CDA credential are offered by the CCR&R network, T.E.A.C.H.<sup>TM</sup> Program at (651) 290-9704, ext. 108, or toll free at (888) 308-3224 or at [www.mnchildcare.org](http://www.mnchildcare.org).

## **R.E.E.T.A.I.N. (Retaining Early Educators Through Attaining Incentives Now)**

The goal of R.E.E.T.A.I.N. is to lower the turnover rates 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. 108, or (888) 308-3224, or visit [www.mnchildcare.org](http://www.mnchildcare.org).

## **Minnesota Early Childhood and School-age Professional Development System**

DHS, along with the Minnesota Departments of Education and Health, has set up a system of professional development for people working with children and youth in child care and other early childhood and school-age settings. This system, through the work of the Child Care Resource and Referral agencies and the Minnesota Center for Professional Development, provides information and training on child/youth development, quality care, licensing requirements, training and trainer approval, credentials and certifications and college degrees. Information and resources for providers are available on the Minnesota Center for Professional Development's website: <http://www.mncpd.org> or by calling (651) 999-5835 and at the Minnesota Child Care Resource and Referral Network office at: <http://www.mnchildcare.org> or by calling (888) 291-9811.

## **Professional development resources**

The Minnesota Center for Professional Development's website is the central online site that brings together information on the current Minnesota Professional Development System such as: a training calendar that lists training offered statewide; career guidance to help with professional development and job possibilities; a Registry system that can track training taken and provide individual learning records; professional development training and financial support offered through Child Care Resource and Referral agencies; as well as professional resources for both child care providers and trainers.

## **Redleaf National Institute**

**Redleaf National Institute** is part of Resources for Child Caring (RCC), the CCR&R agency serving the metro area. Redleaf National Institute offers workshops and publications on the business of family child care. Each year the Institute offers over 70 workshops in about 20 states. They train family child care providers, trainers of providers, and tax preparers. They also work with CCR&R staff, child care center staff, and businesses with employees who benefit from child care. <http://www.redleafinstitute.org/>

Redleaf National Institute works closely with Redleaf Press, another division of RCC, which publishes business resources and other materials for child care professionals. <http://www.redleafpress.org/>

## **Resources for in-home child care providers**

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 at [www.wagehour.dol.gov](http://www.wagehour.dol.gov).

For another resource regarding employer issues when hiring a nanny as an in-home provider, see *Hiring a Nanny in Minnesota* <http://www.redleafinstitute.org/pdfs/nannymn.pdf>.

## **Brochures**

### **DHS-4723-ENG Caring for Children**

This is a child care resource guide that helps parents in immigrant and refugee families find and use child care in Minnesota. It helps parents and child care providers get children ready for school. This brochure is available in 10 languages.

<https://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-4723-ENG>

### **DHS-3551-ENG Do you need help paying for child care?**

This brochure for families provides basic child care information and explains the basic program requirements of the Child Care Assistance Programs.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3551-ENG>

### **DHS-2688-ENG Your Growing Child Brochure - 1 through 3 Months**

This brochure offers helpful tips on the development and health care of children ages 1 through 3 months.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2688-ENG>

### **DHS-2689-ENG Your Growing Child Brochure - 4 through 5 Months**

This brochure offers helpful tips on the development and health care of children 4 through 5 months.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2689-ENG>

### **DHS-2690-ENG Your Growing Child Brochure - 6 through 8 Months**

This brochure offers helpful tips on the development and health care of children 6 through 8 months.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2690-ENG>

### **DHS-2691-ENG Your Growing Child Brochure - 9 through 11 months**

This brochure offers helpful tips on the development and health care of children 9 through 11 months.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2691-ENG>

### **DHS-2692-ENG Your Growing Child Brochure - 12 through 14 months**

This brochure offers helpful tips on the development and health care of children 12 through 14 months.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2692-ENG>

### **DHS-2693-ENG Your Growing Child Brochure - 15 through 17 months**

This brochure offers helpful tips on the development and health care of children 15 through 17 months.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2693-ENG>

### **DHS-2694-ENG Your Growing Child Brochure - 18 through 23 months**

This brochure offers helpful tips on the development and health care of children 18 through 23 months.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2694-ENG>

### **DHS-2695-ENG Your Growing Child Brochure - 2 years**

This brochure offers helpful tips on the development and health care of children at age 2.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2695-ENG>

### **DHS-2696-ENG Your Growing Child Brochure - 3 years**

This brochure offers helpful tips on the development and health care of children at age 3.

<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2696-ENG>

**DHS-3362-ENG Your Growing Child Brochure - 4 through 6 years**

This brochure offers helpful tips on the development and health care of children between the ages of 4 and 6 years old.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-3362-ENG>

**DHS-3363-ENG Your Growing Child Brochure - 7 through 10 years**

This brochure offers helpful tips on the development and health care of children between the ages of 7 and 10 years old.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-3363-ENG>

**DHS-5299-ENG Keeping Kids Safe: Your Home Care Emergency Plan**

This is a booklet for family child care providers and family friend and neighbor caregivers. It describes common emergency situations and sets out the planning steps to take to be prepared if something happens.

<https://edocs.dhs.state.mn.us/lfsrserver/Legacy/DHS-5299-ENG>

**DHS-5407-ENG Family and Group Family Child Care**

This is a brochure with general information for potential applicants for a license to provide family and group family child care.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-5407-ENG>

**DHS-6170-ENG Child Care Centers**

This is a brochure with general information for potential applicants for a license to operate a child care center.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-6170-ENG>

**DHS-4438-ENG Early Childhood Indicators of Progress – Birth to Three**

This brochure is intended as a resource to support the learning and development of Minnesota's infants and toddlers and to promote high quality early childhood care and education.

<https://edocs.dhs.state.mn.us/lfsrserver/Legacy/DHS-4438-ENG>

## Forms

The following are CCAP forms that you might need.

**DHS-3985-ENG Notice of Privacy Practices for Child Care Providers**

This is a notice for child care providers telling them their privacy rights.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-3985-ENG>

**DHS-4079-ENG Child Care Provider's Responsibilities and Rights**

This is a CCAP information sheet explaining child care provider's rights and responsibilities.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4079-ENG>

**DHS-4018-ENG Important Information for Child Care Providers**

Appeal rights information for Child Care providers.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4018-ENG>

**DHS-4194-ENG CCAP Special Needs Rate Variance Request-Parent and Provider Request**

Child Care Assistance Program (CCAP) special needs request form for providers to submit to county.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4194-ENG>

**DHS-5190-ENG CCAP Licensed Provider Registration and Acknowledgement**

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/lfsrserver/Public/DHS-5190-ENG>

**DHS-5191-ENG CCAP Licensed Exempt Provider Registration and Acknowledgement**

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/lfsrserver/Public/DHS-5191-ENG>

**DHS-5192-ENG CCAP Legal Nonlicensed Exempt Provider Registration and Acknowledgement**

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/lfsrserver/Public/DHS-5192-ENG>

**DHS-5193-ENG Child Care Assistance Program Authorization for Release of Background Study**

CCAP authorization form used to give permission to share private data with other agencies.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-5193-ENG>

**DHS-3552-ENG Direct Deposit for the Minnesota Child Care Assistance Program**

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/lfsrserver/Legacy/DHS-3552-ENG>

**DHS-4602-ENG CCAP Medical Condition Documentation Form**

Child Care Assistance Program form used to document a child's medical condition.

<https://edocs.dhs.state.mn.us/lfsrserver/Legacy/DHS-4602-ENG>

**DHS-4795-ENG CCAP Accreditation Rate Request Form**

This form requests verification of child care provider qualifications that are needed for determining the Accreditation Rate Differential.

<https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4795-ENG>

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

This form is used by individual child care providers to certify that they have lost or not received payment for child care provided. It must be completed before re-issuance can occur.

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

## Notes



Minnesota Department of **Human Services**

Minnesota Department of Human Services  
Community Partners & Child Care Services  
PO Box 64962  
St. Paul, MN 55155-0962