

## Minnesota Child Care Assistance Programs (CCAP) Absent Day Policy

Starting October 1, 2005, CCAP may not pay for:

- ❖ More than 25 absent days per child in a calendar year, and
- ❖ More than 10 absent days per child in a row.

Providers must charge for absent days for all children in care in order to be paid for absent days through CCAP.

More absent days may be paid if the child has a medical reason. Families receiving CCAP may get a medical documentation form from their childcare worker if needed.

The limit is for each child across all providers caring for that child during the calendar year. If a family moves to another county, the new county will be made aware of how many absent days the child has used so far in that calendar year.

At the start of each calendar year, for example on January 1, 2006, 25 total absent days per child are available. Unused absent days can not be carried over to the next calendar year.

Minnesota Statutes 119B.13

If you have questions, call your child care worker.

**See reverse side for policies on Holiday pay.**

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Government Center  
14949 62nd Street North P.O. Box 30  
Stillwater, MN 55082-0030  
Phone: 651-430-6455  
Fax: 651-430-6605  
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2150 Radio Drive  
Woodbury, MN 55125  
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## **Payment for Holidays**

Counties shall pay a provider's charge for up to ten (10) federal or state holidays per year only when the provider charges all families for these days and the holidays falls on a day when the child is scheduled to be in attendance. Payment for holidays must be made independent of whether the care is available on these days. For example, if a provider is closed for business on a designated holiday, but charges for this day, payment must be made if the provider has signed all agreements with all parents of children in care that specify that payment is required for this day. The child care assistance program can only pay for charges that apply to all families in care. If care is available on the holiday, but the child is absent, the county may make payment under the absent day policy.

### **The state and federal holiday are as follows:**

January 1	New Year's Day
3 <sup>rd</sup> Monday in January	Martin Luther King's Birthday
3 <sup>rd</sup> Monday in February	Washington and Lincoln's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
1 <sup>st</sup> Monday in September	Labor Day
2 <sup>nd</sup> Monday in October	Christopher Columbus Day (or the Friday after Thanksgiving)
November 11	Veteran's Day
4 <sup>th</sup> Thursday in November	Thanksgiving Day
December 25	Christmas Day

A signed contract between the parent and provider must specifically outline payment policies which detail the circumstances in which the parent is required to pay for care on a day when the child is not in attendance. The parent must provide a copy of the signed contract or the arrangements must be outlined on the Washington County Provider Form in order for payments to be made.

The provider must have uniform absent day policies for all parents and cannot apply different policies for parents who are recipients of child care assistance.