

Minnesota Child Care Assistance programs (CCAP) Absent Day Policy

Starting February 1, 2014, CCAP may not pay for:

- More than 25 absent days a year per child at a licensed provider of a license exempt center
- More than 10 absent days per child in a row
- Will not make absent day payments to legal non licensed (LNL) family child care providers

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.

If you are a family with a child in care and your child's absence exceeds policy, you may owe your provider more money.

The limit is for each 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.

Unused absent days cannot be carried over to the next calendar year.

Minnesota Statutes 119B.13

If you have any questions, call your child care worker.

See reverse side for policies on Holiday pay.

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 holiday 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 Years-Day

3rd Monday of January - Martin Luther King's Birthday

3rd Monday in February - Presidents Day

Last Monday in May - Memorial Day

July 4th - Independence Day

1st Monday in September - Labor Day

2nd Monday in October - Christopher Columbus Day (or the Friday after Thanksgiving)

November 11th - Veteran's Day

4th 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.