Administration of the Child Care Assistance Program

Nobles County Child Care Fund Plan

2008-2009

Minnesota Department of Human Services
Transition to Economic Stability Division
PO Box 64951
St. Paul, MN 55164-0951

Administration of the Child Care Assistance Program

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

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

All optional county child care assistance program policies must be identified in this plan. Submit **only** forms that have not been previously submitted and approved.

Changes or additions to any policies or written material submitted and approved with this plan require prior approval of the commissioner of the Department of Human Services through the Child Care Assistance Program administration plan amendment process.

MN Rules 3400.0150, subpart 3.
www.revisor.leg.state.mn.us/arule/3400/0150

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

Amendments include changes in county optional policies, new or revised forms and notices. This can be sent in letter form to the address below in care of your county's CCAP technical assistance liaison.

The effective date of the 2008 - 2009 Child Care Fund Plan is January 1, 2008

Return completed plans by **September 15, 2007** to:
Minnesota Department of Human Services
TES/Child Care Fund Plan
PO Box 64951
St. Paul, MN 55164-0951

I. Child care assistance program administration contacts

These individuals will receive all communications relating to CCAP for the duration of this plan. Identify the name, position/title, department, address, phone number, fax number and Internet e-mail address for the following contacts. If more than one person is identified for each agency contact, attach additional pages.

A. Agency contact people

1. County CCAP Administrative Contact

NAME: Tamara Fishel	POSITION/TITLE: Administrative Services Supervisor	
DEPARTMENT: Nobles County Family Services	TELEPHONE NUMBER: (507) 295-5226	
ADDRESS: 318 9th Street, PO Box 189		
CITY: Worthington	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL: tfishel@co.nobles.mn.us	

2. County Client Access Contact

If separate contact people have been designated for CCAP subprograms, complete all identified information for each subprogram and identify the subprogram each person is responsible for.

NAME: Donna Clarke	POSITION/TITLE: Financial Worker	SUBPROGRAMS: All
DEPARTMENT: Nobles County Family Services	TELEPHONE NUMBER: (507) 295-5220	
ADDRESS: 318 9th Street, PO Box 189		
CITY: Worthington	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL: dclarke@co.nobles.mn.us	

NAME: Sheila Erwin	POSITION/TITLE: Financial Worker	SUBPROGRAMS: All
DEPARTMENT: Nobles County Family Services	TELEPHONE NUMBER: (507) 295-5224	
ADDRESS: 318 9th Street, PO Box 189		
CITY: Worthington	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL: serwin@co.nobles.mn.us	

NAME: Sara Henderson	POSITION/TITLE: Financial Worker	SUBPROGRAMS: All
DEPARTMENT: Nobles County Family Services	TELEPHONE NUMBER: (507) 295-5232	
ADDRESS: 318 9th Street, PO Box 189		
CITY: Worthington	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL:	

NAME: Shirley Hurley	POSITION/TITLE: Financial Worker	SUBPROGRAMS: All
DEPARTMENT: Nobles County Family Services	TELEPHONE NUMBER: (507) 295-5236	
ADDRESS: 318 9th Street, PO Box 189		
CITY: Worthington	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL: shurley@co.nobles.mn.us	

NAME: Michelle Magnussen	POSITION/TITLE: Financial Worker	SUBPROGRAMS: All
DEPARTMENT: Nobles County Family Services		TELEPHONE NUMBER: (507) 295-5238
ADDRESS: 318 9th Street, PO Box 189		
CITY: Worthington	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL: mmagnussen@co.nobles.mn.us	

NAME: Jessica Vargas	POSITION/TITLE: Financial Worker	SUBPROGRAMS: All
DEPARTMENT: Nobles County Family Services		TELEPHONE NUMBER: (507) 295-5254
ADDRESS: 318 9th Street, PO Box 189		
CITY: Worthington	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL: jvargas@co.nobles.mn.us	

3. Management of Waiting List Contact

Please identify the waiting list contact person in your county. The waiting list contact person identified should be responsible for maintaining the county waiting list, including being able to respond to the state's questions about particular families reported on the waiting list. If more than one person is responsible for maintaining the county waiting list, please identify one person that can be contacted by state staff for the agency.

NAME: TAMARA FISHEL	POSITION/TITLE: Administrative Services Supervisor	
DEPARTMENT: Nobles County Family Services		TELEPHONE NUMBER: (507) 295-5226
ADDRESS: 318 9th Street, PO Box 189		
CITY: WORTHINGTON	STATE: MN	ZIP CODE: 56187
FAX: (507) 372-5094	INTERNET E-MAIL: TFISHEL@CO.NOBLES.MN.US	

4. Intake Phone Number

Please identify a public phone number that can be issued for CCAP client intake. This contact number will be posted on the DHS web site.

NAME: Nobles County Family Services	TELEPHONE NUMBER: (507) 295-5213

B. Subcontracted services

If your county subcontracts any components of the child care assistance program, indicate the program components that are subcontracted to other agencies and **attach a copy** of the current contract or agreement. Minnesota Rules 3400.0140, subp.7.

1. Subcontracted Program Components

Please identify the CCAP components which have been subcontracted.

None

2. County worker responsible for administration of the subcontract/agreement between the county agency and the subcontracted agency.

NAME:	POSITION/TITLE:	
DEPARTMENT:	TELEPHONE NUMBER:	
ADDRESS:		
CITY:	STATE:	ZIP CODE:
FAX:	INTERNET E-MAIL:	

3. Administrative Contact in Subcontracted Agency

NAME:	POSITION/TITLE:	
DEPARTMENT:	TELEPHONE NUMBER:	
ADDRESS:		
CITY:	STATE:	ZIP CODE:
FAX:	INTERNET E-MAIL:	

4. Client Access Contact in Subcontracted Agency

NAME:	POSITION/TITLE:	
DEPARTMENT:	TELEPHONE NUMBER:	
ADDRESS:		
CITY:	STATE:	ZIP CODE:
FAX:	INTERNET E-MAIL:	

5. Intake Phone Number in Subcontracted Agency

Please identify a public phone number that can be issued for CCAP intake at the subcontracted agency. This contact number will be posted on the DHS web site.

NAME:	TELEPHONE NUMBER:

II. Eligibility

A. Priorities for Service

Has your county established priorities for Basic Sliding Fee child care assistance beyond those required in Minnesota Statutes, section 119B.03, subdivision 4? www.revisor.leg.state.mn.us/stats/119B/03.html

☐ Yes ☒ No

If yes, please identify the additional priorities and county rationale for determining those additional priorities. Please attach additional pages if more spaces is needed.

Minnesota Rules 3400.0140, subp.10
www.revisor.leg.state.mn.us/arule/3400/0140.html

B. Education Plans under the Basic Sliding Fee Program (BSF)

1a. Describe your county process for approving an acceptable course of study that will reasonably lead to full-time employment for a student applicant under the Basic Sliding Fee program. Please attach additional pages if more space is needed.

Minnesota Rules 3400.0040, subp. 12
www.revisor.leg.state.mn.us/arule/3400/0040.html

Students are required to complete an occupational research packet in order to determine if this is an acceptable course of study which will lead to full-time employment.

1b. Identify the criteria for approval and the county's rationale for the criteria.

Employment is within the participants physical and mental capacity; participant is able to meet the requirements for admission to the training program; training will result in a higher wage than the client could earn without the training and training will lead to full-time employment based on the local labor market and prevailing wage information available.

2a. Is your county policy for approving and extending child care assistance for participants whose education program change the same as the initial approval process stated in B1a? ☒ Yes ☐ No

Minnesota Rules 3400.0040, subp.15.
www.revisor.leg.state.mn.us/arule/3400/0040.html

If no, describe your county process for approval of a CHANGE in a course of study for a student in the Basic Sliding Fee child care program. Please attach additional pages if more space is needed.

2b. Identify the criteria for approval of a change in a course of study for a student in the BSF child care program and county rationale for the criteria.

Acceptable course of study would need to have a minimum of 80% placement rate for students who have completed the program.

C. Temporarily Ineligible Families on the Basic Sliding Fee Waiting List

MN Rules 3400.0060 subp. 6 requires that when a family advances to the top of the county's waiting list and is temporarily ineligible for child care assistance, the county shall leave the family at the top of the waiting list according to priority group and serve the applicant who is next on the waiting list unless an alternative procedure is provided in the county's plan. Does your county use the alternative provision found in MN Rules 3400.0040 subp. 17 to open the case in reserve status for up to 90 days and encumber future funds for the family?

☐ Yes ☒ No

Minnesota Rules 3400.0040, subpart 17
www.revisor.leg.state.mn.us/arule/3400/0040.html
Minnesota Rules 3400.0060, subpart 6
www.revisor.leg.state.mn.us/arule/3400/0060.html

If yes, please identify the criteria used to make the decision whether to open the case and reserve the position if a family reaches the top of the waiting list but is temporarily ineligible. Please attach additional pages if more space is needed.

D. Child Care for Job Search Activities

Has your county established policies for the authorization of child care assistance during job search beyond those required in Minnesota Statutes, section 119B.10, subdivision 1(a) and Minnesota Rules, part 3400.0040, subpart 15a.?

☐ Yes ☒ No

Minnesota Rules 3400.0040, subpart 15a
www.revisor.leg.state.mn.us/arule/3400/0040.html

If yes, please identify the criteria used for authorizing child care for job search. Please attach additional pages if more spaces is needed.

E. Expedited Application Process for Adolescent Parents

Describe your county process to expedite and streamline the child care assistance application process for minor parents participating in school-based adolescent parenting child care programs and DWP participants that need child care. Please attach additional pages if more space is needed.

Applications received from minor parents are processed immediately when all verifications are received. A referral to Social Services is made and the Social Worker is also involved in making sure paperwork is completed timely.

For DWP participants, a child care application is given and completed at the time of the DWP interview if child care is needed. The financial worker completes the interview and also processes the child care application. This application is processed as soon as all verifications are received.

F. Expedited Application Process for DWP Parents

Minnesota Statutes 256J.95 states "if child care is needed, the worker must obtain a completed application for child care assistance from the applicant before the interview is terminated. The same day the application for child care assistance is received, the application must be forwarded to the appropriate child care worker."

Does your county assist the parent in filling out an application for child care assistance as part of the interview process? ☒ Yes ☐ No

III. Health and safety

A. Unsafe Care Criteria

Minnesota Statutes, section 119B.125, subdivision 2, contains the criteria that prevent a person from being authorized as a legal nonlicensed family child care provider. This criteria includes a list of offenses that automatically bar a person from being authorized as a legal nonlicensed family child care provider. Minnesota Statutes, section 119B.125, subdivision 4, however, also allows counties to deny authorization to a provider, or to rescind an authorization, when the county knows that the provider or the care arrangement is unsafe.

List the additional conditions beyond those contained in Minnesota Statues, section 119B.125, subdivision 2, under which a legal nonlicensed provider or legal nonlicense care arrangement will be determined to be unsafe. Your conditions cannot conflict with the criteria in Minnesota Statutes, section 119B.125, subdivision 2, by providing that a conviction for a crime or offense not listed in that subdivision is an automatic bar to authorization as a legal, nonlicensed family child care provider. Instead, a conviction for a crime or offense not listed in Minnesota Statutes, section 119B.125, subdivision 2, may constitute unsafe care, and therefore bar authorization, only when the conviction reflects on the provider's ability to provide care. Please attach additional pages if more spaces is needed.

Minnesota Statutes, section 119B.125, subdivision 2
www.revisor.leg.state.mn.us/stats/119B/125.html

Nobles County does not have any additional conditions beyond those contained in MN Statutes 119B.125, Subd. 2.

1. Does your county apply the above unsafe care criteria to licensed providers also? ☐ Yes ☒ No

If yes, does your county communicate the concerns with your county licensing division (for licensed family providers) or DHS licensing (for centers)? ☐ Yes ☐ No

2. Has your county also consulted with your county attorney about applying the unsafe care criteria to licensed providers? ☐ Yes ☒ No

B. Records of Substantiated Parental Complaints

Describe your county's process for maintaining a record of substantiated parental complaints concerning the health and safety of children in the care of legal nonlicensed providers and how this information is made available to the public upon request.

Minnesota Rules 3400.0140, subp.5
45 C.F.R. § 98.32
Minnesota Statutes, chapter 13
www.revisor.leg.state.mn.us/arule/3400/0140.html

All substantiated complaints are maintained in a log and are available upon request.

IV. Special needs rates

If charged by the provider, counties shall reimburse all providers for the care of children with disabilities or special needs at a rate that exceeds the county maximum rate subject to the approval of the commissioner

Rates will be determined based on the special needs of children and provider's ability to provide specialized services. When four or more providers offer the same specialized care for the same special need in a like environment, the county will identify and pay the 75th percentile rate, the rate negotiated with the provider by the county, or the provider rate, whichever is less.

Rates paid for the care of children with special needs are allowed to exceed county maximum rates in the following special need circumstances. Please provide information on special needs rate currently paid in the following sections. **Please attach a separate sheet of paper if more space is needed for each special need circumstances.**

Minnesota Statutes 119B.13, subd.3
www.revisor.leg.state.mn.us/stats/119B/13.html
Minnesota Rules 3400.0130, subp.3
www.revisor.leg.state.mn.us/arule/3400/0130.html

A. Special Needs Rates for a Child with a Disability

Special needs rates for a child with a disability apply to the care of children who have a special need due to a disability requiring specialized services, provider training or environmental adaptations necessary to meet the needs of the child. Rates must be established on an individual basis when requested by the parent or the provider, and are subject to the approval of the commissioner of DHS.

Refer to Minnesota Rules 3400.0020, subpart 17a
www.revisor.leg.state.mn.us/arule/3400/0020.html

1. Identify the provider type, rate paid and the approved rate begin date for each special need rate currently paid by your county. **Do not attach client-specific information to this plan.**

Provider type Licensed, LNL, Center	Rate $/hour/day/week	Approved rate begin date

2. Does your county have a process for approving rates paid for the care of children with special needs that has been approved by the commissioner? ☐ Yes ☒ No

If yes, please attach information for each provider type, the number of children in care by age category, the rate paid, and the approved rate begin date.

B. Special Needs Rates for Care of Sick Children

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

Minnesota Rule 3400.0110, subpart 8

www.revisor.leg.state.mn.us/arule/3400/0110.html

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

Provider type Licensed, LNL, Center	Rate $/hour/day/week	Approved rate begin date

Does your county have a process for approving rates paid for the care of sick children that has been approved by the commissioner? _____

☐ Yes ☒ No

If yes, please attach information for each provider type, the number of children in care by age category, the rate paid, and the approved rate begin date.

C. Special Needs Rates for Children in At-Risk Programs

Special needs rates for programs that care for children in an at-risk population group apply to the care of children with significant environmental or familial factors that create barriers to a child's optimal achievement. See Minnesota Rules 3400.0020, subp 9a for the definition of at-risk.
www.revisor.leg.state.mn.us/arule/3400/0020.html

1. Identify the provider type, rate paid and the approved rate begin date for each rate currently paid above the county maximum rate for children in an at-risk population. **Do not attach client-specific information to this plan.**

Provider type Licensed, LNL, Center	Rate $/hour/day/week	Approved rate begin date	Description of At-Risk Population

2. Does your county have a process for approving rates paid for the care of children in an at-risk population that has been approved by the commissioner? ☐ Yes ☒ No

If so, please attach information for each provider type, the number of children in care by age category, the rate paid, and the approved rate begin date.

Special needs rates may be requested at any time by submitting the required documentation to the commissioner for approval. (See edocs 4194, 4195, 4196, 4197, 2243A, 3985) edocs.dhs.state.mn.us/index.htm when submitting requests for special needs rate. Send requests to your county's CCAP technical liaison:

Minnesota Department of Human Services
Transition to Economic Stability Division
Child Care Assistance Program
PO Box 64951
St. Paul, Minnesota 55164-0951
FAX: (651) 431-7526

V. Payment policies

A. Payment to Two Providers When A Child Is Sick

Does your county make payments for child care services provided for children who, as a result of illness, are unable to attend the family's regular provider and, if so, does your county pay both the regular provider and the second provider who is caring for the sick child? ☐ Yes ☒ No

Minnesota Rules 3400.0110, subp.8
www.revisor.leg.state.mn.us/arule/3400/0110.html

NOTE: If rates for care of sick children exceed county maximum rates, the county rates for care of sick children must be included in the special needs rates section of this plan.

B. Background Checks for Legal Nonlicensed Providers

1. Does your county charge a fee to unlicensed providers for the costs involved when completing the required criminal background check? ☒ Yes ☐ No

If yes, how much does your county charge for the required background check?

☒ per family $25.00 plus additional charges if an out of state background check is required and that state has a fee for this service, the family is responsible for this charge not to exceed $100.00/year.

or ☐ per person $_____

2. Does your county request background information from other counties when a provider is registered in another county? ☒ Yes ☐ No

3. How often does your county charge for the required background check for a provider to be reauthorized?

Yearly ☒ EveryTwo Years ☐ Other ☐ _____

C. Provisional Payment of Legal Nonlicensed Providers

Does your county issue provisional authorization and payment to legal non-licensed providers during the time necessary to receive and review the results of the statutorily required criminal investigation and determine whether to give final approval to the provider?

☐ Yes ☒ No

Minnesota Rules 3400.0120, subpart 2
www.revisor.leg.state.mn.us/arule/3400/0120.html
Minnesota Rules 3400.0110, subpart 2a
www.revisor.leg.state.mn.us/arule/3400/0110.html
Minnesota Rules 3400.0140, subpart 5a
www.revisor.leg.state.mn.us/arule/3400/0140.html

D. Submission of Invoices

Minnesota Statutes, section 119B.13, subdivision 6 states that all provider bills must be submitted to the county within 60 days of the last date of service on the bill. A county may pay a bill submitted after this 60-day limit if the provider shows good cause for the delay. Counties must define good cause in their child care fund plans and this definition must include county error. A county cannot pay a bill submitted more than a year after the last date of service.

www.revisor.leg.state.mn.us/stats/119B/13.html

1. What is your county's **definition of good cause** for delay in bill submission? County error must be include in this definition. Please attach additional pages if more space is needed.

Good Cause includes, but is not limited to, an extended illness, family emergency or County error.

2. Does your county require the parent signature on the voucher? ☒ Yes ☐ No

3. Does your county require the provider signature on the voucher? ☒ Yes ☐ No

4. Please identify any criteria whereby a signature is not needed by either the parent or the provider.

If the provider is no longer providing care for the family and is unable to obtain the parent's signature, the provider will be paid. If payment is made to the parent and the provider is no longer providing care and the parent is unable to obtain the providers signature, the parent will be paid.

VI. Program integrity

As more attention is being focused on program integrity and accountability at the federal and state levels, DHS needs to begin gathering information about local processes used to ensure integrity and accountability.

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

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

1. Does your county conduct second party reviews / case management reviews of CCAP cases? ☐ Yes ☒ No

2. Does your county conduct second party reviews / case management reviews of child care provider's files who cares for families receiving CCAP? ☐ Yes ☒ No

3. Does your agency complete full reviews, targeted reviews or both?
   ☐ full reviews ☐ targeted reviews ☐ both

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

5. Describe your county's process for selecting files to be reviewed, conducting the reviews and resolving errors, if any, found during the reviews.

6. Does your county use a form(s) to guide the review process and record results of the review?

☐ Yes ☒ No

7. Is your county using the DHS recommended provider recoupment schedule provided in the DHS Memo sent on 3/29/2006?

☒ Yes ☐ No

If not, please describe how your county determines what percentage or amount of the overpayment to recoup from each payment to the provider.

VII. Other county responsibilities

A. Describe your county methods for providing information on the availability of child care assistance to individuals, child care providers, social service agencies, local news, etc. to ensure families are aware of the availability of the assistance. Minnesota Rules 3400.0140, subp.2.
http://www.revisor.leg.state.mn.us/arule/3400/0140.html

Information is available through the local family service agency. Information on the program has also been share with the child care resource and referral, local schools, Workforce Center and institutions of higher learning.

B. Identify the two or more methods of application your county uses for the Child Care Assistance Program. Minnesota Statute § 119B.03, subd.10. To meet the requirement of this subdivision, a county may provide alternative methods of applying for assistance including, but not limited to, a mail-in application or application sites that are located outside of government offices.
http://www.revisor.leg.state.mn.us/stats/119B/03.html

Applications are available for pickup at the local family service agency and are also mailed to interested individuals.

C. Identify any other county policies that apply to the child care assistance program which are not specifically required by state or federal rule or law. Minnesota Rules 3400.0140, subp.1 and 3400.0150, subp.2.
http://www.revisor.leg.state.mn.us/arule/3400/0140.html
http://www.revisor.leg.state.mn.us/arule/3400/0150.html

D. Describe strategies used to coordinate and maximize public and private community resources, to coordinate child care assistance with existing community-based programs and service providers to foster collaboration that provides family-focused services to families with young children and to facilitate transition into kindergarten. Minnesota Statutes 119B.08, subd. 3(1).
http://www.revisor.leg.state.mn.us/stats/119B/08.html

Pamphlets are included in the child care assistance application packets that are given to families which includes information on Child care Resource and Referral, Head Start, WIC

E. Minnesota Statute 119B.08, Subdivision 3(2) states that the county and designated administering agency shall submit a biennial child care fund plan which includes a description of procedures and methods used to make copies of the proposed plan reasonably available to the public and allow sufficient time for public review and comment Describe procedures and methods used by your county to make copies of this plan reasonably available to the public and the time that was allowed for public review and comment
http://www.revisor.leg.state.mn.us/stats/119B/08.html

Information regarding where to access Nobles County Child Care Fund Plan is on the Application Cover Letter and also on the Approval Letter that is sent to the family. Copy of the plan is available upon request and the plan is also available on the County website, www.co.nobles.mn.us under Family Services.

F. Please attach all new and/or amended county forms, handbooks, agreements or other written documents and
materials that have not been previously approved that are used in your county for the administration of child care assistance program. **Submit only documents that have not been submitted and approved with prior plans.**

VII. COUNTY ASSURANCES

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

A. The county is informing parents about the following as required under Minnesota Rules 3400.0035, subp 1.

- federal and state child and dependent care tax credits
- earned income credits
- other services for families with young children

- child care resource and referral services
- child care assistance program eligibility requirements
- the documentation necessary to confirm eligibility
- waiting list information
- procedures for making application for CCAP
- family copayment fees and how computed
- information about how to choose a provider
- families rights and responsibilities when choosing a provider
- availability of special needs rates
- the family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee; and
- the importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

☒ **County Assures Compliance**

B. The county is distributing the following required information to registered legal nonlicensed providers: Distribution requirements may be accomplished by giving the materials directly to the provider, or to the parent and establishing a method to ensure that the provider receives the material.
45 C.F.R. § 98.41, Minnesota Rules 3400.0140, subp. 5 and DHS Bulletin #07-68-04.

- child immunization requirements
- child nutrition
- child protection reporting responsibilities
- health and safety information
- child development information
- referral to child care resource and referral agency

☒ **County Assures Compliance**