



BELTRAMI COUNTY HEALTH & HUMAN SERVICES

Income Maintenance Unit
616 AMERICA AVENUE N.W., SUITE 270
BEMIDJI, MN 56601-3802

PHONE: (218) 333-8300

FAX: (218) 333-4150

BELTRAMI COUNTY CHILD CARE ASSISTANCE PROGRAM (CCAP) POLICY

BASIC SLIDING FEE CHILD CARE (BSF): If a parent is working and/or is attending school and NOT receiving any cash public assistance, the parent may be eligible for this program. Eligibility is based on the number of qualified family members in the household and gross income. The eligibility date for BSF is the later of the date the application was received or the beginning date of employment, education, or training. There may be a waiting list due to capped funding.

MFIP CHILD CARE: If a parent is receiving Minnesota Families Investment Program (MFIP) and working, or has an approved Job Search Plan or Education Plan, the parent may be eligible for this program. Eligibility is based on the number of qualified family members in the household, gross income and MFIP cash assistance.

TRANSITION YEAR CHILD CARE: If a parent is leaving MFIP and is employed, the parent may be eligible for one (1) year transitional child care. At least one caregiver in the family must have received MFIP in at least three (3) of the last six (6) months immediately preceding the month in which the family's MFIP case was closed to be eligible. Eligibility is based on the number of qualified family members in the household and gross income.

The County will not pay the mother or father for the care of his/her own child. Under no circumstances will the county pay other household members for the care of other children in the home.

The County will not pay another provider when the child's mother, father, step-parent, guardian, eligible relative caregiver and/or their spouse are available to provide care (available means unemployed, not in school, not disabled, etc.).

The county will not pay to "hold spots" when a child is not in attendance or is in attendance and the parent is not working.

The County will not pay a provider under the age of eighteen (18) years.

The County will review active child care cases every twelve(12) months per State Rules. **THE PARENT MUST COMPLETE AND RETURN** eligibility paperwork with required verifications, **ACCURATELY AND TIMELY**, or a 15-day termination notice will be sent, and the child care case will be closed. However, if the requested information is submitted during these fifteen (15) days, the case will be reviewed for continued eligibility.

Child Care Providers/Child Care Centers (herein referred to as "provider") should thoroughly review their child care policy with parents **BEFORE** a Child Care Agreement is signed. The provider's policy will be submitted in writing to the county as part of their registration and anytime they are updated. The review should include, but is not limited to: an explanation of days the parent will be charged for even if the child is not in child care and the parent's responsibility to pay any charge above the maximum child care rate the County will pay in addition to any co-payment assessed. CCAP does pay child absent days of up to 25 per calendar year (with exceptions for teen parents and documented medical plans per legislative change to Minnesota Statute, Section 119B). For licensed providers, *the county* will pay holidays if it is in the provider policy to charge for these days and a child is authorized to be in care on the absent day or holiday. If a provider cares for families that do not receive Child Care Assistance, CCAP payments for absent days and holidays cannot exceed the provider's charge to private pay families. Providers must document that all parents of children in care were advised of the absent day and state and federal holiday policy. Providers who accept payments made by a source other than the family, i.e., scholarships or third party, must maintain family specific documentation of payment source, amount, type of expenses and time period covered.

Providers should not provide child care without a Service Authorization notice. Providers and parents should carefully check the dates of service that have been approved. The County will not pay for services before or after the dates of service listed.

If licensed providers or licensed centers charge families a registration fee to enroll children and the fee is not included in the provider rate, the County will pay the registration fee for CCAP families up to the State maximum for the County in which child care is provided (Beltrami County rate is \$84.12). The County will pay up to a maximum of two registration fees per child to one or more providers in a twelve (12) month period. The parents will be responsible for any other fees.

Child Care Help Line 218-333-4224

CCAP prohibits payments for child care provided by someone who resides in the same residence as the child(ren).

Minnesota Statutes, section 119B.09, Subdivision 10, prohibits child care assistance payments for child care that is provided for a child by a child care provider who resides in the same household or occupies the same residence as the child.

Restrict CCAP payments for child care provided in the child(ren)'s home .

Minnesota Statutes, section 119B.09, subdivision 13, only allows child care assistance to be authorized for care provided in the child's home if the child's parents have authorized activities outside of the home and if one or more of the following circumstances are met:

1. the parents' qualifying activity occurs during times when out-of-home care is not available. If child care is needed during any period when out-of-home care is not available, in-home care can be approved for the entire time care is needed;
2. the family lives in an area where out-of-home care is not available; or
3. a child has a verified illness or disability that would place the child or other children in an out-of-home facility at risk or creates a hardship for the child and the family to take the child out of the home to a child care home or center.
4. Authorization is dependent upon state approval.

A family child care provider or child care center will be paid up to a fifteen percent (15%) differential above the county maximum rate, not to exceed the provider charge, if the provider or center has a current Early Childhood Development credential or is accredited: this includes a child development associate degree or associate credential, a Minnesota State technical college diploma, or a bachelor's or post baccalaureate degree in early childhood education. Unlicensed providers may contact Teresa Anderson at 333-8104 and licensed providers may contact Michele Voorhees at 333-4269 for specific details.

Employed CCAP participants must work an average of twenty (20) hours per week, at no less than minimum wage, in order to receive child care assistance. The County may pay the provider for allowable parent absences, illnesses, injury etc., if the provider has such provisions in their child care policy.

Full-time students work requirements vary depending on the child care program benefit the participants receive.

Participants **must be in compliance** with Child Support Program requirements for all children in the household in order to receive child care assistance.

Participants must pay the biweekly sliding fee to the provider in order to remain eligible for the CCAP. **Failure to pay is grounds for termination.** Providers are required to notify the County if the sliding fee is not paid when due.

Legal Non-Licensed Provider

A Legal Non-Licensed Child Care Provider Registration packet and a Consent and Request for Law Enforcement and Agency Records form must be completed on all household members thirteen (13) and older. These forms must be submitted with a \$25.00 background check fee per person in the household up to a \$100.00 maximum. A home monitoring visit must be completed by Beltrami County. The background check and home monitoring visit must be completed **BEFORE ANY CHILD CARE PAYMENTS CAN BE MADE.** The County will not pay for child care if the provider or any household member has a disqualification. Registration and background checks must be renewed biennially. If you chose a legal non-licensed provider, the "Parent Acknowledgement When Choosing a Legal Non-Licensed Provider" form, must be completed, signed, dated, and returned to your Child Care Specialist **before** any payment can be made.

Child Care Assistance for Children of "Family" Child Care Provider

Licensed and legal non-licensed family providers may be eligible to receive child care assistance for their own children, or children in their family, during authorized activities as long as the hours do not overlap with the hours the provider provides child care services. The work activity of providing child care is not eligible for child care assistance subsidies. Child Care activity can be counted toward the average twenty (20) hour weekly work requirement in Minnesota Statutes, Section 119B.10, Subdivision 1(b), if the provider receives at least minimum wage for all hours worked while providing child care assistance.

Minimum Wage

An employment activity must meet the **Minnesota minimum wage** requirement for the CCAP eligibility. Currently, the wage is \$8.21 per hr. (\$8.42 effective 1/1/2022) for small employers (annual gross sales volume of less than \$500,000) and \$10.08 per hr. (\$10.33 effective 1/1/2022) for large employers (annual gross sales volume of more than \$500,000).

Child Absence Policy for Legal Licensed Providers and Child Care Centers

An absent day is any day that the child is authorized and scheduled to be in care with a licensed provider or license exempt center, and the child is absent from care. Child absences may occur for a variety of reasons including, but not limited to, illness or vacation.

Payment Guidelines

The County will pay the provider for a child absence when:

- The provider has a written policy for child absences and charges **ALL** other families in care for similar absences, and
- The provider's service is available (with the exception of the holidays described below), and
- The child is scheduled to be in child care based on hours of care authorized for the child care assistance program, and
- County payment does not exceed the provider's charge to private pay families for the same absence period.
- The County will pay for child absences for up to 25 absent days per child, **excluding holidays**, in a calendar year, with exceptions for teen parents and documented medical plans.
- The county will pay for no more than ten (10) consecutive absent days.
- The County will pay for part-day absences as authorized and will not count part-day absence payments towards the 25 absent day payment limits.
- The provider and parent will receive notification of the number of absent days used upon initial provider authorization.

Payment for Holidays

The County will 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, payments must be made if the provider has signed agreements with **all** parents of children in care that specify payment is required for this day. **The child care assistance program will 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 will make payment under the basic absence policy.

Service Authorizations

The maximum allowable hours for child care payments may not exceed one hundred twenty (120) hours, which also requires verification of activity, in a two-week period. The following hours of authorization shall apply:

Weekly:	More than thirty-five (35) hours and up to fifty (50) hours per week.
Daily:	More than five (5) hours and up to ten (10) hours per day.
Hourly:	One (1) to five (5) hours per day.

When maximum weekly rates are identified, the maximum payment to a single provider for care in any combination of hourly, daily, or weekly must not exceed the weekly rate unless more than fifty (50) hours of care per week are needed for authorized activities and are approved. Child care over fifty (50) hours per week will be reimbursed at the State hourly rate for up to five (5) hours per day, or the daily rate if over five (5) hours per day, up to the maximum allowable hours.

Providers must list **ACTUAL** hours of care when completing the Billing Form. Please make copies for your records before you submit.

Providers must complete a bi-weekly or monthly *Billing Form* depending on how they registered with Beltrami County. Per Minnesota Statute 119, Subdivision 6, payment for approved services will be made within thirty (30) days of receipt of invoice. Every attempt will be made to process the *Billing Forms* before the next billing cycle. **All *Billing Forms* must be complete.**

There are two (or more) pages to the *Billing Form*:

- The first page has information about the family, the time period covered, reference information and the signature line for the provider and the parent, which is required by Beltrami County;
- The second page of the ***Billing Form*** gives information on each child and the authorized hours of care. Providers record the units, rate, amount billed, fees and then subtotal.
- The co-payment information must be completed and that amount is then subtracted from the subtotal, which is the total you are billing for that child.
- The **Daily Scheduled Attendance Record** is the daily calendar per child for the service period and, where the **scheduled** and **actual** number of hours is recorded. Absent days should be marked with an **A**, along with the number of hours you are billing for on that day.

The *Billing Form* and Daily Scheduled Attendance Record are both required to be completed. **Incomplete/inaccurate *Billing Forms* will be returned to the provider and may result in a payment delay.** *Billing Forms* must be turned in within sixty (60) days of services or payment will not be made, except for good cause (per Minnesota Statutes, Section 119B.13, Subdivision 6). When CCAP makes a payment, a Remittance Advice is sent to the Provider, giving details about the payment received. Please keep this notice

for your tax records.

The Minnesota Child Care Assistance Program Child Care Provider Guide explains the child care program, how to bill, and other important information. If you did not receive a booklet, please contact Teresa Anderson at 333-8104 and licensed providers may contact Michele Voorhees at 333-4269

Providers must keep daily attendance records signed by the parent for those children for whom they receive child care assistance payments. These records must be retained for six (6) years and must be made available to the County upon request.

BELTRAMI COUNTY – MAXIMUM CHILD CARE RATES (standard hours)									
Licensed Provider					Child Care Centers				
Rate	Infant	Toddler	Pre-School	School Age	Rate	Infant	Toddler	Pre-School	School Age
Weekly	\$135.00	\$130.00	\$125.00	\$120.00	Weekly	\$222.00	\$207.00	\$188.00	\$155.00
Hourly	\$ 2.75	\$ 2.75	\$ 2.60	\$ 2.50	Hourly	\$ 9.00	\$ 8.00	\$ 7.13	\$ 6.38
Full Day	\$ 28.00	\$ 27.00	\$ 25.00	\$ 25.00	Full Day	\$ 55.00	\$ 52.00	\$ 45.00	\$37.00
Legal Non-Licensed Provider/Hourly									
Rate	Infant	Toddler	Pre-School	School Age					
Hourly	\$ 2.43	\$ 2.34	\$ 2.25	\$ 2.16					

The following are reasons for closing a provider’s registration with CCAP:

1. A provider admits to intentionally giving the agency materially false information on the providers billing forms.
2. The agency finds a preponderance of evidence that the provider intentionally gave the agency materially false information on the providers billing forms or attendance records.
3. The provider is operating after receipt of a license order of suspension or revocation or a final order of conditional license for as long as the conditional license is in effect.
4. A provider submits false attendance reports or refuses to provide documentation of the child’s attendance upon request.
5. A provider fails to report decreases in a child’s attendance.

Questions from providers or child care recipients regarding the billing process or Billing Forms may be directed to:
Child Care Accounting, Joni @ 333-4132

Questions from clients regarding their child care eligibility should be directed to:
Income Maintenance Unit Call Center @ 333-8300

Questions regarding Licensing of providers and Legal-Non Licensed providers should be directed to:
Child Care Help Line @ 333-4224 (This line is checked twice (2) each business day – calls will be returned within two (2) business days)