



BELTRAMI COUNTY HEALTH & HUMAN SERVICES

Economic Assistance Division
616 AMERICA AVENUE N.W., SUITE 220
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 go on-line and review the Minnesota Child Care Assistance Program (CCAP) Child Care Provider Guide at: <https://edocs.dhs.state.mn.us/lfsrver/Public/DHS-5260-ENG> . There is also additional information located at the MN Department of Children, Youth, and Families provider website, including information on how to register as an authorized provider at <https://dcyf.mn.gov/child-care-assistance-program-information-child-care-providers>.

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.

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

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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.

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.

Minimum Wage

An employment activity must meet the **Minnesota minimum wage** requirement for the CCAP eligibility. Currently, the wage is \$11.13 per hr.(effective 1/1/2025) for all employers.

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*. 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.**

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.

BELTRAMI COUNTY – MAXIMUM CHILD CARE RATES (standard hours) <i>eff 01/06/2025</i>									
Licensed Provider					Child Care Centers				
Rate	Infant	Toddler	Pre-School	School Age	Rate	Infant	Toddler	Pre-School	School Age
Weekly	\$175.00	\$170.00	\$160.00	\$150.00	Weekly	\$294.00	\$265.00	\$250.00	\$200.00
Hourly	\$ 3.50	\$ 3.50	\$ 3.50	\$ 3.50	Hourly	\$ 16.00	\$ 12.00	\$ 12.00	\$ 12.00
Full Day	\$ 35.00	\$ 35.00	\$ 35.00	\$ 32.00	Full Day	\$ 80.00	\$ 70.00	\$ 70.00	\$70.00
Legal Non-Licensed Provider/Hourly									
Rate	Infant	Toddler	Pre-School	School Age					
Hourly	\$ 3.15	\$ 3.06	\$ 2.88	\$ 2.70					

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, Mary @ 218-333-4132

Questions from clients regarding their child care eligibility should be directed to:
Income Maintenance Unit Call Center @ 218-333-8300