

Administration of the Child Care Assistance Program

ANOKA 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
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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: Dianna Skeen		POSITION/TITLE: Manager, Community and Collaborative Services	
DEPARTMENT: Community Social Services/Mental Health		TELEPHONE NUMBER: (763) 422-7110	
ADDRESS: 2100 3 rd Ave			
CITY: Anoka		STATE: MN	ZIP CODE: 55303-5049
FAX: (763) 422-6987		INTERNET E-MAIL: dianna.skeen@co. anoka.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: Terri L. Hoffman		POSITION/TITLE: Supervisor	SUBPROGRAMS:
DEPARTMENT: Community Social Services/Child Care Assistance		TELEPHONE NUMBER: (763) 717-7718	
ADDRESS: 1201 89 th Ave NE			
CITY: Blaine		STATE: MN	ZIP CODE: 55434
FAX: (763) 783-4772		INTERNET E-MAIL: terri.hoffman@co.anoka.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: TERRI L. HOFFMAN		POSITION/TITLE: Supervisor	
DEPARTMENT: Community Social Services/Child Care Assistance		TELEPHONE NUMBER: (763) 717-7718	
ADDRESS: 1201 89 th Ave			
CITY: BLAINE		STATE: MN	ZIP CODE: 55434
FAX: (763) 783-4772		INTERNET E-MAIL: TERRI.HOFFMAN@CO.ANOKA.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: Anoka County Child Care Assistance – General Information		TELEPHONE NUMBER: (763) 717-7711
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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.

Anoka County has subcontracted all administrative functions to Anoka County Community Action Program (ACCAP). ACCAP provides administrative and case management services for Child Care Assistance programs as defined in Minn. Stat.119B and Minn.Rules Chap.3400.

Administrative services include: managing Child Care Assistance staff; issuing payments; maintaining and updating the Child Care Assistance waiting list semi-annually; monitoring budgetary allocation and spending levels; and timely preparation of all reports that are presently, or in the future, required to be filed with the state and federal government. In addition, administrative services include issuing Child Care Assistance payments, either to clients directly or to child care providers, dependent on where the care of the child is provided. ACCAP will use generally accepted accounting procedures in issuing payments. ACCAP will train Child Care Assistance staff and monitor program compliance. ACCAP agrees that Child Care Assistance will continue to operate as part of the Anoka County Work Force Center. ACCAP will coordinate Child Care Assistance programs with other programs of the Anoka County Work Force Center.

Case Management services include screening and processing applications for the Child Care Assistance programs; determining an applicant's eligibility and funding priority under state law and County approved criteria; determining eligible hours for each client; managing the Basic Sliding Fee program waiting list; completing at least semi-annual case reviews; calculating each client's Child Care Assistance payment amount; processing claims and properly closing cases. ACCAP will determine any overpayment amounts, notify clients about overpayments and take appropriate action to recoup overpayments from current Child Care Assistance clients. ACCAP will work together with County staff to coordinate collection activities on any outstanding overpayment. An applicant with an outstanding payment may not be eligible for Child Care Assistance.

ACCAP will notify applicants and clients in accordance with program regulations and present the program's position at Minnesota Department of Human Services (DHS) appeals initiated by clients. ACCAP will maintain software to assist in the administering the Child Care Assistance programs. ACCAP agrees to maintain historical data, on a computer software system or otherwise, about client eligibility, client programs, client payments issued and other client program records, in accordance with the approved schedule of the Anoka County Record Retention Plan.

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

NAME: JULIE A. LADEEN		POSITION/TITLE: Social Services Planner	
DEPARTMENT: Community Social Services/Mental Health		TELEPHONE NUMBER: (763) 422-7288	
ADDRESS: 2100 3 rd Ave			
CITY: ANOKA		STATE: MN	ZIP CODE: 55303-5049
FAX: (763) 422-6987		INTERNET E-MAIL: JULIE.LADEEN@CO.ANOKA.MN.US	

3. Administrative Contact in Subcontracted Agency

NAME: PATRICK MCFARLAND	POSITION/TITLE: Executive Director - ACCAP
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DEPARTMENT: Anoka County Community Action Program		TELEPHONE NUMBER: (763) 783-4728
ADDRESS: 1201 89 th Ave NE, Suite 345		
CITY: BLAINE	STATE: MN	ZIP CODE: 55434
FAX: (763) 783-4700	INTERNET E-MAIL: PATRICK.MCFARLAND@ACCAP.ORG	

3. Administrative Contact in Subcontracted Agency

NAME: CASEY GREEN		POSITION/TITLE: Director - ACCAP
DEPARTMENT: Anoka County Community Action Program		TELEPHONE NUMBER: (763) 783-4881
ADDRESS: 1201 89 th Ave NE, Suite 345		
CITY: BLAINE	STATE: MN	ZIP CODE: 55434
FAX: (763) 783-4700	INTERNET E-MAIL: CASEY.GREEN@ACCAP.ORG OR CASEY.GREEN@CO.ANOKA.MN.US	

4. Client Access Contact in Subcontracted Agency

NAME: TERRI L. HOFFMAN		POSITION/TITLE: Supervisor
DEPARTMENT: Social Services/Child Care Assistance		TELEPHONE NUMBER: (763) 717-7718
ADDRESS: 1201 89 th Ave NE, Suite 400		
CITY: BLAINE	STATE: MN	ZIP CODE: 55434
FAX: (763) 783-4772	INTERNET E-MAIL: TERRI.HOFFMAN@CO.ANOKA.MN.US	

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: Child Care Assistance General Phone Number	TELEPHONE NUMBER: (763) 717-7711
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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

All Basic Sliding Fee applicants must complete an Anoka County Post Secondary Training Request Packet. Completed training packets are reviewed by the Anoka County Employment Service Supervisor and recommended for approval or denial based on the criteria in the training packet.

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

Anoka County's rationale in using the criteria in the training packet is that an approved course of study will lead the family towards self-sufficiency. As part of the training packet, the student must complete a budget and provide labor market information including two (2) sources of job leads in the area of study. Once a packet is approved, Child Care Assistance staff will monitor the Post Secondary progress.

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.

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.

Anoka County Child Care Assistance requires that clients submit activity logs upon request to remain eligible for Child Care Assistance. The County requires that clients perform job search activities at a minimum of 20 hours per week, not to exceed 240 hours in a calendar year.

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.

Anoka County has a Youth Team composed of financial workers, employment service counselors, a social worker, and child care assistance worker. This team’s focus is working with minor parents. The child care assistance worker performs site visits to high school teen parent programs three times a year to distribute child care assistance applications, redetermination paperwork, and provide information on the child care assistance program. She also visits the classroom 2 times a year to talk with expectant teen parents about the child care assistance program. The CCA Youth worker meets with minor parents at a bi-monthly Assessment Workshop hosted by Employment Services that is specifically geared toward services available for minor parents. Youth Team meets on a monthly

basis for case consultations and networking. Diversionary Work Program (DWP) participants are given a child care assistance application at the time of their initial financial intake. They are asked to complete the application on site as part of their financial intake. Child Care Assistance has implemented a worker of the day system so a CCA worker is available to meet with all applicants during business hours to ensure their application has been completed properly and weekly Employment Service Overview, where child care staff are available to assist families with application process and answer questions. At Overview, clients sign an Employment Plan requiring them to attend an Assessment Workshop the following week. If a participant's application is incomplete, and they are scheduled to attend the Assessment Workshop, Anoka County Child Care Assistance will approve care using County Funds, and issue a temporary authorization for care for a maximum of 2 weeks while the participant completes the CCA application process.

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 Statutes, 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

None

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

Anoka County's Child Care provider registration packet requires providers to consent to the release of any substantiated parental complaints to the public. Anoka County maintains substantiated parental complaints against a legal non-licensed provider in its Child Care Provider database. A file is also available in input any substantiated parental complaints for legal non-licensed providers, which is available upon public request. Anoka County currently has no substantiated reports on file against a legal non-licensed provider.

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
LNL 1-child	\$5.00 per hour	5-21-2007
Center 1-child	\$145.00 per week	4-8-2007
Center 1-child	\$300.00 per week	6-7-2007

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. Anoka County is currently not paying any special need rate for an individual child.

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
See attachment #1			

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 \$ 65.00 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 Every Two 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 included in this definition. Please attach additional pages if more space is needed.

Anoka County has a practice of allowing a provider one chance to submit one month of bills beyond the 60 days of the last date of service, unless the delay in payment was due to agency error. When a provider submits a bill 60 days from the last date of service, a letter is sent to the provider stating Anoka County's policy for submitting bills. The letter informs the provider which late bill(s) will be paid and also informs them that in the future, Anoka County will not pay the provider for any bill(s) submitted after 60 days from the last day of service for the remainder of that calendar year. Anoka County Child Care Assistance maintains and updates a list of providers who have received a 60 day letter per calendar year.

When the delay in payment to the provider is due to agency error, the agency will submit the bill for payment up to one year after the last date of service.

Exceptional circumstances of late submissions beyond 60 day are reviewed by the case worker and supervisor to determine payment.

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 a parent has left the provider, therefore the parent(s) are no longer available to sign the voucher, the voucher will be accepted. A signature may not be needed if there are unusual circumstances, for example the death or incapacity of the parent(s) or provider, based on case worker and supervisory review.

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%

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

CCA cases are reviewed for each CCA worker biannually. CCA Program Coordinator reviews the results of the full case review audit with each worker. Errors are to be corrected and verified by Program Coordinator.

CCA Providers are reviewed in the two-year provider activation /authorization period.

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 of the availability of the Child Care Assistance program is disseminated through local child care providers, County Social Services workers, Income Maintenance workers and Employment Service counselors. Information about the Child Care Assistance program is also posted on the Anoka County and ACCAP web pages. Anoka County Child Care Assistance staff also attend local collaborative and networking meetings to provide Child Care Assistance information. The County has the Child Care Assistance brochure in lobbies at several locations and satellite offices. Resources for Child Caring provides information to all callers about the Child Care Assistance program. Every new MFIP and DWP participant receives a Child Care Assistance application at their initial interview and also receives information on Child Care Assistance at the mandatory

MFIP/DWP Employment Service Overview which is held weekly. Information for Child Care Assistance is also provided at monthly Resource Fairs for Non-English speaking families and interpreters.

Anoka County has a general information line that gives families information on the Child Care Assistance program.

- 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>

Anoka County provides applications by phone contact, through the mail and for people who walk into the agency. Anoka County Child Care Assistance screeners and case consultants mail out applications to families who contact the agency by phone or mail and applications are available at the reception desks of each Social Service agency for families who come into the agency. Applications are given to MFIP and DWP applicants at the time of the initial intake as was as at the mandatory Employment Service Overview. Income Maintenance and Employment Service counselors also provide applications to interested families. Applications are available on site at the high school teen parent programs as well at the monthly Resource Fairs for Non-English speaking families.

- 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>

Anoka County requires all closed Child Care Assistance cases with overpayments to sign a Confession of Judgment before their Child Care Assistance can reopen. The Confession of Judgment is a document that informs the client of the amount of the overpayment and reason for the overpayment. By signing the Confession of Judgment, the client is agreeing that they owe the amount shown on the document and that the amount is correct. The client is informed on the document that the overpayment will be collected at a rate of 50% of their co-payment, or \$20.00, which ever is greater, until the debt is paid in full. The client must have their signature on the Confessions of Judgment notarized.

Anoka County has criteria for payment approved by the commissioner to pay a higher rate for the At-Risk Population of high school/minor parents in school parenting programs that offer a child care component. It is only programs meeting this At Risk population criteria that Anoka County will pay a special needs rate to the provider. If a provider in another county has been deemed a special needs provider, but not meeting the high school/minor parent at risk criteria, Anoka County will pay the provider the county's maximum rate as set by the legislature and, if the center charges a rate higher than the maximum rate, the parent will be responsible for the additional cost of care. If an individual child has a documented medical need, Anoka County will follow the procedure for requesting a special needs rate for that individual child.

- 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>

Anoka County has contracted with Anoka County Community Action Program (ACCAP) to administer Child Care Assistance. Anoka County has transferred the program management and the payment functions to ACCAP. These changes have resulted in increased efficiency for staff and have allowed Anoka County to streamline program administration. This partnership allows Anoka County and ACCAP to be more responsive to the changing needs of clients and child care providers.

As part of ACCAP, Child Care Assistance staff coordinates with the Resources for Child Caring who has a staff member housed at ACCAP two (2) days per week and coordinates with Headstart, a community based program within ACCAP. A Child Care Assistance worker is teamed with two (2) financial workers and an Employment Service Counselor to coordinated services for families. Each team meets on a monthly basis. There is also a Child Support worker that is assigned to working directly with the Child Care Assistance department. In addition to the teams listed above, Anoka County has three (3) specialized teams. The first is a Youth Team that works with minor parents. The second team works with English language learners. The third and newest team is Partnerships in Family Success that works with families encountering multiple barriers. This specialization has developed partnerships with teen parent programs in the local schools and Metro North, an adult education program. The English Language Team has monthly resource fairs, where a number of community partners attend and interpreters are available to assist families to gain more information on local resources and application processes. A few of the partners that attend these Resource Fairs are Public Health Nursing, Judicare, ACCAP, Child Care Assistance, Employment Services, Income Maintenance and Metro North.

The ACCAP Director of Child Care Assistance serves on the Anoka County Children and Family Council and also supervises the Healthy Start Coordinator.

- 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>

Anoka County Child Care Assistance presented the information in the 2008-2009 Child Care Fund Plan to the Anoka County Human Service Committee, the Anoka County Board, the ACCAP Board of Directors and the Anoka County Integrated Team Supervisors. A draft of the plan was posted on the Anoka County and ACCAP web pages, with the goal of inviting public input on Anoka County's Child Care Fund Plan.

- 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**

Anoka County Special Needs Centers Current Rates Teen/Minor Parent Programs in Anoka County

Fridley Infant/Toddler/Teen Program – Effective 9/2003

Rate increase effective January 2006

	Infant	Toddler	Preschool
Weekly	272.19	236.58	209.87
Daily	80.12	68.69	63.60
Hourly	13.12	11.45	11.87
Children in Care	4	2	4

Chance to Grow, Spring Lake Park – Effective 1994

Rate increase effective January 20061

	Infant	Toddler	Preschool
Weekly	288.55	250.80	
Daily	72.13	62.69	
Hourly			
Children in care	2	2	2

CAPE Center, Coon Rapids - Effective 1994

Rate increase effective April 1, 2006

	Infant	Toddler	Preschool
Weekly	267.50	232.50	206.00
Daily	78.75	67.50	62.50
Hourly	16.25	11.25	12.50
Children in Care	4	1	2

CAPE Center, Anoka - Effective 1994

Rate increase effective April, 2006

	Infant	Toddler	Preschool
Weekly	267.50	232.50	206.00
Daily	78.75	67.50	62.50
Hourly	16.25	11.25	12.50
Children in care	8	8	

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