**CHILD CARE PLAN EXTENSION PAGE**

**III. Eligibility**

1. **Education plans outside of an Employment Plan**

**3. Post-secondary programs**

**3a.**

1) Clients must complete an Education Plan (Attachment S-1) listing information on training program, training institution, education history, training goals and employment goals.

2) Post-secondary clients must be attending a training institution that meets one of the following:

•Approved by the Higher Education Coordinating Board - Institution of Higher Education

•Approved by the Minnesota Department of Human Services through a funding agreement

•Has State and Federal related financial aid available to students

2) At application (if client is an ongoing student) and at redetermination the student must verify that they are making satisfactory progress as determined by the institution

3) Training program would result in marketable skills in an available, full-time job.

4) If client is currently working or had been working in the past 12 months, anticipated starting wage after training must be at least 125% of wage during time client was employed.

•Has State and Federal related financial aid available to students

2) At application (if client is an ongoing student) and at redetermination the student must verify that they are making satisfactory progress as determined by the institution

3) Training program would result in marketable skills in an available, full-time job.

4) If client is currently working or had been working in the past 12 months, anticipated starting wage after training must be at least 125% of wage during time client was employed.

**E. Authorizing care for clients with Employment Plans**

**2.**The Child Care Plan communicates information from the Employment Counselor to the child care worker. The Employment Counselor reviews the child care provider's hours of operation, the children's school schedule and the hours of activity for both parents before recommending amount of care on the Child Care Plan.

\*\*\*County optional policy -- Hennepin asks Employment Counselors to indicate on Child Care Plan that schedules for approved activities have been verified.

\*\*\*Hennepin County's procedure is to have Employment Service Providers serve as a "one stop shop" where they assist families in gathering documentation required for MFIP Employment Services as well as Public Assistance Programs.

The county verifies work and self-employment income /expenses. Employment Counselors review the self-employment activities and income as part of considering a business plan. InHennepin County, a business plan approval is required in order for the self-employment activity to be part of the MFIP Employment Plan.

The Child Care Plan is normally submitted at application, redetermination, or when there is a change. The purpose of the income questions on the Child Care Plan prevents Child Care Assistance workers from requesting information that has already been verified. The response to these questions does not impact hours, however it could affect eligibility if family's income has not been verified.

**IV. Provider compliance policies**

1. **Reasons for closing a provider’s registration**

Clause 3 -- \*\*Registration is not closed, but payment is put on hold until the following is corrected:

• Mail is returned as undeliverable and agency has not received a response/verification from provider to request regarding change in address (usually LNL, but could be licensed providers) by 15 day deadline. Provider must submit verification of address change and documentation that provider has met state requirements for new address (if provider is a licensed family, licensed center, or a licensed exempt program), before county will consider further payment.

• County has received information that conflicts with information on file for rates/payment policies, business hours, site contact or payment contact, and provider has failed to provide requested information by the15 day deadline. Provider will need to provide updated information before county will consider further payment.

**Clause 5**

ATTENDANCE RECORDS

Determining Compliance: When the county/agency determines that the provider has submitted false attendance records, or the provider has refused to provide documentation of the child's attendance records upon request, the agency will send a 15 day adverse action notice to both the provider and the family, indicating that the provider will no longer be authorized as a Child Care Assistance Program provider. During the 15 day adverse action period, the provider will be required to submit the following:

• Accurate attendance records through the 15 day adverse action period.

• A signed Provider Compliance Statement - Attendance Records (Attachment P-2) to the county/agency, stating how provider is assuring compliance with the attendance record keeping requirements.

• A copy of an updated attendance record template that will be used.

• Details on how both employees and clients will be notified of the attendance record requirements

Withholding Payments: The provider will serve a 30, 60 or 90 day suspension once compliance has been established:

• First violation: 30 days

• Second violation: 60 days

• Third violation and subsequent violations: 90 days

Once it is determined that a provider has complied with the CCAP Policy, and the provider has served their penalty period, the provider must complete new registration paperwork and re-register.

**Clause 6**

CHILD CARE PRICE INFORMATION

Determining Compliance: When the county/agency determines that the provider has given false child care price information, the agency will send a 15 day adverse action notice to both the provider and the family, indicating that the provider will no longer be authorized as a Child Care Assistance Program provider. During the 15 day adverse action period, the provider will be required to submit the following:

• Accurate child care price information to the Child Care Assistance Program of each county with which provider is registered.

• A copy of the document that is distributed/displayed to the public showing accurate child care price information

• A signed Provider Compliance Statement - Child Care Pricing (Attachment P-3) to the county/agency, stating how provider is assuring compliance with providing accurate child care price information

Withholding Payments: The provider will serve a 30, 60 or 90 day suspension once compliance has been established:

• First violation: 30 days

• Second violation: 60 days

• Third violation and subsequent violations: 90 days

Once it is determined that a provider has complied with the CCAP Policy, and the provider has served their penalty period, the provider must complete new registration paperwork and re-register.