

# Bulletin

May 18, 2006

Minnesota Department of Human Services P.O. Box 64941 St. Paul, MN 55164-0941

## OF INTEREST TO

- County Directors
- County Supervisors and Staff
  - Child Care
  - Child Support
  - Fiscal
  - Fraud
  - Income Maintenance
  - Social Services
- County Child Care Administrative
  - Contacts and Client
  - Access Contacts
- Child Care Resource and Referral Agencies
- Employment Service Providers
- Tribal Representatives

## ACTION/DUE DATE

Changes are effective  
May 8, 2006.

## DUE DATE

The policies in this bulletin  
are ineffective as of May 18,  
2008

## DHS Announces Policy Change for the Child Care Assistance Program

### TOPIC

Legislative change regarding copayment assistance for families receiving assistance from the Child Care Assistance Program (CCAP).

### PURPOSE

To notify counties of a legislative change to CCAP policy.

### CONTACT

Contact your CCAP Technical liaison (see Page 2) or submit your question through Policy Quest.

CCAP Technical Liaisons (see Page 2)  
Minnesota Department of Human Services  
P.O. Box 64951  
St. Paul, MN 55164-0951

### SIGNED

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CHARLES E. JOHNSON  
Assistant Commissioner  
Children and Family Services

**Technical Liaisons contact information:**

Region	Technical Liaison	Phone Number	Email Address
2, 3, 5, 7E	Tia Chang	(651) 431-4036	<a href="mailto:tia.chang@state.mn.us">tia.chang@state.mn.us</a>
4	Brenda Clark	(651) 431-4047	<a href="mailto:brenda.clark@state.mn.us">brenda.clark@state.mn.us</a>
6E, 6W	Laurie Possin	(651) 431-4044	<a href="mailto:laurie.j.possin@state.mn.us">laurie.j.possin@state.mn.us</a>
7W, 10, 11	Merianne Peterson	(651) 431-4035	<a href="mailto:merianne.peterson@state.mn.us">merianne.peterson@state.mn.us</a>
1, 8, 9	Joan Anderson	(651) 431-4037	<a href="mailto:joan.k.anderson@state.mn.us">joan.k.anderson@state.mn.us</a>

**Introduction and background:**

On March 6, 2006, DHS issued Bulletin #06-68-02, ***DHS Announces Policy Directives for the Child Care Assistance Program***. This bulletin indicated that, beginning March 20, 2006 through September 30, 2006, counties must notify all families, providers, and when possible community agencies that are known to assist with copayments, that families are responsible for full payment of their copayments, that 100% of the copayment must be made by the family, and that the copayment can not be waived by the provider or paid by a third party. The bulletin also indicated that, effective 10/1/2006, if the county was made aware of third party payments of copayments the county would be required to consider the payment in a manner that could affect the family's child care assistance benefit.

Legislation to allow third party payments has been passed by the Legislature and signed by the Governor, effective May 5, 2006. **The change allows third-party payments of a family's copayment and excludes this amount from the family's income.**

**Required county action:**

- A. Any county that sent notices to families, providers and/or community agencies notifying them that families are responsible for full payment of their copayments **must** send a new notice by June 9, 2006. Even if a county did not yet send the notices required in Bulletin #06-68-02 the county **may** choose to send this new notice to inform families and providers of this change. This notice should indicate that:
- Payment of part or all of a family's copayment directly to the family's child care provider on behalf of the family by a source other than family or the waiving of the copayment by the child care provider shall not affect the family's eligibility for child care assistance.
  - The amount of the copayment paid or waived on behalf of the family shall be excluded from the family's income.
  - Child care providers who accept third-party payments must maintain family specific documentation of payment source, amount, and time period covered by the payment.
- B. All counties **must** inform all child care providers by June 30, 2006 that if they accept third-party payment(s) for a family's copayment, they must maintain family specific documentation of payment source, amount, and time period covered by the payment.

### **SECTION 3. Special Needs**

This information is available in other formats to people with disabilities by contacting Aaron Coonce at 651-296-1835 or through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).

### **SECTION 4. Legal References**

Federal law, Child Care and Development Block Grant, Title 42, section 98.58

Minnesota Statutes, chapters 119B.09-119B.13

Minnesota Rules, parts 3400.0040 and 3400.0110