

NUMBER

17-68-22

DATE

October 11, 2017

OF INTEREST TO

County Directors
Social Services Supervisors and
Staff

Child Care Assistance Program
Administrative and Client
Access Contacts

ACTION/DUE DATE

Please read information
regarding phase 2
implementation.

EXPIRATION DATE

October 11, 2019

Federal and State Changes to the Child Care Assistance Program – Phase 2

TOPIC

Child Care Assistance Program Phase 2 changes effective October 23, 2017 made as a result of the federal Child Care Development Block Grant (CCDBG) Act of 2014 and the 2017 State Legislative session.

PURPOSE

Provide information and instructions on policy changes.

CONTACT

Contact your Child Care Assistance Program policy specialist or submit your question through PolicyQuest.

SIGNED

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Assistant Commissioner
Children and Family Services

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Background

The Child Care Assistance Program (CCAP) helps approximately 15,000 families and 30,000 children pay for child care throughout Minnesota.

During the 2017 legislative session, many changes were made to CCAP. Most of these changes were required under the federal Child Care Development Block Grant (CCDBG) Act of 2014.

This bulletin addresses changes that are effective October 23, 2017:

- Eligibility is re-determined every 12 months
- Verification requirement changes during 12 month eligibility period
- Copays do not increase during 12 month eligibility period
- Eligibility continues when income increases during 12 month eligibility period
- Education is an authorized activity for Transition Year and Transition Year Extension
- Child support cooperation required at application and redetermination

This is the third in a series of bulletins covering recent state and federal changes to CCAP:

- [Bulletin 17-68-16 Federal and State Changes to the Child Care Assistance Program – Overview.](#)
- [Bulletin 17-68-19 Federal and State Changes to the Child Care Assistance Program – Phase 1.](#)

Worker Training during October 2017 – December 2017 is planned. See Section VIII. Training and resources in this bulletin for more information.

II. Eligibility is re-determined every 12 months

Effective October 23, 2017, agencies must re-determine family eligibility no more frequently than every 12 months. For some teen parents the redetermination can go beyond 12 months, to the end of the parent's school year. Providers will be notified that the family's redetermination is due at least 45 days before the end of the 12 month eligibility period.

A. Policy information

Eligible families will generally receive at least 12 months of child care assistance. During this period, limited factors can negatively impact a family's case. The time between initial eligibility and the date an agency must re-determine eligibility is the 12 month eligibility period. The purpose of the eligibility period is to provide for stable, consistent child care arrangements for children in the family with minimal ties to the parent's activities. See CCAP Policy Manual § 10 (Redetermination of Eligibility) for more information about redetermination of eligibility.

Changes described in this bulletin and upcoming changes for Phase 3 of this project work together to create the 12 month eligibility period. See CCAP Policy Manual § 8 (12 Month Eligibility Period) for more information about the 12 month eligibility period.

1. Redeterminations for some teen parents

Redeterminations may be deferred beyond 12 months for families with a caregiver under the age of 21, who does not have a high school or general equivalency diploma (GED), and is a student in a school district or another similar program that provides or arranges child care, parenting, social services, career and employment supports and academic support to achieve high school graduation. The redetermination due date may be extended to the end of the student's school year. Previously, redeterminations for eligible teen parents had to be deferred to the end of the school year up to 12 months. Now, it is optional to defer redeterminations to the end of the school year up to 24 months. See CCAP Policy Manual § 10.3.3 (When to Adjust the Length of Redetermination) for more information about adjusting the length of redetermination periods for eligible teen parents.

2. Redetermination packet and provider notification

Families will continue to be sent redetermination packets 45 days before their redetermination due date. Providers with active Service Authorizations will be notified a family's redetermination is due when the family's redetermination packet is sent.

3. Failure to complete the redetermination process

Families who do not complete the redetermination form and turn in required verifications will lose eligibility 15 days after the redetermination due date. Previously, the closing notice was sent 30 days after the redetermination packet was originally sent. This change is needed to ensure families are eligible for 12 months.

4. Reinstatement

Families have 30 calendar days after case closure to submit the completed redetermination form and all required eligibility verifications. Cases can continue to be reinstated for eligible families.

B. MEC² system changes

System updates needed to support the new law for eligibility redeterminations taking effect October 23, 2017 were installed September 8, 2017. See DHS County and Tribal Memo sent September 7, 2017 regarding these changes.

1. Redeterminations set at 12 months

- On September 8, 2017, a one-time conversion added six months to redetermination due dates on or after October 23, 2017.
- Cases with applications or redeterminations approved on September 8, 2017 had their next redetermination due date set at six months. DHS systems staff identified these cases and have patched their redetermination due date to 12 months. If a worker identifies a case that still needs the patch, contact the TSS Help Desk or send a Problem Report.
- For cases with application dates before September 8, 2017 that were approved eligible after the install on September 8, 2017 MEC² will set their redetermination due date six months from the

application approval date. MNIT will monitor and patch redetermination due dates to be 12 months from the application approval date. If a worker identifies a case that needs the patch contact the TSS Help Desk or send a Problem Report. Note: This is new information and was not in the September 7, 2017 memo.

- For new applications approved after September 8, 2017 whose application date is after September 8, 2017 MEC² will set the redetermination due date 12 months from the application approval date.
- For cases reinstated after September 8, 2017 due to processing a late redetermination, MEC² will set the next redetermination due date 12 months from the current redetermination due date.
- For cases reinstated after September 8, 2017 that were scheduled to have a redetermination due on October 23, 2017 or later but missed the conversion job because the case was closed, MNIT will monitor and patch new redetermination dates six months after the case's previously scheduled redetermination due date. If a worker identifies a case that needs the patch contact the TSS Help Desk or send a Problem Report. Note: This is new information and was not in the September 7, 2017 memo.
- For cases reinstated after September 8, 2017 that were scheduled to have a redetermination due before October 23, 2017 but were closed when the nightly batch 45 days before their redetermination due date should have sent their redetermination packet, MEC² will set their redetermination date 45 days from their reinstatement date. **Workers must contact their DHS CCAP Policy Specialist for processing guidance when they receive a redetermination packet and the family reported changes occurred around the time of the redetermination.** Note: This is new information and was not in the September 7, 2017 memo.
- Eligible teen parent cases can have their redetermination deferred beyond 12 months to the end of the school year. There is a 24 month limit built into MEC² for these deferrals. See CCAP Policy Manual § 10.3.3 (When to Adjust the Length of Redetermination) for more information about adjusting the length of redetermination periods for teen parents.

2. Provider notice about a family's redetermination

MEC² now sends a notice to all providers used by a family with an open Service Authorization. The notice identifies the family's redetermination due date. The notice will state the eligibility end date if the family does not return the redetermination form and required verifications. Beginning the night of September 8, 2017, the nightly batch job that sends the redetermination packets to families 45 days before their redetermination due date started to generate this new provider notice.

C. County and tribal agency actions needed

1. Processing redeterminations

When processing redeterminations, ensure the redetermination due date is in an available biweekly period. **If it is not, do not process the redetermination in MEC².** Workers must hold

redeterminations until the redetermination due date is in an available biweekly period before processing completed redeterminations.

Continue to use the updated [Redetermination Processing Flowchart](#) available on SIR to guide processing decisions and follow system guidance in the MEC² User Manual > Case Management and Eligibility > Redetermination Process. Generally:

- Make sure the biweekly period that includes the redetermination due date is available.
- If the redetermination form and all required verifications have been received, enter “Updates Required” for the redetermination status and update applicable case data windows. If all required verifications have not been received do not make any updates on the Redetermination Window.
 - DHS will issue further guidance in the coming months regarding changes that happen around the time of a family’s redetermination due date.
- Review Eligibility Results, the next redetermination due date and applicable notices to determine if they are as expected. MEC² will set the next redetermination due date 12 months from the current redetermination due date. If the results are unexpected, contact the TSS Help Desk before approving the results.
- Review Service Authorization Results and notices to determine if authorized care and copayment fee are as expected. If the results are unexpected, contact the TSS Help Desk before approving the results.
- If eligibility ends, ensure Service Authorizations end the same day the family’s eligibility ends.
- DHS has determined that current policy regarding the reinstatement period allowed for redeterminations submitted within 30 days of when the case closes for no redetermination will continue. See CCAP Manual Chapter § 10.6.6 Redetermination Processing – Reinstatement for more information about this policy. New notice language was installed in MEC² on 9/8/2017 which does not support this decision. MNIT will install changes in the next month to revert language on redetermination notices sent by MEC² back to previous text which aligns with this policy interpretation. In the interim, continue to accept and process complete redetermination packets received within 30 days of when a case closes.

2. Teen parents eligible for redetermination deferral

Eligible teen parent families (previously described “Policy Information”) may have their redetermination deferred beyond 12 months to the end of the parent’s school year. Agencies need to consider the following information when determining whether to defer these parents’ redetermination due dates:

- Deferring beyond 12 months will usually result in crossing school years. For example, a teen parent applies for CCAP in November 2017 during the 2017-2018 school year. Previously agencies would have deferred the redetermination to the end of the 2017-2018 school year.

The redetermination due date will now occur in November 2018 or if deferred, at the end of the 2018-2019 school year.

- Workers must either:
 - Keep the family's redetermination at 12 months.
- OR
- Extend beyond 12 months to the end of the following school year. CCAP defines the end of the school year as August 31.
- Graduating teen parents who do not have another activity in place on their redetermination due date will not receive extended eligibility (the "extended eligibility" policy takes effect December 18, 2017).
 - These parents could receive job search at redetermination if their 240 hours of job search per calendar year are available.
 - Once a parent's job search hours are used, the case would close if the parent had not found an activity or at agency option be placed in Temporary Ineligible status.
 - If job search hours are not available at the time of redetermination, the case would close or the worker can place the family in Temporary Ineligible status.
- DHS recommends choosing the redetermination due date that ensures the best opportunity for continuity of care once the teen parent completes their education. During high school teen parents typically receive a high level of support from their teen parent program including assistance completing the redetermination process. This support may not be available during the summer months or may end when the teen parent graduates. For this reason, the best option for some teen parents may be to keep 12 month redetermination due dates rather than deferral beyond 12 months to the end of the school year.

III. Verification requirement changes during 12 month eligibility period

There are changes to the verification requirements taking effect October 23, 2017. These verification requirements apply when changes are reported or information becomes known to the agency during the 12 month eligibility period. Verification requirements at application and redetermination have not changed.

Note: Changes to reporting requirements take effect December 18, 2017 and will be addressed in the Phase 3 Bulletin. Between October 23, 2017 and December 17, 2017 families will have to report some changes that do not have to be verified and/or do not impact their eligibility.

Requirements to maintain consistent child care during 12 month eligibility period when activity schedules change and extend eligibility for three months when a parent's activity permanently ends take effect December 18, 2017 and will be addressed in the Phase 3 Bulletin.

A. Policy information

As of October 23, 2017, new information about members of a family and family income generally do not need to be verified. In most cases, during the 12 month eligibility period eligibility should continue when changes are reported even if the change is not verified. Most reported changes should be entered in MEC² during the biweekly period when the change occurred regardless of if they are verified. Cases must not close during the 12 month eligibility period due to no verification.

1. Household changes

Workers will add new household members to MEC² regardless of verification:

- MEC² adds new PRIs in a household to the household size.
- MEC² adds new children in a household to the household size when their identity and date of birth are verified.

New children in a household must have relationship, identity, date of birth, and either citizenship status or immigration status verified before the worker can issue Service Authorizations.

2. Income changes

For income changes during the 12 month eligibility period:

- If the reported change puts the family income at or less than 85% SMI, the worker must not request verification.
 - An unverified income increase may be entered in MEC².
 - An unverified income decrease must not be entered in MEC². The worker should inform the family they can verify the decrease in income if they want their copay reduced. If the income decrease is verified, the worker can enter the change in MEC². NOTE: MEC² does not consider whether the income verification test is passed when determining the copay. If an unverified income decrease is entered into MEC² the system may reduce the copayment for the family. If verification later shows that the copay should not have decreased, the family may be subject to an overpayment.
- If the reported change puts the family income over 85% SMI, the worker must request verification. The worker should use the most accurate income information on file to determine if the new income change puts the family over 85% SMI. This includes other income changes previously reported during the 12 month eligibility period. The worker should enter the new income change in MEC² once verified or after the family has had 15 days to provide verification, whichever happens first.

3. Changes that would benefit the family

Workers must inform parents that if they want their CCAP benefits to increase, they must submit verification before the change can be processed. Workers will need to send a Memo with this information between October 23, 2017 and December 17, 2017. The Special Letter: Verification

Request for “On-going” case status is being revised and will be available beginning December 18, 2017.

Changes that would benefit the family include changes that would:

- Increase authorized hours
- Reduce copayment
- Authorize care for additional children

Workers must not close the case if verification is not received but must not process increases to the family’s CCAP benefits until the change is verified.

4. Changes that would not benefit the family

No case actions are required if families report changes that would not benefit the family during the 12 month eligibility period. MEC² will not apply adverse actions until the family’s next redetermination.

- Workers may inform parents that verification is required at redetermination to process changes that would not increase the family’s benefit amount.

5. Changes that impact case management

Enter changes necessary to manage the family’s case in MEC² even if they are not verified. These changes include, but are not limited to:

- Address changes
- Provider changes
- Household composition changes
- Family status changes

B. MEC² system changes

MEC² will not apply verification tests unless the approval package processed includes the biweekly period with the **Redetermination Due** date or the **Last Redetermination** date. There is a worker resource in the “Road to Reauthorization” page on SIR which provides more information about the verification tests. The worker resource is Phase 2 System Changes.

C. County and tribal agency actions needed

There is a worker resource in the “Road to Reauthorization” page on SIR which summarizes reporting and verification actions, highlighting how and when these requirements change effective October 23, 2017 and December 18, 2017. [Phase 2 Reporting and Verification](#) is available on SIR. See CCAP Manual Chapter § 7.4 (Verification – 12 Month Eligibility Period) for policy guidance after October 23, 2017.

1. Eligibility Changes

Request verification if any of the following eligibility changes are reported:

- Income change that puts the family over 85% of the state median income (SMI) for their household size.
- Move out-of-state
- Activity changes that would make the family ineligible, including, but not limited to:
 - Permanent end to activity and no other activity
 - Work hours below CCAP's minimum activity requirements
 - Beginning an education activity that has not been approved, if education is the only activity

If a family reports a change that would result in case closure, workers must request verification and allow 15 days for the family to return verification prior to initiating case closure. See CCAP Manual § 7.1 (Verification Due Dates).

2. Authorization Changes

Request verification of activity changes that would not result in ineligibility but would require a change to the family's Service Authorization. Changes include, but are not limited to:

- Schedule changes
- New employment

Workers must allow 15 days for the family to return verification. If after 15 days verification has not been provided, consider the impact of the reported change before taking action.

For changes that would result in a **reduction** in authorized hours:

- If verification is not received, close the current Service Authorization and suspend the family's case until verification is received.
- If verification is received and shows the Service Authorization must be reduced, update the Child's Provider window to reflect the new authorized schedule. Families must receive a 15-day adverse action notice when authorized hours are reduced. Follow MEC² User Manual instructions when there is a [Reduction of Hours to a Provider Requiring 15 Day Notice Workaround](#).

For changes that would result in an **increase** in authorized hours:

- If verification is not received, do not increase authorized hours until verification is received.
- Do not take an adverse case action against the family unless verification is not received by their next redetermination.

IV. Copays do not increase during 12 month eligibility period

Effective October 23, 2017, copays cannot increase during the 12 month eligibility period. Copays can decrease during the 12 month eligibility period if there is a verified decrease in income or a reported household change. Copays can increase or decrease when the family completes their 12month redetermination.

See CCAP Policy Manual § 6.21 (Family Copayment) for more information about copays.

A. Policy information

During the 12 month eligibility period, the amount of the copay can be reduced. When family income decreases and verification is provided, the copay is reduced in the next biweekly period. If verification of the income change is not provided, the family remains eligible, but the copayment is not reduced.

When household size increases during the 12 month eligibility period, the copay is reduced in the next biweekly period using the new family size.

During the 12 month eligibility period, the amount of the copayment cannot be increased. When family income increases or the family size decreases, the copay will stay the same until the family's next redetermination. At redetermination, the copay will increase after a 15 day notice.

Note: A copayment can increase during the 12 month period due to recoupment of an overpayment. See CCAP Manual § 14.9.6 (Recoupment – Families).

B. MEC² system changes

1. Copay decreases

MEC² will allow for a copay decrease if:

- There is a decrease in income. Remember: do not enter income decreases unless verified. MEC² does not consider whether the income verification test is passed when determining the copay. If an unverified income decrease is entered into MEC² the system may reduce the copayment for the family. If verification later shows that the copay should not have decreased, the family may be subject to an overpayment. See worker resource [Phase 2 System Changes](#) available on SIR for more information.

OR

- The household size increases. See worker resource [Phase 2 System Changes](#) available on SIR for more information.

2. Copay increases

MEC² will not increase a family's copay as a result of family changes unless the approval package includes a biweekly period with a **Redetermination Due** date or the **Last Redetermination** date.

If there is no **Redetermination Due** date or **Last Redetermination** date that falls within the biweekly periods of the approval package and the income or household size changes align with a higher copay level, then MEC² keeps the copay at the last approved copay amount.

3. Copay mass change

A copay mass change was installed in September 2017, with copay increases and decreases effective October 9, 2017. Because the copay mass change occurred before October 23, 2017 (the effective date of these policy changes), some copays will increase.

For all future copay mass changes, copays will not increase when the mass change is installed if the family is in their 12 month eligibility period. The copay will increase when the family's redetermination is processed, following a 15 day notice. Copays can decrease when the mass change is installed.

C. County and tribal agency actions needed

Enter verified decreases in income and reported changes in household size during the 12 month eligibility period that you become aware of. See Section III (Verification requirement changes during 12 month eligibility period) for more information.

When the change in income has been entered in MEC², the worker should review the results to determine whether or not they need to be approved. Unapproved results should be deleted.

- If the income change results in a copay decrease, MEC² will produce results to decrease the copay. Approve the results if the income decrease has been verified. Remember: do not enter the income decrease unless it has been verified. MEC² does not consider whether the income verification test is passed when determining the copay. If an unverified income decrease is entered into MEC² the system may reduce the copayment for the family. If verification later shows that the copay should not have decreased, the family may be subject to an overpayment.
- If the income change aligns with a higher copay level, MEC² will keep the copay at the last approved copay amount.

Do not request updated documentation of income sources when a change has not been reported. For example, if a family verifies a decrease in income from the mother's job, enter that change in MEC² once verified and decrease the copay without requesting updated documentation of other income sources (such as the father's job).

Workers will add new household members to MEC² regardless of verification:

- New PRIs reported in a household will be added to the household size once entered in MEC².
- New children reported in a household need to submit identity and birthdate verification to be added to the household size. The relationship to the PRI and either citizenship status or immigration status need to be verified at the next redetermination. NOTE: all factors need to be verified for care to be authorized.

Note: Workers must inform parents that if they want their benefits to increase, they must submit verification before the change can be processed. Workers will need to send a Memo with this information between October 23, 2017 and December 17, 2017. The Special Letter: Verification Request for “On-going” case status is being revised and will be available beginning December 18, 2017.

V. Eligibility continues when income increases during 12 month eligibility period

Effective October 23, 2017, eligibility continues when income increases above the CCAP exit limit of 67% of the State Median Income (SMI) during the 12 month eligibility period, as long as income is at or below 85% of the SMI. If income goes above 85% SMI, eligibility will end. At redetermination, income must be at or below 67% SMI for eligibility to continue.

A. Policy information

Families reporting income increases that do not exceed 85% SMI for their family size continue to be eligible for the remainder of their 12 month eligibility period. Do not request verification of income increases below or at 85% of the SMI.

During the 12 month eligibility period, families whose income increases to more than 85% SMI for their family size are no longer eligible. Families reporting that their income may exceed 85% SMI must be given 15 days to verify this income increase. If verification is not returned, close the case with an additional 15 day adverse action notice.

Changes to align reporting requirements with eligibility requirements take effect December 18, 2017 and will be addressed in the Phase 3 Bulletin. Until then, families must comply with current income reporting requirements of reporting earned income changes more than \$100 per month, unearned income changes more than \$50 per month, and all lump sum payments within ten calendar days after they occur even though these changes typically do not need to be verified and may not have an impact on the family's eligibility.

As of October 23, 2017, only request verification of income increases exceeding 85% SMI, adjusted for family size. Also see Section III (Verification requirement changes during 12 month eligibility period) for more information.

At redetermination, verify family income. Families with income more than 67% SMI for their family size are no longer eligible.

B. MEC² system changes

1. Income Exit test set at income greater than 85% SMI during 12 month eligibility period

MEC² will not end a family's eligibility for exceeding 67% SMI but not exceeding 85% SMI unless the approval package processed includes a **Redetermination Due** date or the **Last Redetermination** date.

If there is no **Redetermination Due** date or **Last Redetermination** date that falls within the biweekly periods of the approval package, MEC² will apply the income exit test of income greater than 85% SMI, adjusted for family size.

MEC² will end a family's eligibility for exceeding 85% SMI regardless of the biweekly period in which the change is entered. The family will receive a 15day adverse action notice. Care paid during the adverse action period is not an overpayment.

2. Income Exit test set at income greater than 67% SMI at redetermination

MEC² will always check to see if the biweekly period processed includes a **Redetermination Due** date or the **Last Redetermination** date.

If there is a **Redetermination Due** date or **Last Redetermination** date that falls within the biweekly periods of the approval package, MEC² will apply the income exit test of income greater than 67% SMI, adjusted for family size starting in that biweekly period.

3. Window changes

The Financial Results tab in Eligibility Results will display a new field titled "85% SMI" when the total annualized income is greater than 67% SMI. Otherwise the field title displayed will continue to be "67% SMI". The corresponding dollar amount based on the family size will display.

4. Notice changes

Eligibility approval notices will be updated to display the annual and monthly amount of the 85% SMI for the case's family size effective December 18, 2017. These notice changes will be addressed in the Phase 3 Bulletin.

C. County and tribal agency actions needed

1. Income increases during 12 month eligibility period

If the worker becomes aware of an increase in a family's income or an increase is reported during their 12 month eligibility period, with or without a change in family size, determine whether to request verification. Verification should only be requested if the increase puts the family income over 85% SMI. If family income appears to remain at or below 85% SMI, do not request verification.

Enter an income increase in MEC² during the biweekly period the increase takes effect. Enter income increases which put family income over 85% SMI once the 15 day period to provide verification has passed, even if verification was not provided.

The worker should enter changes in household members once known, regardless of whether the changes have been verified or not. Household size changes may impact whether a family continues to be income eligible once the exit limit is adjusted to the new family size.

Once the increase in income or change in household size and verification status has been entered in MEC²:

- If the income increase occurs in a biweekly period that does not contain a **Redetermination Due** date or **Last Redetermination** date, and the family income is more than 85% SMI, MEC² will produce ineligible results.
 - If the 15 day period for the family to provide verification has passed and verification has not been supplied, set the verification code to “No” and approve the newly generated ineligible results.
 - If the family has provided verification, update the income if needed and set the verification code to reflect the type of verification provided.
 - If the verified family income is more than 85% SMI for their family size, approve the new ineligible results.
 - If the verified family income is not more than 85% SMI for their family size, MEC² will produce new eligible results. The worker should review the results to determine whether or not they need to be approved. Results that involve a household size change should be approved. Delete unapproved results.

Note: Workers must inform parents that if they want their benefits to increase, they must submit verification before the change can be processed. Workers will need to send a Memo with this information between October 23, 2017 and December 17, 2017. The Special Letter: Verification Request for “On-going” case status is being revised and will be available beginning December 18, 2017.

2. Income increases at redetermination

Once all information needed to process the redetermination has been entered in MEC²:

- If the income increase occurs in a biweekly period containing a **Redetermination Due** date or **Last Redetermination** date, and the family income is more than 67% SMI, MEC² will produce ineligible results.
 - Review and approve the results.
 - The case will close allowing a 15 day adverse action period or longer if needed to ensure the family had received 12 months of assistance prior to closing their case.
 - Close the Service Authorization(s) effective the last day of eligibility.
- If the income increase occurs in a biweekly period containing a **Redetermination Due** date or **Last Redetermination** date, and the family income is not more than 67% SMI for their family

size, MEC² will produce eligible results if income and all other eligibility factors have been verified and applicable MEC² tests passed.

- The copayment amount and authorized care can increase or decrease during the biweekly period containing a **Redetermination Due** date or **Last Redetermination** date.
- The worker should review the results and approve if accurate.
- Service Authorization results need to be reviewed and approved.

If workers learn of an income increase in the biweekly period with a **Redetermination Due** date or **Last Redetermination** date after the redetermination has been processed contact your DHS CCAP Policy Specialist.

Note: Continue to use the updated [Redetermination Processing Flowchart](#) available on SIR to guide redetermination processing decisions and follow system guidance in the MEC² User Manual > Case Management and Eligibility > Redetermination Process.

VI. Education is an authorized activity for Transition Year and Transition Year Extension

Effective October 23, 2017, education is an authorized activity for Transition Year (TY) child care and Transition Year Extension (TYE) child care.

A. Policy information

Families are eligible to receive TY and TYE for approved education or training programs. The education or training program must be approved by the county or tribal agency prior to authorizing child care. Documentation of the approval of the education or training program must be included in the case file.

The education and training programs allowed under TY and TYE are the same as those allowed under Basic Sliding Fee (BSF) child care:

- High School or GED Education: Includes high school and General Equivalency Diploma (GED) programs.
- Basic or Remedial Education: Includes remedial or basic skills courses (including English as a Second Language classes) needed to pursue employment or education leading to employment.
- Post-Secondary Education: Includes post-secondary programs that will reasonably lead to full-time employment.
- Post-Baccalaureate Education: Education beyond a baccalaureate degree cannot be approved except for continuing education units, certification, or coursework needed to update credentials to obtain or retain employment.

The criteria used to approve and evaluate education and training programs is in the “Education plans under the Basic Sliding Fee (BSF)” section of your agency’s County and Tribal Child Care Fund Plan.

Notes:

- Effective December 18, 2017, a person's specific education activity will continue to be allowed when they have a sub-program switch. More information will be provided in the Phase 3 Bulletin.
 - If a person had education in their MFIP or DWP Employment Plan before moving to TY, child care will continue for the education activity until it is included in their county or tribal approved education plan or until redetermination.
 - If a person had an approved education plan while receiving BSF, TY or TYE and the person begins receiving MFIP or DWP, child care will continue for the education activity until it is included in an approved MFIP or DWP Employment Plan or until redetermination.
- Effective December 18, 2017, the medical leave policy will change. More information will be provided in the Phase 3 Bulletin.

See CCAP Policy Manual § 4.3.6.6 (Transition Year students) and § 4.3.9.6 (Transition Year Extension students) for more information.

B. MEC² system changes

MEC² will recognize education as an allowable activity for TY and TYE. For MEC² to recognize the education as an allowable activity and produce eligible results:

- The Plan Approved field on the Education Activity window must be valued with "Yes"
- AND
- The Verification field on the Education Activity window must be completed.

C. County and tribal agency actions needed

Use the criteria in the "Education plans under the Basic Sliding Fee (BSF)" section of your agency's County and Tribal Child Care Fund Plan to evaluate and approve education and training programs for TY and TYE recipients.

If a TY or TYE recipient has an approved education or training program, enter it on the Education Activity window. Select "Yes" in the Plan Approved field and select the appropriate verification type in the Verification field.

VII. Child support cooperation required at application and redetermination

Effective October 23, 2017, child support cooperation is required at application and redetermination. Eligibility continues when families stop cooperating with child support enforcement during the 12 month eligibility period. At redetermination, families must cooperate for eligibility to continue.

A. Policy information

1. Child Support cooperation at application

All new CCAP applicants must cooperate with child support for all minor children in the home with an absent parent. This policy is not new.

See CCAP Policy Manual § 4.9 (Cooperation with Child Support) and § 4.9.3 (Child Support Enforcement Referral [CSE] Process) for information about the Child Support Enforcement referral process.

2. Child Support cooperation during the 12 month eligibility period

During the family's 12 month eligibility period, the family's CCAP case will not close for failure to cooperate with Child Support. This helps ensure that families do not lose child care assistance during the 12 month eligibility period, as required by the federal law.

The CCAP case should not close:

- If a new child with an absent parent is born and the family fails to complete the child support forms.
- If a new child with an absent parent enters the household and the family fails to complete the Child Support forms.
- If a parent moves out of the household and the family fails to complete the Child Support forms.
- If the local Child Support agency notifies the CCAP worker that the family has stopped cooperating with Child Support.

For families receiving MFIP child care, if a sanction is imposed for failure to cooperate with Child Support, the family can continue receiving child care. If the MFIP or DWP case closes due to repeated sanctions for failure to cooperate with child support, the family can continue receiving child care through Transition Year (TY) or Basic Sliding Fee (BSF) child care until their redetermination if they meet sub-program requirements.

3. Child Support cooperation at redetermination

If the family is not cooperating with child support for all children in the home with an absent parent at the time that their redetermination is processed, close the case with a 15 day notice.

B. MEC² system changes

MEC² will not apply the Child Support Cooperation test unless the approval package processed includes a biweekly period with a **Redetermination Due** date or the **Last Redetermination** date.

Also see Section VII (Verification requirement changes during 12 month eligibility period) for more information.

C. County and tribal agency actions needed

1. Child Support cooperation at application

No changes have been made. Continue to follow the policy direction in CCAP Policy Manual § 4.9 (Cooperation with Child Support) and § 4.9.3 (Child Support Enforcement Referral (CSE) Process).

2. Child Support cooperation during the 12 month eligibility period

Continue to create a Child Support Enforcement window and send Child Support forms to families when a change is reported that would require cooperation with Child Support. For example, send the forms when a child with an absent parent is born or when a parent moves out of the household. Eligibility should not end if the family does not return the forms during the 12 month eligibility period.

If you are notified that a family is not cooperating with Child Support during the family's 12 month eligibility period, update the Child Support Enforcement window. MEC² will not apply the Child Support Cooperation test unless the approval package processed includes a biweekly period with a **Redetermination Due** date or the **Last Redetermination** date.

3. Child Support cooperation at redetermination

If a family reports a change on their redetermination form that requires cooperation with Child Support, send the Child Support forms to the family. Do not approve eligibility until the forms are returned.

If a family is not cooperating with Child Support in a biweekly period with a **Redetermination Due** date or the **Last Redetermination** date, MEC² will produce ineligible results. Those results should be approved.

If the case closes only for failure to cooperate with Child Support Enforcement and the family begins cooperating within the reinstatement period, the case should be reinstated. See CCAP Policy Manual §10.6.6 (Redetermination Processing – Reinstatement).

VIII. Training and resources

A. Training opportunities

1. Webinars and recorded trainings

Recorded training on SIR – October 2017

This self-directed recorded presentation covers the Phase 2 changes identified in this bulletin. The presentation will be available on the new 2017 legislative changes landing page “Road to Reauthorization” in the Training Toolkit on SIR. A SIR login is required.

Mentor meeting – October 11, 2017

This meeting is open to all workers. Phase 2 policy and system changes will be covered. For more information visit [SIR > MEC² > MEC² Mentors](#). A SIR login is required.

2. In-person training opportunities

Minnesota Financial Worker and Case Aide Association (MFWCAA) Conference – October 25-27, 2017

DHS will host two sessions to discuss Phase 1 and Phase 2 of the legislative changes. DHS will host a third “open discussion” session to answer questions from workers. Agencies are encouraged to support workers to attend the conference. Workers are encouraged to attend one or all sessions.

Additional in-person training opportunities

DHS will provide statewide outreach and in-person trainings in November 2017 and December 2017 to cover implemented and upcoming policy changes. More information will be released to CCAP agencies as available.

B. Forms and other documents

1. New forms and other documents

No new forms have been developed for Phase 2.

2. Revised forms and other documents

No forms have been revised for Phase 2.

C. Other tools and resources

CCAP Policy Manual

Updates to [the CCAP Policy Manual](#) will be made in late October 2017 to reflect new policy. DHS will notify CCAP agencies when updates are available.

“Road to Reauthorization” toolkit

Information related to reauthorization changes will be posted to SIR in the [Training Toolkit](#). A SIR login ID is required.

SIR > MEC² > Worker resources

A SIR login ID is required to access these resources.

These resources are available:

- [Redetermination Processing Flowchart 092017](#) (updated)
- [Redetermination Workflow 092017 Accessible](#) (updated)
- [Phase 2 System Changes](#) (new)
- [Phase 2 Reporting and Verification](#) (new)

IX. Legal References

Laws of Minnesota 2017, 1st Special Session, chapter 6, articles 7, 9 and 16

Minnesota Statutes, Chapter 119B

Minnesota Statutes, Chapter 256P

The Child Care Development Block Grant Act of 2014, Public Law Number 113-186.

Federal Child Care and Development Fund, 45 C.F.R. § 98

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3809 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.