

**NUMBER**

17-68-26

**DATE**

December 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 3  
implementation.

**EXPIRATION DATE**

December 11, 2019

## Federal and State Changes to the Child Care Assistance Program – Phase 3

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### TOPIC

Child Care Assistance Program Phase 3 changes effective December 18, 2017 made as a result of the federal Child Care and 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

JAMES G. KOPPEL  
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.

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## I. Background

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During the 2017 legislative session, many changes were made to the Child Care Assistance Program (CCAP). Most of these changes were required under the federal Child Care and Development Block Grant (CCDBG) Act of 2014. The Child Care Assistance Program (CCAP) helps approximately 15,000 families pay for child care for 30,000 children throughout Minnesota.

This bulletin addresses changes that are effective December 18, 2017:

- Families report fewer changes during 12 month eligibility period
- Authorized hours decrease less often during 12 month eligibility period
- Eligibility continues when work hours decrease during 12 month eligibility period
- Authorization continues when there is a temporary break in activity
- Authorization continues for up to three months after activity permanently stops
- Job search outside of an Employment Plan can only start at application and redetermination
- Providers must report certain provider incidents to CCAP agencies. CCAP agencies must retain records and report aggregate totals of incidents to the department.

This is the fourth 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.](#)
- [Bulletin 17-68-22 Federal and State Changes to the Child Care Assistance Program - Phase 2.](#)

## II. Families report fewer changes during 12 month eligibility period

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Effective December 18, 2017, families need to report fewer changes during their 12 month eligibility period. Families will not need to report changes in income, unless the change brings the family's income over 85 percent of the State Median Income (SMI) for their household size. Most families will not need to report changes in their work or school schedule, unless they stop working or going to school permanently.

### A. Policy information

Beginning December 18, 2017, two reporting categories are established for the Child Care Assistance Program: 12 Month Reporters and Schedule Reporters. Families have different reporting requirements based on whether they are a 12 Month Reporter or a Schedule Reporter. A family's reporting type can change during their 12 month eligibility period.

## 1. Determining whether a family is a 12 Month Reporter

Families are 12 Month Reporters if they do not meet the criteria for Schedule Reporters. A family's reporting type can change during their 12 month eligibility period.

## 2. Determining whether a family is a Schedule Reporter

Families who meet any of the following criteria are Schedule Reporters:

- A. A parent in the family is employed by a Minnesota DHS licensed child care center.
  - Parents employed at tribally licensed child care centers or license-exempt centers do not meet this criteria.
  - A "center employee" is any person who works in or for the center. This includes paid or unpaid staff and contract or temporary employees.
- B. At least one child in the family is authorized for care with a legal nonlicensed (LNL) provider.
  - A child with a Service Authorization using an LNL provider who cares for children in their own home or in the child's home meets this criteria. See CCAP Policy Manual §11.9 (Legal Non-Licensed (LNL) Providers).
  - A child using a license-exempt center does not meet this criteria (unless they are also authorized with an LNL provider).
  - A child using an unlicensed provider without a Service Authorization does not meet this criteria.
- C. At least one child in the family is authorized for care with two or more providers. There are some scenarios that do not meet this criteria:
  - If each child in the family has a Service Authorization with only one provider (regardless of whether the same provider is used for all children in the family), the family does not meet this criteria.
  - A child who is authorized for CCAP with only one provider but also uses another non-CCAP provider (such as a family member or friend not paid by CCAP), does not meet this criteria.
  - A child switching providers (they stop attending one provider and begin attending another provider with no overlap), does not meet this criteria.
  - A child who has a Service Authorization with one provider but also occasionally uses a back-up provider. A back-up provider is not continuously used and is only paid during days/times when the child's primary provider is not being paid. A child whose use of a backup provider meets this description does not meet this criteria. Examples of a back-up provider include:
    - A child using a single back-up provider during school breaks and school release days

- A child using a single back-up provider on days when their primary provider is closed due to vacation, sickness or weather.
- D. A parent in the family is employed by a health care provider that is: a) enrolled with Minnesota Health Care Programs (MHCP) and b) designated as “high risk” by MHCP or the Centers for Medicare and Medicaid Services (“high-risk medical provider”).
  - Provider types currently designated as high-risk include:
    - All Personal Care Provider Organizations (PCPO)
    - All Non-Emergency Medical Transportation (NEMT) providers
    - Newly enrolled Home Health Agencies
    - Newly enrolled Medical Supply providers
    - Newly enrolled Pharmacies that sell durable medical equipment
    - Other providers on an individual basis.

**Notes:**

- **DHS will periodically generate a list of high-risk medical providers and send it to county and tribal agencies using MN-ITS. County and tribal agencies must make sure child care workers in their agencies can access this information as necessary. Workers should check this list whenever they have information indicating a parent works for a health care provider**
- **If a family is a Schedule Reporter, the policies for Schedule Reporters apply to all the family members. For example, if one child is authorized with an LNL provider, the family is a Schedule Reporter and the Schedule Reporter policies apply to all children in the family.**

### **3. Reporting requirements for 12 Month Reporters and Schedule Reporters**

All families need to report these changes within 10 days:

- Family income that puts the family income over 85% of the State Median Income (SMI) for their family size. Exit limits by family size are listed in the [CCAP Copayment Schedules \(DHS-6413F\)](#).
- A permanent end to their employment or education activity.
- Address or residency
- Child school schedule
- Family status, including:
  - When family member marries
  - When family member separates or divorces from another family member
  - When there is a death of a family member
- Household composition, including:
  - When someone moves into the home

- When someone moves out of the home
- When a new baby is born
- Citizenship or immigration status for any child receiving child care assistance
- A parent's visitation schedule or custody arrangement for any child receiving child care assistance
- Child care provider (a family must report changes to the CCAP agency and their child care provider at least 15 days prior to the change)

All families must report within 10 days if they start working for a child care center or a high-risk medical provider.

#### **4. Additional reporting requirements for Schedule Reporters**

In addition to the changes that all families must report, Schedule Reporters must report the following changes within 10 days:

- Authorized activity status, including:
  - When employment, education or training starts or ends
  - When the employment, education or training schedule changes
  - When job search participation changes

## **B. MEC<sup>2</sup> system changes**

### **1. Child's Provider window**

A new field is added to the Child's Provider window. It is titled "Reporting Type". The Reporting Type field is a pop-up window that allows for multiple selections:

- If "N/A" is selected it will record the family as a "12-month Reporter"
- If any of the four other selections are made, it will record the family as a "Schedule Reporter."

When the pop-up window closes the field will list the case as either a "Schedule Reporter" or "12 month Reporter" depending on the selections that have been made.

The "Reporting Type" field is a case-level field. All other fields on this window are person-level fields.

The selected reporting type will carry through to all active Child's Provider records. Workers will not have to update every record. When a change is made to the selected reporting type, the update will carry through to all active Child's Provider records in the case.

## 2. Special Letter – Information Request

The Special Letter – Information Request for “Ongoing” case status includes two checkboxes for each reporting type. Only select one of the reporting type checkboxes. Selecting both checkboxes will create confusion for the family. See section XII for more information about the Special Letter.

## C. County and tribal agency actions needed

### 1. Tell families their reporting type

Workers must select the reporting type on the Child’s Provider window the next time a family’s case is touched. The selected reporting type will carry through to all active Child’s Provider records.

Worker must tell Schedule Reporters their reporting status. It is recommended, but not required, that workers tell 12 Month Reporters their reporting status. Workers can notify a family of their reporting status by:

- Sending a Special Letter
- Adding a comment to a Service Authorization or Eligibility notice
- Sending a memo
- Having a verbal conversation with the client, documented in a case note

Using a Special Letter is the recommended approach. Go to the Special Letter window for “going” case status type. Select only the appropriate reporter type for the family (do not select both reporter types). MEC<sup>2</sup> will send the parent the Special Letter with information about the selected reporter type.

### 2. Family reports a change which impacts their reporting type

A family’s reporting type can change during their 12 month eligibility period. If a family reports a change which impacts their reporting type, workers will update the “Reporting Type” field on the Child’s Provider window. The change will carry through to all active Child’s Provider records.

When a family’s reporting type changes, send the Special Letter – Information Request for “Ongoing” case status notifying the family their reporting type has changed. See section XII for more information about the Special Letter.

## III. Verification requirement changes during 12 month eligibility period

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Most verification requirement changes were effective October 23, 2017. This bulletin includes only verification requirement changes that were not included in the previous bulletin. See [Bulletin 17-68-22 Federal and State Changes to the Child Care Assistance Program – Phase 2](#) for more information about verification requirements.

## A. Policy information

### 1. 12 Month Reporters

12 Month Reporters **must be asked to** submit verification when:

- An employment or education activity has ended permanently. A written client statement is acceptable verification.
  - If verification is not received, the Extended Eligibility period begins on the day the activity ended permanently as verbally reported by the client or as reported by another source. If no indication of the end date is available, enter the end date as the day the worker became aware of the change.
  - If it is later discovered that the activity end date is earlier than what was used and the family received more than three months of Extended Eligibility, there may be an overpayment.

12 Month Reporters **do not** need to submit verification when:

- There is a temporary break in employment or education.
- There is a change in activity schedule. Verification may be requested and provided if the parent wants more hours of care authorized.
- A new employment or education activity has started.
  - If the new employment is working for a child care center or a high-risk medical provider, the family becomes a Schedule Reporter. The new employment activity must be reported and verified.

Note: If a parent reports an end in their activity, consider the end permanent unless the family reports the end is temporary.

### 2. Schedule Reporters

Schedule Reporters **must** submit verification when:

- An employment or education activity has ended permanently. A written client statement is acceptable verification. If verification is not received, care is suspended following a 15 day notice.
- There is a temporary break in their employment or education activity. A client statement is acceptable verification. If verification is not received, care is suspended following a 15 day notice.
- A new employment or education activity starts. If verification is not received, care is suspended following a 15 day notice.

Schedule Reporters **may need to** submit verification when there is a change in their employment or education schedule. Request verification when the change is reported:

- If the change would increase the authorized hours or keep the same authorized hours:

- If verification is received, the authorized hours are based on the verification.
  - If verification is not received, care continues at the same number of hours.
- If the change would decrease the authorized hours or the impact of the change is unknown:
  - If verification is received, the authorized hours are based on the verification.
  - If verification is not received, care is suspended following a 15 day notice.

### 3. Employment ending

Effective December 18, 2017, end of employment can be verified through a written client statement. Other forms of verification do not need to be requested before a written client statement can be used.

The written client statement can be used to verify employment ending permanently and to verify a temporary break in employment.

Note: If a parent reports an end in their activity, consider the end permanent unless the family reports the end is temporary.

### 4. Child school schedule

Effective December 18, 2017, verification of a child's school schedule is no longer required. It is not required at application, redetermination, or during the 12 month eligibility period. It is not required for 12 Month Reporters or for Schedule Reporters.

School schedule information still must be provided. The worker can use the child's school schedule reported on the application or redetermination form. The worker can also use school schedule information obtained through other methods (such as the school's website). See CCAP Policy Manual §7.30 Schedule information – Child's schools schedule.

If there is inconsistent information, the worker can request verification. For example, if the parent reports a child's school schedule on the application that is different from the typical school schedule for children of that age.

School schedule verification for adult students is still required.

## B. MEC<sup>2</sup> system changes

Effective October 23, 2017, MEC<sup>2</sup> does not apply most verification tests unless the approval package processed includes a biweekly period with a **Redetermination Due** date or the **Last Redetermination** date.

During the 12 month eligibility period, MEC<sup>2</sup> will not automatically suspend care or change the authorized hours if verification is not received for Schedule Reporters.

## C. County and tribal agency actions needed

### 1. 12 Month Reporters

Request verification using the Special Letter: Information Request for “Ongoing” case status if an employment or education activity has ended permanently.

- If verification is received, take the appropriate action.
- If verification is not received, use the date the worker became aware of the change as the activity end date. The following day is the begin date for the Extended Eligibility period.

If a family requests more hours, request verification using the Special Letter: Information Request for “Open-Ongoing” case status.

- If verification is received that verifies the need for increased hours of care, increase the authorized hours.
- If verification is not received, do not increase the authorized hours. Care continues at the same number of hours. Do not end eligibility for failure to provide verification.

If the family reports (or your agency becomes aware of) new employment working for a child care center or a high-risk medical provider, request verification. If verification is not received, suspend care following a 15 day notice.

### 2. Schedule Reporters

Request verification using the Special Letter: Information Request for “Ongoing” case status if:

- An employment, education or training activity has ended permanently.
- There is a temporary break in their employment, education or training activity.
- A new employment, education or training activity has started.
- There is a change in employment, education or training schedule.

If verification is received, take the appropriate action.

If verification is not received and the reported change would reduce authorized hours or the impact is unknown, suspend following a 15 day notice. When the reported change was a change in schedule that would have resulted in the authorized hours increasing or staying the same, continue the authorized hours at the same level.

## IV. Authorized hours decrease less often during 12 month eligibility period

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Effective December 18, 2017, authorized hours will decrease less often during the 12 month eligibility period.

## A. Policy information

Beginning December 18, 2017, different authorization policies apply to families during the 12 month eligibility period based on whether they are a 12 Month Reporter or a Schedule Reporter.

The policies for authorizing care at application and redetermination have not changed (except that verification of child school schedules are no longer required). See CCAP Policy Manual § 9.1 (Authorizing child care) to determine how many hours to authorize.

### 1. 12 Month Reporters

The authorized hours can increase at any time if there is a verified need for the increase.

The authorized hours can increase or decrease at redetermination.

During the 12 month eligibility period, the authorized hours for 12 Month Reporters **can decrease** only if one of the following occurs:

- Child's school schedule changes, including when a child starts school.
  - If a child begins kindergarten or a public preschool program, the child may not need as many hours with their child care provider. The authorized hours can decrease following a 15 day notice.
  - If a child needs more hours during the summer months, the authorized hours can decrease back to the original level once the child returns to school following a 15 day notice.
  - If a child needs more hours during the school year due to school release days, winter break or spring break, the authorized hours can be adjusted to allow more hours.
- Child's custody schedule changes if fewer hours of care are needed due to the change.
- Provider cannot provide the amount of care authorized.
  - This may happen when a provider changes their hours of operation.
  - This may happen when a child switches to a new provider that has different hours of operation.
- Family requests fewer hours.
  - The family may request fewer hours at any time.
  - The family may want to request fewer hours to avoid using up absent days.

During the 12 month eligibility period, the authorized hours for 12 Month Reporters cannot decrease for any reasons except the ones above. This means that some families will have more hours authorized than what is needed to support their work or school activities at some points during the 12 month eligibility period. Families may utilize all authorized child care hours. Care paid under these conditions is not subject to overpayments due to changes in the family's activity schedule.

Unless one of the reasons above has also occurred, the authorized hours **cannot decrease** for 12 Month Reporters when:

- A parent reports a change in their schedule (days and times of activity participation).
- A parent reports a change in their work or school activity.
- A parent receiving MFIP or DWP has a change in their Employment Plan activities.
- A parent with an MFIP or DWP Employment Plan is sanctioned.

## 2. 12 Month Reporters – Temporary Ineligible and Suspend status

For 12 Month Reporter families who are in Temporary Ineligible or Suspend status, there are different policies for authorizing care depending on when their redetermination occurs.

- If the family moves out of Temporary Ineligible or Suspend status during the same 12 month eligibility period, the authorized hours should be the same as what was authorized prior to when the family went into Temporary Ineligible or Suspend status (unless the family provides verification showing that more hours are needed).
- If the family moves out of Temporary Ineligible or Suspend status when their redetermination is processed, the authorized hours should be based on the redetermination. The authorized hours can increase or decrease.
- If the family was placed into Temporary Ineligible or Suspend status at redetermination and they move out of Temporary Ineligible or Suspend status later, the authorized hours should be based on the amount of care needed at the time the family moves out of the Temporary Ineligible or Suspend status. The authorized hours can increase or decrease.

## 3. Schedule Reporters

The authorized hours can increase at any time if there is a verified need for the increase.

The authorized hours can increase or decrease at redetermination.

During the 12 month eligibility period, the authorized hours for Schedule Reporters will continue to be based on the parents' verified activity schedule.

The authorized hours **can decrease** if any of the following occurs:

- Child's school schedule changes, including when a child starts school.
- Child's custody schedule changes if fewer hours of care are needed due to the change.
- Provider cannot provide the amount of care authorized.
- Family requests fewer hours.
- A parent reports a change in their schedule (days and times of activity participation).
  - If verification is received, the authorized hours should be increased or decreased based on the verified schedule. A decrease in hours requires a 15 day notice.
  - If verification is not received:

- If the reported change would have resulted in authorized hours increasing or staying the same, continue care at the same level.
  - If the reported change would have resulted in authorized hours decreasing or it is unknown what the impact would have been, suspend care following a 15 day notice.
- A parent with an MFIP or DWP Employment Plan has a change in their Employment Plan activities (including a change in schedule).
  - The job counselor must provide information about the new Employment Plan activities.
  - Authorized hours should be increased or decreased if the new information shows that a change is needed. A decrease in hours requires a 15 day notice.
- A parent with an MFIP or DWP Employment Plan is sanctioned for noncompliance with an Employment Plan activity.
  - The job counselor must provide information about the sanction and ongoing Employment Plan activity participation.
  - Authorized hours should be increased or decreased if the new information shows that a change is needed. A decrease in hours requires a 15 day notice.

Note: If a family is a Schedule Reporter, the Schedule Reporter policies apply to all family members. For example, if one child is authorized with an LNL provider, The amount of care authorized for all children in the family is based on the parents' verified activity schedule, even if other children in the family are not using an LNL provider.

#### 4. Weekly Authorization to High Quality Providers

Children who meet the following requirements are eligible for Weekly Authorization to High Quality Providers and are authorized for 100 hours biweekly:

- Age zero through five, but not yet in kindergarten
- Attend a high quality provider, and
- Qualify for at least 30 hours of child care per week at the high quality provider

The authorized hours **can decrease** when:

- The child starts kindergarten
- The family has a redetermination
- The child's family is a Schedule Reporter and the child begins qualifying for less than 30 hours of child care per week based on the parents' activities.

The authorized hours **cannot decrease** for any other reason during the 12 month eligibility period, including when:

- A child turns six

- The provider's status as a high quality provider changes
- The child moves to a new provider
- The child's family is a 12 Month Reporter and there is a change in the parents' activity schedule.

See CCAP Policy Manual § 9.1.12 (Weekly Authorization to High Quality Providers) for more information.

## **5. Scenario: Authorization for 12 Month Reporters**

A parent was working 40 hours a week at their last redetermination. Their toddler was authorized for 50 hours per week. If the parent's work hours drop to 20 hours per week, the hours will stay at 50 hours per week. The parent is not required to report the change in their work hours. The parent could choose to:

- Continue bringing the child to care 50 hours per week.
- Continue bringing the child to care on some days, but not all. On days when the child is scheduled but does not attend, the provider would bill and be paid using absent days. Once the child's absent days are used up, CCAP would stop paying the provider for days that the child is absent. The parent may be responsible for the provider's charges for these days.
- Work with their provider to reduce the schedule of care. The provider should bill only for days the child is scheduled to attend and not bill for the full 50 hours. This will help ensure that absent days are not used for days when the child is not scheduled to attend.
- Work with their provider to reduce the schedule of care and ask their case worker to reduce the authorized hours. The provider should bill only for days the child is scheduled to attend. The worker would reduce the authorized hours. This will help ensure absent days are not used for days when the child is not scheduled to attend.

All of the options above are allowed. Using any of these options is not an overpayment unless the family failed to report something they were required to report (such as a permanent activity end) or the provider billed incorrectly (such as billing for a day when a child was absent without coding the day as an absent day).

## **6. Scenario: Authorization for Schedule Reporters**

A parent is working 30 hours per week at a child care center when they apply. Their infant was authorized for 30 hours per week and eligible for 50 hours per week under the Weekly Authorization policy. If the parent's work hours drop to 20 hours per week, the parent must report the change and submit verification of their new work schedule. The hours authorized may decrease to 20 hours per week, following a 15 day notice. During the 15 day notice period, the family could continue bringing their child to care for 50 hours per week.

## B. MEC<sup>2</sup> system changes

MEC<sup>2</sup> will continue to allow the authorized hours to increase and decrease during the 12 month eligibility period. MEC<sup>2</sup> will not prohibit decreases since there are situations where the authorized hours can decrease during the 12 month eligibility period.

To assist workers in determining which authorization policies apply for a specific child, the Child's Provider window will display the family's reporting type for each child. The Reporter Type field will either display "12 Month Reporter" or "Schedule Reporter."

MEC<sup>2</sup> will produce a warning edit if a family is coded as a 12 Month Reporter on the Child's Provider window and the authorized hours are decreased during the 12 month eligibility period. The warning edit will tell the worker that the hours of authorized care can only be reduced for certain reasons.

The warning edit will not appear if the family is coded as a Schedule Reporter on the Child's Provider window.

## C. County and tribal agency actions needed

Before changing the authorized hours for a child, determine if the child's family is a 12 Month Reporter or a Schedule Reporter.

Examine the Reporter Type field on the Child's Provider window to determine if the child's family is a 12 Month Reporter or a Schedule Reporter. Remember to update this field every time the family's reporting type changes.

Note: When decreasing authorized hours, a 15 day notice must be provided. Use the [Reduction of Hours to a Provider Requiring a 15 Day Notice Workaround](#) in the MEC<sup>2</sup> User Manual.

### 1. 12 Month Reporters

Do not decrease the authorized hours for a 12 Month Reporter during the 12 month eligibility period unless:

- The child's school schedule changes, including when a child starts school
- The child's custody schedule changes if fewer hours of care are needed due to the change.
- The provider cannot provide the amount of care authorized
- The family requests fewer hours.

If the authorized hours for a 12 Month Reporter decreases, the warning edit will appear. Review the warning edit and determine if the decrease is allowed. A decrease is only allowed in the four situations above.

- If the decrease is allowed, decrease the authorized hours with a 15 day notice using the [Reduction of Hours to a Provider Requiring a 15 Day Notice Workaround](#).
- If the decrease is not allowed, do not save your results. The authorized hours should not change.

If a family requests more hours, request verification of the need for the increase using the Special Letter: Information Request for “Ongoing” case status.

- If the family submits verification, increase the authorized hours.
- If the family does not submit verification, do not increase the authorized hours. Keep the authorized hours the same as what they were. Do not end eligibility.

At redetermination, increase or decrease the authorized hours based on the verification provided.

## **2. Schedule Reporters**

Authorize care for Schedule Reporters based on the parents’ verified activity schedule, the child’s school schedule, and the provider’s availability.

Decrease the authorized hours when:

- The child’s school schedule changes, including when a child starts school
- The child’s custody schedule changes if fewer hours of care are needed due to the change.
- The provider cannot provide the amount of care authorized
- The family requests fewer hours

If a change in a parent’s activity schedule is reported, request verification of the schedule change using the Special Letter: Information Request for “Ongoing” case status.

- If verification is provided, determine if the authorized hours should change:
  - If the hours should stay the same, no action is needed.
  - If the hours should increase, increase the authorized hours.
  - If the hours should decrease, decrease the authorized hours with a 15 day notice.
- If verification is not provided:
  - If the reported change would have resulted in the authorized hours increasing or staying the same, no action is needed.
  - If the reported change would have resulted in the authorized hours decreasing or the impact is unknown, suspend care with a 15 day notice.

At redetermination, increase or decrease the authorized hours based on the verification provided.

## **3. Weekly Authorization to High Quality Providers**

Once MEC<sup>2</sup> determines that a child qualifies for Weekly Authorization to High Quality Providers, it changes the authorized hours on the Service Authorization to 100 hours. It does not change the authorized hours on the Child’s Provider Window.

Workers must change the authorized hours on the Child’s Provider Window to 100 after MEC<sup>2</sup> determines that the child qualifies for Weekly Authorization to High Quality Providers.

Changing the authorized hours on the Child's Provider Window to 100 will prevent the authorization from decreasing when a child turns six or when a provider's status as a high quality provider changes.

If a child in a Schedule Reporter family qualifies for Weekly Authorization to High Quality providers, there is a change in a parent's activity, and the change results in the child qualifying for a different number of hours:

- Determine the number of hours the child qualifies for.
  - If the number of hours is 30 hours or more, keep the number of hours on the Child's Provider window at 100 hours.
  - If the number of hours is less than 30 hours, change the number of hours on the Child's Provider window.

## V. Eligibility continues when work hours decrease during 12 month eligibility period

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Effective December 18, 2017, the minimum work requirements only apply at application and redetermination.

### A. Policy information

These policies apply to 12 Month Reporters and Schedule Reporters. See CCAP Policy Manual § 4.3.3.21 (MFIP/DWP Authorized Activities), § 4.3.6.3 (TY Authorized Activities), § 4.3.9.3 (TYE Authorized Activities), and § 4.3.12.6 (BSF Authorized Activities & Hours), for more information about minimum work requirements.

#### 1. Work requirements at application and redetermination

The activity requirements at application and redetermination have not changed.

At application, if a parent wants to receive child care for their work hours, they must be working an average of at least 20 hours per week at minimum wage (or 10 hours per week if they are a full-time student).

At redetermination, if a parent wants to receive child care for their work hours, they must be working an average of at least 20 hours per week at minimum wage (or 10 hours per week if they are a full-time student).

The minimum work requirements do not apply to families on MFIP or DWP who have work included in an approved Employment Plan.

## 2. Work requirements during the 12 month eligibility period

During the 12 month eligibility period, eligibility will continue when a parent's work hours decrease below an average of 20 hours per week (or 10 hours per week if they are a full-time student). Eligibility will also continue if a parent's wage drops below minimum wage.

## 3. Scenario 1: Work hours decrease during 12 month eligibility period

A parent was working an average of 25 hours per week when they applied in March. The family is approved for Transition Year child care. In November, the parent's work hours decrease to an average of 5 hours per week. Because the family is in their 12 month eligibility period, the minimum work requirements do not apply and the family continues to be eligible.

When the family completes their redetermination in March:

- If the parent is still working an average of less than 20 hours per week, their eligibility will end because they do not meet the minimum work requirements (unless they have another authorized activity).
- If the parent is working an average of at least 20 hours per week, their eligibility will continue because they meet the minimum work requirements.

## 4. Scenario 2: New work activity begins during 12 month eligibility period

A parent was going to college when they applied in January. The education activity met the county's education criteria and the family was approved for BSF child care. In May, the parent graduates from college and starts a new job. The parent works an average of 15 hours per week at their new job. Because the family is in their 12 month eligibility period, the minimum work requirements do not apply and the family continues to be eligible.

When the family completes their redetermination in January:

- If the parent is still working an average of less than 20 hours per week, their eligibility will end because they do not meet the minimum work requirements (unless they have another authorized activity).
- If the parent is working an average of at least 20 hours per week, their eligibility will continue because they meet the minimum work requirements.

## B. MEC<sup>2</sup> system changes

MEC<sup>2</sup> will not apply the Meets Hours Required test or the Minimum Wage test unless the approval package processed 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:

- If a family is meeting the minimum work requirement, the Meets Hours Required test will show "Pass."

- If a family is not meeting the minimum work requirement, the Meets Hours Required test will show “NA.”
- If a family is meet the minimum wage requirement, the Minimum Wage test will show “Pass.”
- If a family is not meeting the minimum wage requirements, the Minimum Wage test will show “NA.”

If there is a **Redetermination Due** date or **Last Redetermination** date that falls within the biweekly periods of the approval package:

- If a family is meeting the minimum work requirement, the Meets Hours Required test will show “Pass.”
- If a family is not meeting the minimum work requirement, the Meets Hours Required test will show “Fail” in the biweekly period with the **Redetermination Due** date or **Last Redetermination** date. If approved, the case will close following a 15 day notice.
- If a family is meeting the minimum wage requirement, the Minimum Wage test will show “Pass.”
- If a family is not meeting the minimum wage requirements, the Minimum Wage test will show “Fail” in the biweekly period with the **Redetermination Due** date or **Last Redetermination** date. If approved, the case will close following a 15 day notice.

## C. County and tribal agency actions needed

If a family reports a change in their work hours, record the change on the Employment Activity window.

If the change puts the family below the minimum requirements, DHS recommends telling the family that the minimum requirements will need to be met at redetermination. This can be done using a memo or the “other” option on the Special Letter: Information Request for “Ongoing” case status.

# VI. Authorization continues when there is a temporary break in activity – including medical or maternity leaves

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Effective December 18, 2017, the same amount of care authorized will continue during the 12 month eligibility period when most parents have a temporary break in their work or school activity.

## A. Policy information

Different policies apply when a family has a temporary break in their activity based on whether they are a 12 Month Reporter or a Schedule Reporter.

Examples of a temporary break include medical leave, maternity leave, school break, and seasonal employment fluctuations.

The policies for activity requirements at application and redetermination have not changed. See CCAP Policy Manual § 4.3.3.21 (MFIP/DWP Authorized Activities), § 4.3.6.3 (TY Authorized Activities), § 4.3.9.3 (TYE Authorized Activities), and § 4.3.12.6 (BSF Authorized Activities & Hours) for more information about activity requirements.

The policies for Temporary Ineligibility have not changed. The policies for Suspending have been expanded to include more situations. See CCAP Policy Manual § 8.6 (Temporary Ineligibility) and § 8.9 (Suspending) for more information about Temporary Ineligibility and Suspending.

## **1. Medical leave policy**

Beginning December 18, 2017 the medical leave policy is replaced by this temporary break in activity policy for 12 Month Reporters.

The medical leave policy continues to be available for Schedule Reporters. This policy allows families who are Schedule Reporters to receive up to 215 hours of child care if the parent is expected to return to their work, education or training activity within 90 days and has provided documentation showing they are not able to care for their child during the leave.

Note: The policy for two parent families that allows eligibility when one parent is unable to care for children is still in effect. See CCAP Policy Manual § 4.6 (Employment and Training Requirements) for more information about this policy.

## **2. 12 Month Reporters**

For 12 Month Reporters, when there is temporary break in the parents' activity:

- Eligibility continues
- Authorization of child care continues

12 Month Reporters do not need to report temporary breaks in their activity. If a parent reports an end in their activity, consider the end permanent unless the family reports the end is temporary.

The parent does not need to be determined unable to care for their children for child care authorization to continue.

The authorized hours during the temporary break should not decrease, unless the family requests fewer hours of child care.

If the family does not plan to use child care during the temporary break, the parent can request to have their child care case suspended. The case can be suspended following a 15 day notice.

At redetermination, the parent must meet the minimum activity requirements for care to continue. If a parent is in a temporary break from their activity at the time the redetermination is completed:

- If the parent expects to return to their activity, provides verification that they are expected to return and meets all other eligibility requirements, the case is suspended following a 15 day notice.

- If the parent expects to return to their activity, does not provide verification that they are expected to return and meets all other eligibility requirements, the case is placed in Temporary Ineligible status following a 15 day notice.
- If the parent is not expected to return to their activity or does not meet all other eligibility requirements, eligibility ends following a 15 day notice.

### **3. Schedule Reporters**

For Schedule Reporters, when there is a temporary break in the parents' activity:

- Eligibility continues.
- If the parent does not meet the medical leave policy requirements, suspend care (for up to 12 months) following a 15 day notice.
- If the parent meets the medical leave policy requirements, continue authorization for no more than 215 hours.

Schedule Reporters must report temporary breaks in their activity. If a parent reports an end in their activity, consider the end permanent unless the family reports the end is temporary.

If a change is reported, request verification. A written client statement is acceptable verification. For employment ending only, other forms of verification do not need to be requested before a client statement can be used.

- If verification is not provided, suspend care following a 15 day notice.
- If verification is provided and the parent is on a temporary leave, suspend care following a 15 day notice (unless the parent meet the medical leave policy requirements).
- If verification is provided, and the parent has had a permanent end to their activity, see "VII. Extended Eligibility - Authorization continues for a three month period after activity permanently stops."

At redetermination, the parent must meet the minimum activity requirements for care to continue. If a parent is in a temporary break from their activity at the time their redetermination is completed:

- If the parent expects to return to their activity, provides verification that they are expected to return and meets all other eligibility requirements, suspend care for up to a total of 12 months.
- If the parent expects to return to their activity, does not provide verification that they are expected to return and meets all other eligibility requirements, place the case in Temporary Ineligible status.
- If the parent is not expected to return to their activity or does not meet all other eligibility requirements, end eligibility following a 15 day notice.

## B. MEC<sup>2</sup> system changes

### 1. Medical Leave

The Medical Leave Details section on the Employment Activity window and Education Activity window will be deactivated beginning in the 12/18/2017 biweekly period. The fields will continue to be visible, but no changes can be made to the fields beginning in the 12/18/2017 biweekly period. Changes can continue to be made to the fields in biweekly periods prior to 12/18/17.

### 2. Temporary Leave

A new section will be added to the Employment Activity window, Education Activity window and Support Activity window. The Temporary Leave period will have a Begin Date and an End Date. The Temporary Leave period will have date fields for Begin and End. These fields are manually entered and will not auto-populate.

MEC<sup>2</sup> will not allow the Temporary Leave Begin and End dates to be populated if there is an end date in the Employment, Education and Support activity.

MEC<sup>2</sup> will produce a warning edit if a family is coded as a Schedule Reporter on the Child's Provider window and a Temporary Leave begin date is entered..

## C. County and tribal agency actions needed

### 1. Medical Leave

Families who are 12 Month Reporters with a medical leave that started before 12/18/2017 are no longer subject to the limit of 215 hours and do not need to provide verification that they are unable to care. Continue to authorize child care at the same level. Complete the Temporary Leave section on the families Employment Activity, Education Activity or Support Activity window.

Families who are Schedule Reporters with a medical leave that started before 12/18/2017 are still subject to the 215 hour limit.

Families who are Schedule Reporters with a medical leave that starts on or after 12/18/2017 are subject to the 215 hour limit, and must provide verification from a physician stating they are unable to care for their child. Workers can continue to use the [CCAP Parent Medical Condition Form DHS-6305](#). Workers need to manually track the 215 hour limit. Complete the Temporary Leave section on the Employment Activity, Education Activity or Support Activity window. The system will produce a warning edit. If the family meets the medical leave policy requirements, keep the service authorization open for up to 215 hours.

### 2. 12 Month Reporters

If a parent reports an end in their activity, consider the end permanent unless the family reports the end is temporary.

If the parent is in a temporary leave from their activity, enter the leave information in the Temporary Leave period fields.

Do not enter an end date for the activity. The end date is only used for permanent activity ends.

Do not change the Service Authorization, unless the family has requested that their case be suspended.

### **3. Schedule Reporters**

If a family reports an end to their activity, ask the parent to submit verification of the activity ending. A written client statement is acceptable verification. If verification is not provided, suspend the case following a 15 day notice.

If the parent is in a temporary leave from their activity, enter the leave information in the Temporary Leave period fields.

Do not enter an end date for the activity. The end date is only used for permanent activity ends.

End the Service Authorizations to suspend the case following a 15 day notice, unless the family meets the medical leave policy requirements.

## **VII. Extended Eligibility - Authorization continues for a three month period after activity permanently stops**

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Effective December 18, 2017, when a parent's activity ends permanently, the same amount of care will continue to be authorized for three months or until the family's next redetermination, whichever occurs first.

### **A. Policy information**

When a parent's activity ends permanently, the family is eligible for an Extended Eligibility period. The family is eligible for Extended Eligibility for three months after their activity ended or until their next redetermination, whichever occurs first.

#### **1. When does Extended Eligibility apply?**

Extended Eligibility applies to 12 Month Reporters and Schedule Reporters:

- 12 Month Reporters do not need to submit verification of employment ending to receive Extended Eligibility.
- Schedule Reporters must submit verification of employment ending to receive Extended Eligibility. A written client statement is acceptable verification.

Extended Eligibility applies in all of these situations:

- A parent's employment or education activity ends permanently.

- An MFIP or DWP participant is sanctioned for not participating in all Employment Plan activities and is not participating in authorized activities outside of an Employment Plan.
- A parent's MFIP or DWP ends and the parent is not in an employment, education or training activity.
- A parent's MFIP or DWP ends and the parent's participation in an activity is unknown.
- A parent receiving assistance under MFIP/DWP Child Care for Student Parents stops attending school.
- A parent receiving Basic Sliding Fee, Transition Year or Transition Year Extension child care applies for MFIP and is not in an authorized activity or their participation in an activity is unknown.
- Another parent moves into the household and is not in an authorized activity.

There is no limit on the number of times that a family can receive Extended Eligibility.

Note: If a family is disqualified from MFIP or DWP due to Fraud, the family is not eligible for Extended Eligibility under MFIP child care or Transition Year child care. The family may be eligible for Basic Sliding Fee if funds are available.

## **2. Child care authorization during Extended Eligibility**

Authorized hours during the Extended Eligibility stay the same as the hours authorized immediately before the family's moved into the Extended Eligibility period.

Authorized hours should not decrease during the Extended Eligibility period, unless the family requests fewer hours of child care.

Authorized hours should not increase during the Extended Eligibility period.

If the family does not plan to use child care during the Extended Eligibility period, the parent can request to have their child care case suspended. The case can be suspended following a 15 day notice.

## **3. Extended Eligibility end date**

The Extended Eligibility end date is the earlier of:

- Three months after the parent's activity ended
- OR
- The date the family's redetermination is due

When a new parent without an activity joins the household, the Extended Eligibility end date is the earlier of: three months after the parent moved in or the date the family's redetermination is due.

Example 1: A family has a redetermination due on August 15<sup>th</sup>. The parent loses their job March 15<sup>th</sup>. The Extended Eligibility end date is June 15<sup>th</sup>. June 15<sup>th</sup> is three months after the parent's activity ended, which is earlier than when the family's redetermination is due.

Example 2: A family has a redetermination due on August 15<sup>th</sup>. The parent loses their job on June 15<sup>th</sup>. The Extended Eligibility end date is August 15<sup>th</sup>. August 15<sup>th</sup> is when the family's redetermination is due, which is earlier than three months after the parent's activity ended.

#### 4. Requirements if no redetermination is due

By the end of the three month Extended Eligibility period, the parent must be working, have an approved education plan, or have an MFIP Employment Plan for care to continue. If the parent is working, the minimum work requirements do not apply since a redetermination is not due.

- If the parent has an authorized activity by their Extended Eligibility end date, their eligibility continues and care continues to be authorized.
  - For 12 Month Reporters, the same number of hours would be authorized (unless the family provided verification showing that more hours were needed).
  - For Schedule Reporters, the number of hours authorized would be based on their verified activity schedule.
- If the parent does not have an authorized activity by their Extended Eligibility end date, their eligibility ends following a 15 day notice.

Once the parent begins participating in an activity, the parent moves out of Extended Eligibility. If the parent stops participating in their new activity at a future date, the parent may enter a new Extended Eligibility period.

#### 5. Requirements if redetermination is due

By their redetermination the parent must be working, have an approved education plan, or have an MFIP Employment Plan for care to continue. If the parent is working, the minimum work requirements must be met since a redetermination is due.

- If the parent has an authorized activity by their redetermination and they meet all other eligibility requirements, their eligibility continues and care continues to be authorized.
- If the parent does not have an authorized activity by their redetermination and/or does not meet all other eligibility requirements, their eligibility ends following a 15 day notice.

## B. MEC<sup>2</sup> system changes

A new section will be added to the Employment Activity window, Education Activity window and Support Activity window. The Extended Eligibility period will have date fields for Begin, Expires, and Redetermination Due.

When an end date is entered for an activity on Employment Activity window, Education Activity window or Support Activity window, the Extended Eligibility period Begin field will auto-populate with the day after the end date.

The Redetermination Due field will auto-populate with the Redetermination Due date from the Redetermination window.

The Expires field will auto-populate with the lesser of:

- 3 months after the Begin date
- OR
- The Redetermination Due date

## **C. County and tribal agency actions needed**

If a family reports an end to their activity, consider the end permanent unless the family reports the end is temporary:

- If the family is a 12 Month Reporter and the change is permanent, ask the parent to submit verification of the activity ending. A written client statement is acceptable verification. If verification is not provided, use the date the worker became aware of the change as the activity end date. The following day is the begin date for the Extended Eligibility period.
- If the family is a Schedule Reporter, ask the parent to submit verification of the activity ending. A written client statement is acceptable verification. If verification is not provided, suspend the case following a 15 day notice.

### **1. When Extended Eligibility starts**

When a family has a permanent activity end, enter an end date for the activity. The end date should only be used for permanent activity ends.

Send the family a Special Letter: Information Request indicating that their change in activity was received. Include a comment that tells the family:

- They are entering Extended Eligibility.
- The end date of Extended Eligibility.
- They must report a new activity by the end date of Extended Eligibility for eligibility to continue.

### **2. If the parent has a new activity when a previous activity is ended**

MEC<sup>2</sup> will automatically start Extended Eligibility when an activity is ended. If the family does not need Extended Eligibility, enter an end date in the window. This can be the same day as the day the period started.

### **3. If a parent reports a new activity during the Extended Eligibility period**

If a family start a new activity, their Extended Eligibility period ends. Enter an end date in the Extended Eligibility field.

#### 4. At the end of the Extended Eligibility period

MEC<sup>2</sup> evaluates end dates of Extended Eligibility periods in each biweekly batch. If an end date is included in the current biweekly period or the following two biweekly periods and the end date does not match the family's redetermination date, the worker will receive a notice that the family's Extended Eligibility period is ending. When the notice is received:

- Send a Special Letter: Information Request to the family requesting information about their activity and informing them that their Extended Eligibility period will end. Include the Extended Eligibility end date.
- Approve new results that end the family's eligibility on the end date of Extended Eligibility. If the family reports a new activity started before their Extended Eligibility period ended, approve ongoing eligibility until the family's next redetermination.

## VIII. Job search outside of an Employment Plan can only be approved at application and redetermination

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Effective December 18, 2017, the job search policies will change. These changes apply to job search authorized outside of an Employment Plan. There are no changes to the policies for authorizing care for families who have job search included in an approved Employment Plan.

This policy applies to 12 Month Reporters and Schedule Reporters.

### A. Policy information

Job Search outside of an Employment Plan continues to be limited to 240 hours per calendar year. This includes Job Search for:

- Families receiving Basic Sliding Fee child care
- Families receiving Transition Year or Transition Year Extension child care
- Families receiving MFIP child care who do not have job search included in an approved Employment Plan.

#### 1. When job search is allowed

Effective December 18, 2017, job search outside of an Employment Plan:

- Can be used for up to 20 hours per week at application.
- Can be used for up to 20 hours per week at redetermination.
- Cannot start at any other point during the 12 month eligibility period.

At application job search can be used:

- If the parent has no other activity.

- If the parent has another activity (such as employment), but the activity does not meet the minimum requirements.

At redetermination job search can be used:

- If the parent has no other activity (including parents in Extended Eligibility at the time their redetermination is due).
- If the parent has another activity (such as employment), but the activity does not meet the minimum requirements.

Note: If a parent used job search at application or redetermination, lost eligibility, and applied again during the same calendar year, job search would not be allowed again.

## **2. Determining the number of hours to authorize**

The family may request to use job search by completing the job search section of the application or redetermination form. The family may also request to use job search through another method, such as calling their worker.

If a family requests to use fewer than 20 hours per week of job search, authorize the number of hours requested. Job search hours will last more than 12 weeks.

If a family requests to use 20 hours or more per week of job search, authorize 20 hours per week of job search. Job search hours will last for 12 weeks.

Do not authorize more than 20 hours per week for job search (unless job search is included in an approved Employment Plan).

Note: At application and redetermination, if a parent has another activity (such as employment), but the activity does not meet the minimum requirements, job search can be used. No more than 20 hours per week can be authorized. The 20 hours are counted as job search hours, but the parent could choose to use the hours during their other activity.

## **3. Requirements at the end of job search**

At the end of job search, the parent must be in an allowed activity for eligibility to continue.

- If the activity is employment, the parent must meet the minimum employment requirements that apply at application and redetermination (be working an average of 20 hours per week at minimum wage or 10 hours per week if they are a full time student).
- If the activity is education, it must be approved by the county or tribal agency.

Families do not receive Extended Eligibility at the end of job search.

At the end of job search, if the family continues to be eligible, the authorized hours cannot decrease. The authorized hours could increase if the family verifies the need for the increase.

## **4. Job search logs**

Effective December 18, 2017, counties cannot require that families complete job search logs for child care assistance.

Note: This policy applies to child care assistance only. This policy does not prohibit job counselors from requiring job search logs for families who have job search included in their approved Employment Plan.

## 5. Families authorized for job search on December 18, 2017

For families currently receiving child care assistance for job search outside of an Employment Plan:

- If job search hours end before December 18, 2017 and the parent does not have another activity, eligibility ends.
- If job search hours end between December 18, 2017 and December 31, 2017 and the parent does not have another activity, the family continues to be eligible.
- If job search hours end after December 31, 2017 and the parent does not have another activity, the family continues to be eligible.

Families whose job search hours do not end before December 18, 2017 are eligible for continued assistance into calendar year 2018. In calendar year 2018, the family is eligible for a new 240 hours of job search. These families continue to be eligible based on job search until the 240 hours of job search are used.

## B. MEC<sup>2</sup> system changes

MEC<sup>2</sup> will continue to track the 240 hours of job search allowed per calendar year.

MEC<sup>2</sup> will **not** prevent workers from authorizing more than 20 hours per week for families in job search.

MEC<sup>2</sup> will **not** apply the Meets Hours Required and Minimum Wage tests at the end of job search for parents who are employed.

## C. County and tribal agency actions needed

At application or redetermination:

- If a family requests to use fewer than 20 hours per week of job search, authorize the number of hours requested.
- If a family requests to use 20 hours or more per week of job search, authorize 20 hours per week of job search.

### 1. Requirements at the end of job search

At the end of job search, determine if the family meets all eligibility requirements. If the family is employed but does not meet the minimum requirements eligibility must end. MEC<sup>2</sup> will not apply the Meets Hours Required test at the end of job search. If the family's employment does not meet minimum activity requirements when 240 hours of job search are used, the worker needs to override eligibility results to get ineligible results.

## 2. Families authorized for job search on December 18, 2017

If job search hours end between December 18, 2017 and December 31, 2017 and the parent does not have another activity, the family continues to be eligible:

- Ineligible results may generate for these families. Do not approve ineligible results. If needed, contact the Help Desk for help to ensure that the case does not close.
- If a new Job Search window is not automatically created for January 1, 2018, create a new Job Search window and approve continuing eligibility under Job Search until the 2018 job search hours run out.
- Do not decrease the authorized hours.

If job search hours end after December 31, 2017 and the parent does not have another activity, the family continues to be eligible.

- If a new Job Search window is not automatically created for January 1, 2018, create a new Job Search window and approve continuing eligibility under Job Search until the 2018 job search hours run out.
- Do not decrease the authorized hours.

## IX. MFIP/DWP Child Care for Student Parents

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There are policy changes related to MFIP/DWP Child Care for Student Parents. A small number of families participate in this program. Parents must meet all of the following requirements:

- Be under 21 years old
- Be pursuing a high school or general equivalency diploma (GED)
- Not be an MFIP participant
- Reside in a county with a Basic Sliding Fee waiting list for the 1<sup>st</sup> priority.

See CCAP Policy Manual § 4.3.15 (MFIP/DWP Child Care for Student Parents) for more information about MFIP/DWP Child Care for Student Parents.

### A. Policy information

#### 1. Parent turns 21

This policy is effective October 23, 2017, but was not included in the Phase 2 bulletin. If a parent receiving assistance through MFIP/DWP Child Care for Student Parents turns 21, care continues until the parent is approved for Basic Sliding Fee child care or until redetermination, whichever occurs first.

## **2. High school or GED activity ends**

Effective December 18, 2017, families receiving MFIP/DWP Child Care for Student Parents are eligible for Extended Eligibility if their high school or GED activity ends.

If the parent is participating in other activities, such as work, when their high school or GED activity ends, the family is eligible for Extended Eligibility. This is different from other sub-programs because high school or GED participation is an eligibility requirement for MFIP/DWP Child Care for Student Parents.

If the parent has not been moved to Basic Sliding Fee child care by the time their Extended Eligibility period ends, their eligibility would end following a 15 day notice because they are not in a high school or GED activity.

Note: In some situations, a family receiving MFIP may have been eligible for Transition Year child care but instead moved to MFIP/DWP Child Care for Student Parents. In this situation, the family may be eligible under Transition Year child care if their high school or GED activity ends and they are participating in another activity.

## **B. MEC<sup>2</sup> system changes**

### **1. Parent turns 21**

No changes are being made to MEC<sup>2</sup>. If a parent receiving MFIP/DWP Child Care for Student Parents turns 21 before being moved to Basic Sliding Fee child care, the case will need to be patched.

### **2. High school or GED activity ends**

The changes described in "VII. Extended Eligibility - Authorization continues for a three month period after activity permanently stops" will apply to families receiving MFIP/DWP Child Care for Student Parents.

## **C. County and tribal agency actions needed**

### **1. Parent turns 21**

If the family is still receiving MFIP/DWP Child Care for Student Parents when the parent turns 21, contact your policy specialist.

### **2. High school or GED activity ends**

If a parent receiving MFIP/DWP Child Care for Student Parents stops participating in high school or GED, but is participating in another activity, contact your CCAP Policy Specialist for help determining if the family continues to be eligible.

## X. Education policy for families moving from MFIP child care to Transition Year child care

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### A. Policy information

Effective October 23, 2017, education was added as an allowable activity for Transition Year (TY) and Transition Year Extension (TYE) child care. See [Bulletin 17-68-22 Federal and State Changes to the Child Care Assistance Program - Phase 2](#)

Effective December 18, 2017, a person's specific education activity will continue to be allowed when they have a sub-program switch.

- If a person receiving MFIP child care 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.

### B. MEC<sup>2</sup> system changes

For MEC<sup>2</sup> 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

#### 1. MFIP child care to TY child care

If a person receiving MFIP child care had education in their MFIP or DWP Employment Plan before moving to TY:

- Ensure that the education activity is entered on the Education Activity window.
- Select "Yes" in the Plan Approved field
- Select the appropriate verification type in the Verification field.

At redetermination, if the education has not been included in a county or tribal approved education plan:

- Determine if the parent has another allowed activity. If not, end eligibility.

OR

- Determine if the parent has another allowed activity and meets all other eligibility requirements. If yes, eligibility continues but care is not authorized for the education activity.

## 2. BSF, TY or TYE child care to MFIP child care

If a person had an approved education plan while receiving BSF, TY or TYE and the person begins receiving MFIP or DWP:

- Ensure that the education activity is entered on the Education Activity window.
- Select “Yes” in the Plan Approved field
- Select the appropriate verification type in the Verification field.

At redetermination, if the education has not been included in an MFIP or DWP Employment Plan:

- Determine if the parent has another allowed activity. If not, end eligibility.

OR

- Determine if the parent has another allowed activity and meets all other eligibility requirements. If yes, eligibility continues but care is not authorized for the education activity.

# XI. Provider reporting of deaths, maltreatment and serious injuries

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## A. Policy information

Legal nonlicensed providers and license-exempt centers must report certain health and safety incidents to the CCAP agency. The CCAP agency must report the incident to the agency’s policy specialist at the Department of Human Services. The department sent memos to CCAP agencies regarding some of these reporting requirements.

- On May 13, 2016, a memorandum was sent to client and administrative contacts and included instructions for reporting a child fatality in a legal nonlicensed provider home or at a license-exempt center.
- On July 10, 2017, a memorandum was sent to client and administrative contacts and included guidance for reporting incidents of substantiated maltreatment in a legal nonlicensed provider home or at a license-exempt center.

Effective December 18, 2017, legal nonlicensed providers and license-exempt centers must report to their CCAP agency:

- Serious injuries of children. A serious injury is one that requires treatment by a physician. The department has not previously required providers to report serious injuries of children.
- Suspected maltreatment of minors in accordance with the reporting requirements for abuse and neglect specified in Minnesota Statutes, section 626.556.
- Death of a child while in the care of the provider

## **B. MEC<sup>2</sup> system changes**

No changes will be made to MEC<sup>2</sup> to implement this policy.

## **C. County and tribal agency actions needed**

The department developed an optional form for providers and CCAP agencies to use to report these incidents. Reports can also be made using other methods. The Death, Serious Injury, Maltreatment Report Form (DHS-7983) is available on eDocs.

### **Agency responsibilities regarding complaints including reported incidents**

Within 24 hours of receiving a complaint concerning the health or safety of children under the care of a legal nonlicensed provider, an agency must relay the complaint to:

- A. The county's child protection agency if the complaint alleges child maltreatment as defined in Minnesota Statutes, section 626.556, subdivision 10e.
- B. The county's public health agency if the complaint alleges a danger to public health due to communicable disease, unsafe water supply, sewage or waste disposal, or building structures.
- C. Local law enforcement if the complaint alleges criminal activity that may endanger the health or safety of children under care.
- D. Other agencies with jurisdiction to investigate complaints relating to the health and safety of a child.

If a complaint is substantiated under item A, the county must keep a record of the substantiated complaint as required by Minnesota Statutes, section 626.556. If a complaint is substantiated under items B to D, the county must keep a record of the substantiated complaint for three years. Upon request, information governing substantiated complaints shall be released to the public as authorized under Minnesota Statutes, chapter 13.

Upon receiving notice of a substantiated complaint under items A to D, the provider's registration should be closed unless the conditions underlying the substantiated complaint have been corrected.

## **XII. Changes to MEC<sup>2</sup> notices**

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Effective December 18, 2017, MEC<sup>2</sup> notices are updated to support the reporting requirement and maintain consistent child care policy changes.

## A. Policy information

Eligibility approval notices include new reporting requirements.

Eligibility approval notices with reporting requirements include case specific information about family income, family size and the applicable 85% of State Median Income.

Family Service Authorizations are reorganized, language is simplified and include redetermination due dates and reporting requirements.

Provider Service Authorizations are reorganized, language is simplified and include redetermination due dates.

The Special Letter: Information Request for “Ongoing” case status is revised. It is now Special Letter - Information Request for "Ongoing" case status.

## B. MEC<sup>2</sup> system changes

### 1. Eligibility approval notices, Temporary Ineligibility notice, Service Authorization notices

MEC<sup>2</sup> will continue to generate these notices when a case is sent through background and eligibility results are approved. There are no changes to when these types of notices are generated and sent. The notice language is updated as previously described.

### 2. Special Letter – Information request

The Special Letter window for “Ongoing” case status type is updated.

- The column label "Verifications Requested" is replaced with "Information to Print."
- The “Information to Print” includes checkboxes for the worker to select the types of changes reported and two checkboxes to identify the family’s reporting type. The checkbox options include:
  - New HH member: PRI
  - New HH member: Child
  - Change in HH composition: Member left
  - Change in Family Status
  - Change in Residence
  - Change in Activity
  - Change in income and expenses
  - Schedule Reporter notice
  - 12-month Reporter notice
  - Other
- The language printed for each type of change addresses potential impacts on a family’s eligibility and verification requirements. Verification requirements are explained in

[Bulletin 17-68-22 Federal and State Changes to the Child Care Assistance Program - Phase 2 and in section III of this bulletin.](#)

- The language printed for each reporting type addresses schedule change and activity change reporting requirements and verification requirements.

## C. County and tribal agency actions needed

### 1. Eligibility approval notices, Temporary Ineligibility notice, Service Authorization notices

As workers process and approve changes in MEC<sup>2</sup> according to DHS guidance, MEC<sup>2</sup> generates applicable notices. See the “Road to Reauthorization” toolkit in the [Training Toolkit](#) on SIR (System Information Resource) for guidance about processing changes a family reports. A SIR login ID is required.

### 2. Special Letter – Information Request

When a family reports a change, go to the Special Letter window and select the “Information Request” for “Ongoing” case status type. Select the appropriate checkboxes based on the changes reported by the family. Select only the appropriate reporter type for the family (do not select both reporter types). MEC<sup>2</sup> will generate the parent special letter. The letter will tell the family about potential impacts to their case and verification requirements. Acting on the reported changes within 10 days is considered timely.

## XIII. Training and resources

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### A. Training opportunities

#### 1. Webinars and recorded trainings

##### *Recorded trainings on SIR*

These self-directed recorded presentations cover CCAP changes over the last 3 months. Presentations can be found on the 2017 legislative changes landing page “Road to Reauthorization” in the Training Toolkit on SIR. A SIR login is required.

- The Importance of Continuity of Care (Video)
- Road to Reauthorization – 2017 legislative changes to the Child Care Assistance Program (PowerPoint)
- Phase 2 – 2017 legislative changes to the Child Care Assistance Program (recorded presentation)

### *Mentor meeting – December 13, 2017*

This meeting is open to all workers. Phase 3 policy and system changes will be covered. For more information visit [SIR > MEC<sup>2</sup> > MEC<sup>2</sup> Mentors](#). A SIR login is required.

## **2. In person training opportunities**

### *Statewide in-person training opportunities*

DHS provided statewide outreach and in-person trainings in the months of November and December to cover implemented and upcoming policy changes. If you were not able to attend, a recorded training with information about Phase 3 changes will be added to the 2017 legislative changes landing page “Road to Reauthorization” in the Training Toolkit on SIR. A SIR login is required.

DHS is evaluating if additional in-person training opportunities will be scheduled.

## **B. Forms and other documents**

### **1. New forms and other documents**

- Death, Serious Injury, and Maltreatment Report Form (DHS-7583)

### **2. Revised forms and other documents**

- Reporting Responsibilities for CCAP families (DHS-6953)
- CCAP Change Report Form (DHS-4794)
- Child Care Assistance Notice of Decision - Service Authorization for families (DHS-6217A)
- Child Care Assistance Notice of Decision - Service Authorization for providers (DHS-6217B)
- Child Care Assistance Program Parent Medical Condition Form (DHS-6305)

## **C. Other tools and resources**

### **CCAP policy manual**

Updates to [the CCAP policy manual](#) will be made in mid-December to reflect new policy. DHS will notify CCAP agencies when updates have been made.

### **“Road to Reauthorization” toolkit**

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

**SIR > MEC<sup>2</sup> > Worker resources**

A SIR login ID is required to access these resources.

## **XIII. Legal References**

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Laws of Minnesota 2017, 1<sup>st</sup> 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.