

**NUMBER**

#18-68-08

**DATE**

June 28, 2018

**OF INTEREST TO**County and Tribal Agency  
DirectorsSocial Services Supervisors and  
StaffChild Care Assistance Program  
Administrative and Client  
Access Contacts**ACTION/DUE DATE**Please read information  
regarding new maximum rates  
implementation**EXPIRATION DATE**

June 28, 2020

## Child Care Assistance Program Maximum Rates – St. Cloud and Sartell

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**TOPIC**

Child Care Assistance Program maximum rates established for providers located in St. Cloud and Sartell effective July 2, 2018 as a result of the 2017 state legislative session.

**PURPOSE**

Provide information and instructions on the new maximum rates.

**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.

## I. Background

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During the 2017 legislative session, many changes were made to the Child Care Assistance Program (CCAP). This bulletin addresses the following changes that take effect July 2, 2018:

- Establishes new maximum rates for the cities of St. Cloud and Sartell
- Establishes new registration fee maximums for the cities of St. Cloud and Sartell

These policy changes impact families using providers located in St. Cloud or Sartell. Primarily Benton, Sherburne and Stearns counties are impacted. Other counties with families using providers in these two cities are also impacted.

## II. Maximum Rates

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Beginning July 2, 2018, for a child care provider located within the boundaries of a city located in two or more of the counties of Benton, Sherburne, and Stearns, the maximum rate paid for child care assistance shall be equal to the maximum rate paid in the county with the highest maximum reimbursement rates or the provider's charge, whichever is less. Existing CCAP payment policies which determine how much of the provider's charge can be paid by CCAP remain the same.

### A. Policy information

#### 1. City maximum rates

St. Cloud and Sartell are the cities with boundaries that lie within two or more of the counties of Benton, Sherburne, and Stearns. St. Cloud's boundaries lie within all three counties. Sartell's boundaries lie within Benton and Stearns counties. New maximum rates are established for these two cities beginning July 2, 2018.

St. Cloud's maximum rates are the highest maximum rates of Benton, Sherburne, and Stearns counties.

Sartell's maximum rates are the highest maximum rates of Benton and Stearns counties.

The highest maximum rate for each city is determined by comparing each maximum rate for each provider type, age category and rate type (hourly, daily, weekly) of the applicable counties and selecting the highest maximum rate. For example, St. Cloud's licensed family child care infant weekly maximum rate is determined by selecting the highest licensed family child care infant weekly maximum rate of Benton, Sherburne and Stearns counties. This means each city's maximum rates may originate from more than one county.

The new maximum rates for St. Cloud and Sartell are listed on the last page of the maximum rate documents available on eDocs.

- [Standard Maximum Rates - No Quality Differential \(DHS-6441B-ENG\)](#)

- [15 Percent Quality Differential Maximum Rates \(DHS-6442B-ENG\)](#)
- [20 Percent Quality Differential Maximum Rates \(DHS-6824-ENG\)](#)

Providers located within St. Cloud or Sartell will be paid their charge or the new maximum rate, whichever is less.

## 2. Special needs

Beginning July 2, 2018, special needs requests submitted to DHS for approval for providers located in St. Cloud or Sartell will have special needs rates calculated using the new city maximum rates.

Cases with currently approved special needs rates for providers located in St. Cloud or Sartell will have the special needs rates calculated using the new city maximum rates at the next renewal of the child's special needs rates.

DHS will continue to enter approved special needs rates in MEC<sup>2</sup>.

## 3. Provider price changes

In response to the new maximum rates, providers may choose to make changes to their provider prices and/or policies. Providers may report changes to their prices in a variety of ways including but not limited to: [Provider Registration Change Form \(DHS-7196\)](#), Billing Form, email, fax, mailed letter, phone call, or a phone message. New provider prices are used when determining the CCAP payment amount when the new prices are indicated on billing forms. Agencies may honor new prices back to the effective date of the price change or July 2, 2018 whichever is later if the agency issues underpayments and the provider resubmits a billing form with their new prices.

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

MEC<sup>2</sup> system changes listed below were installed June 1, 2018 to support the new maximum rates for St. Cloud and Sartell. The new maximum rates are used in the system when the City field within the Site/Home Address box on the provider's Address window is populated with St. Cloud or Saint Cloud or Sartell.

### 1. Maximum Rates window

Saint Cloud (city) and Sartell (city) are added as options in the County field drop down list on the Maximum Rates window. Rate tables for each provider type for these cities are added.

### 2. Service Authorization window

New Service Authorizations created on or after July 2, 2018 for providers located in St. Cloud or Sartell will reflect the new maximum rates.

Retroactive Service Authorizations for biweekly periods prior to 7/2/2018 will reflect the applicable county maximum rates. Retroactive Service Authorizations for biweekly periods beginning 7/2/2018 and later will reflect the applicable city maximum rates.

A conversion batch job ran June 3, 2018 for cases with active Service Authorizations for children attending providers located in St. Cloud or Sartell. The Service Authorization windows were updated with the new maximum rates in the biweekly period beginning 7/2/2018. New Service Authorization results were auto-approved and new family and provider Service Authorization notices were sent as part of the conversion batch job. All families and providers with open Service Authorizations received new notices, even if there were no changes to the provider's rates.

Saint Cloud (city) or Sartell (city) will display in the Max Rate County field when the provider is located in St. Cloud or Sartell.

MEC<sup>2</sup> will calculate and display quality differential maximum rates based on the new maximum rates for St. Cloud and Sartell on the Service Authorization window.

### **3. Billing window**

Saint Cloud (city) or Sartell (city) will display in the County of Care field on the Billing window when the provider is located in St. Cloud or Sartell.

The Billing window will use the new maximum rates to determine the "Time Allowed Rate" and "Total Amount Allowed" for children attending providers located in St. Cloud or Sartell.

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

### **1. Service authorizations**

Due to the conversion batch job executed on June 3, 2018, no further county or tribal agency actions are needed for cases with active Service Authorizations.

For new child care authorizations approved effective July 2, 2018 or later, MEC<sup>2</sup> will use the new maximum rates in Service Authorizations and billing for providers located in St. Cloud or Sartell.

### **2. City field for provider site/home address**

MEC<sup>2</sup> will apply the new maximum rates when the City field for the provider site/home address is entered using the abbreviated version "St. Cloud" or "Saint Cloud".

#### *a. Legal non-licensed or license-exempt centers*

County and tribal agency workers MUST enter "St. Cloud" or "Saint Cloud" in the City field when creating provider records for legal non-licensed providers or license-exempt centers located in St. Cloud. The city name may be entered using upper or lower case spelling.

#### *b. Licensed programs or providers*

For licensed providers located in St. Cloud, "Saint Cloud" or "SAINT CLOUD" will populate the City field due to the Licensing system interface.

## III. Maximum Registration Fees

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Beginning July 2, 2018, for a child care provider located within the boundaries of a city located in two or more of the counties of Benton, Sherburne, and Stearns, the maximum registration fee paid by child care assistance shall be equal to the maximum registration fee paid in the county with the highest maximum registration fee or the provider's charge, whichever is less. Existing CCAP payment policies which determine how much of the provider's registration fee charge can be paid by CCAP remain the same.

### A. Policy information

#### 1. City Maximum Registration Fee

New maximum registration fees are established for the cities of St. Cloud and Sartell beginning July 2, 2018.

St. Cloud's maximum registration fee is the highest maximum registration fee of Benton, Sherburne, and Stearns counties.

Sartell's maximum registration fee is the highest maximum registration fee of Benton and Stearns counties.

Stearns County maximum registration fee is higher than Benton County's and Sherburne County's maximum registration fees. This means St. Cloud and Sartell have the same maximum registration fee amount.

The new maximum registration fee for St. Cloud and Sartell is listed on the last page of the maximum registration fee document available on eDocs.

- [Maximum Child Care Registration Fees \(DHS-6443-ENG\)](#)

Providers located within St. Cloud or Sartell will be paid their registration fee or the new maximum registration fee, whichever is less.

#### 2. Provider registration fee changes

Providers may choose to make changes to their registration fees and/or policies. Providers may report changes to their registration fees in a variety of ways including but not limited to: [Provider Registration Change Form \(DHS-7196\)](#), billing form, email, fax, mailed letter, phone call, or a phone message.

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

MEC<sup>2</sup> system changes listed below were installed June 1, 2018 to support the new maximum registration fees for St. Cloud and Sartell. The new maximum registration fees are used when the City field within the Site/Home Address box on the provider's Address window is populated with St. Cloud or Saint Cloud or Sartell.

## 1. Maximum Rates window

Saint Cloud (city) and Sartell (city) are added as options in the County field drop down list on the Maximum Rates window. Registration fee maximums for child care centers and licensed family child care providers for St. Cloud and Sartell are added.

## 2. Billing window

Saint Cloud (city) or Sartell (city) will display in the County of Care field on the Billing window when the provider is located in St. Cloud or Sartell.

The Billing window will use the new maximum registration fees to determine the “Allowed Reg Fees” and “Total Amount Allowed” for children attending providers located in St. Cloud or Sartell.

## C. County and tribal agency actions needed

Registration fees are not included on Service Authorizations. A conversion batch job was not needed to implement the new maximum registration fees.

No further action is needed by county or tribal agency workers to implement the new maximum registration fees. MEC<sup>2</sup> will use the new maximum registration fees for providers located in St. Cloud or Sartell when registration fees are billed on or after July 2, 2018.

## IV. Resources

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The new maximum rates and registration fees for St. Cloud and Sartell are listed at the end of the following documents available on eDocs.

- [Standard Maximum Rates - No Quality Differential \(DHS-6441B-ENG\)](#)
- [15 Percent Quality Differential Maximum Rates \(DHS-6442B-ENG\)](#)
- [20 Percent Quality Differential Maximum Rates \(DHS-6824-ENG\)](#)
- [Maximum Child Care Registration Fees \(DHS-6443-ENG\)](#)

## V. Legal references

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Minnesota Statutes, section 119B.13, subdivision 1

## 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.