

April 23, 2025

Houston County Department of Human Services

This letter is to notify you that the Department of Children, Youth and Families has amended your 2024 – 2025 County and Tribal Child Care Fund Plan. This amendment is needed to reflect that the Department of Children, Youth and Families will now centralize provider registration for the Child Care Assistance Program. This includes registering child care providers, renewing provider registrations and making changes to provider registrations.

If you post your Child Care Fund Plan on your agency website, this letter must be posted with the approved plan. If you do not post your approved plan, include a copy of this letter when your plan is requested. Update your agency's policies and procedures to reflect this amendment.

2024 - 2025 County and Tribal Child Care Fund Plan Amendment

Effective Date: 4/28/2025

Revision 1: Section I- Child Care Assistance Program contacts is revised to remove the Provider Registration contact.

Revision 2: Section IV- Provider compliance policies is removed from the fund plan to reflect that provider compliance policies are standardized across the state.

Revision 3: Section V- Unsafe Care is removed from the fund plan to reflect that unsafe care and imminent risk policies are standardized across the state.

Revision 4: Section VI- Policies applicable to legal non-licensed providers is revised to:

- Revise A.2 to reflect that agencies no longer update provider records in MEC² with the visit date, agency must submit the Monitoring Visit Summary to DCYF within 10 days of the visit, and agency must immediately notify DCYF if the provider fails any items.
- Remove A.3 as DCYF will have a standard statewide process for when CCAP payments can be received after a legal nonlicensed provider registration closes.

Revision 5: Section VIII-Payment policies is revised to:

- Remove A. Provider registration renewals
- Remove question C.2 Submission of Invoices to reflect that use of MEC² PRO is standardized across the state.

- Revise question C.3 to reflect that a paper provider signature is not needed for bills submitted through MEC² PRO since providers electronically sign MEC² PRO billing submissions.
- Revise question C.4 for agencies that require parent signatures, to reflect that a parent signature is not needed for bills submitted through MEC² PRO.
- Remove E. Provider rates as this information will be entered by the Department of Children, Youth and Families.

Revision 6: Section IX- Program integrity is revised to remove question 2: Do you conduct case management reviews of CCAP providers? Form 5312E will be expired.

Revision 7: Section X.A and B are revised to remove any optional policies or forms related to provider registration or renewal.

Revision 8: Section XI County and tribal assurance heading C is revised to remove the words “Registering child care providers”.

We thank you for your continued support in making the Child Care Assistance Program a successful support for families and children in Minnesota. If you have questions or need technical assistance, please contact your CCAP Policy Specialist.

Sincerely,

A handwritten signature in black ink, reading "Stacia Rosas". The signature is written in a cursive, flowing style.

Stacia Rosas

Child Care Assistance Program Supervisor