

# Follow up - New Requirements Affecting MN License Exempt Programs Participating in the Child Care Assistance Program

## Child Care Assistance Program (CCAP) follow up

### Training letters and forms for license exempt centers

- [Licensed Exempt Provider Notification Letter \(DHS-3768B\)](#)
- [Licensed Exempt Acknowledgment Form \(DHS-3769B\)](#)

### Provider change notification letter

[Changes in Minnesota law affecting providers who serve families receiving assistance from the Child Care Assistance Program \(DHS-7601B\)](#)

### CCAP Contact Information

For CCAP training requirement questions, contact CCAP at 651-431-4848 or [dhs.ccap@state.mn.us](mailto:dhs.ccap@state.mn.us)

If your CCAP contact needs to be updated, complete a [Provider Registration Change Form \(DHS-7196\)](#) and submit it to the CCAP agencies you are registered with. This will **not** update your contact information for licensing.

## Certification follow up

### Certification Information

For more information about certification, please visit the DHS Licensing Division's [Certification of license-exempt child care centers](#) webpage.

Please go to the Office of the Revisor of Statutes for a complete listing of the certification requirements - [Minnesota Statutes, 245H – Certified License-Exempt Child Care Centers](#).

Additionally, there are [FAQs about certification](#) available on our DHS website.

## Certification timeline

### 1. Mailing – Who needs to be certified?

DHS is mailing a letter and program specific information out the week of October 30<sup>th</sup> – Certification Onboarding form. Programs will be given an opportunity to verify contact information and indicate if centers will be seeking certification.

### 2. Certification

- After DHS receives the Certification Onboarding form stating that programs are planning to become certified, DHS will contact each program with specific guidance and instructions for becoming certified. Centers will need to submit required documentation that will verify meeting the requirements in Minnesota Statute §245H prior to becoming certified. Initial certification of current centers will not include an application form or pre-certification visit. DHS anticipates granting certification between January 1 and June 30, 2018.
- After DHS receives the Certification Onboarding form stating that programs are NOT planning to become certified, DHS will contact CCAP and the process of closing the center's CCAP registration will begin.

### 3. Background Studies

There are background study requirements for centers that become certified. These new studies are not currently available anywhere in the state. However, we anticipate that providers will be able to start submitting background studies in mid-2018. Therefore, certification will be granted with the understanding that centers will complete background studies when the system is available.

## Health and Safety Training

DHS is currently offering free health and safety training through Develop

- Sign up for training offered through the state: [www.developtoolmn.org](http://www.developtoolmn.org)
  - Health and Safety Pre-service – [155806](http://155806)
  - Health and Safety In-service I – [157204](http://157204)
  - Health and Safety In-service II – [158009](http://158009)
- Questions on training available, contact Child Care Aware of MN: [www.childcareawaremn.org](http://www.childcareawaremn.org) or 888-291-9811

Programs can record their staff training in a method developed by the program. As certification is rolled out, there will be a form made available for sites to use as an option.

## Background studies follow up

### Links and resources

- Visit DHS Website for Frequently Asked Questions: <https://tinyurl.com/MNchildcareFAQ>
  - Send your questions and implementation recommendations to: [DHS.CCDFReform@state.mn.us](mailto:DHS.CCDFReform@state.mn.us)

### Presenters

- **Patrick Carter**, Office of Inspector General – Background Studies, 651-431-3630, [Patrick.carter@state.mn.us](mailto:Patrick.carter@state.mn.us)
- **Nicole Frethem**, Child Care Assistance Program, 651-431-4005, [Nicole.j.frethem@state.mn.us](mailto:Nicole.j.frethem@state.mn.us)
- **Michelle MacGregor**, Office of Inspector General – Licensing, 651-431-6571, [Michelle.macgregor@state.mn.us](mailto:Michelle.macgregor@state.mn.us)