

Child Care Assistance Program Policy Manual

What's New: Issued October 2025

This document shows new and revised chapter updates throughout the manual. The Table of Contents ([Chapter 01](#)) have been updated to reflect all changes. Changes fall under three general categories:

- Legal references
- MEC² User Manual links
- CCAP Guides and Tip sheets
- Other chapter updates

Legal references

Legal references have been updated for programs that transitioned from DHS to DCYF. Legal references for CCAP policy have been updated from 119B to 142E. Legal references for MFIP policy have been updated from 256J to 142G. Child Care Assistance Program policy manual chapters will continue to be updated with these changes as chapters are revised moving forward.

MEC² User Manual links

Links to the new MEC² User Manual have been updated throughout the policy manual. The old version will become obsolete after 90 days.

CCAP Guides and Tip Sheets

The CCAP Guides and Tip sheets page contains links to resources for financial workers and provider workers. [Guides and Tip sheets.](#)

Other chapter updates

The following chapters have been updated for readability, plain language, clarity and may include clarification of previous policy.

[3.7 Processing Applications](#)

- Minor edit. Changed reference from MEC² “window” to “page.”

[4.9.15 Child Support Cooperation for Families Experiencing Homelessness](#)

- Minor edit. Adds content under subheading “Child Support cooperation at the end of the three-month period,” noting guidance for child support cooperation when one of the parents moves out of a two-parent household during the three-month expedited homeless period.

[4.21.3 Assisting Families Experiencing Homelessness](#)

- Minor edit. Revises content under subheading “Assisting with obtaining verifications” from Verification-DHS Systems to Verification-State Systems.

[6.15.6 Annualizing Self-Employment Income](#)

- Adds content under subheading “Method of calculation” to include clarification for what is considered most recent tax year and provides an example.

[6.21 Family Copayment](#)

- Minor edit. Adds content under subheading “Special Situations” to include new copay schedule (DHS-6413N) effective October 13, 2025.

[7 Verification](#)

- Minor edit. Revises content under subheading “Helping families get verification” from Verification-DHS Systems to Verification-State Systems.

[7.3 Verification – Initial Application](#)

- Minor edit. Revises content under subheading “Verify the following eligibility requirements at initial child care applications” from Verification-DHS Systems to Verification-State Systems.
- Minor edit. Adds content under subheading “Verify the following eligibility requirements at initial child care applications” with guidance for families requesting retroactive eligibility.
- Minor edit. Adds content under subheading “Requirements to authorize care if the family is determined eligible to receive CCAP” with guidance for families requesting retroactive authorization.

[7.9 Income Verification](#)

- Minor edit. Revises content under subheading “Self-employment income” in the bulleted example with reference to 2025 tax year for more clarification.
- Minor edit. Revises content under subheading “Unearned income” from Verification-DHS Systems to Verification-State Systems.

[7.24 Verification – State Systems](#)

- Substantial edits throughout chapter **Review in entirety.**

[8.1.3 Changes in Household Composition](#)

- Minor edit. Adds content under subheading “CCAP family member leaves” providing guidance for actions to take when a two-parent family splits during the 12-month eligibility period.

8.1.6 Changes in Family Status

- Minor edit. Adds content under subheading “Divorce” providing guidance for actions to take when a two-parent family splits during the 12-month eligibility period.

8.6 Temporary Ineligibility

- Adds content under subheading “When Temporary Ineligible status must be used” with an example displaying how to properly count 90 days.

9.1.2 Authorizing Care - Students

- Revises content under subheading “Guidelines for authorizing care for education.” **Review in entirety.**

9.1.18 Authorizing Care with a Legal Nonlicensed Provider

- Substantial edits throughout chapter **Review in entirety.**

9.15 Care and Payments for Special Circumstances

- Minor edit. Adds bullet to include information about how to authorize and pay for care for children at providers caring for children in at-risk populations.

9.24.3 Child Care Rates, Registration Fees, Copayments

- Minor edit. Revises subheading “Copayment schedules” with Minnesota Child Care Assistance Program Copayment Schedule Effective October 13, 2025 (DHS-6413N).
- Minor edit. Adds bullet under subheading “Expired copayment schedules” to include Copayment Schedules effective October 14, 2024– October 12, 2025 (DHS-6413M).

9.24.9 Higher Rates for Quality – Accreditation/Credential

- Revises bullet under subheading “Approved accreditations for center-based providers” to National Association for the Education of Young Children (NAEYC) Accreditation and Accreditation Plus Levels.

10.6.8 Case Actions Around Redetermination

- Substantial edits throughout chapter **Review in entirety.**

16.44 Accuracy Review Reporting

- Revised content under subheading “Agency reporting” to clarify forms used by DCYF for accuracy reviews.