



**DATE:** December 1, 2016

**TO:** Employment Services Managers/Supervisors  
Child Care Assistance Program (CCAP) Administrative and Client Access Contacts

**FROM:** Department of Human Services, Children and Family Services Administration  
Department of Human Services, Office of Inspector General

**SUBJECT:** Provider and Parent Outreach Materials

The Department of Human Services (DHS) has received reports from the community, counties, and with experience with OIG investigations, we have identified the need to provide education on child care licensing, the Child Care Assistance Program (CCAP), employer/employee responsibilities, and fraud. Our plan for education and support is starting with child care center providers serving Somali children, and the parents of CCAP children, who are employed at these centers. The materials may be used for any provider and parent. Links to these materials appear below.

### **Provider Training**

DHS offered a pair of training/discussion events for child care centers on these topics in September and October. Both events were offered twice. Some of the materials for these presentations are posted on eDocs.

- Child Care Center Employer Responsibilities ([DHS-3941A](#))
- Child Care Health and Safety: Questions and Answers for Child Care Centers ([DHS-3942A](#))
- The Child Care Assistance Program (CCAP) and Fraud: Questions and Answers for Families ([DHS-3943A](#))

### **Parent/Employee Training**

DHS has developed “parallel” training materials on the same subjects to educate and support the parents. The parental materials could be used by MFIP Employment & Training coaches in their work with MFIP parents, and CCAP county staff could use them in their work with individual, or small groups of Somali parents who are receiving Basic Sliding Fee (BSF) Child Care. Written materials for parents are also available on eDocs.

- Child Care Center Employee Rights and Responsibilities ([DHS-3941B](#))
- Child Care Health and Safety: Questions and Answers for Families ([DHS-3942B](#))
- The Child Care Assistance Program (CCAP) and Fraud: Questions and Answers for Families ([DHS-3943B](#))

Note: We are translating these materials into Somali. In addition, we are developing a video for use with parent/employees based on the same materials.

If you would like to meet with us or have a conference call to discuss this training and use of the materials, please contact Allison Tourdot at (651) 431-2187 or [allison.tourdot@state.mn.us](mailto:allison.tourdot@state.mn.us).

Sincerely,

A handwritten signature in black ink that reads "M. Cindi Yang". The signature is written in a cursive, flowing style.

Cindi Yang  
Division Director  
Community Partnerships and Child Care Services

A handwritten signature in black ink that reads "Vicki Kunerth". The signature is written in a cursive, flowing style.

Vicki Kunerth  
Financial Fraud & Abuse Investigation Division Director  
Office of Inspector General