

Provider registration**11.12****Registration process**

Before you can authorize payment to any provider, that provider must register with your county or tribe. Providers must register with the county or tribe that serves the family. Registration is the process used to determine whether the provider chosen by a family meets the requirements to receive payment from the Child Care Assistance Program.

Register and authorize care with the provider chosen by the family before making payment. See Chapter 9.3 ([Payments to Providers](#)).

Agencies should register any provider that requests to serve children receiving child care assistance and documents their eligibility using the appropriate Department of Human Services (DHS) registration forms. Providers are allowed to register even if they are not currently caring for children receiving child care assistance.

Licensed provider receives new license number or certified license exempt center receives a new certification number

When a licensed or certified provider receives a new license or certification number because of an ownership or tax ID change, they must re-register and receive a new MEC² ID. For more information on when a new registration is required, see MEC² User Manual instructions for when a [Licensed/Certified Provider Receives New License/Certification](#).

Renewing a provider's registration

Agencies must reauthorize providers by renewing their registration at least every two years. See Chapter 11.24 ([Provider renewal](#)).

NOTE: It is recommended that the provider worker document all information and communication with providers in MEC² on the Provider Notes window.

Registration materials

The agency will send a provider registration and acknowledgement packet explaining the registration process, including a request for basic information regarding the provider, the provider's payment policies, and the provider acknowledgment to all providers. The provider must complete and sign the registration and acknowledgment form, agreeing they have read and understand the statements on the form.

Providers licensed by a state other than Minnesota or licensed by a tribe must provide verification of their license as part of the registration process and must provide child care services in the licensing state or in the area under the tribe's jurisdiction. Providers under the jurisdiction of the federal government must submit verification of their ability to legally operate and must provide child care services as allowed by the federal government.

Use the following letters/notices for all provider types listed below. The templates of letters/notices are on [eDocs](#).

Materials for ALL provider types

Include the following attachments with all provider registration packets:

- [Child Care Provider's Responsibilities and Rights \(DHS-4079\) \(PDF\)](#)
- [Tennessean warning for Child Care Assistance Program providers \(DHS-3985\) \(PDF\)](#)
- [Direct Deposit Form for the Minnesota Child Care Assistance Program \(DHS-3552\) \(PDF\)](#)

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- [Child Care Assistance Program Financial Tracking Form \(DHS-5318\) \(PDF\)](#)
- [Minnesota Child Care Assistance Program Change Report Form \(DHS-7196\) \(PDF\)](#)
- Request for Taxpayer Identification Number (TIN) and Certification (IRS W-9). The Internal Revenue Service (IRS) W-9 needs to be sent to providers when they are being authorized for the first time on MEC² or when being reactivated in the system. If the provider is currently authorized and active on MEC², an IRS W-9 form does not need to be included with the packet.
- Any additional health and safety information your county or tribe would like to include.

The department recommends making a copy of [the Minnesota Child Care Assistance Program \(CCAP\) Child Care Provider Guide \(DHS-5260\) \(PDF\)](#) available to all providers.

Materials for specific provider types

Send the appropriate Provider Registration and Acknowledgement form based on the provider type:

Licensed centers

Child care centers licensed by Minnesota, another state or a tribal licensing agency.

- [CCAP Licensed Center Provider Registration and Acknowledgement \(DHS-5190\) \(PDF\)](#)

Licensed family child care

Family child care providers licensed by Minnesota, another state or a tribal licensing agency.

- [CCAP Licensed Family Child Care Provider Registration and Acknowledgement \(DHS-7195\) \(PDF\)](#)

Certified license exempt centers

Centers exempt from licensing that have been certified by the Minnesota Department of Human Services.

- [CCAP License Exempt Provider Registration and Acknowledgement \(DHS-5191\) \(PDF\)](#)
- [Certified license exempt center – Short-term alternative location\(s\) \(DHS-5191A\) \(PDF\)](#)

Legal nonlicensed providers

- [CCAP Legal Nonlicensed Provider Registration and Acknowledgement \(DHS 5192\) \(PDF\)](#)
- [Health and safety resource list for parents and legal nonlicensed providers \(DHS-5192A\) \(PDF\)](#)
- [Keeping children safe in your home \(DHS-5192B\) \(PDF\)](#)
- [Legal nonlicensed \(LNL\) child care emergency plan \(DHS-7414B\) \(PDF\)](#)
- [What are the training requirements for legal nonlicensed providers? \(DHS-6419\) \(PDF\)](#)
- [Legal nonlicensed \(LNL\) provider training acknowledgment form \(DHS-3769A\) \(PDF\)](#)
- [Death, Serious Injury, Maltreatment Report Form \(DHS-7583\) \(PDF\) \(optional\)](#)
- [Health and safety best practices - Resources for Child Care Assistance Program legal nonlicensed \(LNL\) providers \(DHS-5192C\) \(PDF\) \(optional\)](#)
- [Child Emergency Contact Information \(DHS-5192E\) \(PDF\) \(optional\)](#)
- [Local Emergency Contacts \(DHS-5192D\) \(PDF\) \(optional\)](#)
- [Keeping Kids Safe: Child Care Provider Emergency Planning Guide \(DHS-7414\) \(PDF\) \(optional\)](#)

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- [Child Care Assistance Program Group Size and Age Limits for Legal Nonlicensed \(LNL\) Child Care Providers \(DHS-5192F\) \(PDF\)](#) (optional)
- Background Study Data Collection Form (optional, if agency is not using NETStudy 2.0 applicant portal); obtain from the Department of Human Services' background studies division by emailing dhs.netstudy2@state.mn.us or within NETStudy 2.0 under Application > Application Forms.

Legal nonlicensed providers – parent forms

When a parent chooses a legal nonlicensed provider, also send the parent:

- [Parent Acknowledgment When Choosing a Legal Nonlicensed Provider Form \(DHS-5367\) \(PDF\)](#). This form must be signed when a family chooses a legal nonlicensed provider. Require a separate form for each legal nonlicensed provider the family chooses.
- [Health and Safety Resource List for Parents and Legal Nonlicensed Providers \(DHS-5192A\) \(PDF\)](#)
- [Keeping children safe in your home \(DHS-5192B\) \(PDF\)](#).

Special family child care licenses

Licensing can issue up to four licenses for family child care at the same location or under the same roof. DHS Licensing reviews all special family child care licenses prior to approval.

- Each license must operate as a distinct and separate program, and be in compliance with all applicable laws and regulations.
- Separate licenses in these circumstance can only be issued to not-for-profits, churches or religious organizations, and employer programs that meet specific criteria in statute. An individual person cannot hold more than one license.
- An organization could hold up to four licenses. However, each program must have its own “primary provider of care.”
- Multiple special family child care licenses cannot be issued for a single residential property.

When multiple licensed family child care providers operate at the same location or under the same roof:

- Each licensed provider must:
 - Register for CCAP separately and have their own MEC² provider ID
 - Bill and have care authorized separately
 - Keep separate attendance records at each site where care is provided.
- Each licensed provider might not have its own unique site address. If you have problems registering a provider because their address, contact your DHS CCAP policy specialist. The only way to update a DHS Licensed or Certified provider's address in MEC² is for the provider to update their address with Licensing, so the provider's address carries over through the DHS Licensing Interface.

Legal authority

Minnesota Statutes 119B.011, Subd. 19a

Minnesota Statutes 119B.125

Minnesota Statutes 245A.14, Subd. 4