

Child Care Assistance Program Provider Memo

Date: May 15, 2020

To: Child care providers registered with the Child Care Assistance Program

From: Department of Human Services, Child Care Assistance Program Staff

RE: Child Care Assistance Program (CCAP) Information for Child Care Assistance Providers Related to COVID-19, Part III (Paying Two Providers)

Per [Executive Order 20-12](#) the Child Care Assistance Program (CCAP) temporarily modified some policies to support families and providers in response to COVID-19.

This memo provides clarification on temporary policies that allow payments to closed providers by permitting payments *to both an open and temporarily closed (or unavailable) provider for the same child, for the same time* for up to one month.

For more information and links to executive orders, visit the department's [COVID-19 webpage](#). This memo supplements and clarifies information provided in previous [memos](#) for providers that address temporarily modified policies and gives reminders about standard policies.

A. Temporary policy changes

1. Payments to two providers when one is closed or unavailable

What is standard policy?

The Child Care Assistance Program (CCAP) authorizes and pays for up to one primary and one secondary provider per child. Child care assistance will not pay two providers for the same period of time (days and hours), and will not pay for more than 120 hours of care per child, per biweekly period.

Normally, the Child Care Assistance Program only pays closed providers for holidays.

What are the temporary changes for payments to closed or unavailable providers?

Previous guidance stated, if a provider closes or care is unavailable due to COVID-19 and the child does not need care with another provider, child care assistance can pay a closed or unavailable provider for up to one month¹ beginning the date they closed (starting as early as March 13, 2020 and ending no later than June 30, 2020).

Until now, the program stopped paying a closed or unavailable provider if a child started care with another provider.

A new temporary policy specifies, if a child's usual provider(s) closes or becomes unavailable due to COVID-19, and the child needs care with another provider, child care assistance can pay two providers for up to one month¹, for the same child, for the same days and times. Payments to the closed or unavailable provider can:

- Begin **March 27, 2020** or the day care ended or became unavailable, *whichever is later*; and
- End one month¹ from the date child care assistance started paying the closed provider or June 30, 2020, *whichever is earlier*.

For example, if a child's original provider closes **May 8, 2020**, and the child starts care with a new provider **May 11, 2020**. The Child Care Assistance Program could pay:

- The closed provider for care authorized from **May 8, 2020** through **June 8, 2020**.
- The new provider for care authorized from **May 11, 2020** forward.

What do providers need to know?

- If a child attends another provider while you are closed or unavailable due to COVID-19, you may be eligible for payment for up to one month¹. For retroactive payment, you must contact the county or tribe.
- If you report on the parent's behalf that a child started attending your program, the county or tribe needs to confirm with the parent before authorizing care or payments.
- Children must be authorized to receive payment. Standard authorization policies apply.
- You may only qualify for one temporary waiver policy (payment for closed providers or absent day exemptions) at the same time.
- Provider expectations related to closures and expanded absent day policies for COVID-19 have not changed. Refer to [Child Care Assistance Program \(CCAP\) Information for Child Care Providers Related to COVID-19, Part II \(Updates on Absent Days and Closed Providers\)](#).
- Do **not** bill for more than one month¹ after you close or after June 30, 2020, whichever happens first. Overpayments could result if you receive more child care assistance than the law allows.
- Any information you provide to the department or a local agency (county or tribe) may be shared with the Office of the Inspector General, which has enforcement authority regarding licensing and expenditure of public funds for the Child Care Assistance Program. If you do not provide accurate information, you are subject to laws that impact your ability to hold a license and to receive public funds.

¹ If the provider's closure is not consecutive, a month is defined as 30 days (exclude any dates when the provider re-opens). If the provider was paid for closed days before March 27, 2020, a month is also defined as 30 days (include any paid closed dates between March 13, 2020 through March 26, 2020).

B. Who do I contact with questions?

General questions

Visit the State of Minnesota's website with COVID-19 child care information for families and providers:

<https://mn.gov/childcare/>.

Child Care Assistance Program questions

Contact your local Child Care Assistance Program agency (county, tribe or other agency that administers the program) with any questions. Local agencies must handle all specific case and payment actions, such as extending absent days or payments during closures.

For general policy questions, contact the Minnesota Department of Human Services' Child Care Assistance Provider Line at 651-431-4848, or by email at DHS.CCAP@state.mn.us.

Licensing questions

Call the Child Care Provider Hotline: 1-888-234-1268

Option 1: Child Care Centers and Certified Child Care Providers

Option 2: Family Child Care Providers