

Child Care Assistance Program Provider Memo

Date: June 4, 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 IV (Closed Provider Update)

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 gives information about new temporary policies that allow payments to closed providers by permitting payments for up to four additional weeks beginning June 1, 2020.

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 closed providers, including payments to two providers when one is closed

What is standard policy?

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

The Child Care Assistance Program (CCAP) typically 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.

What temporary changes does child care assistance allow?

Current guidance says:

- The Child Care Assistance Program can pay a provider that closes or becomes unavailable due to COVID-19 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).
- If a child’s usual provider(s) closes or becomes unavailable due to COVID-19, and the child needs care with another provider, the program 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*.
- A provider must notify each county or tribe where they are registered to inform them of the closure.

How have temporary policies changed?

A new second round of temporary policies says:

- If child care assistance pays a closed or unavailable provider for up to one month¹ prior to June 30, 2020, the program may pay up to four additional weeks if the provider closes again:
 - Starting on or after June 1, 2020
 - Ending June 30, 2020, or the last day of the peacetime emergency, whichever is later.
- A provider must notify the Department of Human Services, Child Care Assistance Program policy staff if they close on or after June 1, 2020.

How does the Child Care Assistance Program define a “week” or “weeks”?

For this second round of temporary policy, the Child Care Assistance Program defines “week” as any closed dates that fall between a Monday and the following Sunday.

For example, if a provider is closed Wednesday, June 3 through Tuesday, June 23, child care assistance considers the provider closed for four weeks.

- Week 1 – Tuesday, June 3 through Sunday, June 7 (dates between June 1 and June 7).
- Week 2 – Monday, June 8 through Sunday, June 14.
- Week 3 – Monday, June 15 through Sunday, June 21.
- Week 4 – Monday, June 22 through Tuesday, June 23 (dates between June 22 and June 28).

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).

What if I do not use “one month” of closed days before June 30, 2020?

If you do not use a month of closed days under the original temporary policy prior to June 30, 2020, you could use both temporary policies for closed providers during June 2020. For more information, see “Attachment A (Temporary Policy Examples – What will CCAP pay?).”

How do I notify the Department of Human Services if my program closes?

If your program closes on or after June 1, 2020, you must notify the Department of Human Services (DHS), Child Care Assistance Program policy staff in writing by emailing DHS.CCAP@state.mn.us within three business days of closure. The email must include:

- Program name
- License or certification number (if applicable)
- CCAP provider ID
- Date program stopped operating
- Date program plans to reopen
- Name and contact information of person reporting closure

This differs from previous guidance, which directed you to notify each county or tribe where you are registered.

Contact your local CCAP agency (county, tribe, or other agency that administers the program) if you have questions about Service Authorizations or billing.

You must email Department of Human Services Child Care Assistance Program policy staff about closures to be paid for closed days. The Department of Human Services, via Licensing, also surveys providers periodically to determine their operating status. You must email DHS CCAP policy staff about closures, regardless of completion of the Licensing survey.

How do I bill if my program closes?

Billing guidance for providers that close due to COVID-19 has not changed. You must:

- Enter a note in the Billing Form’s Comment section regarding the closure on **each bill submitted** (*applies to paper and electronic bills*).
- Not mark absent days on billing forms.
 - For paper forms, mark closed days with a “C.”
 - For electronic forms submitted via MEC² PRO, bill as if the child is present.
- Not bill for more closed days than child care assistance can pay. *Overpayments could result if you receive more child care assistance than the law allows.*

See previous provider memos on this topic dated [March 24, 2020](#), [April 17, 2020](#) and [May 15, 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

Attachment A (Temporary Policy Examples – What will CCAP pay?)

Example 1: Provider closed for a month anytime between 3/13/20 and 5/31/20; closes for up to four weeks beginning 6/01/20 or later.

Answer: CCAP pays one month prior to 5/31/20 and up to four additional weeks beginning 6/01/20.

Why? CCAP pays the first closure under original temporary policy and closure beginning 6/01/20 using new second round of temporary policy.

Example 2: Provider closed Monday, 6/01/20 through Tuesday, 6/30/20; no prior closures.

Answer: CCAP pays all closed days.

Why? Since the provider did not previously receive payment for closed days, CCAP can pay all closed days under original temporary policy.

Example 3: Provider closed Monday, 3/23/20 through Sunday, 5/3/20; closed again Monday, 5/18/20 through Sunday, 5/31/20.

Answer: CCAP can pay the month of closure 3/23/20 through 4/23/20. CCAP *cannot* pay closed days from 4/24/20 through 5/31/20.

Why? CCAP cannot pay closed dates in April and May after the provider received payment for one month.

NOTE: CCAP could pay up to an additional four weeks of closed days starting 6/1/20 or after under the new temporary policy.