



DATE: July 12, 2013

TO: Child Care Assistance Program Administrative Contacts
Child Care Assistance Program Client Contacts

FROM: Minnesota Department of Human Services
Child Care Assistance Program

SUBJECT: In-Home Care Exemption Requests

Background:

Beginning on March 5, 2012, the Child Care Assistance Program began to apply policies under Minnesota Statutes 119B.09, Subd. 13 that restrict use of in-home child care. DHS approves cases that qualify to have child care provided in the family's home. The dates of approval are limited to twelve months. In March 2013, DHS extended the end date to September 1, 2013 for all in-home care exemption approvals with end dates between March 4 and August 31, 2013.

The purpose of this memo is to provide guidance about renewal of in-home care exemption approvals and to inform counties that a new version of the "CCAP Parent Request for In-Home Child Care" (DHS-6475) has been published.

New version of "CCAP Parent Request for In-Home Child Care" (DHS-6475)

A new version of the "CCAP Parent Request for In-Home Child Care" (DHS-6475) form has been published. The new version is dated 7-13. Please discard all copies of previous versions and begin using the new version immediately.

Action required to approve and/or renew in-home care exemptions

When you receive the approval letter from DHS, code the approval information on the Child's Provider window being sure to code both the Exemption Period begin and end dates. If you have questions about how to code the Child's Provider window, contact the TSS Help Desk.

In the future, workers should create an alert 60* days prior to the end date listed on the in-home care exemption approval letter. For cases with an end date of 9/1/2013, workers were directed to create an alert for 7/16/13. On the alert date, workers should send the parent the "CCAP Parent Request for In-Home Child Care" (DHS-6475). DHS-6475 is located on eDocs:

<https://edocs.dhs.state.mn.us/lfsrver/Public/DHS-6475-ENG>.

To request that in-home care continue, the parent must complete a new request. The parent must submit the completed "CCAP Parent Request for In-Home Child Care" (DHS-6475) form to the county. If the request is based on out-of-home care not being available, the parent must complete a Child Care Aware search. If the request is based on the child's illness or disability, the parent must provide documentation of the child's illness or disability. The county should submit completed requests to DHS for consideration. DHS will approve or deny the request in writing.

Action required to end in-home care exemptions

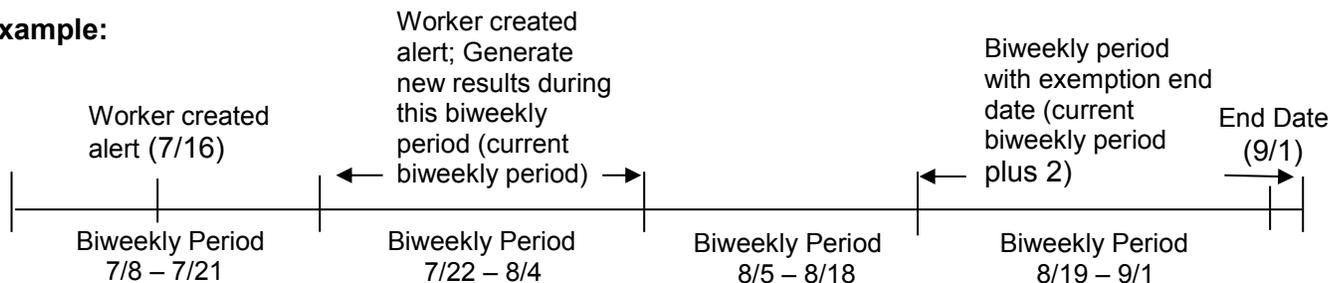
In-home care should not be authorized or paid beyond the end date unless the renewal request is approved by DHS. The case worker must generate and approve new Service Authorization results in order for the authorization with the provider to end. If new Service Authorization results are not approved by the worker, MEC² will allow for care to be paid beyond the end date, resulting in possible overpayments for the family. **MEC² will NOT automatically end Service Authorizations with the provider.**

Provided that the Exemption Period end date is coded in MEC², workers can end the Service Authorization effective the last day of the exemption approval period. Workers must determine the current biweekly period where the exemption end date is included in the current biweekly period plus two and create an alert for that biweekly period (see example below). Take the following action during the current biweekly period where the exemption end date is included in the current biweekly period plus two:

1. Navigate to the **Child's Provider** window, and create a new background transaction.
2. Click "**Edit**".
3. Click "**Save**".
4. Click "**Wrap-Up**" to get to the **Wrap-Up** window. Update other biweekly periods, if necessary, and/or send the case through background.
5. Click "**Done**". MEC² will generate new Service Authorization results that will end care allowing for 15 day notice.
6. Navigate to **Service Authorizations**. Ensure that the new Service Authorization results show the correct end date and that the "**SA End/Denial Reason**" is "**Care in Child's Home Not Allowed**".
7. Provided that the new Service Authorization results show the correct end date and that the "**SA End/Denial Reason**" is "**Care in Child's Home Not Allowed**", approve the new Service Authorization.

Note: If a renewal request is in process as of the in-home care end date, the county should follow the instructions above to end care on the end date. If DHS approves the request at a later date, the county may authorize and pay for care retroactive to the begin date listed on the new approval letter, assuming all other eligibility criteria is met.

Example:



The worker must generate new results in the biweekly period where the exemption end date is included in the current biweekly period plus two. In the example above, the exemption period end date is included in the 8/19 – 9/1 biweekly period. The current plus 2 biweekly period is 8/19 – 9/1. The current plus 1 biweekly period is 8/5 – 8/18. The current period is 7/22 – 8/4. The worker must create an alert for the 7/22 – 8/4 biweekly period and generate new results during the 7/22 – 8/4 biweekly period.

*Previously workers were instructed to create an alert 45 days prior to the end date.

If you have questions regarding this information, please contact your county technical liaison.

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