

December 19, 2017

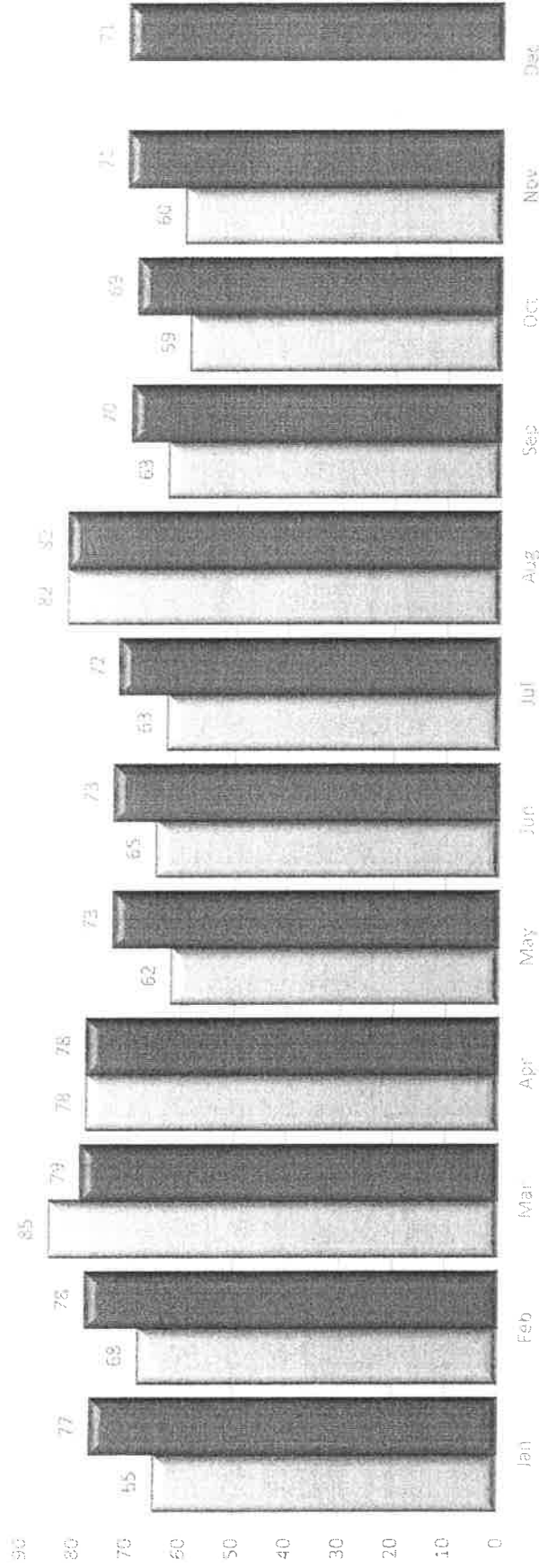
Social Services Agenda

1. Introduction of Gina Pardino, Social Worker
2. Statistics
3. Request approval to fill vacancy for an Eligibility Worker
4. Request approval to accept Transit Grant and permission to sign for the Grant
5. Request approval of Child Care Assistance Plan
6. Request approval of Purchase of Services/Contract with CEP
7. Other



Hubbard County Social Services Children in Out of Home Placement

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	65	68	78	78	62	65	63	82	63	59	60	71
2016	77	78	79	78	73	73	72	82	70	69	71	71

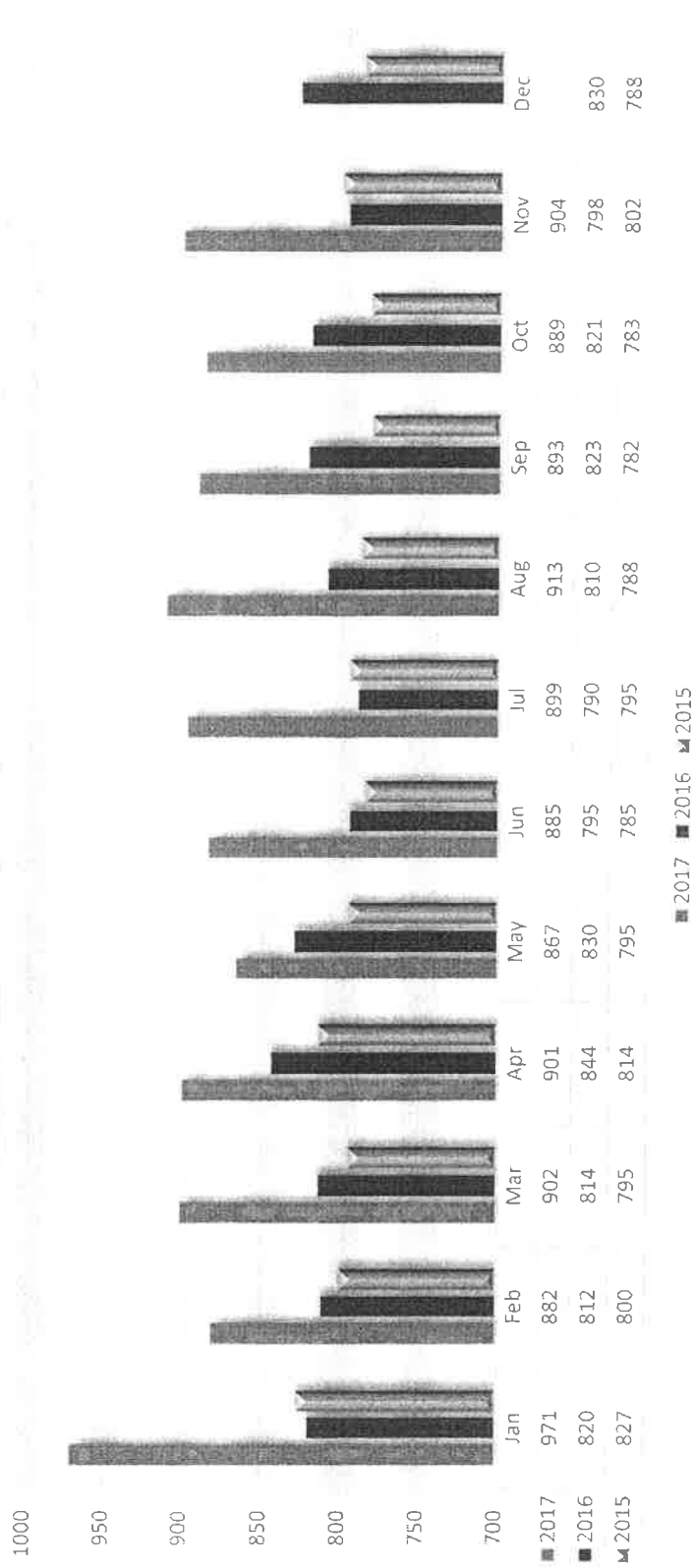


■ 2017 ■ 2016



Hubbard County Social Services Open Workgroups

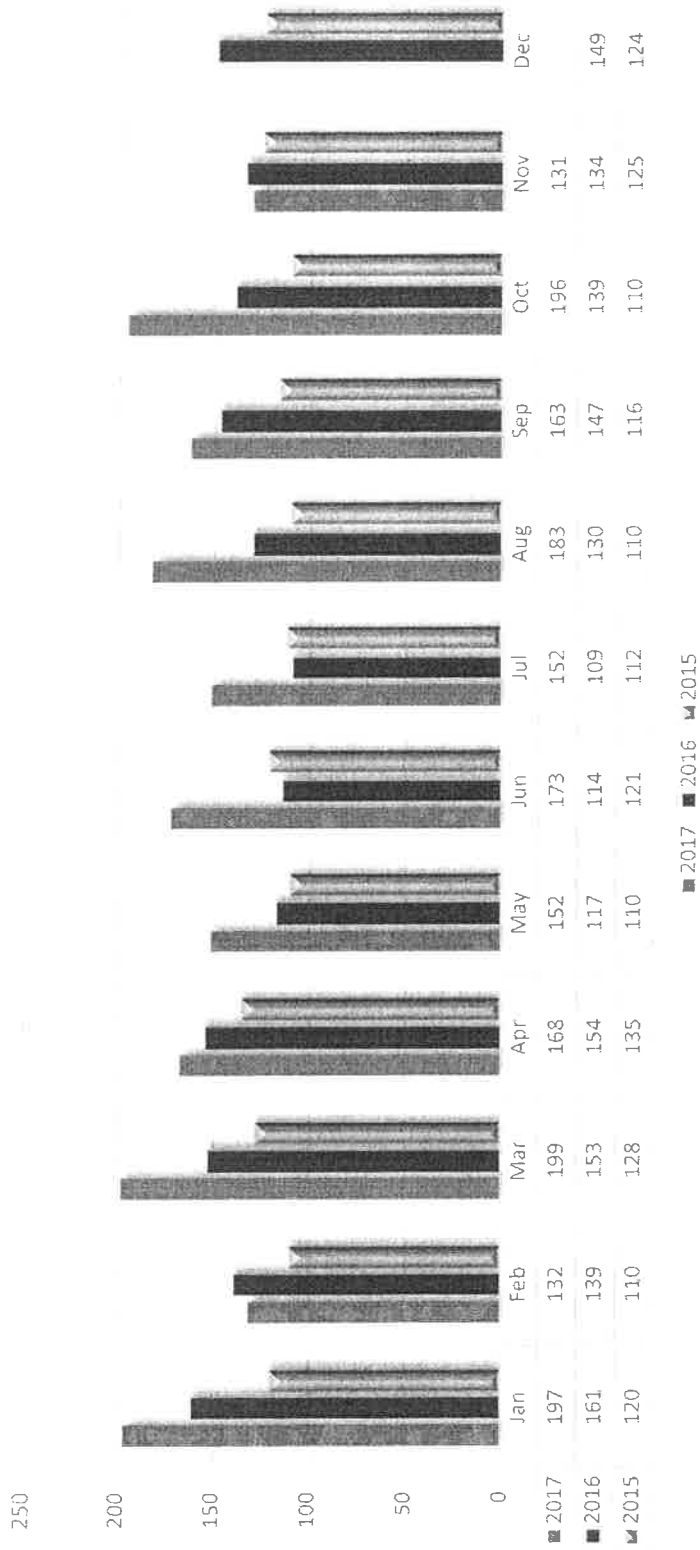
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	971	882	902	901	867	885	899	913	893	889	904	
2016	820	812	814	844	830	795	790	810	823	821	798	830
2015	827	800	795	814	795	785	795	788	782	783	802	788





Hubbard County Social Services Intakes

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	197	132	199	168	152	173	152	183	163	196	131	
2016	161	139	153	154	117	114	109	130	147	139	134	149
2015	120	110	128	135	110	121	112	110	116	110	125	124



HUBBARD COUNTY CHILD SUPPORT UNIT

- * Currently we have approx 1,005 child support cases open
- * We have collected \$242,421.86 so far this year thru 11/31/2017
- * Our Federal Fiscal Year (FFY) is from October 1st thru Sept 30th
- * Please see the numbers below on collections performance since 2013

<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
64.46%	64.43%	69.53%	73.16%	74.75%	75.56%

* New fiscal year started Oct 1st

November 2017 Caseload Totals

Unit name	METS #s	Maxis #s	Total cases per unit
Family cases (7 workers)	1079	636	1715
Singles cases (3 workers)	794	544	1338
65+ cases (2 workers)	0 *	482	482
Total METS Cases	1873	Total Maxis Cases	Totals
		1662	3535
			Total METS intakes: 41
			Total Maxis intakes: 52

* These health care cases remain in Maxis

CLAIMS SUMMARY REPORT BY CNTY - PROGRAM TOTALS
 MONTH ENDING November 2017

CNTY	29	NAME: Hubbard	TYPE OF CLAIM		NON-AGENCY	VENDOR	TOTAL
			AGENCY	INACTIVE			
PROG	\$/#	HOUSEHOLD	ACTIVE	INACTIVE	CLOSED	TOTAL	
AF	467.27	4,819.50	752.00	0.00	0.00	0.00	0.00
AF	11	11	2	0	0	0	0
AF	0.00	6,038.77	0.00	0.00	0.00	6,038.77	0
AF	0	14	0	0	0	14	0
DW	0.00	327.00	0.00	0.00	0.00	0.00	0.00
DW	0	1	0	0	0	0	0
DW	0.00	327.00	0.00	0.00	0.00	327.00	1
DW	0	1	0	0	0	0	0
FS	110.00	19,960.00	2,980.00	0.00	0.00	0.00	0.00
FS	1	34	9	0	0	0	0
FS	0.00	23,050.00	0.00	0.00	0.00	23,050.00	44
EG	0.00	0.00	0.00	0.00	0.00	0.00	0
EG	0	0	0	0	0	0	0
EG	0.00	0.00	0.00	0.00	0.00	0.00	0
GA	408.07	12,430.10	3,251.87	0.00	0.00	0.00	0
GA	1	30	10	0	0	0	0
GA	0.00	16,090.04	0.00	0.00	0.00	16,090.04	41
GA	0	41	0	0	0	0	0
MS	0.00	2,329.00	449.00	0.00	0.00	0.00	0
MS	0	7	2	0	0	0	0
MS	0.00	2,778.00	0.00	0.00	0.00	2,778.00	9
MS	0	9	0	0	0	0	0
MF	6,888.00	43,159.50	8,059.00	0.00	0.00	0.00	0
MF	4	48	18	0	0	0	0
MF	0.00	58,106.50	0.00	0.00	0.00	58,106.50	70
MF	0	70	0	0	0	0	0
RC	0.00	0.00	0.00	0.00	0.00	0.00	0
RC	0	0	0	0	0	0	0
RC	0.00	0.00	0.00	0.00	0.00	0.00	0
RC	0	0	0	0	0	0	0
WB	0.00	0.00	0.00	0.00	0.00	0.00	0
WB	0	0	0	0	0	0	0
WB	0.00	0.00	0.00	0.00	0.00	0.00	0
WB	0	0	0	0	0	0	0
GR	0.00	0.00	0.00	0.00	0.00	0.00	0
GR	0	0	0	0	0	0	0
GR	0.00	616.84	0.00	0.00	0.00	616.84	3
GR	0	2	0	0	0	0	0
GR	0.00	83,025.10	15,491.87	0.00	0.00	616.84	3
TL	7,873.34	131	41	0	0	616.84	3
TL	7	131	41	0	0	616.84	3
TL	0.00	107,007.15	0.00	0.00	0.00	107,007.15	182
TL	0	180	0	0	2	182	0

CONTRACT FOR PURCHASE OF SERVICES

This agreement is made and entered between Hubbard County, hereinafter referred to as the "COUNTY," and Rural Minnesota CEP, Inc., hereinafter referred to as the "PROVIDER."

WITNESSED:

WHEREAS, funds have been made available to the COUNTY through the Minnesota Department of Human Services for the purpose of providing services authorized under the Minnesota Family Investment Program (MFIP) including the Diversionary Work Program (DWP) Minnesota Law Chapter 256J.

WHEREAS, the PROVIDER represents itself to the COUNTY as qualified to perform the services herein agreed to, and

WHEREAS, the COUNTY is desirous of entering into an agreement with the PROVIDER for the provision of said services;

NOW, THEREFORE, in consideration of the premises, and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto understand and agree as follows:

1. PROGRAM: The foregoing recitals are made part of this grant agreement by reference. The PROVIDER shall implement the Statement of Work for all programs that are incorporated herein by reference as a part of this grant agreement.
2. DUTIES AND PAYMENT: The PROVIDER is hereby authorized to expend funds for the MFIP program in accordance with the following:
 - a. Available Funds: The total estimated amount allocated for this grant agreement shall not exceed the amount indicated in Exhibit A - Budget attached hereto. It is understood and agreed that in the event funding to the COUNTY is not continued at a level sufficient to allow for the indicated level of funding to the PROVIDER, the obligations of each party hereunder shall thereupon be canceled, provided that any cancellation of this grant agreement shall be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation.
 - b. The PROVIDER shall charge the COUNTY the actual cost of service delivery for the applicable program as described in the budget for same.
 - c. Administrative Costs for MFIP shall be no more than 10% of funds allocated to the PROVIDER.
 - d. Payment: The COUNTY shall make reimbursement to the PROVIDER for program

expenditures upon receipt of a monthly itemized invoice specifying the costs incurred by the PROVIDER during the previous month. Such monthly invoices shall be due and payable at intervals specified on the invoice, except that the COUNTY shall not reimburse any costs incurred which are not in accordance with applicable federal, state and COUNTY regulations and policies and budgets developed heretofore.

3. **CONTRACT DURATION:** The effective dates of this contract are January 1, 2018 to December 31, 2018, with an option for one extension from January 1, 2019 to December 31, 2019, by updating the Budget and Measureable Goals, unless otherwise terminated as indicated below. Services performed and incurred during this contract duration will be applied to this grant agreement in accordance with applicable Office of Management and Budget (OMB) Circulars, federal and state laws and policies, and generally accepted accounting principles.
4. **TERMINATION:** If, at any time, funds in support of this grant agreement become unavailable, this grant agreement may be terminated immediately upon written notice of such fact by the COUNTY to the PROVIDER. In the event of such termination, the PROVIDER shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
 - a. **Termination for Convenience:** Either party to this grant agreement may request a termination for convenience. The party will give a 30-calendar day advance notice, in writing, of the effective date of the termination. The PROVIDER shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of the termination.
 - b. **Termination for Cause:** The COUNTY may terminate the grant agreement when it is determined the PROVIDER has failed to provide any of the services specified or has failed to comply with any of the provisions contained in this grant agreement. If the PROVIDER fails to perform in whole or in part under this grant agreement, or fails to make sufficient progress so as to endanger performance, the COUNTY will notify the PROVIDER of such unsatisfactory performance in writing. The PROVIDER will have ten (10) working days in which to respond with a plan to correct the deficiencies that is agreeable to the COUNTY. If the PROVIDER does not respond to the COUNTY with an appropriate corrective action plan, the COUNTY will notify the PROVIDER of immediate termination of the grant agreement. In the event of such termination, the COUNTY shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services performed are in accordance with the provisions of the grant agreement.
5. **DISPUTES:**
 - a. The PROVIDER and COUNTY agree to attempt to resolve disputes arising from the grant agreement by administrative process and negotiation in lieu of litigation.

Continued performance during disputes is assured.

- b. Any dispute concerning a question of fact arising under this grant agreement which is not settled by informal means shall be decided by the COUNTY'S authorized representative, who shall furnish the PROVIDER with a written decision.
 - c. The PROVIDER will be allowed the opportunity to offer evidence and be heard in appeal of the COUNTY'S decision. Pending final decision, the PROVIDER shall proceed in performance of this grant agreement in accordance with the COUNTY'S initial decision.
 - d. This DISPUTES clause does not preclude consideration of law questions in connection with decisions provided above, provided that nothing in this grant agreement shall be construed as making final the decision of any administrative official, representative, or board on a question of law.
6. GRIEVANCE PROCEDURE: The PROVIDER will follow the grievance procedure established by the PROVIDER and the COUNTY to resolve issues between the PROVIDER and program participants.
7. REPORTS: The PROVIDER further agrees to submit in a timely fashion all program reports and corrective actions as may be required by program regulations, COUNTY policies or as a result of monitoring activities.
8. LIABILITY:
- a. Bonding: The PROVIDER shall obtain and maintain, at all times during the term of this grant agreement, a fidelity bond in an amount not less than \$100,000, covering the activities of all persons authorized to receive or distribute monies. Written verification of such bond shall be furnished to the COUNTY upon request.
 - b. Indemnity: The PROVIDER agrees to indemnify and hold the COUNTY, its officers and employees harmless from any liability, claims, damages, costs, judgments or expenses, resulting directly or indirectly from an act or omission of the PROVIDER, its agents, or employees in the performance of the services provided by this grant agreement and against all loss by reason of the failure of the PROVIDER to perform, in any respect, all obligations under this grant agreement. Similarly, the COUNTY agrees to hold the PROVIDER harmless from the same judgments and expenses which are resulting from its agents or employees.
 - c. Insurance: The PROVIDER further agrees that it will at all times during the term of this grant agreement have and keep in force:
 - 1. A single limit or combined limit or excess umbrella general liability insurance

policy of an amount not less than \$500,000 for total bodily injuries, death, personal injuries or property damage arising from one occurrence with an annual aggregate limit of not less than \$1,500,000.

2. Any policy obtained and maintained under this clause shall provide that it shall not be canceled, materially changed, or not renewed without thirty (30) days prior notice thereof to the COUNTY.
 - d. The PROVIDER will furnish the COUNTY upon request certificates of bonding and insurance prior to the effective date of this grant agreement.
 - e. The COUNTY may withhold payment for failure of the PROVIDER to furnish certificates of bonding and insurance as required above.
 - f. In the event that claims or lawsuits shall arise jointly against the PROVIDER and the COUNTY, and the COUNTY elects to present its own defense using its own counsel, in addition to or as opposed to legal representation available by the insurance carrier providing general liability coverage in c.1. above, then such legal expense shall be borne by the COUNTY.
9. INDEPENDENT CONTRACTOR: It is agreed by both parties that at all times and for all purposes within the scope of this grant agreement the relationship of the PROVIDER to the COUNTY is that of an independent contractor.
10. SPECIAL ADMINISTRATIVE PROVISIONS: The PROVIDER agrees to administer the program in accordance with authorizing legislation, as amended, and the regulations and guidelines promulgated thereunder. The PROVIDER also agrees to comply with other applicable federal and state laws. In the event that these laws, regulations or policies are amended at any time during the term of this grant agreement, the PROVIDER shall comply with such amended laws, regulations or guidelines.
- a. Records/Audits: The PROVIDER will maintain records, books, documents, and other evidence which sufficiently and properly reflect all costs and activities of any nature supported by funds under this grant agreement. The PROVIDER agrees to use such fiscal, audit, and accounting procedures as may be necessary to assure and promote sound financial management, including effective internal controls. The authorized representatives of the COUNTY, state, or federal agencies shall have access to and the right to examine for audit purposes or otherwise, any books, documents, papers or records of the PROVIDER which are pertinent and involve transactions relating to this agreement during regular business hours. PROVIDER agrees to fully cooperate in any such examination and/or audit.

All records pertaining to this agreement shall be retained by the PROVIDER for a period of at least six (6) years (Minn. Stat. Sec. 16C05, subd. 5) after the COUNTY

makes the final payment, or after resolution of any audit findings (OMB Administrative requirements), whichever period is longer for audit purposes. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 6-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 6-year period, whichever is later.

The COUNTY will submit to the PROVIDER, prior to the audit activity and upon request, a report that specifies the amount of federal and state funds that comprise the total payments made to the PROVIDER.

A copy of the audit shall be provided to the COUNTY upon request, but in no event later than 12 months after the end of the PROVIDER'S fiscal year.

b. Program Standards: The PROVIDER agrees to comply with the OMB Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as it is applicable and as it relates to its particular agency in the utilization of funds, the operations of programs and the maintenance of records, books, accounts and other documents under the authorizing legislation as amended. Under Uniform Guidance Cost Principles, common or joint costs charged to grants must be based upon written cost allocation plans.

The PROVIDER also agrees to comply with the sections of the Code of Federal Regulations relevant to the program(s) covered under this grant agreement, as well as all State Instructional Bulletins and policies, as amended. The COUNTY agrees to give the PROVIDER copies of the applicable circulars, laws and regulations under which these funds are granted, as requested by the PROVIDER.

- c. Non-Discrimination Statement: The PROVIDER will comply with:
- i. The Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972.
 - ii. The Rehabilitation Act of 1973, as amended.
 - iii. Title IX of the Education Amendments of 1972, as amended.
 - iv. The Age Discrimination Act of 1975, as amended.
 - v. The Americans with Disabilities Act of 1990 (P.L. 101-336), as amended.
 - vi. The Minnesota Human Rights Act (Minnesota Statute 363).
- d. Affirmative Action: The PROVIDER certifies that it has received a Certificate of

Compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36.

- e. The PROVIDER agrees to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (Public Law 91-646).
 - f. The PROVIDER agrees that program participants shall not be employed in the construction, operation or maintenance of that part of any facility that is used for religious instructions or worship. PROVIDER further agrees that no funds shall be expended for sectarian worship, instruction or proselytization.
 - g. The PROVIDER further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) with respect to “data on individuals”.
11. VOTER REGISTRATION: The PROVIDER shall provide nonpartisan voter registration services and assistance as required by Minnesota Statutes, Section 201.162.
 12. ASSIGNMENT: The PROVIDER may contract for services intended to fulfill the obligations of this contract with the prior approval of the COUNTY, without diminishing its obligations under this agreement.
 13. PRE-GRANT COSTS: Costs incurred from 30 days prior to the effective date of this grant agreement, which were in anticipation of this award and specifically authorized and approved in writing by the COUNTY, are allowable costs to the extent that they would have been allowable had they been incurred after the effective date of this grant agreement.
 14. MODIFICATIONS: Any modifications to this grant agreement shall be in writing and shall be executed by the same parties who executed the original grant agreement, or their successors in office.
 15. LOBBYING CERTIFICATION AND DISCLOSURE: The PROVIDER shall comply with Interim Final Rule, New Restrictions on Lobbying, found in Federal Register Vol. 55, No. 38, February 26, 1990, and any permanent Rules that are adopted in place of the Interim Rule.
 16. MAINTENANCE OF EFFORT: The PROVIDER agrees that the level of services, activities and expenditures it has devoted to similar services prior to the initiation of this grant agreement will be continued and not reduced in any way as a result of this grant agreement except for reductions unrelated to the provisions or purpose herein stated.
 17. CONFLICT OF INTEREST: The PROVIDER assures that no person under its employ,

who presently exercises any administrative responsibilities under this program, has any personal, financial interest, direct or indirect, in this grant agreement. Further, no person having such a conflicting interest shall be employed under this grant agreement. Any such conflict of interest must be disclosed in writing to the COUNTY.

18. PROVIDER DEBARMENT, SUSPENSION AND RESPONSIBILITY
CERTIFICATION: The PROVIDER certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency. PROVIDER agrees to notify the COUNTY immediately, should suspension or debarment become an issue for the PROVIDER.

In WITNESS WHEREOF, the COUNTY and PROVIDER hereby execute this agreement.

BY _____
Chairperson, County Human Services

DATED _____, 2017

and/or, as preferred by COUNTY

BY _____
Director, County Social Service Agency

DATED _____, 2017

BY _____

Director, Rural Minnesota CEP, Inc.

DATED 12/5 _____, 2017

STATEMENT OF WORK

MINNESOTA FAMILY INVESTMENT PROGRAM DIVERSIONARY WORK PROGRAM FAMILY STABILIZATION SERVICES** FOR PROGRAMS OPERATED BY RURAL MINNESOTA CEP, INC.

I. Minnesota Family Investment Program

Purpose: The Minnesota Family Investment Program (MFIP) is intended to divert applicants from public assistance when possible, and to encourage rapid movement into employment when public assistance is needed. The program is designed to help caretakers achieve economic stability through rapid attachment to the workforce.

Requirements: All MFIP provider systems must include the following services: overview, assessment, screening, employment plan development, job search, and work activities. Participants have four weeks to find jobs, and are then expected to work for pay or provide a useful public service. Short-term education and training are available, if necessary to meet an employment goal. In order to maintain benefits welfare recipients must meet participation requirements as defined in the employment plan.

Three-Year MFIP Self-Support Index – A county that achieves a percent of MFIP cases off cash assistance or working 30 or more hours per week three years after the baseline quarter within or above the county’s range of expected performance will receive an additional allocation equal to 2.5% of its initial allocation.

Program Design: PROVIDER services have been designed to meet the MFIP performance goals, and include activities required by state law and regulations. The PROVIDER will operate MFIP following the philosophy of a work program. Plans for caretakers will be developed to support the most direct routes to jobs. The expectation will be for full time work unless personal or family circumstances require fewer hours. The goals are to have all caretakers working by their eighth week of participation, to assist caretakers “stop the clock” on their time limited assistance, and to exit caretakers off MFIP due to increased income.

The program takes into account the fact that the COUNTY will be the initial point of contact for MFIP participants.

The COUNTY role will include:

- X Taking applications for public assistance.
- X Determining eligibility for public assistance.
- X Screening applicants for possible referral for assistance outside the welfare system.
- X Providing or participating in an orientation to MFIP.
- X Referring applicants eligible for MFIP services to PROVIDER.
- X Notifying the recipient to participate in MFIP.
- X Informing PROVIDER of those who have been notified to participate.
- X Sanctioning nonparticipants.
- X Granting extensions as appropriate when hardship, employed, and hard-to-serve criteria apply.

At the option of the COUNTY, COUNTY staff may also:

- X Conduct a pre-assessment of needs and personal issues, particularly regarding childcare and transportation that could interfere with job seeking or employment.
- X Participate in the PROVIDER overview of MFIP services.

The PROVIDER will perform the services listed above at the request of the COUNTY.

PROVIDER will deliver the following services:

X **Overview** stresses the advantages and importance of obtaining work, as well as describing program requirements, available services, incentives, participants' rights and responsibilities, and the consequences for failure to comply with program requirements. Overview will be offered frequently so clients can be scheduled within ten days.

X **Assessment** begins at overview and continues throughout the individuals' participation. The component focuses on the participant's ability to obtain and retain employment. The emphasis is on identifying strengths and strategies to address issues that could interfere with work. Assessment seeks information on education level, prior employment and work experience, transferable work skills, family circumstances, interests and abilities, need for referral to other agencies, supportive service needs, financial situation, health, child care needs, transportation availability, involvement with other agencies, and the need for refresher courses for certification or licensure.

X The **Employment Plan** is based on the assessment and outlines the most direct path to unsubsidized employment that can lead to income stability. It includes an employment goal, mandatory activities, timetable, reporting requirements, supportive services needs, an obligation to accept suitable employment,

participation requirements, specific activities, the steps to obtain employment, and the consequences for not following the plan. The plan will clearly indicate that all activities are mandatory unless otherwise specified. Hours of participation will meet the weekly work requirements. The participant and job counselor will review the plan and progress towards employment during job search. Employment plans will be reviewed at least every three months and updated if revisions are needed.

The Employment Plan may include any of the following **Work Activities**:

X In the **Job Search System** participants learn and practice how to identify employment opportunities; access the hidden job market for openings; prepare an effective resume; perform well at interviews; and how to find, keep, and leave employment. Staff monitor participants' efforts to find work and provide guidance. Instruction may also be provided in job retention skills such as teamwork, employer expectations, balancing work and family, problem solving, communicating, time management, and how to get promoted.

If job search does not result in employment after four weeks, trained staff will administer learning disability screening tools. Staff will then meet with participants to evaluate and revise the Employment Plan. Caretakers have four weeks to find jobs of their choosing or participate in another countable activity.

X **Unsubsidized Employment includes** all work where wages are paid except OJT. Participants are encouraged to work with a job counselor to ensure that they retain their job and progress to employment that enables them to leave assistance.

X **Subsidized Employment** includes On-the-Job Training (OJT). In OJT participants receive instruction in specific work skills from employers who will be reimbursed for their training costs. OJT may also be used to upgrade the job skills of currently employed MFIP participants when it will result in increased wages.

Paid Work Training may benefit MFIP participants who have little or no work experience, history of failure to retain employment, demonstrated lack of job retention skills, physical or mental health impairments, or who were unable to secure work through job search and need a confidence builder. This can be in the Public or Private Sectors, including for-profit businesses. Wages are paid through MFIP.

X **Unpaid Work** includes community service, volunteer work, the Community Work Experience Program (CWEP), providing childcare for community service participants, unpaid apprenticeships or internships, and supported work when a wage subsidy is not provided. These activities are approved only when the participant has not been able to meet the work requirements through paid

employment.

X **Job Readiness Education** is available for participants who need to improve reading, communications, math, and English speaking skills in order to obtain employment. Individuals will be enrolled in Adult Basic Education and English as a Second Language. Dropouts may be enrolled in the High School or GED activities while completing their secondary education in a local community education program, alternative education center, alternative program, or regular high school program.

X **Occupational Skills Training** is available to allow participants to access courses that are designed to teach skills that will increase employability across a range of employment options. Instruction in job specific skills will also be available to those participants for whom the most direct route to employment is through short, job specific training programs.

X PROVIDER staff will coordinate the provision of **Pre-Employment Services** including chemical and mental health assessments, treatment, and services; learning disabilities services; or other programs designed to enhance employability. Employment Plans are developed for participants with a **Family Violence Waiver** that include safety employment and social services related activities.

PROVIDER will also:

- X Administer **Supportive Services** for expenses associated with work or MFIP participation such as transportation, training or education fees, essential clothes or equipment.
- X Recommend individuals for **Sanction** when they do not participate and encourage individuals to cure sanctions.
- X Review school completion options with 18 and 19 year old caretakers and assist them to select the most appropriate option. Education plans for these participants will include: the education option; participation and school attendance requirements; services; child care and support services; consequences for not participating; and the right to appeal. If an education option is not chosen, PROVIDER will develop an Employment Plan with the caretaker that identifies the most direct path to unsubsidized employment.
- X Participate in the **Administrative Review** during the transition period to determine if the Employment Plan is still appropriate, or if the participant is exempt from the employment services component. This review must occur within 180 days, but not less than 60 days, before the participant reaches 60 months on assistance.

(PROVIDER/COUNTY) staff will make arrangements for the review. PROVIDER staff will provide knowledge about the family's participation with employment services.

- X Attempt a **Face-to-Face Meeting** with participants within 180 days, but not less than 60 days, before the end of the 60th month on assistance. The purpose is to review the family's current situation, review the sixty-month time clock record, explain accrued months and eligibility requirements for an extension, and provide information about other resources. PROVIDER will also review each case before it is closed to determine if the criteria for a hardship extension, if requested, were properly applied.

II. **Diversionary Work Program (DWP).**

Purpose: The Diversionary Work Program is a short-term, work-focused program which includes intensive, up front services to help families move immediately to work rather than go on MFIP.

Before benefits can be issued to a family, the caregivers must develop an Employment Plan in conjunction with a job counselor. When developing Employment Plans PROVIDER will review and consider needs, and work with families to address issues. Intensive job search, however, will be the primary focus of all plans. A highly structured job search is required. Structured job search is a curriculum of organized, intensive, and supervised activities that help identify work skills, develop soft skills, build confidence, coach, and provide peer support. The activity will include skill building workshops, required onsite activities, group meetings, and evaluation and feedback by staff. PROVIDER will work closely with the COUNTY to meet the application and approval processing schedule. Participants unlikely to benefit from DWP will be converted or referred to MFIP.

Provision of services will be determined by PROVIDER based on assessment of need, willingness to participate, and availability of resources to fund identified needs. Participation in activities will be governed by PROVIDER policies and procedures.

III. ****Family Stabilization Services (FSS) Applies only if Budget Attachment A indicates purchase of this service.**

Purpose: The 2007 State Legislature authorized the Family Stabilization Services (FSS) to serve families who are not making significant progress within MFIP due to a variety of barriers to employment. RMCEP will utilize FSS to prepare individuals to meet the federal work participation rate and achieve self-sufficiency. RMCEP will utilize a case management model that focuses on employment and each individual's right to work. General employment policy should ensure that employment

programs presume that all people are a part of the American workforce. RMCEP's role is to support people who meet the FSS criteria in maximizing their employment. We look beyond the disability or circumstances and look at the individual's ability and capability – the things that make each of us unique and worthwhile.

RMCEP will customize services for individuals meeting the categories of FSS. The case manager will develop a plan for each family that includes long-term self-sufficiency as a goal. The family stabilization plan will identify the participant's most appropriate path to unsubsidized employment, family stability and barrier reduction, taking into account family circumstances. To accomplish this, we will begin by conducting an assessment of strengths and barriers, identify services needed as well as supports, education and accommodations each participant may need to become self sufficient.

Services Provided for Individuals meeting FSS Criteria:

- Assess individual's physical and/mental abilities
- Gather results of assessments to determine individual's ability to perform work.
- Assist with determination of need for reasonable accommodations.
- Provide personal case management.
- Set up multi-discipline teams to work with clients.
- Assist clients in developing Employment Plans.
- Promote activities that coordinate a range of services, including volunteer work, education, mental health, etc.
- Use Employment and Training services to help move people from system dependency to self-sufficiency when possible.
- Closely monitor participant's progress at job shadowing, paid work experience; volunteer, or unsubsidized work sites.
- Maintain close working relationship with County Financial Workers.

Additional Services Provided for New Immigrants:

- Meet and develop a FSS plan
- Refer clients to English as a Second Language (ESL) or Functional Work Literacy (FWL) classes.
- Review progress to determine if FSS is still appropriate

Post-Termination Services

- Provide **Post-Termination** services to eligible clients. The purpose of post-termination services is to help families who have exited MFIP or DWP employed maintain that employment, thereby diverting the need to return to Public Assistance. A face-to-face meeting with the RMCEP job counselor is required. To be eligible for these services,

the following criteria must be met: a). Must be a family unit that includes a minor child under the age of 18, or under 19 and a full-time student; b). The family must have left MFIP or DWP employed and be employed at the time of the request for services; c). Must be a resident of Hubbard County and remain a resident at time of employment, and: d). The family's income must be below 200 percent of federal poverty guidelines at the time of application.

IV. General Provisions

XPROVIDER will document participant progress and any failures to participate satisfactorily.

XPROVIDER will inform the COUNTY of any failure to participate satisfactorily.

XAt the request of the COUNTY, PROVIDER will provide notification to participants of non-compliance and conduct conciliation.

XThe COUNTY will be responsible for all client notification requirements relating to termination or sanction.

XPROVIDER's complaint procedures will be used to hear complaints alleging violation of the Workforce Innovation Opportunity Act, or this contract for services.

XThe COUNTY complaint procedures will be used for hearing complaints alleging the reduction or termination of public assistance benefits.

XActivity will be tracked through WorkForce One (WF1). This system will be used to provide participant data to the Department of Employment and Economic Development and performance reports to the COUNTY.

XIn the event that funds are depleted, the PROVIDER agrees to provide mandatory services under MFIP to the COUNTY at no additional expense to the COUNTY, providing all funds in the budget (Exhibit A) are made available to the PROVIDER under this contract. Mandatory services include overview, assessment, screening, employment plan development, job search, and work activities. Any reduction of the funding amount in Exhibit A will abrogate this clause and will require renegotiation of services, enrollment levels, and budget amounts.

Safeguard Of Client Information

1. The use or the disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes Chapter 13, or for any purpose not directly connected with the COUNTY or PROVIDER'S responsibility

with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian. Minimum necessary access to protected information: The parties shall comply with the minimum necessary access and disclosure standards set forth in the MGDPA and HIPAA. The accessing, use, and disclosure of protected information is limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government. (See Minnesota Statutes, 164.514 (d).)

2. PROVIDER will conduct a case file review when a second sanction month occurs to determine if the employment plan is still appropriate.
3. PROVIDER will conduct a case file review and make a good faith effort to conduct a face-to-face interview with the participant prior to case closure for the seventh sanction. The purpose of the meeting is to ensure that the reason for sanction is accurate and, if so, encourage participants to come back into compliance.
4. PROVIDER Job Counselors will meet quarterly with COUNTY Financial Eligibility Specialist. The PROVIDER Program Manager will meet monthly with the COUNTY Supervisor and COUNTY Manager to review performance data and provide updates regarding PROVIDER procedures to obtain measurable goals.

Exhibit A

HUBBARD COUNTY

MFIP/DWP BUDGET PLAN

Calendar 2018 (1/1/18 - 12/31/18)

MFIP Employment Services	132,810	
DWP Employment Services	36,723	
Post Termination Services	2,000	
Administration	19,059	
	<hr/>	
TOTAL	<u>190,592</u>	**

**Includes Family Stabilization Services

Exhibit B

Hubbard County

**MEASURABLE GOALS
For January 1, 2018 through December 31, 2018**

MFIP GOALS

Three-Year Self-Support Index

Percent of MFIP Cases Off Cash Assistance or Working Thirty or More Hours Per Week
Three Years After the Baseline Quarter.

Range of Expected Performance: 66.4% - 76.5%



Administration of the Child Care Assistance Program

2018-2019 Hubbard County and Tribal Child Care Fund Plan

Administration of the Child Care Assistance Program

Background: Counties and tribes must submit a biennial Child Care Fund Plan to the commissioner. Child Care Assistance Program (CCAP) rules and laws allow counties and tribes to establish some local policies and procedures. These local policies and procedures, when included in this plan and approved by the commissioner, are considered county/tribal policy and are used to support agency decisions during appeals. The Department of Human Services (DHS) will review and approve County and Tribal Child Care Fund Plans. Counties and tribes will receive approval letters for their Child Care Fund Plans from the commissioner of DHS. This plan period begins on January 1, 2018.

Minnesota Statute, section 119B.08, subdivision 3

Steps to complete the plan process:

Step One – Review the plan

Determine if there are changes to policies or procedures compared to previous plans, or if there are new policies or procedures. Involve other staff as needed.

Note: New questions were added and questions were re-ordered.

Step Two – Draft the plan responses

Step Three – Inform or involve stakeholders

DHS encourages counties and tribes to develop optional policies for the Child Care Assistance Program in coordination with local child care stakeholders. This may include: parents, child care providers, culturally specific service organizations, Child Care Aware agencies (formerly known as child care resource and referral agencies), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. Consult with other agency staff such as fraud investigators, income maintenance and employment services staff.

Step Four – Share the draft plan

Prior to submission, make copies of the proposed plan available to the public and allow sufficient time for public review and comment. See question II.D of this plan; describe methods used to make the plan available to the public, particularly to those members listed in II.D.

Step Five – Submit the plan by the deadline

Submit the plan by the deadline, and note these guidelines:

- Identify all optional county/tribal Child Care Assistance Program policies; see question IX.A.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit any agency-developed forms that have not been previously submitted and approved. Do not submit DHS and MEC² standardized forms. Refer to the DHS memo announcing this plan for a list of DHS created documents that are required for CCAP.
- Provide an answer to each question. Incomplete plans will be returned.

Amendments to plans

A county or tribe may amend their Child Care Fund Plan at any time, but the commissioner must approve the amendment before it becomes effective. If approved by the commissioner, the amendment is effective on the date requested by the agency unless a different effective date is set by the commissioner. Plan amendments must be approved or denied by the commissioner within 60 days after receipt of the amendment request.

Minnesota Rules, part 3400.0150, subpart 3

Amendments include changes in county/tribal contacts, county/tribal optional policies, new or revised forms and notices. Amendments can be sent in letter form or by email to the agency's CCAP policy specialist.

Return completed plans by **Tuesday, September 19, 2017** to:

DHS.CCAP@state.mn.us

Administration of the Child Care Assistance Program

I. Child Care Assistance Program contacts

A. County or tribal agency

COUNTY OR TRIBE NAME Hubbard	GENERAL PHONE NUMBER 218-732-1451	EXTENSION	GENERAL FAX NUMBER 218-732-3231
AGENCY'S FULL NAME Hubbard County Social Services		CCAP INTAKE PHONE NUMBER 218-732-1451	EXTENSION 2418
MAIN OFFICE STREET ADDRESS 205 Court Avenue	CITY Park Rapids	ZIP CODE 56470	
MAIN OFFICE MAILING ADDRESS (if different)	CITY	ZIP CODE	

B. County or tribal branch office (if applicable)

BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
ADDRESS OF BRANCH OFFICE		CITY		ZIP CODE	

C. Agency contact people

This contact information is required to be completed and will be used by DHS staff to communicate with counties or tribes.

1. County or tribal CCAP administrative contact

Who is your primary contact for DHS CCAP?

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Beth	LAST NAME Vredenburg			
TITLE Financial Assistance Supervisor I		PHONE NUMBER 218-732-1451	EXTENSION 2374	FAX NUMBER 218-732-3231	
EMAIL ADDRESS bvredenburg@co.hubbard.mn.us		SIR EMAIL ADDRESS x129532@CTY.DHS.STATE.MN.US			
ADDRESS 205 Court Avenue		CITY Park Rapids		ZIP CODE 56470	

2. County or tribal client access contact

Who is your lead person/s who has contact with families receiving CCAP?

<input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Vicki	LAST NAME Smith			
TITLE Case Aide		PHONE NUMBER 218-732-1451	EXTENSION 2418	FAX NUMBER 218-732-3231	
EMAIL ADDRESS vsmith@co.hubbard.mn.us		SIR EMAIL ADDRESS x129526@CTY.DHS.STATE.MN.US			
ADDRESS 205 Court Avenue		CITY Park Rapids		ZIP CODE 56470	

3. Management of waiting list contact

Who is your waiting list contact person? The waiting list contact person identified is responsible for maintaining the waiting list and responding to the state's questions about families reported on the waiting list. Only identify one waiting list contact.

<input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms.		FIRST NAME Vicki	LAST NAME Smith		
TITLE Case Aide		PHONE NUMBER 218-732-1451	EXTENSION 2418	FAX NUMBER 218-732-3231	
EMAIL ADDRESS vsmith@co.hubbard.mn.us		SIR EMAIL ADDRESS x129526@CTY.DHS.STATE.MN.US			
ADDRESS 205 Court Avenue		CITY Park Rapids		ZIP CODE 56470	

4. Provider billing contact

Who is your lead billing contact person who is able to answer questions about billing and payments?

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.		FIRST NAME Robin	LAST NAME Hansen		
TITLE Accounting Technician		PHONE NUMBER 218-732-1451	EXTENSION 2375	FAX NUMBER 218-732-3231	
EMAIL ADDRESS rhansen@co.hubbard.mn.us		SIR EMAIL ADDRESS X129539@CTY.DHS.STATE.MN.US			
ADDRESS 205 Court Avenue		CITY Park Rapids		ZIP CODE 56470	

5. Provider registration contact

Who is your lead provider registration contact person who is able to answer questions about provider registrations?

<input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms.		FIRST NAME Vicki	LAST NAME Smith		
TITLE Case Aide		PHONE NUMBER 218-732-1451	EXTENSION 2418	FAX NUMBER 218-732-3231	
EMAIL ADDRESS vsmith@co.hubbard.mn.us		SIR EMAIL ADDRESS x129526@CTY.DHS.STATE.MN.US			
ADDRESS 205 Court Avenue		CITY Park Rapids		ZIP CODE 56470	

D. Subcontracted services

Counties and tribes may contract with an agency to administer all or part of their Child Care Assistance Program. Do not include cooperative agreements with employment and training service providers that work with MFIP/DWP families to develop and approve the employment service plan.

Minnesota Rules, part 3400.0140, subpart 7

If you are planning any changes in the administration of your CCAP, tell your CCAP policy specialist immediately. This could involve subcontracting or mergers of counties. Failing to notify DHS may delay the changes that you are planning to make.

Does your county or tribe contract with an agency for any part of the administration of CCAP? Yes No

II. Collaboration and outreach

A.

How do you share information so that individuals, child care providers, social service agencies, etc. are aware of child care assistance? (Minnesota Rules, part 3400.0140, subpart 2)

The providers have been emailed in the past regarding if there is a waiting list and/or when there is not a waiting list. Child Care Assistance Program workers spread the word internally to all departments and to the public when appropriate. There is information on the Hubbard County website under Children's Services through the County which includes the Child Care Assistance Program.

- B.** Agencies are required to work with other public and private community resources that provide services to families. These other resources include, but are not limited to, Child Care Aware, School Readiness, Early Learning Scholarships, Head Start, and Early Childhood Screening. List the community programs your agency works with to maximize community resources for families with young children. (Minnesota Statute, section 119B.08, subdivision 3 (1))

Clients are given information regarding the Scholarship Funds Program and to the Head Start Programs and the other programs when applications go out because Form DHS-3551 *Do You Need Help Paying For Child Care?* brochure goes out also and that covers a lot regarding services for children. Also refer to these resources to clients on the telephone and in person when appropriate.

- C.** How do you work with the community based programs and service providers identified above to maximize public and private community resources for families with young children? Include in this description the methods used to share information, responsibility, and accountability among these service and program providers as you work to foster collaboration among agencies and other community-based programs that provide flexible, family-focused services to families with young children and to facilitate transition into kindergarten.

Referrals are made to Mahube regarding Head Start and other services. Referrals are made regarding Scholarship Funds Program when appropriate. If there are questions from parents regarding other programs, they are referred to the agency or person in-house who can assist them with their questions or concerns. Release of Information must be signed for us to be able to share any information with Mahube Community Council.

- D.** Copies of the proposed plan must be made reasonably available to the public, including those interested in child care policies such as parents, child care providers, culturally specific service organizations, Child Care Aware of Minnesota agencies (child care resource and referral), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. **You must allow time for public review and comment prior to submitting this plan to DHS for approval.** (Minnesota Statute, section 119B.08, subdivision 3 (2))

D1. Describe your procedures and methods to make copies of the draft plan reasonably available to the public.

The "Proposed" County and Tribal Child Care Fund Plan for 2018-2019 is in the lobby of our agency for anyone to read. Upon request, anyone could receive a copy of it. The Board of Directors will approve the plan at the December 19, 2017 Board Meeting.

D2. How long did you allow for public review?

The "Proposed" 2018-2019 Hubbard County and Tribal Child Care Fund Plan is posted in the lobby of our agency for 30 days.

- E.** After your plan is approved by DHS, do you post your approved county/tribal plan on your website? Yes No
How do you make your approved plan available to the public?

When the Hubbard County and Tribal Child Care Fund Plan is approved by DHS, it will be posted in the lobby of the agency. Once the Board of Directors approve the plan, it will also be posted on the County Website.

III. Eligibility

A. Education plans under the Basic Sliding Fee Program (BSF)

Prior to completing this section, please review Minnesota Rules, part 3400.0040 and Minnesota Statutes 119B.07 in their entirety to ensure your policies are in compliance.

1. High school diploma/GED high school equivalency diploma

1a. Do you approve all high school and GED programs? Yes No

1b. Identify any circumstances when you would end a student's Basic Sliding Fee education plan for a high school or GED program. Students cannot be required to maintain a certain GPA.

Not applicable.

2. Remedial and basic skills courses (includes Adult Basic Education and English as a Second Language)

2a. Do you approve all remedial and basic skills courses? Yes No

2b. Identify any circumstances when you would end a student's Basic Sliding Fee education plan for a student attending a remedial or basic skills course.

Not applicable.

3. Post-secondary programs

3a. Describe your policy and procedures for approving a course of study that will lead to employment for a post-secondary student under Basic Sliding Fee.

Hubbard County CCAP has a form called "Employability Plan" and this is required to be completed together by the student/advisor/counselor and returned.
Effective October 23, 2017, families on Transition Year child care can receive help with child care for education. If a family is on Transition Year or Transition Year Extension child care, they can get help paying for child care while they are in some education or school activities. The family may be on Transition Year child care if they stopped receiving Minnesota Family Investment Program (MFIP) or Diversionary Work Program (DWP) cash assistance in the last year. They may be on Transition Year Extension child care if it has been more than one year since they stopped receiving MFIP or DWP cash assistance and our county has a waiting list for BSF.

3b. Identify the factors that contribute to the above policy (for example: the availability of jobs where family resides or intends to reside, wage data, job placement rates in field of study).

These factors are some of the questions in the Employability Plan as well as length of course and school information. All are important questions to consider.

3c. Identify any circumstances when you would end a student's Basic Sliding Fee education plan for a student attending a post-secondary program.

Not applicable.

4. Changes to Basic Sliding Fee (BSF) education plans

4a. Do you have a different approval policy if a participant requests a change to their education plan? Yes No

B. Basic Sliding Fee Waiting List management

1. Priorities for service

Have you established sub-priorities for the fifth priority Basic Sliding Fee waiting list beyond those required in Minnesota Statute, section 119B.03, subdivision 4?

- Yes No

2. Six month review of Basic Sliding Fee Waiting List

CCAP Policy Manual,
Chapter 4.3.12.12

Minnesota Statute, section
119B.03, subdivision 2

2a. Statute requires that you review and update your waiting list at least every six months. How are families notified of this six month review? Describe your agency's process for reviewing and updating the waiting list. Please include your agency's six month review letter in Section IX.B. If your agency does not currently have a waiting list, describe your process in the event your agency does start a waiting list.

We currently do not have a waiting list for Basic Sliding Fee. Families receiving MFIP/DWP Child Care for Student Parents are included in the 1st priority and must be added to BSF before families and lower priorities. When we do have list, letters are periodically sent out to people from the top of the list asking them to contact us if they are still interested in applying for BSF Child Care Assistance.

2b. When families are removed from the waiting list for not responding to the six month review are they sent an additional notice or does the six month review letter include notification they will be removed from the waiting list if they do not respond?

The six month review letter includes notification they will be removed from the waiting list if they do not respond.

3. Applications mailed to families on the Basic Sliding Fee Waiting List

Applications must be sent to families on the waiting list when there is funding available for Basic Sliding Fee. When do you remove the family from the waiting list?

- Family is removed from the waiting list when the application is sent to the family. The notice sent with the application informs the family that their name has been removed from the waiting list.
- Family is removed from the waiting list when you receive the completed application. If no application is received, the family is removed at the end of the time period allowed for returning the application. The notice sent with the application informs the family.

4. Temporarily ineligible families on the Basic Sliding Fee Waiting List

When a family reaches the top of the waiting list and is temporarily ineligible for child care assistance, leave the family at the top of the waiting list for a period of time not to exceed 90 calendar days, according to priority group and serve the applicant who is next on the waiting list unless an alternative procedure is provided in the agency's plan.

Minnesota Rules, part
3400.0040, subpart 17

Minnesota Rules, part
3400.0060, subpart 6

Are there exceptions to the 90 day policy that extends the timeframe for a family who has reached the top of the waiting list and is temporarily ineligible? Yes No

C. Child care for job search activities

1. When you authorize child care assistance during job search activities for families without an approved employment plan, how many hours do you authorize?

Minnesota Rules, part
3400.0040, subpart 15a

- Authorize the number of hours requested by the participant
- Authorize a standard number of hours **determined by the agency.**

CCAP Policy Manual,
Chapter 9.18

2. Do you verify the actual number of hours spent on job search? Yes No

D. Child care for school release days

How do case workers and billing workers authorize care for school release days in your agency?

CCAP Policy Manual,
Chapter 9.1.3

- Authorize actual hours needed and increase or decrease hours based on known school release days.
- Authorize the hours care is needed when there are no school release days.
- Authorize the highest number of hours care is needed with the provider.
- Other method.

How do you communicate scheduled and authorized hours to parents, providers and billing workers?

Conversations on the telephone, in person and emails.

E. Child care for families with flexible schedules

How do case workers and billing workers authorize care for families with flexible schedules in your agency?

CCAP Policy Manual,
Chapter 9.1.6

- Authorize the typical number of hours needed and when the schedule requires additional care, the provider bills for the additional care.
- Authorize the minimum number of hours care is needed and when the schedule requires additional care, the provider bills for the additional care. Payment is made by increasing the number of hours listed in the "total hours of care authorized" field on the billing window or by creating a new Service Authorization.
- Authorize the highest number of hours care is needed with the provider. The provider is expected to bill only for the time that care is needed.
- Other method.

How do you communicate scheduled and authorized hours to parents, providers and billing workers?

Telephone, in person and emails.

F. Authorizing care for clients with Employment Plans

Job counselors and CCAP workers must communicate child care needs for clients with Employment Plans. Guidance can be found in [CCAP Policy Manual, Chapter 16.1](#).

1. Schedules and Authorizations

CCAP workers must obtain an activity schedule or the days and times that child care is needed. Who is responsible for obtaining the schedule information from the client?

- Job counselor provides schedule or days and times that child care is needed to CCAP worker.
- CCAP worker obtains schedule from client.
- Other method.

2. How do you communicate required information between job counselors and CCAP workers (email, fax, case notes, verbal, DHS-7054, etc.)?

Status Updates, Employment Plans, talk to them on phone or in person.

IV. Provider compliance policies

A. Reasons for closing a provider's registration

Minnesota Statutes, section 119B.13, subdivision 6(d) allows counties and tribes to refuse to issue a child care authorization, revoke an existing authorization for a provider, stop payment, or refuse to pay a bill under circumstances described in the six clauses below. Counties and tribes must indicate which clauses they will include in their plan, and must apply the policies consistently to providers.

CCAP Policy Manual,
Chapter 9.3

CCAP Policy Manual,
Chapter 14

- An agency cannot implement these policies without establishing them in their plan.
- An agency must notify their CCAP Policy Specialist at least 10 days prior to closing a provider's registration or taking any other action to enforce any of these policies, except clause 4 when notified by DHS.
- An agency that does not implement these policies may still pursue a fraud disqualification for a provider. These policies can be used in addition to, or in combination with, a fraud disqualification.

Does your agency plan to disqualify providers for reasons listed in Minnesota Statutes, section 119B.13, subdivision 6(d)?

Yes No

V. Policies applicable to legal nonlicensed (LNL) providers

A. Unsafe care criteria

Individuals must pass a background study prior to being approved as an LNL provider. You have the option to apply additional conditions, beyond the background study disqualifications, under which care is considered unsafe. DHS recommends you review the following sections of statute to ensure that your policies are not requirements that are applied to all providers:

- Minnesota Statute, sections 119B.125, subdivision 2
- Minnesota Statute, sections 245C.14 or 245C.15

Note that a conviction for a crime or offense not listed in sections 245C.14 or 245C.15 is not an automatic bar to authorization as an LNL provider. A conviction for a crime or offense not listed may only bar an authorization if the crime or offense reflects on the provider's ability to provide care.

Do you apply additional conditions of unsafe care **beyond those contained in Minnesota Statute, sections 245C.14 or 245C.15**, to LNL providers or LNL care arrangements? Yes No

B. Background checks for legal nonlicensed (LNL) providers

You are required to complete a criminal background study on all LNL providers and persons residing in their households.

1. Do you charge a fee to unlicensed providers when completing the required criminal background check?

Yes No

How much do you charge for the background check? Fees are not to exceed \$100 annually.

per family per person \$ 50.00

2. How often do you reauthorize providers?

Yearly Every Two Years Other

3. Do you request background information from other agencies when a provider is registered by another agency?

Yes No

C. Records of substantiated parental complaints

Within 24 hours of receiving a complaint concerning the health or safety of children under the care of an LNL provider, an agency must relay the complaint to the agency's child protection agency, county public health agency, local law enforcement, and/or other agencies with jurisdictions to investigate complaints. When a report is substantiated, see Minnesota Rules, part 3400.0140, subpart 6, for record retention and provider payment policies.

Minnesota Statutes,
chapter 13

When complaints are substantiated, how do you:

- a. Maintain these records, and
- b. Make this information available to the public when requested?

A complaint would be referred to Children's Services and go through the intake process.

VI. Special needs rates

Special needs rates, above the standard maximum rates, can be paid to providers if approved by the commissioner of DHS (up to the provider's charge).

Minnesota Statute,
section 119B.13,
subdivision 3

Minnesota Rules,
part 3400.0130,
subpart 3

CCAP Policy
Manual,
Chapter 9.54

A. Special needs rates for children in at-risk programs

You may choose to pay special needs rates to certain populations defined as "at-risk" in your County and Tribal Child Care Fund Plan. You must have DHS approval for these rates to be paid. At-risk means environmental or familial factors exist that could create barriers to a child's optimal achievement. If you have chosen to pay special needs rates for specialized care to identified at-risk populations, include information for each facility that provides specialized services. If you have a contract or agreement with the identified facilities, submit the contract or agreement as an attachment to this plan.

Identified at-risk population group	Facility name	Rate by age category	Rate schedule	Begin date	Documentation that supports the approved rate that is on file from the provider	Documentation in the file that supports that the child is included in the at-risk population

If this information changes, including additional population groups identified by your agency, new facilities, or a proposed change in rates paid, DHS must approve the change. Submit a request to amend your plan. This information will be used during case audits.

B. Special needs rates for care of sick children

You may choose to pay special needs rates for the care of sick children. Special needs rates for care of sick children apply to rates paid above the standard maximum rates to a provider that cares for sick children. You must have DHS approval for these rates to be paid.

Minnesota Rules, part
3400.0110, subpart 8

1. Identify the provider type, rate(s) approved, rate schedule and the approved rate begin date for each special need rate currently paid above the standard maximum rate when care is for a sick child. **Do not attach client-specific information to this plan.**

Provider type	Rate by age category	Rate schedule	Approved rate begin date

VII. Payment policies

A. Payment to two providers when a child is sick

When a child is sick and being cared for by a second provider, do you pay both the regular provider that charges an absent day if the child has not reached the absent day limit and the second provider that is caring for the child?

Minnesota Rules, part
3400.0110, subpart 8

Yes No

Note: If the rate paid for care of sick children exceeds maximum rates, the "rates for care of sick children" must be included in the special needs rates section of this plan.

B. Submission of invoices

If a provider receives an authorization of care and a billing form for an eligible family, the provider must submit the billing form to the agency within 60 days of the last date of service on the billing form. If the provider shows good cause for the delay then you may pay bills submitted after 60 days.

Minnesota Statute, section
119B.13, subdivision 6

1. What is your **definition of good cause** for delay in submitting a billing form? Agency error must be included in this definition.

If an agency error occurred which prolonged the process of billing the county shall approve vouchers submitted after 60 days of the last date of the service under the following condition: serious illness, hospitalization/death of provider or the provider's family; catastrophic disaster; county error.

2. When is a provider signature not needed on a billing form?

Documented death or serious illness.

3. Do you require the parent signature on the billing form? Yes No

- 3a. When is a parent signature not needed on a paper billing form?

If the provider sends in the sign/in, sign/out sheet because they are unable to get the parent to sign.

- 3b. Does your agency have any providers using MEC² PRO? Yes No

C. Underpayments

If you have underpaid according to Child Care Assistance Program policies, do you make corrective payments?

Yes No

If yes, under what conditions do you make corrective payments? You may apply criteria such as a dollar amount or how far back the situation occurred.

If an error was made in determining CCAP eligibility and this created the copay to be wrong, the difference in the copay would be in error would need to make a corrective payment. Can go back 6 months. If a case was closed in error, there would be an underpayment.

D. Provider rates

Does your agency enter provider rates on MEC²? Yes No

E. Absent day policy

The Child Care Assistance Program limits the number of paid absent days for licensed child care providers and license-exempt centers. Payment may exceed absent day limit at the request of the provider and with the approval of the county or tribe, if at least one parent in the family:

Minnesota Statute,
section 119B.13,
subdivision 7

- Is under the age of 21; and
- Does not have a high school or general equivalency diploma; and
- Is a student in a school district or another similar program that provides or arranges for child care, parenting support, social services, career and employment supports, and academic support to achieve high school graduation.

Do you have any registered child care providers that meet these requirements? Yes No

VIII. Program integrity

A. Agency case management reviews can be used to determine causes of errors and identify specific policies needing review.

1. Do you conduct case management reviews of CCAP? Yes No
2. Do you conduct case management reviews of CCAP providers? Yes No

IX. Other information

A. Additional agency optional policies

Do you have any other policies that apply to the Child Care Assistance Program which are not specifically required by state or federal rule or law? (Minnesota Rules, part 3400.0140, subpart 1) (Minnesota Rules, part 3400.0150, subpart 2)

No.

B. Agency developed forms

All agency developed forms and notices used for CCAP must reflect current policy and be approved by DHS. Counties and tribes must use forms developed by DHS for administration of CCAP. Agency developed forms must not duplicate or replace DHS forms. Local agencies may create supplemental forms subject to DHS approval. Forms must be written using plain language standards and meet other communication guidelines.

Use this table to list all agency developed forms, notices, and documents.

All new and/or amended forms, notices, or written documents that have not been previously approved must be submitted with this plan for DHS approval.

Ensure that all forms and documents previously approved by DHS are in compliance with current statute, memos, bulletins, and the CCAP Policy Manual.

Note: Refer to the DHS memo announcing this plan for a list of DHS created documents required for CCAP. Do not list or submit DHS created documents.

Name of Agency Developed Form	Form reflects current CCAP policy	Status of current form
CCAP Employability Plan	<input checked="" type="checkbox"/> Agency assures compliance	<input checked="" type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan

X. County and tribal assurances

Check the designated boxes below to assure compliance.

A. The county or tribe is informing parents about the following as required under Minnesota Rules, part 3400.0035, subpart 1.

- The documentation necessary to confirm eligibility for CCAP
- Waiting list information
- Application procedures

County or tribe assures compliance

In addition, the agency uses the following:

"Parent Acknowledgement When Choosing a Legal Nonlicensed Provider" (DHS-5367) assures compliance with the following:

- Families rights and responsibilities when choosing a provider

"Do You Need Help Paying for Child Care?" (DHS-3551) assures compliance with the following:

- Federal and state child and dependent care tax credits
- Earned income credits
- Other services for families with young children
- Child Care Aware services
- Child Care Assistance Program eligibility requirements
- Family copayment fees and how computed
- Information about how to choose a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee; and
- The importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

County or tribe assures compliance and uses DHS-5367 and DHS-3551

B. The agency is distributing the following required information to registered legal nonlicensed providers:

Distribution requirements may be accomplished by giving the materials directly to the provider, or to the parent and establishing a method to ensure that the provider receives the material as required under Minnesota Rules, part 3400.0140, subpart 5.

Use of "Health and Safety Resource List for Parents and Legal Nonlicensed Providers" (DHS-5192A) assures compliance with the following:

- Child immunization requirements
- Child nutrition
- Child protection reporting responsibilities
- Health and safety information
- Child development information
- Referral to Child Care Aware; and
- Resources and training options to meet federal and/or state-required health and safety topics

County or tribe assures compliance by use of DHS-5192A

OR

County or tribe assures compliance by sending other materials that meet these requirements
(Do not attach copies of these materials to this plan)

C. Child Care Assistance Program (CCAP) Tasks and Timeframes

The county or tribe must perform tasks and meet timeframes required to administer the Child Care Assistance Program. These tasks include, but are not limited to:

- Assessing CCAP eligibility
- Registering child care providers
- Processing payments

These tasks and timeframes are required under the Child Care and Development Fund (CCDF), 98.11(a)(3) Administration under Contracts and Agreements, Minnesota Statutes 119B, Minnesota Rules 3400, CCAP Policy Manual, and MEC² User Guide.

County or tribe assures compliance

D. Child Care Assistance Program (CCAP) Funding

DHS releases a forecast twice each fiscal year (November and February) which includes the overall budget for the Child Care Assistance Program, including all child care subprograms and administrative dollars. The county or tribe is reimbursed administrative dollars as outlined in Minnesota Statutes 119B.15. In addition to receiving the Basic Sliding Fee allocation, the county or tribe contributes a fixed local match equal to that county's/tribe's calendar year 1996 contribution, as outlined in Minnesota Statutes 119B.11, Subd. 1.

The county or tribe is provided a calendar year Basic Sliding Fee allocation, published at least annually and based on the formula outlined in Minnesota Statutes 119B.03, Subd. 6. When there is not sufficient funding to serve all eligible non-MFIP families, the county or tribe manages the Basic Sliding Fee waiting list according to the priorities outlined in Minnesota Statutes 119B.03, Subd. 4.

County or tribe assures compliance

E. Child Care Assistance Program (CCAP) Reporting

The county or tribe is required to submit timely reports to the Department of Human Services. The reports include, but are not limited to:

- Basic Sliding Fee waiting list
- Override monitoring
- Basic Sliding Fee adjustments

County or tribe assures compliance

The above amendments to the Hubbard County and Tribal Child Care Plan as approved at the Hubbard County Board meeting on December 19th, 2017.

Approved:

Vern Massie, County Board Chairman

Deb Vizecky, Agency Director