

Provider Compliance Addendum – Itasca County

Your agency indicated in Section IV. that you will apply and enforce provider compliance policies. Please complete the area(s) below.

If your agency created any written forms or documents to inform providers of your policies in this area:

- Please identify how you are going to notify CCAP providers that your county will be implementing some of the provisions included in MN Statute 119B.13, subdivision 6(d).
- Indicate this in Section IX. B., and
- Attach copies of your agency forms and submit them to DHS with your plan. If these forms or notices aren't ready yet, you can submit them later. You can submit draft forms for review at any time.
- It is an option to use both system and DHS approved non-system forms and notices

Clause 5: A provider submits false attendance reports or refuses to provide documentation of the child's attendance upon request.

Clause 6: A provider gives false child care price information.

For agencies that choose to implement clauses (5) and (6), describe how your agency will determine whether violations are corrected for each clause.

Clause 5:

Itasca County Health and Human Services has the right to refuse to pay a bill, revoke child care authorization, and refuse to issue a child care authorization to a provider that submits false reports or refuses to provide documentation of a child's attendance upon request.

Upon request, providers will be required to submit monthly attendance records. Monthly attendance records will need to be complete to show dates and times of attendance and to the extent possible, this must be documented by the person dropping off and or picking up the child.

If a provider does not comply with the request for attendance records, the agency may close the provider's CCAP registration. A referral to the Itasca County fraud office may also be made.

To demonstrate compliance with the above requirements, the provider must submit a signed statement that they understand and will follow the requirement(s) in the future.

If the county makes the decision to close a provider registration and a provider corrects a requirement prior to the end of the 15-day notice period, then the registration will be reinstated.

If a provider corrects a requirement after their registration closes, then they must re-register using the appropriate Provider Registration form DHS-7195 or DHS-5190 -92 and submit for approval.

Clause 6: A provider is in violation of CCAP rules if they charge CCAP families a higher rate than non-CCAP families. When providers sign the Registration and Acknowledgement form they acknowledge that they understand this rule. Wrongfully obtaining child care will be investigated and the provider may be charged with a crime.

Itasca County requires providers to submit copies of their billing policies to the agency at authorization and at any time they update their billing and payment policies. Itasca County will review CCAP billings that are submitted and compare the rates as listed by the provider. If billing and/or child care pricing information is falsified, Itasca County may close the provider's CCAP authorization and stop payment.

The provider will be required to resubmit new billing forms with the same rates charged to the Non-CCAP families.

To demonstrate compliance with the above requirements, the provider must submit a signed statement that they understand and will follow the requirement(s) in the future.

If the county makes the decision to close a provider registration and a provider corrects a requirement prior to the end of the 15-day notice period, then the registration will be reinstated.

If a provider corrects a requirement after their registration closes, then they must re-register using the appropriate Provider Registration form DHS-7195 or DHS-5190-92 and submit for approval.

Notifying Providers

You must include how you will notify providers of these policies.

Notification options include:

- Sending a mailing to all providers registered with your agency.
- Adding information to your agency's provider registration packets.

Indicate how you plan to notify providers about these policies.

All registered CCAP providers will be sent a memo. The memo will be included in all new provider registration packets.