



The Licensing Link

Spring: April 2023

Dakota County Social Services

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At last, could it be Spring? Warmer weather, brighter days, and garden blooms await. The Family Child Care Licensing (FCCL) Team wish all providers a Happy Spring!

We at FCCL value the role of child care providers and the service you provide to families and the community. On behalf of Dakota County thank you for your dedication and expertise.

FCCL Efforts:

In addition to being tasked with FCC inspection and regulation by the Department of Human Services (DHS), FCCL also strives to build positive and respectful connections with community partners, families, and child care providers. We demonstrate this effort through transparency, explanation of statute, rules, discussion of our policies, and providing ongoing information to child care providers about FCCL and DHS happenings.

FCCL can relate to some of the stressors providers may experience during relicensing and/or off year visits. No expectation surrounding relicensing or off year visits should come as a surprise, and we believe all providers should be informed of what FCCL is tasked to inspect by DHS. Providers may view these DHS mandated inspection checklists on our website [Providing Child Care | Dakota](#). Each checklist relates to a particular type of inspection visit. FCC Licensing Social Workers complete and submit these checklists electronically to DHS for every visit. Providers are not mandated to complete these checklists, however it is very important for providers to know what will be reviewed.

We too at Dakota County FCCL receive similar “licensing visits” in the form of full program and provider documentation audits by DHS. If FCCL lacks required provider inspection documentation per either of the DHS checklists as outlined above, we too are subject to DHS issued compliance orders, very similar to provider “fix it tickets and or correction orders”. FCCL also experiences stress and sometimes tension surrounding our required audits, so we do our best to extend compassion when completing provider visits. FCCL underwent a full Rule 13 DHS audit March 15 –17, 2023; positive results.

For FCCL, provider relicensing/off year visits are not intended to be a “got ya” moment, but rather a time to review, observe, and by using the applicable checklist, ensure the health and safety of your program and the children in your care.

~ *Mitzi Mabry, FCCL Supervisor*



Important MN Department of Human Services News & Updates*

Systems Transformation Update:

[Child Care Systems Transformation / Minnesota Department of Human Services \(mn.gov\)](#)

The Minnesota Department of Human Services (DHS) is implementing a new system for child care licensing, certification, and Child Care Assistance Program (CCAP) registration at both the state and county level to eliminate current paper-based processes and create a more efficient and user-friendly experience.

The new system creates an online Provider Hub for all child care providers to have 24/7 self-service access to certification/license information and a centralized location to complete certification/licensing and CCAP provider registration processes.

The Provider Hub will be used by licensed family child care programs, licensed child care centers, certified child care centers, legal non-licensed providers, county licensing agencies, DHS child care licensing and certification, and CCAP provider registration agencies.

Implementation Timeline

The Provider Hub will be implemented in phases by provider type, beginning with certified child care providers, followed by licensed child care centers, and finally family child care providers.

Implementation of the Provider Hub will begin with certified child care providers on April 11, 2023. Implementation for licensed child care centers is targeted for August 2023, **and implementation for family child care providers is targeted for October 2023.** CCAP provider registration through the Provider Hub and a new public compliance monitoring website, replacing [Licensing Information Lookup](#), are also targeted for implementation in October 2023.



Technology and Internet Resources

The Provider Hub will be accessible on mobile devices, tablets, and computers, and will include language support in English, Spanish, Somali, and Hmong.

Once the Provider Hub has been implemented for a provider type, applicants and providers of that provider type will use the Hub to apply for a license/certification, make changes to a license/certification, request variances, and submit information for licensing/certification reviews. After the CCAP provider registration function is launched, providers will use the Hub to register for and renew with the Child Care Assistance Program.

Resources are available to support child care providers with accessing technology and the internet.

Providers can apply for [Child Care Services Grants](#) through Child Care Aware to provide funds to help cover the cost of supplies, equipment, technology, and training.

* Information above provided directly from the March 2023 DHS Systems Transformation monthly bulletin.



Child Care Program Roles

Planning ahead for school breaks and summer months

In addition to a program license holder(s), a licensed family child care program may elect to utilize additional caregivers. During summer months and school year breaks, FCCL has found that it is not uncommon for providers to utilize additional supports. Outlined below are roles which additional “caregivers” may fulfill along with the corresponding training requirements for each role.



Note: use of any caregiver role does not change a programs approved license class or allow for increase of capacity limits.

Background study clearance may be required prior to utilizing a caregiver role as defined below. In addition to training outlined for each of these roles, the license holder is also responsible for orientating program “caregivers” on program policies, procedures, escape and severe weather plan, and child special needs, i.e., allergies, special diet, and medications.

Roles

What is a **Helper**? A helper is a person between the ages of 13 and 17 who assists the LH with the care of the children. They can not be left alone to supervise the children, and they require six hours of training within their first year, and are required to take AHT **before** caring for children and SUID (before caring for infants).

What is a **Substitute**? A substitute is an adult who in the license holders absence, provides child care for 500 or fewer annual hours. A substitute requires a minimum of: The Basics for Licensed Family Child Care for Substitutes course, Pediatric 1st Aid and CPR, AHT, SUID (if caring for infants), and CARS (if transporting children).

What is a **second adult caregiver**? A second adult caregiver is an adult who provides child care along with the LH for more than 500 hours annually. Before caring for children the second adult care giver must also complete the same training as applicable for the LH. The same training standards are required if a second adult care giver provides less than 500 hours of care annually. The training requirements for a substitute and a second caregiver working LESS than 500 hours are the same.

What does annually mean? Annually as outlined above applies to the license holders effective program license dates. Depending upon the age of the children in your program and the type of roles performed, some trainings may require refreshers to be taken every 2, 3, or 5 years. If you have questions, please contact your licensur.

Additional information can also be found at : [Module 9 - Requirements for Substitutes and Other Caregivers / Minnesota](#)

Rule Reminder: Basement Egress Windows



We are excited to see that some of you are re-arranging child care spaces to best suit your program and home needs. With that in mind, we would like to remind you that basements used for care need to have an approved escape window. Typically, basement escape windows need to be located in each room used for care but a fire inspector can always help ensure that they are located in the proper locations. The most common issue with replacement or newly installed windows is that the installer may not know that your home is licensed for child care. If you are looking to replace or install windows prior to licensing a basement, please remember to tell your installer that you need an approved escape window for daycare installed and not a standard window.

Detailed information on escape opening requirements can be found here: [Emergency Escapes \(mn.gov\)](#)



Training and Resources

The next pages are dedicated to training, updates, and resources available for family child care providers.



Training Sign Up Through



Think Small/Child Care Aware of Minnesota now offers live online Instructor-Led Trainings!

*A Develop ID number **and** a free Think Small Institute account are required to register for online trainings.*

Behavior Guidance with a Diversity and Equity Lens

Online with Angele Passe

Monday, April 17, 6:30-8:30pm

KCF II.C: Promoting Social & Emotional Development

2 hours, **\$10.00**

Child Development Basics: The Preschool Years

Online with Hannah Riddle

Tuesday, April 25, 6:30-8:30pm

KCF I: Child Development & Learning

2 hours, **\$10.00**

In Person:

Health & Safety I - Family Child Care (In-Service)

with Fowsiya Dahir

For Family Child Care only

Saturday, April 29, 9:30-11:30am

KCF VII.A: Establishing Healthy Practices

2 hours, **FREE** [Apple Valley Community Center](#)

Health & Safety II - Family Child Care (In-Service)

with Fowsiya Dahir

For Family Child Care only

Saturday, April 29, 9:30-11:30am

KCF VII.B: Establishing Healthy Practices

2 hours, **FREE** [Apple Valley Community Center](#)

Dakota County Family Child Care Association

"DCFCCA is a non-profit group of volunteer family child care providers. Dakota County Licensing is a separate and non-affiliated agency."



Dakota County Family Child Care Association

Our Future is in Our Hands

We Are Looking For You!

Mission Statement

The DCFCCA is committed to promoting quality licensed family child care within the community by offering providers affordable education and professional support.

- ◆ Membership includes **free monthly training** options, including KCF required training. Annual membership is \$40.
- ◆ Easy online membership process and training registration
- ◆ Free one-year membership for new licensed providers
- ◆ Bi-Monthly Newsletter
- ◆ Free advertising on our Provider Directory.
- ◆ Private members only Facebook page
- ◆ Mentorship Program for new providers
- ◆ Providers Night Out socializing opportunities
- ◆ Volunteer Opportunities
- ◆ Non-member training registration is also available online.

JOIN NOW!

For more information, visit our website at www.dcfcca.org.

DCFCCA is a non-profit group of volunteer family child care providers. Dakota County Licensing is a separate and non-affiliated agency.



Training and Resources Continued

Annual Training Requirements

Did you know?

For license holders and co-license holders, the DHS requirement is to complete a minimum of 16 hours of training each licensing year. For example, if your first year license began 9/1/22, by 8/31/23 both the license holder and any co-license holder each need to complete 16 hours of training. If you have a two year license, for example beginning 9/1/22 and expires on 8/31/24, both the license holder and any co-license holder both need to complete 16 hours of training between 9/1/22 to 8/31/23, and 16 hours each of training between 9/1/23 to 8/31/24.

How do you find KCF I and/or KCF II courses on Develop?

- Log into your Develop Account.
- Go to Course Catalog
- Click on the arrow in the tab that reads Filter by Primary Knowledge and Competency Framework.
- Select either: I: Child Development and Learning OR II.C Promoting Social and Emotional Development.
- Select a class.



"Parent Aware is provider training and rating program. Dakota County Licensing is a separate and non-affiliated agency."

Why get a Parent Aware Rating?

Programs participating in Parent Aware have access to incredible benefits that can support their work with children and their families. Parent Aware recognizes and rewards commitment to quality. If you participate in the Full-Rating Pathway, you may be eligible to receive financial supports to improve your quality. Depending on your Rating Pathway and Star Level, these include:

- Parent Aware grants to invest in your program
- The ability to accept Early Learning Scholarships
- Higher Child Care Assistance reimbursement rates

You also receive free marketing materials and appear at the top of search results on ParentAware.org!

Comments from Family Child Care Providers about the program:

"I want to take a moment and say thank you, thank you. Our space is evolving into a space of learning, fun and individual challenges for all ages. I couldn't do it without Parent Aware. The guidance and teamwork. Love the partnership!!"

"It was so nice to have the support we received from our Coach and Parent Aware. That support made the process less intimidating and less stressful."

The next cohort will start this summer July 2023, and we have already started accepting applications. If you would like to join an information session to get more information about Parent Aware, dates and times for sessions are below.

Thursday May 25, 2023 ~ 2-3pm- Click [HERE](#) to register

Questions or more information? Contact Tanisha Lungelow-Staff Leader of Parent Aware Recruitment for the 7-County Metro Area at 651-233-2297 or email tlungelow@thinksmall.org



Licensing Link: April 2023 Quiz

(Return this quiz to your licensor via mail or email for one hour of training credit!)

Name: _____ Licensing Social Worker: _____

1. Where are the free Health & Safety I and II being held on April 29th? _____.
2. Per DHS, what is the minimum number of training hours required by license holders in _____ each licensing year? _____.
3. The new and forthcoming DHS system that will provide all child care providers to have 24/7 self-service access to certification/license information and a centralized location to complete certification/licensing and CCAP provider registration processes is called the _____ Hub.
4. What website(s) can providers access to find out more information about question #3?
_____.
5. T or F Dakota County Family Child Care Licensing also undergoes regular inspections and audits, similar to the process of a child care provider?
6. What agency regulates family child care provider statute, rules and also audits Dakota County Family Child Care for adherence to these governing mandates? _____.
7. What type of flower is prominently featured throughout this licensing link newsletter? _____.
8. Reference to question #3, in order to access the new and pending DHS Hub, funding may be available for provider technology and internet needs through which agency? _____.
9. A helper within your program needs to be at least _____ years of age, and complete _____ hours of annual training.



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Dakota County Social Services

<http://www.co.dakota.mn.us/healthfamily/childcare/providing>

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