



# The Licensing Link

October 2023

Dakota County Social Services

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*Greetings Dakota County Family Child Care Providers,*

We would like to begin by thanking you all for your continued commitment to provide valuable and affordable child care to our community families. With FCCL focus on transparency and keeping providers informed of statute 245A, and rule 9502 expectations, a reminder; the Family Child Care Licensing Team (FCCL) has posted all MN Department of Human Services (DHS) licensing inspection checklists on our website for your reference. [Providing Child Care | Dakota County](#)

In continued effort to support our providers, we have received feedback that monthly FCCL provider email blasts, in addition to updates sent to providers from DHS, may be a bit too much. The FCCL team hears you, and therefore we will be taking a hiatus on sending provider email blasts until April 2024, when the DHS Provider Hub roll out is planned. We will continue disseminating our bi annual newsletters. We value provider feedback and suggestion. Within the upcoming weeks, FCCL will be sending out a 5 minute all provider survey inquiring about the children served in your program, provider training topics that may be of interest, and how FCCL can better support all our providers.

Thank you again for your professionalism and dedication to providing safe and caring child care services.

*Mitzi Mabry, FCCL Social Services Supervisor*

## COVID-19 Reporting Updates

If you find yourself in need of a quick reference guide for critical COVID information, look no further than our Dakota County provider home page:

<https://www.co.dakota.mn.us/HealthFamily/ChildCare/Providing/Pages/default.aspx>

### COVID-19 Reporting Updates

The Minnesota Department of Health recently updated how family child providers are to report positive COVID-19 cases within a program. Providers are no longer required to report individual cases of COVID-19 and instead are required to report total number of child and staff cases. The goal of this transition is to keep reporting sustainable while also ensuring monitoring of disease incidence and impact still occurs.

## ***Legislative Updates***

### **Development of the Department of Children, Youth, and Families**

Information referenced from: [DCYF Implementation / Minnesota Management and Budget \(MMB\) \(mn.gov\)](#)

The 2023 legislature included the Governor’s proposal to establish the new agency and funding for implementation in the Health and Human Services Omnibus bill. Authorizing language can be found in [2023 Minnesota Session Law, Chapter 70](#) and a plain-language explanation of the statute can be found in the [DCYF Statutory Explainer document](#). The statute appropriates funds for an Implementation Office, established on July 1, 2023, and housed at Minnesota Management and Budget (MMB). This office works in partnership with state agencies and through the Children’s Cabinet on planning and transition efforts to coordinate and plan for the creation of the new agency centered on our most precious resources: our children, youth, and families.

Divisions identified to move to DCYF include:

#### **Children and Family Services at the Department of Human Services:**

- Management Operations and Business Integration
- Child Care Services
- Child Safety and Permanency
- Child Support
- Economic Assistance and Employment Supports Division (except housing programs)

#### **Office of Inspector General & Department of Human Services Operations**

- Licensing functions for family child care, child care centers, certificated child care centers, and child foster care.
- Program integrity units for related Child and Family Service (CFS) programs
- DHS Central Office functions - Human Resources, Finance, General Counsel, Compliance, and Management Services, among others.

#### **Programs from the Office of Teaching and Learning at the Department of Education**

- Early Learning Services division (except Part B 619)
- After-School Community Learning Grant Program

#### **Programs from the Department of Public Safety:**

- Juvenile Justice Advisory Committee
- Youth Intervention Program grant
- Youth Justice Office
- Office of Restorative Practices



#### **Program from the Child and Family Health Division at Minnesota Department of Health:**

- Help me Connect

**At this time, FCCL does not foresee any changes to FCC licensing statute, rule, or guidelines. DHS will provide further information as the development of the Department of Children, Youth, and Families progresses. Dakota county FCCL is not aware of any additional information on the development of this office, however we will continue to share any updates we receive with providers.**

#### **Additional information:**

[DCYF Implementation / Minnesota Management and Budget \(MMB\) \(mn.gov\)](#)

[Department of Children, Youth, and Families Implementation Update: Sept. 27, 2023 \(govdelivery.com\)](#)

## ***Fire Safety Tips:***

Check your smoke and carbon monoxide detector on a monthly basis. According to Rule and Statute [245A.52, subdivision 5](#) (a) for Family Child Daycares, all rooms used for sleeping should have a carbon monoxide detector within 10 feet of the room.

Remember the acronym **PASS** when using a fire extinguisher

**Pull**- Pull the pin to unlock the extinguisher

**Aim**- Aim at the base (bottom) of the fire and stand 6 to 10 feet away

**Squeeze**- Squeeze the lever to discharge the agent

**Sweep**- Sweep the spray from left to right until the flames are totally extinguished



## **Annual Training Requirements**

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 9/1/23, by 8/31/24 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 9/1/23 and expires on 8/31/25, both the license holder and any co-license holder both need to complete 16 hours of training between 9/1/23 to 8/31/24, and 16 hours each of training between 9/1/24 to 8/31/25.

### **So what's required?**

#### **Annually within your license date span:**

Active Supervision (2 hours)

Child Development and Learning OR Behavior Guidance (2 hours)

(Look for courses under Knowledge and Competency Framework Area I. or II.C. . Promoting Social and Emotional Development to meet this requirement).

SUID (if caring for infants) \*Course is required in person or on line every 2 years

AHT (if caring for children under school age) \*Course is required in person or on line every 2 years

#### **Every 2 years within your license date span:**

Pediatric CPR and First Aid

#### **Every 5 years within your license date span:**

Health and Safety I/II and Health and Safety I/II counts for the Active Supervision requirement for that year.

CARS (if placing children under the age of 8 in a child passenger restraint)

## Expiration of Enhanced Background Studies

Enhanced Background Studies (fingerprinting) are valid for 5 years. *The Department of Human Services began a phased rollout of enhanced background studies for child care provider types on Oct. 4, 2018. This means the first enhanced child care background studies will **start to expire in October 2023.***

After five years, a new study for each required individual needs to be submitted.

*The study expiration date is five years from the original determination date. The study expiration date is based on a study subject's original enhanced study's determination date, which may or may not be the study that your entity submitted. Even if another entity submitted that original study, the correct expiration date will show in NetStudy2.0.*

*To comply with the five-year requirement, new studies will need to be submitted; however, those **new studies should not be submitted more than 90 calendar days before the individual's study expiration date.***

*New studies that are submitted too far in advance of the study expiration date will not extend the original expiration date and will not meet the requirement for a new study every five years. For example, for an enhanced child care background study with an expiration date of Oct. 4, the earliest the entity should submit a new study for that affiliated individual would be July 6.*

To resubmit a study, one needs to initiate a study in the NetStudy2.0 system and complete the fingerprinting process. Information taken directly from <https://mn.gov/dhs/general-public/background-studies/for-entities/child-care/>



### 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.

**JOIN NOW!**

- ◆ 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.

For more information, visit our website at [www.dcfcca.org](http://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



### Mandated Reporter Training for Those Who Work with Children

Tuesday, October 17<sup>th</sup>, 2023

6:00 p.m. – 8:00 p.m.

*Presented by Dakota County Children and Family Services  
and the Dakota County Attorney's Office*

Link to register: [Webinar Registration - Zoom](#) (right click, open hyperlink)

#### ***What does the training cover?***

Definitions of mandated reporter and neglect/abuse as it relates to child maltreatment  
Legal requirements of a mandated reporter  
Process of making a child protection report to Social Services  
What happens at Social Services after a report is received

\* Certificates will be provided for all registered attendees



Training Sign Up Through



#### [Health & Safety I - Family Child Care \(In-Service\)](#)

***For Family Child Care only***

**Saturday, October 28, 8:30 - 10:30am**

***KCF VII.A: Establishing Healthy Practices***  
2 hours

**Cost: FREE** (Registration closes 10/21/23)

[Apple Valley Community Center](#)

#### [Health & Safety II - Family Child Care \(In-Service\)](#)

***For Family Child Care only***

**Saturday, October 28, 10:45am - 12:45pm**

***KCF VII.B: Ensuring Safety***

2 hours

**Cost: FREE** (Registration closes 10/21/23)

[Apple Valley Community Center](#)

If you need assistance with creating a Develop account or registration, please call **651-641-3549**  
or email [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org).







# Show your stars!

The Minnesota Department of Human Services has announced new Parent Aware Grants. Starting July 1, Parent Aware Grant amounts will be tiered based on star ratings, and programs earning four-star ratings will be eligible for the grants.

### What is Parent Aware?

Parent Aware is the quality rating and improvement system for early care and education in Minnesota. Get the recognition you deserve for demonstrating best practices in early education! Benefits include:

- Free coaching sessions that fit your schedule
- Free professional development advising to set your own goals
- Free and low-cost trainings
- New activities to prep children for school
- No application fee
- Higher child care assistance rates
- Ability to accept early learning scholarships
- Additional resources and opportunities for rated programs
- Learn more at: [ParentAware.org/providers/benefits-for-rated-programs](https://ParentAware.org/providers/benefits-for-rated-programs)

- ★ **Building Quality Grants:** \$1000 after a minimum of 20 hours of coaching.
- ★ **Full-Rating Grants:**
  - 1 Star will receive \$1500,
  - 2 Stars will receive \$2000,
  - 3 Stars will receive \$3500 and
  - 4 Stars will receive \$4000
- ★ **New policy for re-rating:** rated programs that apply to be re-rated in advance of their current rating expiration date will only be eligible for grants if they earn a higher star rating level than they currently have.
- ★ **Providers that have participated in the Building Quality pathway** are eligible to participate again.

These quality improvement dollars can be spent on professional development training, curricula, assessment tools, toys, equipment, technology—such as a computer, printer, or software—or other materials tied to the provider's program goals.

To attend an information session visit [ParentAware.org/programs/districts/metro](https://ParentAware.org/programs/districts/metro) or contact Mischelle Ulrich: 952-985-4045 or [mulrich@360communities.org](mailto:mulrich@360communities.org).

To reach a Hmong/Somali/Spanish Interpreter, please call 651-665-0150. Yog xav tau ib tug Hmoob bhais lus, thov hu rau 651-665-0150, nyem #3. Si loo gaaro turjubaan Somali ah, fadlan soo wac 651-665-0150, option #4. Para solicitar un intérprete de español, por favor llame al 651-665-0150 opción #2.

**Great News!** The Minnesota Children's Museum is offering a Small Group Discount Program for licensed home day care providers.

<https://store.mcm.org/webstore/shop/viewItems.aspx?cg=dc&c=dcmem>



### Hot Topic

As a provider have you ever wondered about how to discuss with parents possible **developmental concerns** observed for their child in care? This can be a very sensitive topic to introduce, both for providers on how to approach the subject and what to say, and for parent(s), hearing this feedback and accessing available resources. Think Small and Child Care Aware are offering -

### **Courageous Conversations: Discussing a Child's Development with Families**

Class information and to registration: <https://app.developertoolmn.org/>

Information about inclusion for children with special needs: [Center For Inclusive Child Care](#)

# Licensing Link: October 2023 Quiz

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

Name: \_\_\_\_\_

Licensing Worker: \_\_\_\_\_

1. When practicing fire safety and using a fire extinguisher, what does the acronym **PASS** stand for?  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. What type of training is Dakota County offering on October 17, 2023?  
\_\_\_\_\_.
3. What are the two primary statute and rule that govern the operation and oversight of Minnesota in home family childcares?  
\_\_\_\_\_, and \_\_\_\_\_.
4. Providers are required to report individual cases of COVID-19 — True or False
5. Beginning at what age do children residing in your residence need to have a BGS completed? \_\_\_\_\_.
6. What is the name of the state umbrella agency that will soon include the Department of Human Services?  
\_\_\_\_\_.
7. Pediatric CPR and First Aid is required annually per your license date span? True or False

**Bonus Questions:** Not included in newsletter -

8. What does [Sec. 245A.06 MN Statutes](#) address? \_\_\_\_\_.
9. What MN Administrative Rules does rule [9502.0385](#) outline? \_\_\_\_\_.



# DAKOTA COUNTY FAMILY CHILD CARE LICENSING DIRECTORY

Intakes: [childcare@co.dakota.mn.us](mailto:childcare@co.dakota.mn.us)

## FCCL Social Workers

Demetria Costa	<a href="mailto:demetria.costa@co.dakota.mn.us">demetria.costa@co.dakota.mn.us</a>	952-891-7485	Eagan, Inver Grove Heights
Michelle Engquist	<a href="mailto:michelle.engquist@co.dakota.mn.us">michelle.engquist@co.dakota.mn.us</a>	952-891-7481	South St. Paul, Mendota Heights, Farmington A-Mo, Southern small cities
Jenna Lyons	<a href="mailto:jenna.lyons@co.dakota.mn.us">jenna.lyons@co.dakota.mn.us</a>	952-891-7324	Farmington Mp-Z, Lakeville O-Z, Special Family Child Cares
Julie Finnerty	<a href="mailto:julie.finnerty@co.dakota.mn.us">julie.finnerty@co.dakota.mn.us</a>	952-891-7405	Apple Valley, Lakeville A—N
Amy Novak	<a href="mailto:amy.novak@co.dakota.mn.us">amy.novak@co.dakota.mn.us</a>	952-891-7841	Burnsville R—Z, Rosemount
Jolene Swan	<a href="mailto:jolene.swan@co.dakota.mn.us">jolene.swan@co.dakota.mn.us</a>	952-891-7361	Burnsville A—Q, Hastings, West St. Paul, Small Cities
Supervisor: Mitzi Mabry	<a href="mailto:mitzi.mabry@co.dakota.mn.us">mitzi.mabry@co.dakota.mn.us</a>	952-891-7035	New Provider Inquiries, Intakes, and Illegally Unlicensed Reports

Dakota County Social Services

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

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