

CHAPTER 9565
DEPARTMENT OF HUMAN SERVICES
INDIVIDUAL AND FAMILY SERVICES

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HOMEMAKING SERVICES

9565.1000 SCOPE.

Parts 9565.1000 to 9565.1300 govern the administration, purchase, and provision of homemaking services.

Statutory Authority: *MS s 256.01 subd 2; 256E.05*

9565.1100 DEFINITIONS.

Subpart 1. **Homemaking service.** "Homemaking service" means the provision and/or teaching of child care, personal care, and home management to individuals and families.

Subp. 2. **Local service agency.** "Local service agency" means local agency under the authority of the county welfare board or human service board which is responsible for social services.

Statutory Authority: *MS s 256.01 subd 2; 256E.05*

9565.1200 STANDARDS OF SERVICES.

Subpart 1. **Availability of service.** Each local social service agency shall make homemaking services available to eligible families and adults, consistent with state and local social service plan requirements.

Subp. 2. **Qualified homemakers.** The local social service agency shall assure that each individual and family receiving homemaking services is served by a qualified homemaker.

The local social service agency shall assure that the recruitment, selection, and duties of homemakers are consistent with merit system standards.

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The local social service agency shall provide for training for homemakers and staff responsible for homemaking services.

Each homemaker shall have a minimum of 24 hours of training the first year of the homemaker's employment, and six hours training annually thereafter. The training shall include courses in homemaker skills, child and personal care, human growth and development, the aging process, nutrition and home management; and training in working with mentally retarded, mentally ill, chemically dependent, physically handicapped, and family malfunction.

The assignment of homemakers shall be made on the basis of the particular abilities and skills of the homemaker.

Subp. 3. Use of homemaker. A homemaker is to be utilized only as indicated by the service plan developed by the client, social worker, and homemaker. The service plan shall be managed by the social worker.

Subp. 4. Role of homemaker. The role of the homemaker shall be either that of a surrogate caretaker or that of a demonstrator or teacher working with individuals and families to help them achieve self-support; self-care; home-based care; or remedy of neglect, abuse, or exploitation of family members. The tasks shall include assisting with or giving child care, personal care, home management, food planning and preparation, laundering, and general household duties.

Subp. 5. Guidelines. The local agency shall develop guidelines for the use of the homemaking service to assure quality of practice. These guidelines shall include the following:

A. client-social worker discussion of the case which suggests the need for a homemaker; and

B. client participation in the decision to use homemaking services.

Statutory Authority: *MS s 256.01; 256E.05*

History: *20 SR 2248*

9565.1300 CONTRACTING FOR SERVICES.

Purchase homemaking services shall meet or surpass the same standards as the local service agency should it provide services directly.

The local social service agency shall assure that it purchases that part of the homemaking services that the vendor is qualified to provide.

When the local social service agency purchases homemaking services, it has the responsibility to develop the service plan, provide ongoing, counseling help to the client, supervise the homemaker's activities provided in the service plan, and periodically assess progress and continued need for service, unless the contractor is a recognized social service agency capable of performing these functions.

Statutory Authority: *MS s 256.01 subd 2; 256E.05*

9565.1400 [Repealed, 22 SR 340]

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- 9565.2200** [Repealed, 22 SR 340]
- 9565.2300** [Repealed, 22 SR 340]
- 9565.2400** [Repealed, 22 SR 340]
- 9565.2500** [Repealed, 22 SR 340]
- 9565.2600** [Repealed, 22 SR 340]
- 9565.2700** [Repealed, 22 SR 340]
- 9565.2800** [Repealed, 22 SR 340]
- 9565.2900** [Repealed, 22 SR 340]
- 9565.3000** [Repealed, 22 SR 340]
- 9565.3100** [Repealed, 22 SR 340]
- 9565.3200** [Repealed, 22 SR 340]
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- 9565.3400** [Repealed, 22 SR 340]
- 9565.3500** [Repealed, 22 SR 340]
- 9565.3600** [Repealed, 22 SR 340]
- 9565.3700** [Repealed, 22 SR 340]
- 9565.3800** [Repealed, 22 SR 340]
- 9565.3900** [Repealed, 22 SR 340]
- 9565.4000** [Repealed, 22 SR 340]
- 9565.4100** [Repealed, 22 SR 340]
- 9565.4200** [Repealed, 22 SR 340]
- 9565.4300** [Repealed, 22 SR 340]
- 9565.5000** [Renumbered 3400.0010]
- 9565.5010** Subpart 1. [Renumbered 3400.0020, subpart 1]
 - Subp. 1a. [Renumbered 3400.0020, subp. 2]
 - Subp. 1b. [Renumbered 3400.0020, subp. 3]
 - Subp. 2. [Renumbered 3400.0020, subp. 4]
 - Subp. 3. [Renumbered 3400.0020, subp. 5]
 - Subp. 4. [Renumbered 3400.0020, subp. 6]
 - Subp. 5. [Renumbered 3400.0020, subp. 7]
 - Subp. 6. [Repealed, 18 SR 1144]
 - Subp. 7. [Repealed, 18 SR 1144]
 - Subp. 8. [Renumbered 3400.0020, subp. 8]
 - Subp. 9. [Renumbered 3400.0020, subp. 9]
 - Subp. 10. [Renumbered 3400.0020, subp. 10]
 - Subp. 11. [Renumbered 3400.0020, subp. 11]

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- Subp. 11a. [Renumbered 3400.0020, subp. 12]
- Subp. 11b. [Renumbered 3400.0020, subp. 13]
- Subp. 12. [Renumbered 3400.0020, subp. 14]
- Subp. 13. [Repealed, 18 SR 1144]
- Subp. 14. [Renumbered 3400.0020, subp. 15]
- Subp. 15. [Renumbered 3400.0020, subp. 16]
- Subp. 16. [Renumbered 3400.0020, subp. 17]
- Subp. 17. [Renumbered 3400.0020, subp. 18]
- Subp. 18. [Renumbered 3400.0020, subp. 19]
- Subp. 18a. [Renumbered 3400.0020, subp. 20]
- Subp. 19. [Renumbered 3400.0020, subp. 21]
- Subp. 20. [Renumbered 3400.0020, subp. 22]
- Subp. 21. [Renumbered 3400.0020, subp. 23]
- Subp. 22. [Renumbered 3400.0020, subp. 24]
- Subp. 22a. [Renumbered 3400.0020, subp. 25]
- Subp. 22b. [Renumbered 3400.0020, subp. 26]
- Subp. 23. [Repealed, 18 SR 1144]
- Subp. 24. [Repealed, 18 SR 1144]
- Subp. 24a. [Renumbered 3400.0020, subp. 27]
- Subp. 24b. [Renumbered 3400.0020, subp. 28]
- Subp. 25. [Renumbered 3400.0020, subp. 29]
- Subp. 26. [Renumbered 3400.0020, subp. 30]
- Subp. 27. [Renumbered 3400.0020, subp. 31]
- Subp. 28. [Renumbered 3400.0020, subp. 32]
- Subp. 28a. [Renumbered 3400.0020, subp. 33]
- Subp. 29. [Renumbered 3400.0020, subp. 34]
- Subp. 30. [Renumbered 3400.0020, subp. 35]
- Subp. 31. [Renumbered 3400.0020, subp. 36]
- Subp. 32. [Renumbered 3400.0020, subp. 37]
- Subp. 32a. [Renumbered 3400.0020, subp. 38]
- Subp. 33. [Repealed, 18 SR 1144]
- Subp. 34. [Renumbered 3400.0020, subp. 39]
- Subp. 35. [Renumbered 3400.0020, subp. 40]
- Subp. 35a. [Renumbered 3400.0020, subp. 41]
- Subp. 35b. [Renumbered 3400.0020, subp. 42]
- Subp. 36. [Renumbered 3400.0020, subp. 43]
- Subp. 37. [Renumbered 3400.0020, subp. 44]
- 9565.5020** [Renumbered 3400.0030]
- 9565.5025** Subpart 1. [Renumbered 3400.0040, subpart 1]
 - Subp. 1a. [Renumbered 3400.0040, subp. 2]
 - Subp. 2. [Renumbered 3400.0040, subp. 3]
 - Subp. 3. [Renumbered 3400.0040, subp. 4]
 - Subp. 4. [Repealed, 18 SR 1144]
 - Subp. 5. [Renumbered 3400.0040, subp. 5]
 - Subp. 5a. [Renumbered 3400.0040, subp. 6]

- Subp. 6. [Renumbered 3400.0040, subp. 7]
- Subp. 7. [Renumbered 3400.0040, subp. 8]
- Subp. 7a. [Renumbered 3400.0040, subp. 9]
- Subp. 8. [Renumbered 3400.0040, subp. 10]
- Subp. 8a. [Renumbered 3400.0040, subp. 11]
- Subp. 8b. [Renumbered 3400.0040, subp. 12]
- Subp. 8c. [Renumbered 3400.0040, subp. 13]
- Subp. 9. [Renumbered 3400.0040, subp. 14]
- Subp. 10. [Renumbered 3400.0040, subp. 15]
- Subp. 11. [Renumbered 3400.0040, subp. 16]

9565.5027 [Renumbered 3400.0050]

9565.5030 Subpart 1. [Renumbered 3400.0060, subpart 1]

- Subp. 1a. [Renumbered 3400.0060, subp. 2]
- Subp. 2. [Repealed, 18 SR 1144]
- Subp. 3. [Repealed, 18 SR 1144]
- Subp. 4. [Renumbered 3400.0060, subp. 3]
- Subp. 5. [Renumbered 3400.0060, subp. 4]
- Subp. 6. [Renumbered 3400.0060, subp. 5]
- Subp. 7. [Renumbered 3400.0060, subp. 6]
- Subp. 7a. [Renumbered 3400.0060, subp. 7]
- Subp. 8. [Repealed, 18 SR 1144]
- Subp. 9. [Renumbered 3400.0060, subp. 8]
- Subp. 10. [Renumbered 3400.0060, subp. 9]

9565.5040 [Repealed, 18 SR 1144]

9565.5050 [Renumbered 3400.0070]

9565.5060 Subpart 1. [Repealed, 18 SR 1144]

- Subp. 2. [Renumbered 3400.0080, subpart 1]
- Subp. 2a. [Renumbered 3400.0080, subp. 2]
- Subp. 2b. [Renumbered 3400.0080, subp. 3]
- Subp. 2c. [Renumbered 3400.0080, subp. 4]
- Subp. 3. [Repealed, 18 SR 1144]
- Subp. 4. [Repealed, 18 SR 1144]
- Subp. 4a. [Renumbered 3400.0080, subp. 5]
- Subp. 4b. [Renumbered 3400.0080, subp. 6]
- Subp. 5. [Repealed, 18 SR 1144]
- Subp. 6. [Repealed, 18 SR 1144]
- Subp. 7. [Repealed, 18 SR 1144]
- Subp. 8. [Renumbered 3400.0080, subp. 7]
- Subp. 9. [Renumbered 3400.0080, subp. 8]

9565.5065 [Renumbered 3400.0090]

9565.5070 Subpart 1. [Renumbered 3400.0100, subpart 1]

- Subp. 2. [Renumbered 3400.0100, subp. 2]
- Subp. 2a. [Renumbered 3400.0100, subp. 3]

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- Subp. 3. [Renumbered 3400.0100, subp. 4]
- Subp. 4. [Renumbered 3400.0100, subp. 5]
- 9565.5080** Subpart 1. [Renumbered 3400.0110, subpart 1]
 - Subp. 1a. [Renumbered 3400.0110, subp. 2]
 - Subp. 1b. [Renumbered 3400.0110, subp. 3]
 - Subp. 1c. [Renumbered 3400.0110, subp. 4]
 - Subp. 1d. [Renumbered 3400.0110, subp. 5]
 - Subp. 2. [Renumbered 3400.0110, subp. 6]
 - Subp. 3. [Renumbered 3400.0110, subp. 7]
 - Subp. 4. [Renumbered 3400.0110, subp. 8]
 - Subp. 5. [Renumbered 3400.0110, subp. 9]
 - Subp. 6. [Renumbered 3400.0110, subp. 10]
- 9565.5090** [Renumbered 3400.0120]
- 9565.5100** Subpart 1. [Renumbered 3400.0130, subpart 1]
 - Subp. 1a. [Renumbered 3400.0130, subp. 2]
 - Subp. 1b. [Renumbered 3400.0130, subp. 3]
 - Subp. 1c. [Renumbered 3400.0130, subp. 4]
 - Subp. 1d. [Renumbered 3400.0130, subp. 5]
 - Subp. 1e. [Renumbered 3400.0130, subp. 6]
 - Subp. 1f. [Renumbered 3400.0130, subp. 7]
 - Subp. 1g. [Renumbered 3400.0130, subp. 8]
 - Subp. 2. [Renumbered 3400.0130, subp. 9]
 - Subp. 3. [Renumbered 3400.0130, subp. 10]
- 9565.5110** Subpart 1. [Renumbered 3400.0140, subpart 1]
 - Subp. 2. [Renumbered 3400.0140, subp. 2]
 - Subp. 2a. [Renumbered 3400.0140, subp. 3]
 - Subp. 2b. [Renumbered 3400.0140, subp. 4]
 - Subp. 2c. [Renumbered 3400.0140, subp. 5]
 - Subp. 2d. [Renumbered 3400.0140, subp. 6]
 - Subp. 3. [Renumbered 3400.0140, subp. 7]
 - Subp. 3a. [Renumbered 3400.0140, subp. 8]
 - Subp. 4. [Renumbered 3400.0140, subp. 9]
 - Subp. 5. [Renumbered 3400.0140, subp. 10]
 - Subp. 6. [Repealed, 18 SR 1144]
 - Subp. 7. [Renumbered 3400.0140, subp. 11]
 - Subp. 7a. [Renumbered 3400.0140, subp. 12]
 - Subp. 7b. [Renumbered 3400.0140, subp. 13]
 - Subp. 8. [Renumbered 3400.0140, subp. 14]
 - Subp. 9. [Repealed, 18 SR 1144]
 - Subp. 10. [Repealed, 18 SR 1144]
 - Subp. 10a. [Renumbered 3400.0140, subp. 15]
 - Subp. 10b. [Renumbered 3400.0140, subp. 16]
 - Subp. 10c. [Renumbered 3400.0140, subp. 17]
 - Subp. 10d. [Renumbered 3400.0140, subp. 18]
 - Subp. 11. [Renumbered 3400.0140, subp. 19]
 - Subp. 12. [Renumbered 3400.0140, subp. 20]

9565.5120 [Renumbered 3400.0150]

9565.5130 [Renumbered 3400.0160]

9565.5140 [Renumbered 3400.0170]

9565.5150 [Renumbered 3400.0180]

9565.5160 [Renumbered 3400.0190]

9565.5170 [Renumbered 3400.0200]

9565.5180 [Renumbered 3400.0210]

9565.5190 [Renumbered 3400.0220]

9565.5200 [Renumbered 3400.0230]

GRANTS FOR CHILD CARE RESOURCE AND REFERRAL PROGRAMS AND CHILD CARE SERVICES

9565.5500 DEFINITIONS.

Subpart 1. **Scope.** As used in parts 9565.5500 to 9565.5520, the following terms have the meanings given them in this part.

Subp. 2. **Child.** "Child" means a person 12 years old or younger or a person 14 years old or younger who is handicapped, as defined in Minnesota Statutes, section 125.02.

Subp. 3. **Child care.** "Child care" means the care of a child by someone other than a parent, legal guardian, or AFDC caretaker outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Subp. 4. **Child care services.** "Child care services" means licensed child care provided in family day care homes, group family day care homes, nursery schools, day nurseries, child day care centers, head start, and school age child care programs legally exempt from licensure under Minnesota Statutes, section 245A.03, subdivision 2, clauses (5) and (12).

Subp. 5. **Child care worker.** "Child care worker" means a person who cares for children for compensation, including a licensed provider of child care services, an employee of a provider, and a person who has applied for a license as a provider.

Subp. 6. **Commissioner.** "Commissioner" means the commissioner of the Department of Human Services or the commissioner's designated representative.

Subp. 7. **Department.** "Department" means the Minnesota Department of Human Services.

Subp. 8. **Development region.** "Development region" means a development region as defined in Minnesota Statutes, section 462.384, subdivision 5.

Subp. 9. **Facility improvement expenses.** "Facility improvement expenses" means building improvements, equipment, toys, and supplies needed to establish, expand, or improve a licensed child care facility.

Subp. 10. **Interim financing.** "Interim financing" means funds to carry out activities necessary for family day care homes, group family day care homes, and child care centers to receive and maintain state licensing; to expand an existing program or to improve program quality; and to provide operating funds for no more than six consecutive months after a family day care home, group family day care home, or child care center has received a license from the commissioner.

Subp. 11. **Local match.** "Local match" means a nonstate source of funds used to match state grants-in-aid funds. Local match may include, but is not limited to, federal

funds, fees for services, local tax levies, foundation money, or private contributions. In kind donations or services are acceptable as local match provided the local match is directly related to the purpose of the state grant.

Subp. 12. **Mini-grant.** "Mini-grant" means a special category of funding under the child care services grants program that may be used by the grantee for facility improvements, start-up costs, interim financing, or staff training and development.

Subp. 13. **Resource and referral program.** "Resource and referral program" means a program that provides information to parents, including referrals and coordination of community child care resources for parents and public or private providers of care. Services include parent education, technical assistance for providers and employers, information regarding staff development programs, and referrals to social services.

Subp. 14. **Staff training or development expenses.** "Staff training or development expenses" means the cost to a child care worker of tuition, transportation, required materials and supplies, and wages for a substitute while the child care worker is engaged in a training program.

Subp. 15. **Training program.** "Training program" means child development courses and training courses that meet the requirements of part 9502.0385 or 9503.0035. To qualify as a training program under this subpart, a course of study must teach specific skills that a child care worker needs to meet licensing requirements.

Statutory Authority: *MS s 245.872; 256H.20 subd 4; L 1988 c 689 art 2 s 266*

History: *14 SR 165; L 1998 c 397 art 11 s 3*

9565.5510 CHILD CARE RESOURCE AND REFERRAL PROGRAM GRANTS.

Subpart 1. **Availability of resource and referral program grants.** As provided in Minnesota Statutes, sections 245.872 and 256H.20, resource and referral program grants are available to public or private nonprofit agencies for establishing, expanding, improving, or operating a resource and referral program and for planning a resource and referral program where no program currently exists.

Subp. 2. **Federal funds; grant requirements.** Federal funds received for planning, developing, establishing, expanding, or improving local resource and referral and school age child care services that are available as grants under subpart 1 must be expended according to federal requirements and, unless contrary to federal requirements, according to subparts 3 to 16. Applications for grants using federal funds shall include assurances that all federal grant requirements will be met.

Subp. 3. **Grant proposals.** Resource and referral program grant proposals must be submitted by a public or private nonprofit agency to the commissioner on or before the date specified by the commissioner in the grant announcement. A public or private nonprofit agency must submit proof of its nonprofit status at the time of its grant request and shall include in its grant proposal the dollar amount of any resource and referral grants received in the previous three years and any pending grant applications that, if received, would duplicate or complement the resource and referral grant.

Subp. 4. **Geographical area of service.** A public or private nonprofit agency receiving a resource and referral program grant must provide service to the geographical area identified in the grant proposal as approved by the commissioner. The commissioner shall only award funds to support the operation of one resource and referral program per service area.

Subp. 5. **Requirements of grant recipients.** A public or private nonprofit agency receiving resource and referral program grant funds must comply with the requirements in subparts 6 to 9.

Subp. 6. **Development of resource file and referral process.** A public or private nonprofit agency receiving a resource and referral grant shall:

A. maintain a resource file that includes the type of program, hours of program service, ages of children served, fees, location of the program, eligibility requirements for enrollment, and transportation available to the program;

- B. update the resources file at least every three months;
- C. publicize its services through popular media sources, social service agencies, employers, and other appropriate methods approved by the commissioner;
- D. design services to maximize parental choice in the selection of child care and to facilitate the maintenance and development of child care services and resources;
- E. establish a referral process that responds to parental need while fully recognizing the confidentiality rights of parents;
- F. afford parents maximum access to referral information including telephone referral services for 20 or more hours per week;
- G. provide child care resource and referral information to all persons requesting services and technical assistance to all types of child care providers and employers;
- H. demonstrate a commitment to continue the program after the state grant is discontinued; and
- I. develop a resource file of child care services provided by all licensed or legally operating public and private agencies within its service area. These services must include family day care homes; public and private day care programs; full-time and part-time programs; infant, toddler, preschool, and extended care programs; and programs for school age children. The resource file may also include information on legally unlicensed providers and in-home providers who are legally exempt from licensure.

Subp. 7. Documentation of service requests. The child care resource and referral agency must maintain a written record of the number of calls and contacts for service. Information documented must include the ages of children served; the time category of child care requested for each child; special time categories such as nights, weekends, and swing shifts; and the reason that child care is needed. The information must also contain the names and addresses of clients to allow follow-up evaluation of the resource and referral service.

Subp. 8. Educational information available to parents. The child care resource and referral agency shall have the following educational information available for parents:

- A. information and criteria for assessing and evaluating the quality and suitability of child care services including licensing regulations, availability of financial assistance, child abuse reporting procedures, and child development information; and
- B. information on available parent, early childhood, and family education programs in the community and community resources for developmental assessment of children.

Subp. 9. Technical assistance to providers and employers. The child care resource and referral agency shall provide technical assistance to employers and existing and potential providers of all types of child care services. The technical assistance shall include:

- A. information on aspects of initiating new child care services including licensing, zoning, program and budget development, and assistance in finding information from other sources;
- B. information and resources that help existing child care providers to maximize their ability to serve the children and parents of their community including information to child care workers on child care training opportunities and child care courses and on financial aid available from postsecondary institutions;
- C. dissemination of information on current public issues affecting the local and state delivery of child care services;
- D. facilitation of communication between existing child care providers and child care-related services in the community served;
- E. recruitment of licensed providers; and
- F. identification of employer child care options, and the benefits available to employers using the various options to expand child care services to employees.

Subp. 10. **Grant allocation.** The commissioner may allocate up to 25 percent of the funds appropriated to develop child care services under Minnesota Statutes, section 245.872, for resource and referral programs.

Funds made available under Minnesota Statutes, section 245.872, for resource and referral program grants shall be allocated to development regions according to the formula in Minnesota Statutes, section 245.872, subdivision 2. Funds allocated to a development region that exceed grant requests or that were not used for grants due to an applicant's failure to comply with requirements under the grant proposal may be used to fund grant proposals in other development regions. Child care services funds made available for resource and referral program grants in excess of grants approved by the commissioner shall be used for child care services under part 9565.5520.

The commissioner shall allocate funds appropriated or received under Minnesota Statutes, section 256H.20, for resource and referral programs. The commissioner may allocate up to 75 percent of the funds appropriated under Minnesota Statutes, section 256H.20, for grants to plan or start up resource and referral programs. The commissioner shall allocate the remaining funds for grants to expand, improve, or operate ongoing resource and referral programs. Resource and referral program grants available under Minnesota Statutes, section 256H.20 shall be awarded on a statewide basis based on the quality of the grant proposals. Funds allocated for planning and start-up grants in excess of grant requests may be used to fund grant proposals for ongoing programs.

Subp. 11. **Maximum grant amount and match requirements.** The maximum child care resource and referral program grant the commissioner may award an agency to establish, improve, expand, or operate an existing child care resource and referral service is \$60,000 per year. The maximum grant the commissioner may award a public or private nonprofit agency to plan a resource and referral program is \$10,000 per year. Except for planning grants, a public or private nonprofit agency receiving a child care resource and referral grant must match those funds with a local match of 25 percent and must demonstrate a commitment to continue the program after the state grant is discontinued. A public or private nonprofit agency receiving a grant to plan a resource and referral program must match those funds with a local match of 25 percent and must demonstrate that it has the expertise and organizational ability to complete the planning proposal within a maximum period of two years.

Subp. 12. **Resource and referral grant proposal ranking.** Grant proposals that meet the requirements of subparts 6 to 9 shall be ranked by an advisory task force established under Minnesota Statutes, section 245.872, subdivision 3. The advisory task force shall use the criteria in items A to G to rank the grant proposals.

A. The grant applicant's ability to demonstrate the need for a child care resource and referral program in the geographical area to be served under the grant. Grants shall be awarded to only one resource and referral program per service area.

B. The extent that the program budget and grant proposal is complete, reasonable, and able to achieve the program's stated objectives.

C. The ability of the grant applicant to demonstrate that the program and nonstate funding for the program will continue after the state grant is discontinued.

D. The ability of the grant applicant to demonstrate support from the county social services agency, parent groups, schools, licensed child care providers, and community child care organizations.

E. The organizational structure of the resource and referral program and its capability to achieve the goals of the resource and referral program.

F. The ability of the program to meet reporting and data collection requirements of the commissioner.

G. The detailed description of the grant proposal as it relates to the child care resource and referral program with particular emphasis on:

- (1) defining the geographical service area;
- (2) identifying existing child care services;

- (3) maintaining and updating the resource file;
- (4) establishing a referral process that responds to parental need and recognizes the parents' right of confidentiality;
- (5) documenting parental requests for service and education aids;
- (6) providing technical assistance to employers and all existing and potential providers of child care; and
- (7) announcing service availability through popular media sources, social agencies, employers, and child care providers.

Subp. 13. **Restriction on grant recommendations by advisory task force.** Members of the advisory task force with a direct financial interest in a pending resource and referral grant proposal may not provide a recommendation or participate in the ranking of that grant proposal. A direct financial interest includes, but is not limited to, employment with the program or a financial interest in the program, membership on the program's board of directors, or employment of a family member in or by the program. A family member employed in or by the program includes any person related to an advisory task force member by blood or marriage within the third degree of consanguinity.

Subp. 14. **Awarding of grants.** The commissioner shall award resource and referral program grants based on the recommendations of the grant advisory task force.

Subp. 15. **Expenditure records.** The recipient of a child care resource and referral grant shall maintain a record of all expenditures under the resource and referral program. The department is not liable for costs incurred by an applicant before issuance of a resource and referral grant contract signed by the commissioner or the commissioner's designated representative.

Subp. 16. **Audit of grant expenditures.** The commissioner may audit the expenses of a grant recipient during the grant period and during the 12 months immediately following the close of the grant period. The grantee shall provide the commissioner with copies of invoices and receipts of expenditures under the resource and referral grant. The grantee shall reimburse the department for any expenditure of grant funds unauthorized by the resource and referral grant contract.

Statutory Authority: *MS s 245.872; 256H.20 subd 4; L 1988 c 689 art 2 s 266*

History: *14 SR 165*

9565.5520 GRANTS FOR CHILD CARE SERVICES.

Subpart 1. **Child care services grants.** Child care services grants are available for facility improvement expenses, interim financing, resource and referral programs, and staff training expenses. In addition, as provided under subparts 15 to 18, child care services grants of up to \$1,000 per grantee may be made available to help a grantee meet or exceed child care licensing requirements, to fund physical plant improvements, to expand or improve a licensed child care program, to purchase equipment, or to fund child care training.

Subp. 2. **Allocation of funds.** The commissioner shall allocate grant money appropriated for child care services as provided in Minnesota Statutes, section 245.872, subdivision 2. The commissioner may allocate up to 25 percent of the available funds for child care resource and referral programs as provided in part 9565.5510, subpart 10. The remaining funds shall be allocated for facility improvements, interim financing, child care staff training, and mini-grants. The commissioner shall not allocate more than 75 percent of the remaining funds for either child care facilities or staff training. Funds allocated to a development region in excess of a region's request for child care service development grants or where grants were not awarded due to an applicant's failure to comply with the requirements under the grant proposal may be used to fund child care service development grant proposals in other development regions. Funds allocated for child care service development program grants in excess of grants approved by the commissioner may be used for child care resource and referral programs under part 9565.5510.

Subp. 3. Eligible grant recipients. Eligible recipients of child care service grants are licensed providers of child care, applicants in the process of obtaining licensure, and organizations providing child care services to providers. If a grant applicant is in the process of obtaining licensure, the applicant must provide assurance of being able to meet licensure requirements and must verify that a completed application has been received by the county social service agency's family day care licensuror or by the Department of Human Services, Division of Licensing. With the exception of mini-grants, priority for awarding child care services grants shall be given to grant applicants in the order they appear below:

- A. public and private nonprofit agencies;
- B. employer-based day care centers;
- C. other for-profit day care centers; and
- D. family day care providers.

Subp. 4. Grant proposals. Child care services grant proposals must be submitted to the commissioner on or before the date specified in the child care services grant announcement and must include information on any previous grant received in the past three years and any other pending grant request. A nonprofit organization must include proof of its nonprofit status at the time of the grant request. For-profit businesses and corporations shall indicate whether they are an employer-based day care center, other for-profit day care center, or a family day care provider at the time of the grant request.

Subp. 5. Grant match requirements. Child care services grants for facility improvements, interim financing, and staff training and development require a 25 percent local match by the grant applicant. A local match is not required for a mini-grant.

Subp. 6. Grants for facility improvement expenses. Child care services grants for facility improvement expenses must be used by the grantee for building improvements, equipment, toys, or supplies needed to establish, expand, or improve a licensed child care facility.

Subp. 7. Grants for interim financing. Child care services grants for interim financing must be used by the grantee to carry out activities necessary for family day care homes, group family day care homes, and child care centers to receive and maintain state licensing; to expand an existing child care program; to improve program quality; or to provide operating funds following receipt of state licensing. Interim financing grants providing operating funds may not be awarded for more than six consecutive months following receipt of state licensing. Interim financing grants used by the grantee to meet conditions necessary to receive or maintain state licensing, to expand an existing program, or to improve program quality may not be awarded for more than 18 months.

Subp. 8. Grants for staff training and development. Child care services grants for staff training and development must be used by the grantee to upgrade staff qualifications with priority given to staff training and development necessary to meet licensure requirements. Staff training and development includes, but is not limited to, training to obtain child development associate certification, training of new and existing providers, recruiting new providers, and staff development to retain quality providers.

Subp. 9. Facility improvement and interim financing grant proposals. A proposal for a facility improvement grant or interim financing grant shall include:

- A. documentation of need for the grant;
- B. documentation of the number of children and the age groups the grant applicant is licensed to serve;
- C. the ages of children the provider currently serves;
- D. the age group of children the provider intends to serve after the expenditure of the facility improvement or interim financing grant;
- E. a schedule for making improvements or for expending the grant funds;

F. budget information submitted with the grant proposal that includes a line item budget specifying projected costs for:

- (1) building improvement;
- (2) staff salary and benefits;
- (3) supplies;
- (4) program materials;
- (5) rent, if applicable;
- (6) utilities;
- (7) equipment; and
- (8) the need for interim financing, if applicable; and

G. documentation of any state funding assistance received in the previous three years.

Subp. 10. **Facility improvement and interim financing priorities.** Facility improvement and interim financing grant proposals shall be evaluated by an advisory task force established under Minnesota Statutes, sections 245.872, subdivision 3. In evaluating proposals for facility improvement and interim financing grants, the advisory task force shall use the following priorities to rank grant proposals for each group listed in subpart 3:

- A. proposals submitted to meet licensure requirements;
- B. proposals submitted to start new programs or projects;
- C. proposals submitted to expand license spaces;
- D. proposals submitted to fund programs or projects in areas where a demonstrated need for child care facilities has been shown, with special emphasis on programs or projects in areas where there is a shortage of licensed child care;
- E. proposals submitted for programs and projects that serve sick children, infants, toddlers, children with special needs, and children from low-income families;
- F. proposals submitted to enrich existing programs or projects; and
- G. other information requested by the commissioner in the request for proposals necessary to assess the quality of the proposal.

Subp. 11. **Ranking facility improvement and interim financing grant proposals.** Facility improvement and interim financing grant proposals shall be ranked by the advisory task force based on the priorities established under subpart 10 and the completeness of the documentation required under subpart 9 for each group listed in subpart 3. Nothing in this subpart shall require the task force to recommend or rank a facility improvement or interim financing grant proposal that does not meet the grant proposal requirements under subpart 9.

Subp. 12. **Staff training and development grant proposals.** A proposal for a staff training and development grant shall include:

- A. the name of the provider or organization and the amount of grant funds the applicant is applying for;
- B. an explanation of why the grant is needed and how the grant funds will be used;
- C. a detailed description of the training course with an explanation of how the course work will meet licensure requirements or improve child care services;
- D. a detailed budget estimate of the training expenses including the proposed schedule for expending the funds, local match, and other sources of funding the applicant has received or applied for;
- E. the length of time the applicant has provided licensed child care, if applicable, and the number and ages of children served; and
- F. the length of time the applicant intends to provide child care services, if applicable, after completing the staff training and development course.

Subp. 13. **Staff training and development grant proposal priorities.** Staff training and development grant proposals shall be evaluated by an advisory task force established under Minnesota Statutes, section 245.872, subdivision 3. In evaluating proposals for staff training and development grants, the advisory task force shall use the following priorities to rank grant proposals for each group listed in subpart 3:

A. staff training and development proposals from applicants who will work in geographic areas where there is a shortage of child care;

B. proposals from unlicensed providers who wish to become licensed;

C. proposals from public or private nonprofit agencies that will use grant money for scholarships for child care workers attending educational or training programs sponsored by the public or private nonprofit agency;

D. proposals from child care providers seeking accreditation or child care credentials; and

E. proposals from applicants who will work in facilities caring for sick children, infants, toddlers, children with special needs, and children from low-income families.

Subp. 14. **Ranking staff training and development grant proposals.** Staff training and development grant proposals shall be ranked by the advisory task force based on the priorities established under subpart 13 and the completeness of the documentation required under subpart 12 for each group listed in subpart 3. Nothing in this subpart requires the task force to recommend or rank a staff training and development grant proposal that does not meet the grant proposal requirements under subpart 12.

Subp. 15. **Mini-grants for child care service development.** Mini-grants for child care service development must be used by the grantee for facility improvements, including, but not limited to, improvements to meet licensing requirements, improvements to expand the facility, and toys and equipment; start-up costs; interim financing; or staff training and development.

Subp. 16. **Mini-grant proposals.** A mini-grant proposal must contain the following information:

A. the name of the provider or organization and the amount of grant funds the applicant is applying for;

B. an explanation of why the grant is needed and how the grant funds will be used;

C. a detailed budget estimate including the proposed schedule for expending the funds and any other sources of funding including state funds the applicant has received or applied for in the previous three years;

D. the length of time the applicant has provided licensed child care, if applicable, and the number and ages of children served; and

E. the length of time the applicant intends to provide child care services.

Subp. 17. **Mini-grant priorities.** Priority for service development mini-grants shall be given to grant applicants in the following order:

A. family day care providers;

B. public and private nonprofit agencies;

C. employer-based day care centers; and

D. other for-profit day care centers.

Subp. 18. **Ranking mini-grant proposals.** Mini-grant proposals shall be evaluated by an advisory task force established under Minnesota Statutes, section 245.872, subdivision 3. In evaluating mini-grant proposals, the advisory task force shall consider the completeness of documentation for items A to D in ranking mini-grant proposals for each of the groups listed in subpart 17:

A. physical plant improvement, equipment, or training needed to meet or exceed licensure requirements;

B. budget information submitted with the grant request;

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C. documentation of pending or past negative licensing action by the licensor, if any, and improvements required by the licensor; and

D. child care needs in the service area.

Subp. 19. **Restriction on grant recommendations by advisory task force members.** Members of the advisory task force with a direct interest in a pending child care service development grant proposal may not provide a recommendation or participate in the ranking of that grant proposal. A direct interest includes, but is not limited to, employment with the program or a financial interest in the program, membership on the program's board of directors, or a family member employed in or by the program. A family member employed in or by the program includes any person related to an advisory task force member by blood or marriage within the third degree of consanguinity.

Subp. 20. **Awarding of grants.** The commissioner shall award child care service development grants based on the recommendations of the grant advisory task force.

Subp. 21. **Grant expenditure records.** The recipient of a child care services grant shall maintain a record of all expenditures under the grant proposal. The department is not liable for costs incurred by an applicant before issuance of a child care services grant contract signed by the commissioner or the commissioner's designated representative or the letter of award for a mini-grant proposal.

Subp. 22. **Audit of grant expenditures.** The commissioner may audit the expenses of a grant recipient during the grant period and during the 12 months immediately following the close of the grant period. The grantee shall provide the commissioner access to records concerning grant expenditures. The grantee shall reimburse the department for any expenditure of grant funds unauthorized under the terms of the contract or for failing to meet the terms of the contract.

Statutory Authority: *MS s 245.872; 256H.20 subd 4; L 1988 c 689 art 2 s 266*

History: *14 SR 165*