



Department of Human Services  
203 West Clark Street  
P.O. Box 1246  
Albert Lea, MN 56007-1246

## **NOTICE OF CHILD CARE ASSISTANCE PROGRAM POLICIES**

This notice is to inform you of policies in place for registered child care assistance providers paid by Freeborn County Department of Human Services.

Freeborn County Department of Human Services will refuse to issue an authorization, revoke an existing authorization, stop payment issued, or refuse to pay a bill submitted by a provider if:

- 1) The provider admits to intentionally giving the agency materially false information on the provider's billing forms;
- 2) The agency finds by a preponderance of the evidence that the provider intentionally gave the county materially false information on the provider's billing forms or attendance records;
- 3) The provider is operating after receipt of a licensing order of suspension or revocation;
- 4) The provider submits false attendance reports or refuses to provide documentation of the child's attendance immediately upon request;
- 5) The provider gives false child care price information; and/or
- 6) The provider fails to report decreases in a child's attendance. A provider must report on the billing form when a child's attendance in child care falls to less than half of the child's authorized hours or days for a four-week period.

Under circumstances listed in 4,5, and 6 above, Freeborn County Department of Human Services will withhold providers' payments as follows for a period of up to three months beyond the time the condition(s) has been corrected: one month for the first occurrence, two months for the second occurrence, and three months for each additional; occurrence.

Policies related to fraud disqualification still apply. In instances where a provider is suspected of willfully or intentionally withholding, concealing, or misrepresenting information for the purpose of receiving or attempting to receive more benefits than they are eligible to receive or to help another receive or to attempt to receive more benefits than the person is entitled to, agency policy will be followed in referring by fraud.

If you have any questions regarding these policies, please contact Suzie D. at (507)377-5410.