



Minnesota Department of Human Services
Child Care Services, Child Care Assistance Program
PO Box 64962
Saint Paul, MN 55164-0962

December 6, 2022

Lea Silverthorn
Faribault & Martin County
412 N Nicollet
PO Box 217
Blue Earth MN 56013

Dear Ms. Silverthorn,

This letter is to notify you that your 2022 – 2023 County and Tribal Child Care Fund Plan amendment has been received, reviewed and has been approved by the Department of Human Services. If you post your Child Care Fund Plan on your agency website, this change must be posted with the approved plan. If you do not post your approved plan, this change must be included when your plan is requested.

2022-2023 County and Tribal Child Care Fund Plan Amendment

Effective Date: 01/01/2023

Revisions: Changes to Agency Contact People

- Removed and added updates to agency contact people.

Revision: Changes to implement MEC² PRO billing for some providers.

- Added response to VIII. C. 2, ***Does your agency have any providers using MEC² PRO? “Yes”.***
- Added response to VIII. C. 2a, ***Child Care assistance agencies can decide which providers are granted access to submit bills using MEC2 Pro. How do you decide which providers are granted access?***
All licensed exempt, licensed centers and licensed family providers’ initial letters indicating that the providers have the option to use MEC2 PRO electronic billing. If they want this option, they will contact the provider registration worker in the county and the provider registration worker mails the provider the packet. LNL providers are not given this option.
- Added response to VIII.C. 2b, ***When would you deny or revoke MEC2 Pro access to any of these providers?*** If it has been determined that the provider has been incorrectly billing the agency.
- Added response to VIII. C. 3, ***When is a provider signature not needed on a billing form?*** MEC2 Pro Billing – Faribault & Martin Counties is considered the electronic submission of a bill the equivalent of the provider’s signature.
- Added response to VIII. C. 4, ***Do you require the parent signature on the billing form? “Yes”.***

- Added response to VIII. C. 4a, ***When is a parent signature not needed on a paper billing form?*** If a parent has moved with no forwarding address, left the area, or is unable to sign the voucher, the provider must show good cause as to why they could not obtain the parental signature. Families are not required to sign the billings forms submitted through MEC2 Pro.

If we have misconstrued or overlooked some provision of the county or tribal amendment that is inconsistent with the law governing child care assistance or Department of Human Services policies applicable to this program, we reserve the right to require the county/tribe to provide a further amendment to the plan.

We thank you for your county/tribal continued support and cooperation in making the Child Care Assistance Program a successful support for families and children in Minnesota. If you have questions or need technical assistance, please contact Kisha Dixon at kisha.dixon@state.mn.us or 651-431-4036.

Sincerely,

A handwritten signature in dark ink, appearing to read "Stacia Rosas". The signature is fluid and cursive, with the first name "Stacia" and last name "Rosas" clearly distinguishable.

Stacia Rosas

Child Care Assistance Program Supervisor