

Certified Child Care Centers Outreach Handout – May 2025

MN Requirements for Certified Child Care Centers

Legislative requirements for certified license-exempt child care centers help protect the health and safety of children by requiring that providers meet minimum standards for care and physical environment. The requirements are in law and published by the Office of the Revisor of Statutes.

- [Certified License-Exempt Child Care Centers](#): Minnesota Statutes, chapter 245H
- [Human Services Background Studies Act](#): Minnesota Statutes, chapter 245C
- [Maltreatment of Minors Act](#): Minnesota Statutes, chapter 260E

Certified Child Care Center Licensing

A licensor is available to answer questions Monday to Friday from 8 a.m. to 4:30 p.m. Voicemail messages and emails are answered as promptly as possible.

- Phone: 651-431-6015
- Email: dhs.ccc.licensing@state.mn.us
- [Certified child care centers webpage](#)

Changes in policies and procedures

- [DCYF/DHS certification statute crosswalk](#)
- [Implementation plan for 2024 legislative changes for certified child care centers](#)
- [Implementation plan for 2023 legislative changes for certified child care centers](#)
- Overview of changes for all licensed types

Legislative update

The regular 2025 legislative session ended on May 19. A legislative implementation plan, outlining any legislative changes that impact certified child care centers, will be emailed to providers and those subscribed to the [Certified Child Care Center Listserv](#).

Transition of child care center certification requirements to Minnesota Statutes, chapter 142C

Child care center certification will move to the Department of Children, Youth, and Families (DCYF) on June 18, 2025. Effective June 18, 2025, existing certification standards currently found in Minnesota Statutes, chapter 245H will move to new Minnesota Statutes, chapter 142C. **The requirements remain the same, only the location of where to find them is changing.** Please consult this [statute crosswalk document](#) to help determine where requirements are found. The background study requirements in Minnesota Statutes, chapter 245C and the Maltreatment of Minors Act in Minnesota Statutes, chapter 260E will not move.

Licensing transition to the Department of Children, Youth, and Families (DCYF)

What's staying at DHS?

Licensing

- Child Foster Residence Settings
- Home and Community-Based Services
- Mental Health, Substance Use Disorder, and Children's Residential Facilities
- Adult Foster Care and related programs

Background Studies

- Work will continue through an interagency agreement
- DCYF disqualification reconsiderations will move to DCYF

Provider Hub

- Work will continue through an interagency agreement
- Anyone currently using the Provider Hub will continue to use it after licensing transfers to DCYF

What's transferring to DCYF?

Licensing

- Licensed and Certified Child Care Centers
- Family Child Care
- Family Child Foster Care
- Child-Caring Placing Agencies

Maltreatment Investigations (for Licensed and Certified Child Care Centers)

Child Care Regulation Modernization Project

Program Integrity Oversight

- Child Care Audits and Investigations

Certification processes

What will stay the same

There is **no change** to which programs are certified by the State of Minnesota, and which programs are licensed by counties or private agencies. A certification holder's existing DHS **certificate will remain valid** through the current certification period when the transfer to DCYF occurs. Certification holders will not need to reapply or take any action. Certification holders will get a new DCYF certificate when their current certification expires. The current certification number associated with the program will not change.

What will change

The process will change for dually licensed providers. Dually licensed providers serving both children and adults will need variance approval from both DCYF and DHS and will receive the respective license certificate from each department.

Licensing action templates will be updated to reflect the new agency, new Commissioner, and new statutory references.

Maltreatment reporting and investigations

What will stay the same

Child maltreatment reports regarding the following programs should continue to be made to **DHS Intake** at 651-431-6600:

- Home and Community Based Services (HCBS)
- Children's Residential Facilities (CRF)
- Substance Use Disorder treatment facilities (SUD)
- Individuals in extended foster care (ages 18-21) served in a child foster care setting

What will change

Beginning June 18, child maltreatment reports regarding the following programs should be made to **DCYF Intake** at 651-539-8222:

- Licensed child care centers

- Certified child care centers

Centers should **update their maltreatment reporting policies** to reflect the new contact information.

Pending DHS maltreatment investigations in licensed and certified child care settings will move to DCYF jurisdiction and will be completed by DCYF.

Contact information

What will stay the same

- **Individual employee email addresses**
- **Existing main phone numbers**
 - DHS Intake and Investigations: 651-431-6600
 - DHS Licensing: 651-431-6500
 - DCYF Child Care Centers: 651-431-6015
- **Employee phone numbers for Child Care Center staff**
- **Mailing addresses and P.O. boxes (for now)**

**Certified child care centers can continue to contact their licensor or the licensor on call.

What will change

- **New phone numbers**
 - DCYF Licensing: 651-539-8300
 - DCYF Intake and Investigations: 651-539-8222
- **New fax number**
 - DCYF Licensing: 651-539-0020
- **New email addresses**
 - LicensingIntake.DCYF@state.mn.us

Updated email addresses

- Transferring programs will update existing email addresses to say DCYF
- Old email addresses will still work for now, but please update your contacts

Webpages

OIG will gradually migrate content to [DCYF's website](#). Existing DHS OIG webpages will continue to exist until we move the content to DCYF. DCYF OIG webpages will look different than before. DCYF's website is on a different web platform and has a different approach to webpage structure.

Forms

DCYF OIG will gradually update its forms to reflect DCYF branding, statutory number changes and updated contact information.

GovDelivery emails

DCYF OIG will switch to DCYF's GovDelivery account and the "From" email address will change. DCYF OIG will continue current email frequencies and processes and will migrate current subscriber lists and topics to DCYF.

IT applications

The Provider Hub and NETStudy 2.0 will continue to be used using existing login information and permissions.

External communications

A [GovDelivery](#) email update was sent to all certification holders on March 19. Additional email updates are planned for June. Providers can find more information on the [OIG transition to DCYF](#) webpage.

Provider Hub

- [Providerhub.mn.gov](https://providerhub.mn.gov)
 - Apply for certification, funding and programs
 - Manage your certification and program requirements
 - Log in anytime, from any device
 - Access in English, Hmong, Somali or Spanish
- [Provider Hub: Getting Started webpage](#)

Provider Hub updates

- Continued work on improving the process to submit staff training and qualifications
- Preparing for the Department of Children, Youth, and Families (DCYF) transition
 - Certificates will be updated to reflect changes regarding statute references, signatures, etc.
 - Transition from Department of Human Services to the State of Minnesota logo
 - Targeting June 18 for key revisions – with others to follow
- New resources available for certified child care centers
 - Request a Change to Your Program Information in the Provider Hub
 - Introduction to the Provider Hub is an interactive course that is great for new users.

Provider Hub resources

- Refer to support articles — short articles to help you do specific tasks — in the tool
- Find additional resources at mn.gov/dhs/provider-hub
- New resources created based on user questions

Provider Hub support

- Submit a support case in the tool
- A local support team responds to cases Monday to Friday, 8 a.m. to 4:30 p.m.
- The team will connect you to the applicable licensing or program team, as needed

Provider Hub feedback

- Email us at ccproviderhub.dhs@state.mn.us
- Sign up to participate in feedback opportunities, such as completing a survey or testing a new Hub feature

Great Start Compensation Support Payment Program

The **Great Start Compensation Support Payment Program** is a nation-leading program designed to increase compensation and benefits for child care workers to support the child care industry.

- Eligible providers currently apply each month for Great Start Compensation payments.
- By accepting these payments, providers agree to document how they used the funds and share this information with the State.

Provider Hub project overview

- Centers licensed or certified by the state transitioned to the Hub in July 2024 and updates have been made to improve the application process.
- A Use of Funds Report is now in the Provider Hub, which supports providers in reporting their program's use and impact.

Providers not yet in the Provider Hub

- Licensed family child care and tribally licensed programs will continue to receive their applications and Use of Funds Report via email until communicated.

Great Start Compensation Program Enhancements feature availability timeline

The Great Start Compensation Program went live last month with two features! The Use of Funds Report (first cycle) and Great Start Compensation Support Phone Line are now in the Provider Hub.

Great Start Compensation Use of Funds Report in the Provider Hub

- Report the impact of the Great Start Compensation payments
- Improve support for early childhood educators and the child care industry
- Ensure responsible use of funds in Minnesota

New functionality with the Use of Funds Report

- With this new solution in the Provider Hub, providers will be able to:
- Submit report and view historic reports
- Update their Supplier ID and manage payment preferences
- Download multiple Great Start Compensation payment records at once

Great Start Compensation \$375/FTE update

- The per Full Time Equivalent (FTE) amount will remain at \$375 for the July 2025 through June 2026 Great Start Compensation rounds.
- One FTE is a staff member who works 32 hours per week.

Eligibility requirements – STARTING IN JUNE 2025

This program is open to eligible licensed family child care providers, licensed child care centers, certified child care centers and providers licensed by a Tribal Nation. To be eligible for Great Start Compensation Payments, providers must be:

- Licensed or certified by the state of Minnesota or licensed by a Tribal Nation
- Be in good standing with the state of Minnesota or a Tribal Nation for at least ~~five~~ **ONE** calendar day during the funding period
- Be open, operating and serving children for at least ~~five~~ **ONE** calendar day during the funding period
- Serve a minimum number of children on at least ~~five~~ **ONE** calendar day during the funding period.

Child Care Certification Reminders

Preventing and Responding to allergies - Minnesota Statutes, 254H.13 Subd. 4

- Allergy information must include all required information: description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction, procedures for responding to allergic reaction, including medication, dosage and doctor's contact information. DHS has a form that includes all required items that can be used to ensure all required information is documented, however this form is not required as long as you have all required allergy information documented.
- Staff must review allergy information, documentation must be onsite that staff signed off on the allergy information at time of initial review and with all changes to the allergy information. (Staff signature must be legible and include date of review)
- Ensure all past training documentation is available even if a new training is given
- Allergy information available where food is prepared and served

Supervision - Minnesota Statutes, 245H.13 Subd 10

- There have been several investigations recently involving child to child inappropriate touch, DHS does investigate these allegations as supervision concerns. Some questions to consider: What is the history of the children, individually or between each other? What is the age difference between the children? What does your risk reduction plan entail, and should it be updated? What is the plan to mitigate risk in the future? Documentation must be obtained that staff have been trained of all changes to the risk reduction plan and supervision.
- Leaving children unattended (specifically on playground)

Hours of Operation - Minnesota Statutes, 245H.03 Subd 5, paragraph (d)

- Hours of Operation must be updated in the Hub as changes are being made. Follow the instructions on the knowledge article labeled “How to Request a Change to Hours/Days/Months of Operation” to request this type of change

Child care background study requirements

- Enhanced background studies must be completed every five years
- Initiated no more than 90 calendar days before the study's expiration date
- Use your provider roster in NETStudy 2.0 to check study expiration dates
- DHS will continue to cover child care background study and fingerprinting fees through 12/31/25
- Be sure to check background study rosters routinely to ensure that studies are compliant, up to date and that individuals no longer with your program are separated from the roster

Additional resources

Background Studies

- [MN DHS Background Studies main webpage](#)
- BGS phone number: 651-431-6620
- For child care background study related questions email: dhs.backgroundcc@state.mn.us
- For NETStudy 2.0 related questions or technical assistance email: dhs.netstudy2@state.mn.us
- For those with access to NETStudy 2.0, a help section is available within NS2
 - Fingerprint Vendor Transition Guide for Entities
 - Consent and Disclosure Overview for Entities
 - Emergency Background Study Fee Credit Overview and Instructions
 - Identifying Emergency Background Studies
 - NETStudy 2.0 User Manual (updated)
 - Background Study Fingerprinting and Consent Process-Resolving Common Problems
- Additional background study and NETStudy 2.0 resources
 - [IdentoGO-check status site](#)

- [MN DHS NetStudy 2.0 Enhanced Study Applicant Disclosure](#)
- [Frequently asked questions about DHS background studies](#)
- [DHS background study information for child care providers](#)
- [Certified Child Care Centers Background Study Worksheet: Is a Background study required?](#)
- [NETStudy 2.0 frequently asked questions](#)
- [List of fingerprint locations and go-live dates for new sites](#)
- [Frequently asked questions on IDEMIA \(the fingerprint vendor\)](#)

Child Care Assistance Program (CCAP)

Child Care Assistance Program goals include helping families with low income pay for child care and help ensure children are well cared for and prepared for school. CCAP serves approximately 30,000 children from 15,000 families per month.

- [Child Care Assistance Program - Information for families](#)
- [Child Care Assistance Program - Information for child care programs](#)
- **Contact:** dhs.ccap@state.mn.us

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