

Minnesota Licensed Child Care Center Outreach Connection December 2024

MN Requirements for Licensed Child Care

[Office of the Revisor of Statutes website](#) offers a searchable site to MN Statute, Session Laws and Rules

- [**Minnesota Statutes, Chapter 245A \(Human Services Licensing Act\)](#)
- [Rule 3: Minnesota Rules, Chapter 9503 \(Licensure of Child Care Centers\)](#)
- [Minnesota Statutes, Chapter 245C \(Human Services Background Studies Act\)](#)
- [Minnesota Statutes, Section 260E \(Maltreatment of Minors Act\)](#)
- [Minnesota Rules Chapter 9502, Licensing of Day Care Facilities \(Family Child Care\)](#)

***Please see this information that was released in a [GovDelivery email on November 12, 2024](#):*

In anticipation of family child care and child care center licensing, child care center certification, and child foster care licensing moving to the new Department of Children, Youth, and Families (DCYF) next year, the 2024 legislature made technical changes to many parts of statute. Existing licensing and certification standards currently found in Minnesota Statutes, chapter 245A and chapter 245H are moving to new Minnesota Statutes chapters 142B (licensing) and 142C (certification). Requirements found in Minnesota Rules are not moving. The new statute locations will be effective after child care licensing, child care certification, and child foster care licensing transfer from the Department of Human Services (DHS) to DCYF next year (anticipated June 2025). The licensing and certification requirements remain the same, only the location of where to find them is changing. [This document](#) outlines where requirements are currently found and where they will be found in the new chapter of statute.

If you are a provider and have questions about licensing requirements, please contact your licensor.

Contact Child Care Center Licensing

A licensor is available to answer questions Monday – Friday from 8:00am – 4:30pm. All voicemail messages and emails are answered as promptly as possible.

Contact: 651-631-6015 or dhs.ccc.licensing@state.mn.us

Child passenger restraint training

- [Minnesota Statutes, section 245A.40, subd. 6](#) Child passenger restraint systems; training requirement
- For information about child passenger safety and the C.A.R.S. to B.E.S.T. (Basic Education for Safe Travel) training transition, see the [Child Passenger Safety Minnesota Safety Council](#) website.
- To receive updated information on the B.E.S.T. as it becomes available, sign up for email updates at <https://bit.ly/474pxxp>.

Legislative information

Legislative session updates

Each legislative session provides an opportunity that there may be requirement changes or updates for licensed child care centers.

When updates need to be communicated, the DHS Licensing Division sends out communications via the gov-delivery system. To sign up to receive child care center licensing information by email, [subscribe](#) to the listserv.

In addition, an implementation plan is developed and shared with licensed child care centers, explaining how changes may apply to them. The [2024 Implementation Plan for Licensed Child Care Centers](#) is available on the DHS website. In addition, the [Child Care Center Licensing webpage](#) has a section that shares information on [legislative changes](#) and includes implementation plans from past years for reference.

- For ways to stay alert to legislation during session, see information on the [Child Care Aware Minnesota Bill Tracker](#).
- Additionally, to learn more about becoming involved in policy development or to receive policy updates, see [Think Small Public Policy Information](#).

Department of Children, Youth, and Families

The Department of Children, Youth, and Families (DCYF) will be established in July 2024 and fully staffed by July 2025. For more information on the background, timeline, and related resources, visit the [DCYF webpage](#). You can also [subscribe to the DCYF Implementation Office newsletter](#) to receive email updates.

For more information on licensing requirements as DHS Child Care transitions from DHS to DCYF, see the Department of Children, Youth, and Families [\(DCYF\) licensing requirements crosswalk](#).

Provider Hub

[Systems Transformation Initiative](#)

If you have specific questions on the Provider Hub, email the product team at support.ccproviderhub.dhs@state.mn.us

- [Provider Hub: Getting Started](#)
- [Provider Hub: Search for Knowledge Articles – Quick Guide \(PDF\)](#)
- [“Action Required” prompt – Knowledge Article \(KA\)](#)

The Product Experience Team can be reached at 651-431-6075.

Great Start Compensation Support Payment Program

The Great Start Compensation Support Payment Program was signed into law in May 2023, providing Minnesota with additional funds designed to support the child care industry and child care workers. Building off the Child Care Stabilization Grant Program, which ended in June 2023, this permanent program will issue monthly payments to eligible child care providers to fund increases in compensation and benefits for early educators.

- Great Start Compensation Payment Program is designed to increase compensation for educators directly caring for children.
- Licensed centers must use 100% of Great Start funds to increase compensation for staff working directly with children.
- Great Start Compensation consists of monthly applications for funding, with payment amounts based on staff hours worked directly caring for children.
- Eligible programs can access and submit an application in the Provider Hub the 10th-23rd of each month.

Please visit the [Great Start Compensation Support Payment Program website](#) regularly for updates and information on:

- Eligibility
- Award amounts
- Application periods and processes
- Requirements
- Allowable uses of the funds
- Frequently Asked Questions (FAQ)

Resources:

- [Compensation Support Payments | Minnesota Department of Human Services](#)
- [Provider Hub: Great Start Compensation Support Application | Adding Personnel to a Licensed Child Care Center](#)

- [Provider Hub's Great Start Compensation Application and Enrollment & Attendance Feature](#) – January Updates (GovDelivery email sent out December 4, 2024)
- [Use of Funds Report for Licensed Child Care Centers](#)

For assistance, email Child Care Aware at supportfunds@childcareawaremn.org or DHS at compensationsupport.dhs@state.mn.us or call 651-290-9704.

Licensed Child Care Center forms and other documents

[Reminder: 2025 License Renewal Fee Invoices](#)

[Licensed Child Care Centers webpage](#)

- Contact us information
- Requirements section
- Implementation plans
- Forms and other documents
 - [Forms licensed child care centers must use to document required information](#)
 - [Optional forms licensed child care centers can use to document required information](#)
 - [Resource documents licensed child care centers can use](#)
- Guidance
- Link to application webpage

Background Studies

[MN DHS Background Studies main webpage](#)

- **Contact:** 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. Help topics include:

- 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](#)
- [MN DHS NETStudy 2.0 Enhanced Study Applicant Disclosure](#)
- [Frequently asked questions about DHS background studies](#)
- [DHS background study information for child care providers](#)
- [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 \(the fingerprint vendor\)](#)

Immunization information – Minnesota Department of Health

The immunization law can be confusing – we can help!

Contact us at Health.aisr@state.mn.us

- View [child care immunization data](#) online
- More information on the Minnesota School and Child Care Immunization Law:
 - [Minnesota Statutes, section 121A.15](#)
 - [Administrative Rules Chapter 4604 Immunizations](#)
- Don't have a Data Use Agreement? Questions about Minnesota Immunization Information Connection (MIIC)? Contact health.miichelp@state.mn.us
- [Child Care Providers Immunization Reporting](#): Resources to help child care providers implement the Minnesota immunization requirements, complete annual reporting, and provide information to families.
- [MIIC and Child Cares](#)
- [Preparing for and responding to measles in your child care center](#)

Resources for parents*

- [Vaccines for Infants, Children, and Adolescents](#)
 - Are Your Kids Ready? form for Child Care and Early Childhood programs.
 - Parent-friendly recommended immunization schedules.
- [MDH measles fact sheet: Measles \(Rubeola\)](#)
- [Poster: Think Measles](#)
- [Vaccine Information Statements](#)

** Also available in additional languages.*

Child Care Regulation Modernization Project

Email the project team: CCRegModernization.DHS@state.mn.us

Project website: [Child Care Regulation Modernization / Minnesota Department of Human Services \(mn.gov\)](https://www.mn.gov/Child-Care-Regulation-Modernization)

Early Childhood Connector

The [Early Childhood Connector](#) is a cross-agency effort to keep child care providers and early educators in Minnesota up-to-date on state initiatives. This is an effort between the Minnesota Children’s Cabinet and Departments of Education, Health and Human Services. By signing up for the newsletter or attending a call, early educators of all types can expect to relevant content to their field.

[Sign up to receive communications from the Early Childhood Connector](#), a cross-agency effort to provide updates to child care providers and early educators in Minnesota. By signing up, you can expect to receive a quarterly newsletter highlighting resources, supports and updates on child care and early education from the Minnesota Children’s Cabinet and Departments of Education, Health, and Human Services. Content will be tailored to licensed and nonlicensed child care, Head Start, and prekindergarten programs. In addition to the Early Childhood Connector newsletter, occasional updates will be sent, as well as quarterly provider calls where questions can be submitted in advanced and answered during the call. See the [Early Childhood Connector webpage](#) for more information and archived newsletters, recordings of past provider calls, and newsletters translated from English into Somali, Hmong, and Spanish.

- The next Provider Call is scheduled for Tuesday, January 14, 2025, at 7 p.m. [Learn more about Connector Calls and submit your questions here](#). Questions must be submitted two weeks before the provider call to be answered.

Additional information

Minnesota Center for Professional Development system

[Achieve](#)

- Minnesota Career Lattice
- Achieve [Job Board](#)

[Develop](#)

- Searchable tool for Develop-approved trainings
- Free membership to track Develop-approved learning record

State agency email subscriptions

DHS emails contain updates from child care center licensing, background studies and the child care assistance program. Visit the [Licensed Child Care Centers](#) webpage to subscribe to receive emails from DHS, including the Early Childhood Connector newsletter.

Child Care Assistance Program (CCAP)

Child Care Assistance Programs 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

This handout is intended as an informational resource for child care centers. It is not a source of definitive legal advice about specific issues. This guide contains links to third-party websites as a convenience to its users. The use of these links is not an endorsement as to the accuracy, completeness, usefulness or adequacy of those sites. Third-party websites are not under DHS control. DHS does not assume any responsibility or liability for any information, communications, or materials available at such linked sites, or at any link contained in a linked site. Reference to a third party or third-party website does not necessarily constitute or imply its endorsement, recommendation, or favoring by DHS. This handout is not intended to be a comprehensive collection of all related resources available. The content of this handout is current as of the date published; DHS may update or revise as applicable.

For accessible formats of this information or assistance with additional equal access to human services, email us at DHS.info@state.mn.us, call 651-431-4671, or use your preferred relay service.