

**From:** Tristin Sprengeler  
**Sent:** Wednesday, September 05, 2018 10:14 AM  
**Subject:** September Nothworthy News  
**Attachments:** LANA flyer Sept 2018.pdf; DHS - Admission and Arrangements - Rev. 02-18.pdf; DHS - Liability Insurance Notice to Parents DHS7741 Rev. 08-18.pdf; BusinessTraining\_2018\_1page.pdf; Watertown Car Seat Clinic - 9.29.18.pdf

## -:-Did You Know-:-

Many of our forms are now auto-fillable. When you are filling out your licensing application, monitoring questionnaire, emergency plans, admission and arrangement, allergy, and enrollment form you can save them. When you need to update or fill out the forms again, you can pull it up and make changes instead of filling out the forms annually. See the link below for auto fillable forms:

<https://www.co.carver.mn.us/forms-for-licensed-providers>

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Attached is a LANA flyer for an upcoming training. This training covers Knowledge and Competency Framework Area-VIIA: Establishing Healthy Practices

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Attached is a flyer for a training conducted by Tom Copeland  
November 3<sup>rd</sup>, 2018 is the **25<sup>th</sup> Annual Family Child Care Business Seminar** at Saint Paul College. Registration is now open on Develop! Tom Copeland JD will highlight significant new tax changes for 2018, share top record keeping issues and advanced business issues! Register by October 8<sup>th</sup> to take advantage of special early bird pricing and receive a free resource at the seminar! Breakfast and Lunch are included in the cost.

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Attached is a Car Seat Clinic flyer. The clinic is on 9/29/18 from 9am-12pm at the Watertown Fire Station. Please share with your child care families.

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## --RULE REMINDER!

### **Correction order posting Minnesota Statute 245A.06, subd. 8**

**Correction order posting Changes:** As of August 1, providers are no longer required to post correction orders at their program location.

**What do providers need to do?** As of August 1, 2018, providers may remove any correction orders that are posted at their family child care program. After that date, providers do not need to post any correction orders that are received.

Please note: Providers are still required to post all other licensing actions (including an order to pay a fine, or a conditional license, suspension, temporary immediate suspension, or revocation) in a conspicuous place for two years.

**What do licensors need to do?** As of August 1, 2018, licensors no longer need to ensure that correction orders are posted on site when visiting providers. This item will be removed from the Electronic Licensing Inspection Checklist Information (ELICI) to facilitate the licensors' work.

### **Insurance notification requirements Minnesota Statute 245A.152, para (b)**

**Insurance Notification Changes:** Providers with continuous insurance coverage only need to notify parents/guardians if their insurance coverage changes, instead of sending a new notice each year.

#### **What do providers need to do?**

When a child is enrolled, providers are still required to notify parents and guardians whether or not the provider has liability insurance. This notice is part of the Family Child Care Admission and Arrangements form (see Family Child Care Admission and Arrangements form attached).

For providers with continuous insurance coverage: The provider only needs to provide notice to parents and guardians if the provider's insurance coverage lapses (coverage ends) or changes. To do this, the provider must use the form developed by the commissioner (see Liability Insurance Notice to Parent/Guardians form).

For providers who do not have liability insurance: The provider must provide an annual notice to parents and guardians that the provider does not carry liability insurance, on the form developed by the commissioner (see Liability Insurance Notice to Parent/Guardians form attached).

### **What do licensors need to do?**

Licensors will change how they monitor for compliance with this requirement.

Licensors will continue to monitor that parents and guardians received initial notice from providers as part of the Family Child Care Admission and Arrangements form at enrollment. If the provider does not have an Admission and Arrangements form for each child, a correction order must be issued.

If the insurance information is missing from a child's Admission and Arrangements form, the licensor must issue a Fix-It Ticket (if possible, at the end of the licensing visit) using the Fix-It Ticket form.

For providers with continuous liability insurance: Licensors will monitor for proof of the insurance. If the provider is unable to show proof of the insurance at the time of the licensing visit, the licensor must issue a fix-it ticket using the Fix-It Ticket form. If the insurance has lapsed (coverage ended) or has changed, the licensor will monitor for whether notice was provided to all parents and guardians. If notice was not given as required, a correction order must be issued.

For providers without liability insurance: Licensors will monitor that parents and guardians were provided an annual notice, on the form developed by the commissioner, that the provider does not have liability insurance. If the notice was not given as required, a correction order must be issued.

The Electronic Licensing Inspection Checklist Information (ELICI) tool will be updated to reflect the change in the notification requirements.

### **-:-Tip To Try-:-**

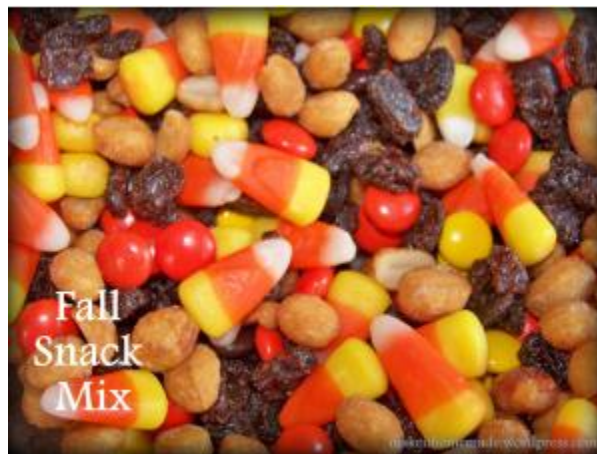
Try the following to get the kids and yourself ready for fall: Leaves are Falling Down Song, leaves art project, and fall snack mix.

### **The Leaves are Falling Down (Sung to the melody of "The Farmer in the Dell")**

The leaves are falling down  
The leaves are falling down  
Red, yellow, green, and brown  
The leaves are falling down



Trace each child's hand on brown paper and then cut to make the tree. Write the words on the bottom of the page and then have the children tear the different colored paper and glue the leaves onto the tree.



Fall Snack Mix: Reese's Pieces, Raisins, Honey Roasted Peanuts, and Candy Corn

If at any time your email address changes or you wish to be removed from this list, simply reply to inform me and I will be sure to take the proper action for you. Please be aware that when important licensing changes occur, this does not mean that those that do not have access to email will not be informed. It will just take a little longer for those without email to receive notification, as it will be sent through regular US Postal Service.

If you have one or two ideas that you think others would like to use or benefit from, please feel free to send them to:

[tpsprengeler@co.carver.mn.us](mailto:tpsprengeler@co.carver.mn.us)

They can be fun art projects, space saving ideas, safety tips, food recipes that have been a hit, or anything that has worked for you that others could benefit from.



**Tristin Sprengeler** | Family Child Care Licensor | Carver County Health & Human Services

Health and Human Services Bldg. | 602 East Fourth Street | Chaska, MN | 55318

Office Phone: 952.361.1714 | Fax: 952.361.1660

Email: [tpsprengeler@co.carver.mn.us](mailto:tpsprengeler@co.carver.mn.us) | Website: [www.co.carver.mn.us](http://www.co.carver.mn.us)