



Postsecondary Child Care Grant Strengthening Your CCG Program P&P Guidance, Institutional Websites, and Audit Readiness

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Session Overview

What we'll cover today:

- Policies & Procedures: What must be defined and documented
- Institutional websites: Reducing confusion and risk
- Audit readiness: Documentation, consistency, and compliance
- This is not full administrative guidance
- Q&A



Purpose of P&P

- Ensures consistent and compliant awarding
- Provides clear expectations for students
- Supports equitable treatment across applications
- Required in audits



Required & Recommended P&P Components

- Documentation requirements (if applicable)
 - When Income Verification is required
 - When Proof of Payment is required
 - When additional documentation is required (defined triggers)
 - When School Age verification is required
- Provider Verification process: How conducted
- Appeal Procedures
- Priority deadlines and timelines: Must be able to give students timeline
 - Administrative capability
- **Signed and dated by Director of Financial Aid for each academic year**

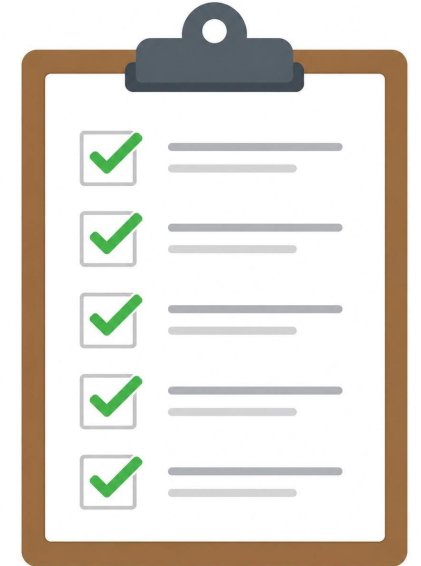


Examples of Strong P&P Language

- Clearly defines when and why documentation is required
- Includes specific, measurable triggers
- Aligns with OHE guidance and program requirements
- Signed and dated by Director of Financial Aid each academic year

Examples:

- Income Verification required when child care costs exceed 50% of income
- School Age Verification required when child is 6 years of age or older and attending daycare 25+ hours/wk
- Proof of Payment required for individual providers (or when income is insufficient)
- Provider reports hours vary – how do you handle? **CCG Award cannot exceed actual costs**
- Documentation ensures the student-not a third party-is responsible for costs



Institutional Website Expectations

- Link [OHE student-facing website](#) (required best practice)
- Provide accurate and up-to-date information to students (required)
- Include link to institutional P&P (recommended best practice)
- Ensure website aligns with actual institutional practice

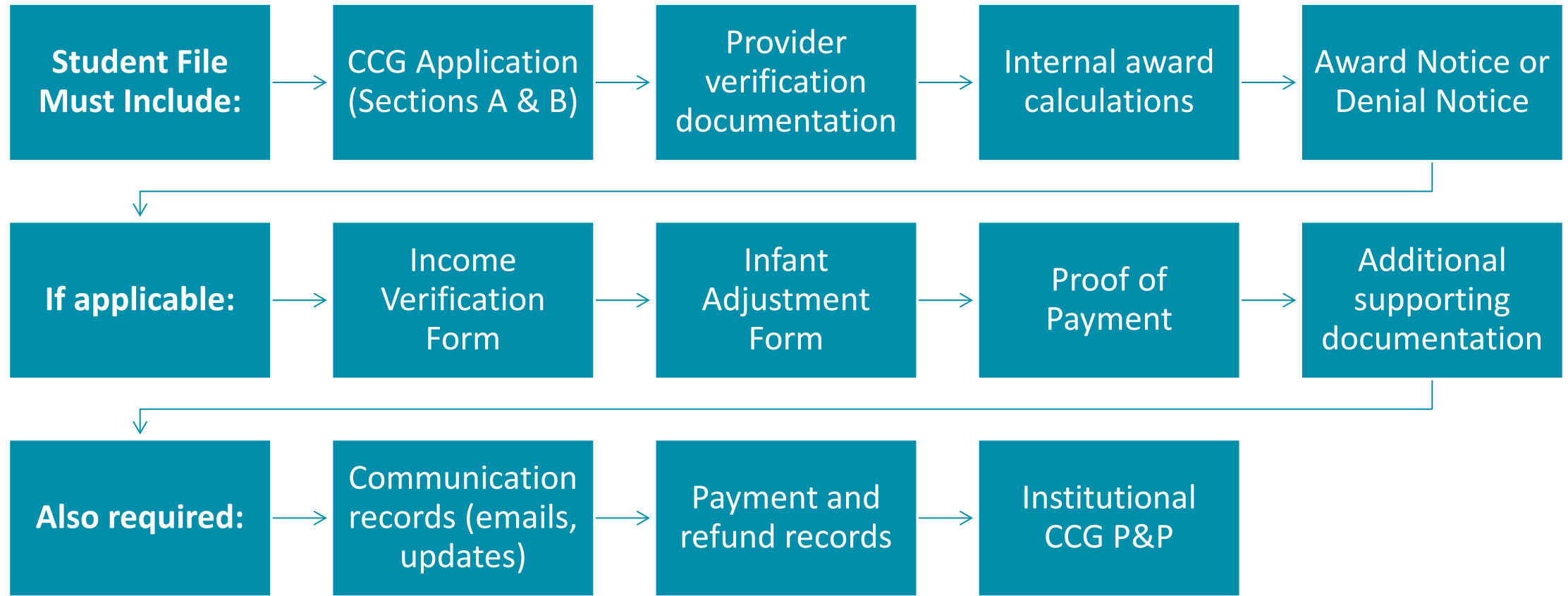


Audit Readiness

- Purpose of CCG Audit
 - Ensure compliance with state statute and program rules
 - Confirms accurate awarding & documentation
 - Identifies gaps between policy & practice
 - Requires complete accessible student records
- How to prepare for an Audit
 - How would I explain this to an auditor? Could someone else explain it without you in the room?
 - What does our P&P say about this kind of situation?
 - Are student files organized?



Documentation You Must Be Able to Provide



Common Audit Findings

- Incomplete or inconsistent student files
- Missing required documentation
- Award calculation errors
- Misalignment between written P&P and actual practice
- Missing or insufficient Provider Verification



Top Risk Areas

Top Risk Areas in CCG Administration

- Awarding before provider verification is complete
- Missing or unclear documentation in student files
- Policies that do not match actual practice



What Would You Do?

Scenario:

A student reports:

- \$1,000/week in child care costs
- \$8,000 annual income
- Uses family friend as a provider

They:

- Did NOT submit proof of payment
- Did NOT complete income verification
- Application otherwise looks complete

Question

Would you:

- A. Award as-is
- B. Request additional documentation
- C. Deny the application
- D. Something else

This is exactly where a strong P&P matters

What Would You Do? Reflection

This is exactly where a strong P&P matters

- This is conflicting information
- Costs may not be supported by income
- You must verify student responsibility for costs

Therefore:

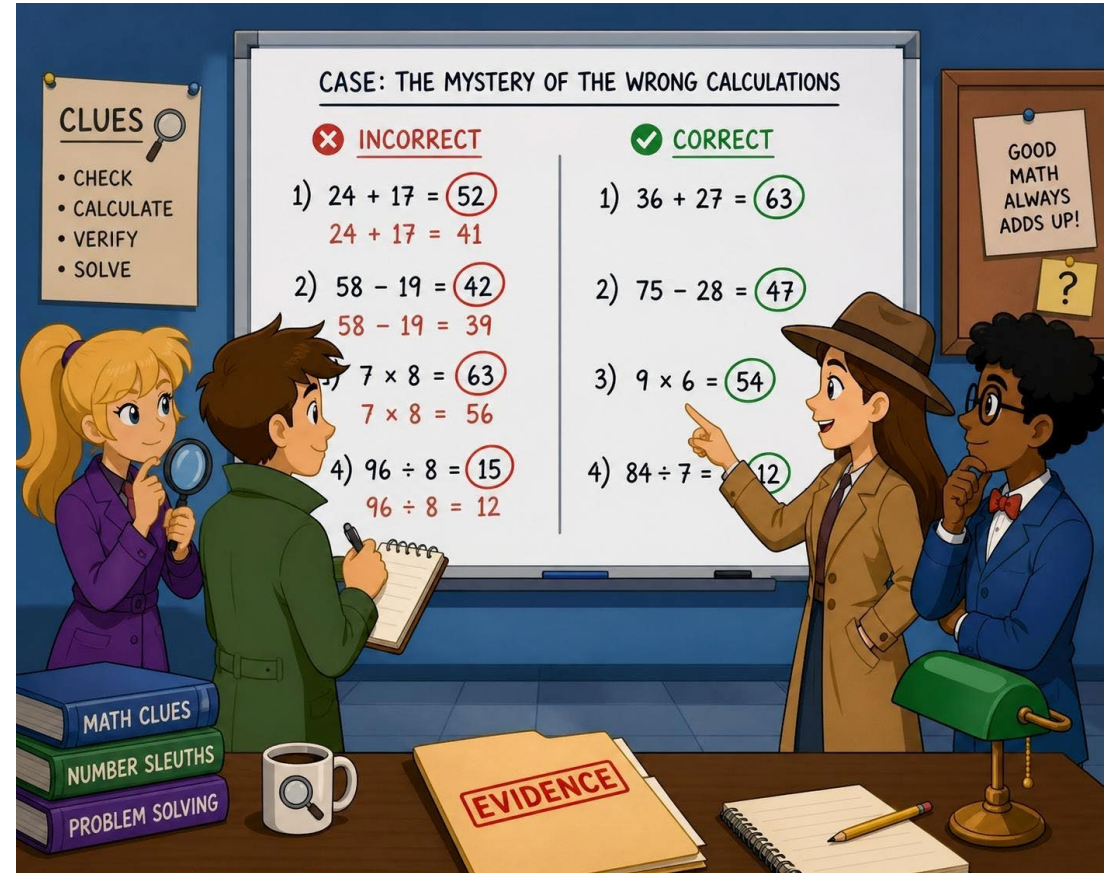
Correct answer = Request additional documentation **BEFORE** awarding following your school's internal written policy.

Your P&P could include something else, too (ex. documented conversation with student and/or provider).



Best Practices for Audit Success

- Maintain consistent file structures across all students
- Use a standardized checklist or crosswalk
 - Nicole S and Nichole A created one
- Conduct internal file reviews (“mini-audits”)
- Update P&P and website minimally **annually**
- Use student scenarios to identify policy gaps



Resources & Tools

- OHE CCG Student website
- OHE Financial Aid Administrator Resources
- CCG Forms, Guides, and Calculator
- Institutional tools (checklists, templates)
- State Program Administrator
- Phone a friend



Summary

- Strong P&P helps ensure consistent, compliant awarding
- Clear websites improve student understanding
- Audit readiness requires ongoing documentation and review
 - Auditors are not trying to understand your intent. They are evaluating your documentation. If the student file does not clearly support the decision, that becomes a finding.



CCG Golden Rules

- If it's not documented – it didn't happen
- Resolve all conflicting information before awarding
- Your P&P **must** match your practice
- Verify **before** you pay

If you remember nothing else from today – remember these four things.



Contact for Questions

✉ **Email is preferred** for any Child Care Grant questions.

- Nichole.Andersen@state.mn.us (Primary contact)
- Nicole.Strowbridge@state.mn.us



Follow-up options:

- If more detail is needed, we can schedule a **Teams** or **Zoom** meeting to review the situation together.

🤝 Our goal is to support you and ensure consistency across schools. Don't hesitate to reach out.





Thank you!

Nichole Andersen & Nicole Strowbridge