

Provider Verification Quick Guide

Purpose of This Guide

Financial aid administrators **must** complete provider verification before awarding Postsecondary Child Care Grant (CCG) funds. This guide clarifies what verification is, what it is not, and the required steps to ensure compliance with state rules and audit expectations.

Verification is a **separate, required step** that the school must complete **before awarding** at least once per academic year. It is recommended to complete provider verification every term before disbursement. The Provider Certification section of the students application is **NOT** provider verification.

What Provider Verification Is

Provider verification is the school's **independent confirmation** of the child care provider information listed on the student's application. Verification must:

- Occur **each academic year before awarding**
- Confirm the provider meets **eligibility requirements**
- Confirm **rates, hours, and care arrangements**
- Be **documented** in the student's file

What Provider Verification Is Not

- Not the provider's signature on Section B of the application
- Not the student's statement alone
- Not optional – schools are liable for overpayments if verification is skipped and not done prior to awarding.

Required Elements of Provider Verification

Financial aid administrators must verify the following:

- **Provider Identity & Eligibility**

Confirm that the provider is not the child's parent, stepparent, legal guardian, or anyone living in the same household as the student or child.

Confirm the provider is one of the following:

- A **licensed** (home or center) child care provider OR
- An exempt individual provider (18+, caring for only the students children, and does not live in the same household as the student or child) OR

- A child care center legally exempt from licensure and is certified as such by the Minnesota Department of Human Services (DHS) or tribal licensing authority (as listed on the [DHS Licensing Lookup](#) site).

- **Hours & Rates**

Verify:

- Weekly hours of care
- Hourly or weekly rates (if the provider charges a weekly flat-rate do not enter more than 40 hours into the CCG calculator in MNAid).
- Whether the student pays the provider and the provider is not charging a rate to the student solely based on this grant.
- Whether any other assistance offsets costs (CCAP, scholarships, employer benefits, etc.)

- **Actual Care Arrangement**

Confirm:

- The child is receiving care.
- The schedule aligns with the student's enrollment.
- Student has sufficient income to cover child care costs as defined by the schools internal policies and procedures.
- If proof of payment is required per internal policies and procedures – make sure the payment makes sense with the provider section. Clear up any conflicting information with student and provider.

- **Changes During the Year**

Providers must report changes immediately; students must report within 10 days.

Schools **must** re-verify if:

- Provider changes
- Rates change
- Hours change
- Care arrangements change

- **Acceptable Verification Methods**

Financial aid administrators may use an OHE template, blank provider form, or a redacted Section B. Schools can also create their own template so long as it verifies all necessary information in section B.

Important: Proof of verification must be retained for audit review.

The CCG Manual allows verification by:

- Email
- Fax
- Mail

Phone verification-alone has been eliminated as a verification method beginning the 2026-2027 academic year. Financial aid administrators may still call the provider and retain notes from the call (date, time, staff initials, summary) but they must still have physical verification from the provider via email, fax, or mail.

- **Documentation Requirements**

Schools must keep:

- Copy of the verification (email, form, letter, etc.)
- Notes from any phone calls (date, time, staff initials, summary)
- Any supporting documents (rate sheets, schedules, etc.)
- Date-stamped application and all updates

- **Audit & Liability Notes**

- Awards made before provider verification must be repaid by the school in the event of an overpayment to the student. This is also considered a **state audit finding**.
- Missing or incomplete verification is a **state audit finding**.
- Provider verification must be visible in the student's file.

- **Recommended Workflow for FAAs**

- Receive and review student application: Section A and Section B.
Check that Section A and Section B is complete, but remember this is not verification — it only supplies the information you must verify.
- Confirm Provider Eligibility in Section B.
Verify the provider meets CCG rules for licensed, legal non-licensed, or exempt status and is not a disallowed caregiver.
- Verify Hours and Rates directly with Provider via email, fax, or mail.
Contact the provider using an approved method to confirm weekly hours, rates, billing practices, and whether other assistance offsets costs.
- Document the Verification
Record the date, method, and summary of verification; save emails, forms, or phone notes for audit purposes.
- Re-Verify When Changes Occur
Repeat verification if the provider, hours, or rates change, or if conflicting information arises.
- Some schools choose to verify with the provider every term before disbursement in their internal policies and procedures – this is a best practice but not required.

Summary of Verification Quick Guide

- Provider **certification** is the provider's completion of Section B.
- Provider **verification** is the school's required confirmation of the information.
- Certification is **NOT** verification.