

# **HANDOUT FOR APPLICANTS AND LICENSE-HOLDERS**

## **PUBLIC FUNDING REIMBURSEMENT**

Public funding reimbursement includes the following:

- Child care assistance
- Federal food programs in child care program
- GRH funding in AFC
- Medical Assistance if you are or will be enrolled as a Minnesota Health Care Program (MHCP) provider\*

\* If you are not or will not be an enrolled MHCP provider, you do not have to designate a compliance officer

## **WORKERS' COMPENSATION INSURANCE VERIFICATION**

- All applicants/license-holders must complete and submit the Certificate of Compliance Minnesota Workers' Compensation Law
- It is your responsibility to complete the form and comply with the requirements at application and at renewal of your license
- You must provide accurate information. If the licensing agency determines that the information is inaccurate or incomplete, they may not recommend licensure to OHS until compliance is met
- If there are changes in the status of employees that requires you to obtain workers' comp insurance during the licensing period, it is your responsibility to provide the information to your licensing agency

## **WORKERS' COMPENSATION INFORMATION FOR FAMILY ADULT FOSTER CARE, CHILD FOSTER CARE, AND FAMILY CHILD CARE**

**How to determine if you are exempt from having workers' compensation insurance:** First, review the information on the Family Systems license application regarding a general description of who is an employer and who are employees in the Workers compensation insurance verification section. Then look at this information on the application:

### **3.1 License holder names(s)/Controlling Individual(s)/Authorized Agent(s)**

The license holder is the business entity that is responsible for the license. An "individual" license holder is generally a **sole owner** or **sole proprietorship** where the business is owned and run by one individual and in which there is no legal distinction between the owner and the business...

Next, look at this information from the Certificate of Compliance to see if any of the exemptions apply.  
Reason for exemption from workers' compensation insurance:

1. I have no employees. (See Minnesota Statutes, section 176.011, subd. 9 for the definition of an employee.)
2. I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
3. I have employees but they are not covered by the workers' compensation law. (See Minnesota Statutes, section 176.041 for a list of excluded employees.) Explain why your employees are not covered...

For Item #3, the following is the exemption in Minnesota Statutes, section 176.041 that may apply:

### **Minnesota Statutes, section 176.041 EXCLUDED EMPLOYMENTS; APPLICATION, EXCEPTIONS, ELECTION OF COVERAGE. Subdivision 1. Employments excluded.**

This chapter does not apply to any of the following:

- (4) a sole proprietor, or the spouse, parent, and child, regardless of age, of a sole proprietor.

**Remember, even if you are exempt, you must still complete the Certificate of Compliance.**