# Minnesota Self-Verification Guide: Detecting Possible Misuse of Benefits and Services in Your Name (Parents & Caregivers)

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# Minnesota Self-Verification Guide

## Detecting Possible Misuse of Benefits and Services in Your Name (Parents, Caregivers, and Guardians)

**Prepared by:** Tocsin Data

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*Purpose: This document provides a Minnesota-specific, legally safe pathway for parents, caregivers, and guardians to verify whether public benefits or services were billed, paid, or claimed using their own identity or that of a dependent, and outlines official steps to take when discrepancies are identified.*

# Introduction

Social media and news reporting sometimes describe situations where services appear to have been billed, reimbursed, or publicly funded in a person's name—or a child's name—without the individual's knowledge or consent. In Minnesota, there is **no single public "name search" clearinghouse** that aggregates every program's payments or claims.

Records are kept by the administering agencies under state and federal confidentiality rules. The practical solution is **self-verification**: review the official records you are entitled to as a parent/guardian, then use official complaint and fraud channels if you find a discrepancy.

## Scope and limitations

- This guide provides official starting points and request/report pathways.
- This guide does not allege wrongdoing by any provider or individual.
- Outcomes depend on case-specific facts and agency rules.

# Section 1 — Licensed Child Care Verification (Minnesota Licensing Lookup)

Minnesota provides an official Licensing Information Lookup tool that displays public information for DHS-licensed programs, including child care programs.

## 1.1 Official licensing overview page (MN.gov)

DHS Licensing Information Lookup (overview page):
[https://mn.gov/dhs/general-public/licensing/lookup/index.jsp](https://mn.gov/dhs/general-public/licensing/lookup/index.jsp) **[1]**

## 1.2 Official search tool (direct)

DHS Licensing Information Lookup (search tool):
[https://licensinglookup.dhs.state.mn.us/](https://licensinglookup.dhs.state.mn.us/) **[2]**

# Section 2 — Child Care Assistance Program (CCAP) and Subsidy Payments (Minnesota)

Minnesota's Child Care Assistance Program (CCAP) helps eligible families pay for child care. Applications and eligibility are typically handled through counties or local contracted agencies, with an online application pathway through MNbenefits.

## 2.1 Official CCAP overview (DCYF)

Minnesota Department of Children, Youth, and Families (DCYF) — CCAP program directory page: https://dcyf.mn.gov/programs-directory/child-care-assistance-program **[3]**

## 2.2 Official online application portal

MNbenefits (apply/manage multiple public benefits, including CCAP): https://mnbenefits.mn.gov/ **[4]**

## 2.3 What parents/guardians should review

- **Authorization/eligibility notices** (provider name, approved dates, any family copay).
- **Provider identity and licensing status** using Licensing Lookup (Section 1). **[1][2]**
- **Dates of care/attendance** compared to what you believe occurred.
- **Case status and changes** (county/agency communications; MNbenefits submissions). **[3][4]**

# Section 3 — Health Coverage Claims (Minnesota Medicaid / Medical Assistance)

Health services billed under Minnesota Medicaid (Medical Assistance) generate formal claims records through plans and program systems. These records are the primary source for verifying whether services were billed in your name or your child's name.

## 3.1 Medicaid program integrity (DHS)

Minnesota DHS Program Integrity (enforcement overview; referrals to the Medicaid Fraud Control Unit): [https://mn.gov/dhs/program-integrity/](https://mn.gov/dhs/program-integrity/) **[5]**

## 3.2 Official fraud hotline reference (Medical Assistance)

Minnesota DHS contact numbers list a "Provider and billing fraud hotline (Medical Assistance)": [https://mn.gov/dhs/general-public/about-dhs/contact-us/contact-numbers/index.jsp](https://mn.gov/dhs/general-public/about-dhs/contact-us/contact-numbers/index.jsp) **[6]**

### 3.3 What to check

- Dates of service (were you/your child present?).
- Provider names/locations you recognize (or do not recognize).
- Claims continuing after coverage/provider changes.

# Section 4 — Public Records and Data Requests (Minnesota Government Data Practices Act)

Minnesota's government data access framework is the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13. Data about minors and health/benefit cases may be classified as not public; however, parents/guardians can request data they are legally entitled to receive, and can request a written explanation of classifications/redactions.

## 4.1 How to request government data (MN.gov Admin)

"Requesting Data" (MN.gov Admin Data Practices Office):
https://mn.gov/admin/data-practices/data/requests/ **[7]**

## 4.2 Statute reference (Revisor of Statutes)

Minnesota Statutes, Chapter 13 (MGDPA):
https://www.revisor.mn.gov/statutes/cite/13 **[8]**

## 4.3 Recommended request structure (practical)

1. Identify yourself as the parent/guardian and list the dependent(s) involved.
2. Specify the program (CCAP, Medical Assistance, etc.), provider name(s), and date range.
3. Request "records sufficient to show" payments/claims made on behalf of your dependent for that period.
4. Ask for a written explanation of any non-public classifications and redactions applied.

# Section 5 — Reporting Suspected Fraud (Minnesota Official Channels)

Preserve documentation first (letters, notices, provider names/addresses, dates, screenshots, attendance records). Then use official reporting channels. If you suspect misuse related to CCAP/day care assistance, DCYF provides a dedicated fraud reporting pathway.

## 5.1 CCAP / child care fraud reporting (DCYF Office of Inspector General)

DCYF — Report Fraud (tip form, hotline, email, mail):
https://dcyf.mn.gov/report-fraud **[9]**

## 5.2 Concern at a child care program (includes fraud pathway)

DCYF — Report a concern at a child care program:
https://dcyf.mn.gov/report-concern-child-care-program **[10]**

## 5.3 Medicaid/Medical Assistance program integrity (DHS)

DHS Program Integrity (overview; enforcement/referrals):
https://mn.gov/dhs/program-integrity/ **[5]**

# Section 6 — Public "Red Flag" Patterns (For Awareness Only)

The following markers do not prove misconduct, but they can help families know when to verify records or request clarification:

- **Date mismatch:** claims/payments on days the child was not in care or not receiving the service.
- **Provider mismatch:** provider listed that the family never used.
- **Duration mismatch:** billing continues after termination/withdrawal.
- **Authorization mismatch:** billed hours exceed authorized hours.
- **Identity mismatch:** communications/records referencing a child/dependent you do not recognize.

# Appendix A — Official Minnesota Resources

1. **DHS Licensing Lookup (overview):** <https://mn.gov/dhs/general-public/licensing/lookup/index.jsp> **[1]**
2. **DHS Licensing Lookup (search tool):** <https://licensinglookup.dhs.state.mn.us/> **[2]**
3. **DCYF CCAP (program directory):** <https://dcyf.mn.gov/programs-directory/child-care-assistance-program> **[3]**
4. **MNbenefits (apply online):** <https://mnbenefits.mn.gov/> **[4]**
5. **DHS Program Integrity:** <https://mn.gov/dhs/program-integrity/> **[5]**
6. **DHS Contact Numbers (Medical Assistance fraud hotline reference):** <https://mn.gov/dhs/general-public/about-dhs/contact-us/contact-numbers/index.jsp> **[6]**
7. **Requesting Data (MN.gov Admin Data Practices):** <https://mn.gov/admin/data-practices/data/requests/> **[7]**
8. **MGDPA Statute (MN Statutes Ch. 13):** <https://www.revisor.mn.gov/statutes/cite/13> **[8]**
9. **DCYF Report Fraud:** <https://dcyf.mn.gov/report-fraud> **[9]**
10. **DCYF Report Concern at Child Care Program:** <https://dcyf.mn.gov/report-concern-child-care-program> **[10]**

# Appendix B — Selected Legal and Policy References (Short Excerpts)

## B.1 Minnesota Government Data Practices Act (MGDPA)

Minnesota Statutes Chapter 13 regulates government data access and classification (public vs. not public), including procedures for requesting data and remedies. **[8]**

## B.2 Federal CCDF confidentiality (45 CFR Part 98)

Federal CCDF rules include confidentiality requirements for personally identifiable information. eCFR reference: https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-98/subpart-B/section-98.15 **[11]**

Short excerpt (confidentiality clause as commonly cited): "policies to govern the use and disclosure of confidential and personally identifiable information …" **[12]**

# References (Citation List)

1. [1] Minnesota Department of Human Services. "DHS Licensing Information Lookup (overview)." https://mn.gov/dhs/general-public/licensing/lookup/index.jsp
2. [2] Minnesota Department of Human Services. "Licensing Information Lookup (search)." https://licensinglookup.dhs.state.mn.us/
3. [3] Minnesota Department of Children, Youth, and Families. "Child Care Assistance Program (CCAP)." https://dcyf.mn.gov/programs-directory/child-care-assistance-program
4. [4] State of Minnesota. "MNbenefits." https://mnbenefits.mn.gov/
5. [5] Minnesota Department of Human Services. "Program Integrity." https://mn.gov/dhs/program-integrity/
6. [6] Minnesota Department of Human Services. "Contact numbers (includes Medical Assistance fraud hotline reference)." https://mn.gov/dhs/general-public/about-dhs/contact-us/contact-numbers/index.jsp
7. [7] State of Minnesota (Admin). "Requesting Data (Data Practices Office)." https://mn.gov/admin/data-practices/data/requests/
8. [8] Revisor of Statutes (Minnesota). "Minnesota Statutes, Chapter 13." https://www.revisor.mn.gov/statutes/cite/13
9. [9] Minnesota Department of Children, Youth, and Families. "Report Fraud." https://dcyf.mn.gov/report-fraud
10. [10] Minnesota Department of Children, Youth, and Families. "Report a concern at a child care program." https://dcyf.mn.gov/report-concern-child-care-program
11. [11] eCFR. "45 CFR § 98.15 — Assurances and certifications." https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-98/subpart-B/section-98.15
12. [12] Legal Information Institute (Cornell Law School). "45 CFR § 98.15." https://www.law.cornell.edu/cfr/text/45/98.15

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