



REIMBURSEMENT OF CERTIFIED NURSING ASSISTANT (CNA) TRAINING COSTS

-GUIDANCE FOR ABE PROVIDERS-

Legislation passed in 2017 requires Minnesota licensed nursing facilities and boarding care homes to reimburse certain third party entities for CNA costs they have paid on behalf of a nursing assistant.

The following (one) paragraph contains the guidance *provided* by the Department *to facilities*:

“Facilities should *not* reimburse nursing assistants for CNA training, testing and associated costs unless those expenses were actually incurred by the nursing assistant. Expenses that were *paid on behalf* of the nursing assistant by a third-party organization that receives federal or state funding for such costs (e.g. an Adult Basic Education provider, Workforce Center or other entity that typically provides assistance to displaced workers, underemployed or unemployed individuals), should be reimbursed by the facility *directly to the organization that paid these costs*. Note: The exception would be *if* the nursing assistant has *already reimbursed these third party organizations for such costs*, then the facility would reimburse the nursing assistant. To make it easier for facilities to distinguish who should be reimbursed for these costs, request proof of payment that identifies who actually paid the costs or utilize the form developed by our Department for such purposes. Contact the Department for a copy of this form.”

The reimbursement of nursing assistant costs is *not* a new requirement or process for facilities, however the requirement to reimburse a third party entity *is* new.

WHICH CNA COSTS ARE ELIGIBLE FOR REIMBURSEMENT?

The costs of CNA training (tuition), competency testing, books, required fees and supplies, transportation to/from training and/or testing and other “reasonable” associated costs (as determined by the Department). The training must be provided by an approved¹ CNA training provider.

ARE THERE LIMITS TO REIMBURSEMENT?

Reimbursement is provided for 100% of eligible costs that are paid on behalf of the nursing assistant.

WHO PROVIDES THE REIMBURSEMENT OF THESE COSTS?

Any Minnesota nursing home or boarding care home licensed by the MN Department of Health (MDH) that employs an individual as a CNA for at least 90 days, where that individual had eligible CNA expenses paid for by a qualifying third party entity.

WHICH THIRD-PARTY ENTITIES ARE ELIGIBLE TO RECEIVE REIMBURSEMENT?

Third-party organizations that receive state or federal funding to reimburse CNA training and testing costs paid on behalf of an individual should be reimbursed. This includes entities such Adult Basic Education

(ABE) providers, Workforce Centers, public school districts or other entities that typically provide assistance to displaced workers, underemployed or unemployed individuals.

NOTES:

Only the *first* facility where the individual is employed at least 90 days is obligated to reimburse these costs. If the nursing assistant does not stay on the job for at least 90 days (for any reason), the facility is not obligated to reimburse.

Facilities are not required to reimburse these costs if the nursing assistant is hired more than 12 months after completing their competency evaluation.

NOTE:

A sample form and instructions for reporting CNA training costs has been developed by the Department. This form may help facilities identify who should be reimbursed for these costs. Use of this form is voluntary and facilities are free to develop and use their own forms.

¹An *approved* nursing assistant training program is one that has received formal approval from the Minnesota Department of Health (MDH). For a list of MDH-*approved* nursing assistant training providers, please visit the MDH Nursing Assistant Registry website at:

<http://www.health.state.mn.us/divs/fpc/directory/natrainingites.cfm>

For more information or questions, please contact DHS:

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