

**Minnesota Child Passenger Safety Program
Application and Letter of Agreement - 2016**
Minnesota Child Passenger Restraint and Education Account
M. S. 169.685, Subdivision 7

Minnesota's Child Passenger Safety Program receives funding from several resources. Funding for the Child Safety Seat Grant is primarily funded by collecting fines from individuals cited for illegal or unsafe transportation of a child in a motor vehicle. Legislative language describes the requirements for seat distribution. In particular, the seats distributed from this program must:

- Be distributed to low-income families
- Be distributed with an approved educational component

In addition, the Minnesota Child Passenger Safety Program requires that any person involved in the distribution of safety seats through a grant obtained from the Office of Traffic Safety must:

Be current in child passenger safety certification

Grant Requirements:

- *Applicant must agree to show the video, *Don't Risk Your Child's Life, VII* or *Simple Steps to Child Passenger Safety* during the educational component.
- *Applicant must agree to follow the educational outline, provided with this application.
- *Applicant must agree to conduct the educational outline prior to distributing any car seat from this program.
- *Applicant must follow a low-income guideline to identify appropriate recipients of the car seats.
- *Applicant must provide samples of any child passenger safety print materials that will be distributed to the coordinator of the Minnesota Child Passenger Safety Program.
- *Distribute these seats to Minnesota families.

A completed application which includes a signed letter of agreement and sample list of print materials must be received by the program coordinator by **January 29, 2016, 4:30 p.m.** Failure to submit a complete application will result in a rejected application. Falsification of any information will result in a rejected application.

Submission of an application does not guarantee approval. An award letter will be sent to all agencies receiving a grant. Every program that meets the criteria for application will be considered. It is the responsibility of the applicant to resubmit an application yearly. If you have any questions, please feel free to contact me.

Heather Darby
Child Passenger Safety & Occupant Protection Coordinator
Minnesota Department of Public Safety - Traffic Safety
445 Minnesota Street, Suite 150
St. Paul, MN 55101
Office: 651-201-7068
Fax: 651-297-4844
Email: heather.darby@state.mn.us

Name of Contact Person _____

Name of Organization _____

Street Address _____

City _____ Zip _____

Phone _____ Fax _____ County _____

Email _____

Please indicate the number of seats you can reasonably distribute in one year. ***Most grant awards will not exceed 10 total car seats:***

_____ Convertible seat with 5-pt. harness (order in multiples of 2)

_____ Combination seat with 5-pt. harness (5 pt. harness to 40lbs, which converts to booster) (order in multiples of 2)

_____ Booster, high back (order in multiples of 2)

_____ Booster, no-back (order in multiples of 2)

Do you currently possess a copy of the video *Don't Risk Your Child's Life Video*, version VII or *Simple Steps to Child Passenger Safety*? _____yes _____no

If no, do you plan to obtain one? *Contact the Office of Traffic Safety to obtain one
_____yes _____no

Print the name(s) of current CPS trained staff responsible for car seat distribution. **Your agency MUST have a trained CPS practitioner, technician or instructor on staff to apply for this grant:**

**REQUIRED OUTLINE FOR DISTRIBUTION OF CHILD SAFETY RESTRAINTS
UNDER THE MN CHILD PASSENGER RESTRAINT AND EDUCATION ACCOUNT**

This educational outline must be followed for the distribution of each seat from this program. Between demonstration of the various components on the safety restraint, viewing the video, and presentation, this class should take at least 60 - 90 minutes. Due to the educational requirement, these seats cannot be distributed through a routine fitting station or clinic appointment when an unsafe seat may be discovered during an inspection.

- *View *Don't Risk Your Child's Life*, VII or *Simple Steps to Child Passenger Safety* video
- *Assess child's age, height and weight for appropriate child restraint selection
- *Parent to complete registration card. Explain if recall occurs, parent will be notified at address listed. The organization is responsible to mail registration card.
- *Explain the current MN child restraint law and why it is a *minimum* safety standard.
- *Explain appropriate restraint choice and how the restraint will change as child grows:
 - **Rear-facing until at least one year-old and 20lbs. Encourage longer use rear-facing.
 - **Straps at or below shoulder for rear-facing and why.
 - **Straps at or above shoulder for forward-facing and why.
 - **Consult manufacturer instructions to determine which slots are reinforced for forward-facing.
 - **After child reaches 40lb. harness limit, explain why child needs to use a booster seat until 80-100lbs and 4'9" tall. **Encourage usage.**
- *Explain expiration dates of child restraints. Show parent the expiration date.
- *Discourage use of second-hand seats with unknown history.
- *Explain that seats involved in a crash must never be reused.
- *Explain proper placement and use of the retainer clip.
- *Explain and demonstrate need for harness straps to be snug. Should not be able to pinch any excess harness fabric in the straps.
- *Explain and demonstrate Tether anchors and when to use.
- *Explain and demonstrate LATCH system and when to use.
- *Explain when to use locking clip. Locate where the clip is stored on the child restraint.
- *Ensure proper fit of child while indoors prior to installation of seat, if possible.
- *Discuss vehicle seat belt systems: ELR, ALR and Switchable belts and latch plates.
- *Explain how a child restraint is installed dependent upon the seat belt system:
 - **Demonstrate and instruct on proper installation and positioning of child restraint in vehicle. Demonstration can be done on a vehicle demo seat or in the actual vehicle.
 - **Parent performs installation of child restraint.
- *Remind parent that child needs to be properly restrained every time, no matter the distance traveled.
- *Instruct parent to never remove child from child restraint while vehicle is in motion.
- *Give parent appropriate instruction manual for child restraint. Also review car owner's manual.
- *Provide parent with appropriate reference materials.
- *Answer any further questions.

This agency accepts the requirements of the Minnesota Child Restraint and Education Account grant to distribute seats using the required educational outline, using only approved written materials, following a low-income guideline to determine client eligibility, under the expertise of currently certified child passenger safety advocates.

Agency Signature

Date

Printed Name

**MINNESOTA CHILD RESTRAINT EDUCATION ACCOUNT
CAR SEAT GRANT PROGRAM AGREEMENT
YEAR 2016**

1. I assure the Minnesota Department of Public Safety-Office of Traffic Safety that the child safety restraints we receive and use in our distribution program will meet federal motor vehicle safety standards.
2. I understand and agree that the child car seats we receive from the Minnesota Department of Public Safety-Office of Traffic Safety will not be sold for a profit.
3. I understand and agree that the Minnesota Department of Public Safety-Office of Traffic Safety is a public service in the interest of safety and is not a dealer in these types of goods and makes no warranty, expressed or implied, regarding the fitness of the child safety restraints.
4. I understand and agree to provide correct use education and all the necessary parts needed with every seat distributed. The education provided will be current and accurate.
5. I understand and agree to identify the recipients of child safety restraints from this program as low-income recipients. I further understand and agree that the seats received from the Minnesota Department of Public Safety-Office of Traffic Safety will be distributed with a comprehensive educational component not less than one-hour of education per recipient.
6. I understand and agree that any staff member involved in providing education and distribution of the child safety restraints will have current child passenger safety certification.
7. I understand and agree to forever refrain from instituting, pressing or in any way, aiding in a claim, demand, action or course against the Minnesota Department of Public Safety-Office of Traffic Safety, any member thereof for damages, costs, loss of services, expenses or compensation for, on account of or in any way growing out of the use of the child safety restraints.
8. I further understand and agree that this agreement is binding on any applicants, heirs, successors or assigns.
9. ***Upon receipt of the seats, I will immediately notify the Office of Traffic Safety by either email or fax that seats have been received and/or are missing or damaged.***

Signature

Title

Agency/Organization Name

Date

Child safety restraint orders will be placed for the soonest delivery date unless a later delivery date is indicated here: _____

VERIFICATION OF SHIPPING ADDRESS

AGENCY REPRESENTATIVE NAME _____

AGENCY NAME _____

STREET ADDRESS (NO P. O. BOXES PLEASE) _____

CITY, STATE, ZIP _____ EMAIL _____

Return this form to the MN Child Passenger Safety Program
445 Minnesota Street, Suite 150, St. Paul, MN 55101
651-297-4844 (fax)
651-201-7068

**LIST OF ITEMS YOU DISTRIBUTE TO RECIPIANTS OF THE SEAT,
i.e., Don't Skip a Step brochure, Buckle up Kids booklet, etc...:
PLEASE DO NOT INCLUDE THEM WITH YOUR APPLICATION**

RESOURCE SUGGESTIONS

If you are looking for materials for your program, don't worry about recreating the wheel. The following web sites are places to get current, solid materials. Additionally, many are available without cost to your program. Remember, review your materials every year and destroy outdated pieces.

www.buckleupkids.mn.gov

www.nhtsa.dot.gov

www.carseat.org

www.safekids.org

www.carseatsmadesimple.org

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