

LICENSING PROCEDURE FOR FAMILY CHILD CARE HOMES

1. Applicant returns to agency:
 - a. Completed Application
 - b. Completed Supplement to Day Care Application
 - c. Completed Minnesota Workers' Compensation Form
 - d. Completed Background Study Data Collection Forms
 - e. Signed Privacy Rights
 - f. Licensing Fee
 - g. Permission From Property Owner if Applicant is Not the Owner of the Home
2. Agency processes application:
 - a. Agency Sends reference letters
 - b. Agency sends instructions for completing background studies to applicant
 - c. Reference letters and background studies are returned/completed
 - d. Agency contacts applicant to schedule first visit to their home
3. During first home visit:
 - a. Home is inspected for physical compliance and if needed a list will be composed of any changes that need to be made.
 - b. Training requirements will be explained/discussed.
 - c. Any additional requirements will be discussed (i.e. Well water tests if applicable, Child Care contract/provider policies, fire marshal inspections if applicable).
 - d. Applicant will be provided an Orientation Folder to review prior to discussing at second visit.
 - e. Following things will be collected from applicant if have not been already received:
 - i. Equipment List
 - ii. Physician's Report
 - iii. Floor and Escape Plan
4. Fire Marshal Inspection:
 - a. During the first visit it will be determined whether a fire marshal inspection is required.
 - b. If applicable, licensing agency will need a cashier's check or money order made out to the MN State Fire Marshal for \$50 from the applicant.
 - c. If the applicant does not own the home, the owner of the home will be required to give permission for the inspection.
 - d. Licensing agency will request the inspection.
 - e. The Fire Marshal will contact applicant directly to arrange inspection (typically within 30 days).
5. Applicant Completes Training Requirements (if not already done).
6. Fire Marshal Inspection is completed (if applicable) and fire marshal sends copy of report to agency.
7. Applicant corrects any issues noted by the Fire Marshal (if applicable)
8. Applicant contacts Licensor to schedule the second home visit.

9. During second home visit:
 - a. Licensors will review with the applicant the rules, statutes, and guidelines for Licensed Child Care and review the orientation folder.
 - b. Applicant will provide documentation of completed required training.
 - c. Applicant will supply licensors with a copy of the policies/contract they will be using for their child care business.
 - d. Applicant and Licensors review corrections that applicant made from physical inspection at first home visit and from Fire Marshal inspection to ensure required changes were made.

10. Agency Makes Recommendation for Licensure Within 20 Days:
 - a. Applicant is sent a letter by MN Department of Human Services confirming approval of licensure.
 - b. Applicant receives license from the Minnesota Department of Human Services approximately three to four weeks after recommendation is sent to the State.
 - c. Licensed provider posts license in a conspicuous spot that is easily viewed at all times by any person coming into their home.
 - d. Licensed provider can begin to operate.