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RE: Western Prairie Human Services Family Child Care

Dear Applicant:

Thank you for your inquiry about Family Child Care Licensing. The following is a description of the licensing process in Pope and Grant County.

As an inquiry is received, general questions can be answered and general information is given. This information is to assist an individual in making a decision about being licensed to provide licensed family child care. This explanation of the licensing process and requirements is sent by e-mail, along with an application form.

All of the licensing documents are on the Western Prairie Human Services Website at: <http://www.westernprairiemn.us>.

To begin the licensure process please complete the following documents:

- Complete and sign the Department of Human Services family child care application form. Fees are waived for 2024 and 2025
- Background Studies on all household members age 13 and older.
- Workers Compensation Form

Below are the Rules and Statutes that are pertinent to each of the above categories. We suggest that you visit the State of Minnesota Revisor's website to review and/or print each section applicable to your program license. State of Minnesota Revisor website can be found at: <https://www.revisor.mn.gov/>

Minnesota Statutes, Chapter 245A (Human Services Licensing Act)

Minnesota Statutes, Chapter 245C (Human Services Background Studies Act)

Minnesota Rules, parts 9502.0300 to 9502.0445 (Rule 2)

Once we receive your application, a second packet of information will be provided. This packet will include additional paperwork and instruction necessary for the licensing process. Upon completion of the necessary documentation, a home visit will be scheduled. At that time, licensing inspection will be conducted and child care rules and regulations will be discussed to ensure that your site meets all requirements and that any necessary changes are made. The county has 20 days from the completion of a new license to send the application to DHS.

The Minnesota Department of Human Services Licensing Division will respond to the recommendation. If approved, the license will be mailed directly to the applicant. This is

generally sent within a few weeks. If a license request is denied, a letter will be sent to you, along with instructions for appealing the decision. An application can be withdrawn by the applicant at any time throughout the licensing process.

Please refer to our licensing website and the DHS Childcare Provider's Page for training resources, helpful links, and forms: <https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/>

Thank you again for considering a career that is very important for our community. We are looking forward to working with you. If you have any questions, please feel free to reach out.

Sincerely,

**Western Prairie Licensor(s)**

Western Prairie Human Services

e-mail: [licensing@westernprairiemn.us](mailto:licensing@westernprairiemn.us)

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**westernprairiemn.us**

*"It is our mission to be a person centered agency that partners with and empowers individuals and families, and promotes safe, healthy communities."*

This institution is an equal opportunity provider.