



WESTERN PRAIRIE

HUMAN SERVICES

211 Minnesota Ave E • Glenwood, MN 56334 • 320.634.7755 • Fax: 320.634.0164
15 Central Ave, PO Box 1006 • Elbow Lake, MN 56531 • 218.685.8200 • Fax: 218.685.4978

01/01/2023

Dear Provider,

Your license to provide Child Care in the Western Prairie Human Services area will expire soon. Though it may seem early to begin this process, the Minnesota Department of Human Services is now asking that the re-licensing process be completed at least 60 days prior to license expiration. Enclosed you will find material to be completed and submitted to the Western Prairie Human Services office no later than **90 days before your license expires** if you wish to renew your license. If you wish to renew your license, please fill out the forms listed below. You can go to the DHS provider website, <https://mn.gov/dhs/licensing-fcc>, to obtain the forms.

1. Minnesota Systems Licensing Application
2. Certificate of Minnesota Workers Compensation Law
3. Notice of Privacy Practices for Child Care Providers (sign & return 1 copy, keep other copy)
4. Pet Records – please send a copy of updated pet vaccination records
5. Child Enrollment Form
6. Please send in copies of all training records

Western Prairie Human Services will be waiving all Child care fees for 2022 and 2023.

Sincerely,

Western Prairie Licensors(s)

Western Prairie Human Services

e-mail: licensing@westernprairiemn.us

* I do not wish to renew my license to provide licensed care at this time. I understand that my license will be allowed to expire, and that should I choose to become licensed in the future, this closure will not have a negative impact on my application.

Signature

Date