



# 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

Dear Provider(s),

Your license to provide Home and Community Based Services for Western Prairie Human Services 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 Western Prairie Human Services three and half months before your license expires.

1. Minnesota Home and Community Based Services Adult Foster Care Application
2. Workman's compensation
3. Please submit a copy of your current Program Abuse Prevention Plan (PAPP)
4. \$500 relicensing fee

If you have questions when completing any of the forms please call or email me for assistance.

\* If you are not renewing your license at this time, please return the packet, along with the signed statement below. This statement must be on file so your case can be closed.

Sincerely,

### Licensing Unit

Western Prairie Human Services

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

➤ 211 E Minnesota Ave

Glenwood, MN  
Office: 320-634-7781

➤ 15 Central North, PO Box 1006

Elbow Lake, MN 56531  
office: 218-685-8212  
<http://www.westernprairiemn.us>

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\* 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

[westernprairiemn.us](http://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.