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Dear Foster Care Applicant:

Thank you for your interest in Western Prairie Human Service child foster care program! Foster care can be one of the most challenging and rewarding experiences your family may encounter.

I have enclosed the initial foster care packet for your review. If are interested in continuing the licensing process, please complete and return the following documents:

* + Minnesota Adoption and Foster Care Application. *To be completed by applicant(s)*
  + Individual Fact Sheets. *To be completed by the applicant(s) and all household members 18 years of age and older.*
  + Background Study Form. *Each household member, 13 years of age and older, are required to obtain a background study by the State of Minnesota. Please complete one form per person, requiring a background study.*
  + Floor and Escape Plan: This form assists an applicant in meeting the requirement of emergency procedures being planned, written and posted in the home. The floor plan must be posted in your home and we need a copy of the plan.
  + Home Study Questionnaire

The application process is as follows:

1. To begin the child foster care licensing process, complete and return the forms listed above. Forms are available from the Western Prairie Human Service website.
2. Fingerprints, Home Visits & Interviews

Western Prairie Human Service will process your Adam Walsh Background Study once submitted to this agency. You will also be contacted by the licensor to schedule a home visit to go through the home safety checklist with you. We will also conduct interviews with your family in order to get to know you and share further information about child foster care. This whole process is called a home study and is required by the Minnesota Foster Care Rule and the Department of Human Services.

1. Completing the Application

To continue the process, complete all remaining forms provided in the home visits and submit to the licensor.

Remaining Forms:

* Discipline Policy
* Complaint / Grievance Procedure Form:
* Alcohol and Drug Use Policy:
* Pet Shot Records: Please provide a copy of pet shot records for each of your pets.
* Agreement Between Foster Parent and Placement Agency
* Home Safety Checklist: This will be completed during a home visit with your licensor.

1. Complete the Required Training

You will be required to complete 12 hours of training before you will be licensed. The training requirements will be explained during the home study process and home visits with your licensor. Your licensor will provide a Training Tracking Log to help you ensure that you are completing your required trainings.

Required trainings:

* SUID (Sudden Unexpected Infant Death)/AHT (Abusive Head Trauma) Training. Foster Parents who care for children under the age of 5 are required to have SUID/AHT Training. One option to complete the trainings is to log on to Child Care Aware. To receive credit for completing these 2 trainings a certificate must be obtained from the website and provided to your licensor for documentation.
* Foster Parents who care for children under the age of 9 are required to have a 3-hour training on Child Passenger Restraint Systems from a certified child passenger safety technician. Anyone transporting the foster child must have this training. A schedule of car seat training classes will be provided to the applicant once an application is made. This training must be updated every 5 years.
* Foster Parents are required to have two hours of mental health training before becoming licensed. They are then required to have one of the 12 hours of ongoing training be mental health related.

The licensing process takes approximately 2-3 months depending on how quickly the necessary verifications are returned to our office. The agency shall forward its licensure recommendation to the commissioner within 20 working days after an application process is completed.

Please review the enclosed information and return to Western Prairie Human Services. A licensor will contact you when they have received your forms to schedule a home visit and begin working on your Home Study. Please feel free to contact one of the licensors or email us at [licensing@westernprairiemn.us](mailto:licensing@westernprairiemn.us) if you have any questions regarding Child Foster Care Licensing. Thank you for your interest in Child Foster Care!

\*Please return all documents to one of the Western Prairie Human Service offices.

Sincerely,

**Western Prairie Licensor(s)**

Western Prairie Human Services

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

* 211 E Minnesota Ave

Glenwood, MN

Office: 320-634-7781

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