



HOUSTON COUNTY PUBLIC HEALTH & HUMAN SERVICES

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Thank you for your interest in becoming a licensed childcare provider in Houston County. We are always happy to welcome new providers for the area. Below is information on what is required for licensing and the process we follow. Additional information on the process is provided at orientation.

Who needs to be licensed?

The following childcare situations are excluded from licensure:

- Child care provided by a relative to only related children; and, or
- Child care provided to children from a single, unrelated family, for any length of time;
- Child care provided for a cumulative total of less than 30 days in any 12-month period

If you do not meet the exclusion criteria above and wish to provide childcare in the state of Minnesota you need to be licensed. Licensing involves working with your county Family Childcare Licensors to complete licensing requirements as specified by MN Statute and/or MN Administrative Rule and administered through the Department of Human Services (DHS)

Application processing time?

The process for licensing does take some time before an application is ready for approval. Most applications in Houston County are processed within 60 days or less depending on the applicant response time. Applicants have up to one year from the submission of their application to submit the requirements before the application is void. Applicants cannot be licensed or start childcare (other than exclusions listed above) until all requirements are met and approval is received from DHS.

Requirements?

Requirements for Family Childcare Licensing are found with MN Statute Chapter 245A-Human Services Licensing – Family Childcare section only and MN Administrative Rules 9502.0300-9502.0445. Both are online at <https://www.revisor.mn.gov/pubs/> or you can request a copy from your county Family Childcare Licensors.

DHS has simplified the understanding of licensing requirements by creating a Licensing Requirements form <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7775-ENG> This document will take you step by step through everything you will need to prepare and what will be reviewed for licensing. On the left hand side, you can click on the corresponding MN Statute or MN Administrative Code, which will link you to the governing the requirement for more information.

Initial steps?

1. Applicant reviews requirements and determines if they wish to become a licensed childcare provider.
2. Applicant contacts the Family Childcare Licensor with their decision and initial questions
3. FCC Licensor sends to applicant:
 - a. Application
 - b. Licensing Requirements Form
Forms can also be found at <https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/> in the forms section.
 - c. Request for 1 year application fee \$50 (non-refundable)
4. Applicant returns application, licensing requirements form and application fee to county FCC Licensor for Houston County – Alexie Krause via email Megan.Engevold@co.houston.mn.us or mail.
5. FCC Licensor contacts applicant for orientation

Instructions for completing forms initial forms

Application Fee - \$50.00--

- This is a non-refundable application fee for one year of licensing
- We accept check, money order or cash
- Make payment to Houston County Treasurer and include with your returning paperwork

Family Systems Application--

- Complete & return the application.
- Include full first, middle and last name of all persons on application. Listing of all children and adults living and/or working in the home and their birth dates.
- Include your home phone/cell phone
- Give current address and phone number for references.
- Check license class and complete hours of operation.
- Sign application in front of a notary. All banks have notaries available

Licensing Requirements form--

- Complete as many sections check boxes as possible at this time
- Leave items not completed or you have further questions on blank.
- This form will not be complete however we will complete together in the process

Orientation

The FCC Licenser for Houston County – Alexie Krause, will review the returned documents and contact the applicant to arrange a time for orientation. Orientation typically runs about 1-2 hours depending on how many questions the applicant may have. Orientation is conducted at the applicant's childcare location and includes an initial walk-through of the site.

During the orientation, the following items are reviewed:

- Triggers for need of Fire Marshal inspection of childcare location, paperwork and \$50 fee- if applicable
- Pre-licensing training requirement checklist for applicant, caregiver and helper
- Background Study process- required for all family members living in home over 13 years old and all caregivers.
- Well water annual test – if applicable
- Physicians report for applicant and caregiver(s)
- Certificate of Compliance Minnesota Workers' Compensation Law form
- Emergency substitute
- Childcare emergency form
- Floor and Escape Plans
- Required provider policies
- Required provider admission and ongoing forms

Next steps?

During the next phase, the majority of the items listed below are happening simultaneously:

Fire Marshal Inspection –if applicable

- Applicant submits payment for inspection
- FCC Licenser submits payment and request for Fire Marshal inspection
- Fire Marshal sets appointment with application for inspection
- FCC Licenser reviews results from inspection and discusses with applicant
- Applicant fixes Fire Marshal requests

Background study-

- FCC Licenser initiates background study for applicant, caregivers, adult family members and children in home 13 years or older.
- Applicant, caregivers, adult family members in home and children in home 13 years or older complete online background study and pay fee \$49 per adult.
- FCC Licenser reviews results of background checks and sends paperwork to all adults in study for fingerprinting.
- Applicants are fingerprinted at a local facility within 10 days and pay finger printing fee of \$9.10 per adult
- Background checks are good for 5 years

Training—

- Applicant, caregiver and helper complete initial training requirements and return to certifications to FCC Licensors

Forms / Documents ---

- Applicant completes required forms/documents and returns to FCC Licensors

Policies / Admission and Ongoing paperwork –

- Applicant completes required paperwork and has ready for start date

Final Steps?

FCC Licensors receive all required paperwork and reviews

FCC Licensors set date with applicant for a final application site review and discussion. This review is conducted at the applicant's site and typically will take 1 hour.

During the final application site review the FCC Licensors will:

- Review and approve any fire inspection requests
- Conduct final safety walk-through
- Review policies and paperwork specific to this provider site
- Review required postings

During the final application site review the FCC Licensors will discuss:

- Ongoing training requirements
- Reporting—abuse, injury
- Off year visit
- Renewal notification / process
- Correction orders / Fix IT tickets
- Variance requests
- Website / DHS notification email list / Provider Look-up / Houston County Provider list
- Houston County FCC Association

After the site review and required paperwork submission, the FCC Licensors for Houston County – Alexie Krause, will submit her recommendation for FCC Licensing to DHS with a copy for the provider. Upon approval, the provider can open their facility and the initial license is good for 1 year from the beginning of the month licensed. The actual hard copy license will be received from DHS by mail to be posted by the provider.

Questions?

Contact your Houston County FCC Licensors Megan Engevold at 507-725-5811 ext. 1341