



**Offices Located in:**

Ivanhoe, MN • 507-694-1452    Slayton, MN • 507-836-6144  
Pipestone, MN • 507-825-6720    Luverne, MN • 507-283-5070  
Marshall, MN • Human Services 507-537-6747 • Health Services 507-537-6713  
Redwood Falls, MN • Human Services 507-637-4050 • Health Services 507-637-4041

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TO: Potential Child Care Applicant

FROM: Southwest Health and Human Services Licensing Unit

RE: Licensed Family Child Care Information

Thank you for your recent inquiry about licensed family childcare. This letter will explain the licensing process used by our agency. Please be advised that the licensing process may take two (2) to four (4) months. Our goal is to complete the licensing process within that time frame. However, we will not guarantee any specific time or date; this will depend upon the specifics of each case and how quickly each applicant completes the requirements.

If you would like to pursue a career in family childcare, please complete and return the Family Systems Application for childcare and the Data Collection form for background studies for all people in the household age 13 and over. After your application has been received, you will be sent additional information regarding the licensing process. There is a \$50 annual licensing fee and is payable to SWHHS. Additionally, there is a \$49.10 fee per background check (includes fingerprinting fee). Background study fees need to be paid online through the Net Study portal. The application and data collection form can be found at [www.swmhhs.com](http://www.swmhhs.com) under the Child Care Licensing Initial tab.

MN Statutes and Rules ensure we all have common reference points as to our specific responsibilities. These government regulations can be found at [www.revisor.mn.gov](http://www.revisor.mn.gov). You will want to carefully read Rule 9502 (Child Care Licensing Rule) and Statutes 245A (Human Services Licensing Statutes) and 245C (Human Services Background Study Statutes). These rules/statutes can also be found at [www.swmhhs.com](http://www.swmhhs.com) under the Child Care Licensing Resources tab. This information is also available in A Guide to Becoming a Licensed Family Child Care Provider DHS-8013 (PDF), a plain-language handbook developed by the Dept. of Human Services that is available on our website or can be provided in paper form.

**Licensing process:** An outline of the licensing process can be found on our agency website and is entitled “Southwest Health & Human Services Child Care Licensing Process.”

The standards you must follow to become a licensed provider help to promote and protect the health, safety and well-being of children as well as set minimum standards of quality. We will assist you along the way to complete the licensing process. We appreciate your interest in providing quality childcare in our community. It is a vital service for families with young children.

If you have questions or would like to receive any of the licensing forms in paper form, please contact:

Lincoln, Lyon, Murray Counties:

*Jackie Johnson* (507) 532-4124

*Lori Tammeus* (507) 532-1273

Pipestone County:

*Judy VandenBosch* (507) 825-8650

Redwood County:

*Melanie Guetter* (507) 637-6113

Rock County:

*Angie Frisk* (507) 537-4068

Supervisor:

*Gail Bielen* (507) 637-6075