

SOUTHWEST HEALTH AND HUMAN SERVICES CHILD CARE LICENSING PROCESS

Fcc 012 02 21

I. Complete and Return to Agency:

- _____ A. Application for Family Child Care (**must** be notarized)
- _____ B. Fact Sheet
- _____ C. View Mandatory Orientation Videos on the Southwest Health and Human Services website (swmhhs.com). Print the form on the final slide of the second video to document the date you viewed the videos.

II. The Licensing Agency will:

- A. Process your application and open a temporary file.
- B. Request that you complete a background study data collection form for each person required to have a background study.
- C. Request a Fire Marshal inspection when required. Payment for a fire marshal inspection must be paid with a \$50.00 money order made out to the proper authority. Please check with your licenser if you have any of the following:
 - _____ 1. Attached Garage if there are holes, windows, glass between the house and garage, or if there is not a solid-core door between the garage and house
 - _____ 2. Apartment/Duplex (multiple dwelling)
 - _____ 3. Care in Basement (used for childcare)
 - _____ 4. Mobile Home
 - _____ 5. Free standing solid fuel heating appliance (wood, corn, stoves, etc.)
 - _____ 6. Windows that may not meet standards

III. Home visit will be scheduled to interview applicant and to inspect the home to be used for childcare. Please call when you have completed most of the following:

_____ A. Have Completed:

- _____ 1. \$ 50.00 agency license processing fee (checks made out to SWHHS)
- _____ 2. DHS Family Child Care Licensing checklist
- _____ 3. Fire and Escape Plan
- _____ 5. Documentation that your crib/playpen is not on a recall list.
- _____ 6. Physician's Report (all adult caregivers)
- _____ 7. Pet Shot Records
- _____ 8. Verification of Pediatric CPR and Pediatric First Aid training
- _____ 9. Verification of Sudden Unexplained Infant Death Syndrome (SUID) and Abusive Head Trauma (AHT) training
- _____ 10. Verification of 6 hours of Supervising for Safety for Family Child Care training
- _____ 11. Verification of 4 hours of Child Development and Behavior Guidance training (Developmentally Appropriate Behavior Guidance)
- _____ 12. Three references completed
- _____ 13. NetStudy background studies completed

_____ B. **Have in Place:**

- _____ 1. First Aid Kit
- _____ 3. Battery operated flashlight and radio
- _____ 4. Gates (if applicable)
- _____ 5. Hot water temperature (120 degrees or lower)
- _____ 6. Smoke detectors
- _____ 6. Carbon monoxide detectors
- _____ 6. Fire extinguisher (minimum 2A:10BC)
- _____ 7. Well water test results, contact Licensor if use well water
- _____ 8. Child Care Emergency Preparedness Plan

_____ C. **Provider Policy/Contracts:**

- _____ 1. Provider policy, include the required items (sample copies included in your packet)
- _____ 2. Grievance Procedure for your families
- _____ 3. Chemical Use Policy for you and any employees

VI. **REQUIREMENT LIST**

- _____ A. Licensor will provide a written list of requirements to be completed following the home visit.
- _____ B. Second home visit may be scheduled for a “recheck” of requirements.

VII. **LICENSE**

- A. Application is sent to the Department of Human Services, within 20 working days after **ALL** requirements are completed, for approval.
- B. License will be sent to the provider by the Department of Human Services.

Additional forms and licensing information can be found at the DHS website
<https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/>