



Offices Located in:

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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

Fcc#10 2 26

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 to four 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. An outline of the licensing process can be found on our agency website and is entitled "Licensing Process Checklist."

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. Background study fees are currently being paid for by the Department of Children, Youth and Families (DCYF). The application and data collection form can be found at 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. You will want to carefully read Rule 9502 (Child Care Licensing Rule), Statutes 245A (Human Services Licensing Statutes), Statutes 142B (Children, Youth and Families Licensing) and 245C (Human Services Background Study Statutes). These rules/statutes can also be found at 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.

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:

Lyon County:

Lori Tammeus (507) 532-1273

Lincoln and Pipestone Counties:

Judy VandenBosch (507) 825-8650

Redwood County:

Melanie Guetter (507) 637-6113

Murray and Rock Counties:

Angie Frisk (507) 537-4068

Supervisor:

Gail Bielen (507) 637-6075