



POLK COUNTY SOCIAL SERVICES

612 North Broadway, Room 302, Crookston, MN 56716-1452

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www.polkcountymn.gov

Dear Applicant,

Child care providers offer an incredibly valuable service to families and communities. Thank you for your interest in becoming a **Licensed Family Child Care Provider in Polk County**.

Enclosed in this packet, you will find:

- A **licensing checklist** outlining the items required to complete the process (for your reference only — this does not need to be returned).
- The **initial required forms** that must be completed and returned to Polk County to begin the licensing process.
- **Licensing fee** is \$50 (this fee does not include a fee for the Fire Marshal inspection). Licensing fee must be turned in with your application or else your application will not be accepted. This fee is non-refundable.

We encourage you to review the Minnesota Department of Human Services Family Child Care website, which includes required forms, helpful documents, and additional guidance:

<https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/>

Family Child Care programs in Minnesota are governed by:

- **Minnesota Rules 142B**

We strongly recommend reviewing these rules and regulations carefully at:

www.revisor.mn.gov

The licensing process typically takes **8–12 weeks**. Please note that this is an average timeframe and may vary depending on individual circumstances and completion of required steps.

If we do not receive your completed application within **45 days** of the date of this letter, your request for information will be closed. However, you may contact our office at any time to restart the process. If you have any questions, please do not hesitate to reach out. We are happy to assist you.

Sincerely,

Annabelle Narlock

Licenser

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