

Family Child Care Licensing Inspection Fees

Effective as of 10/1/25

Family Child Care Licensing Policy and Procedure

Policy

Effective January 1, 2019, the Minnesota Department of Human Services (DHS) assumed responsibility for conducting background studies for family child care providers. Applicants are required to complete and pay for background studies directly through the DHS process. Polk County Social Services no longer collects or processes background study fees.

Polk County Social Services will continue to assess licensing fees for homes applying for family child care licensure and for those maintaining an active license.

Licensing Fees

- **New Application Licensing Fee:** \$50
- **Continuous (Annual) Licensing Fee:** \$50 per year

These licensing fees do not include any fees charged by the Fire Marshal as part of the licensing process. Applicants who are required to complete a Fire Marshal inspection are responsible for paying the associated inspection fee directly to the Fire Marshal. This requirement is established by the Department of Public Safety and is not a Polk County policy.

Procedure

A. Family Child Care – New Application

1. A completed and signed application, along with a check or money order for the required \$50 licensing fee, must be submitted to Polk County Social Services before the licensing process will begin.
 2. Upon receipt of the application and payment, Polk County Social Services will forward a request for a fire inspection to the appropriate Fire Marshal.
 - The applicant is responsible for contacting the Fire Marshal to schedule the inspection.
 - The applicant is responsible for paying all required Fire Marshal inspection fees.
 3. If an applicant chooses not to complete the licensing process after it has been initiated—including situations involving a failed background study or Fire Marshal inspection—the licensing fee will not be refunded.
 4. Applications received in September, October, November, or December will have the initial \$50 licensing fee applied to the following calendar year's annual licensing fee.
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B. Family Child Care – Continuous (Annual) License

1. Each September, Polk County Social Services will issue an invoice to licensed providers for the \$50 continuous (annual) licensing fee.
2. License holders must submit payment to maintain their licensure and continue operating under the authority of the Department of Children, Youth, and Families (DCYF).