

Polk County Social Services
Family Child Care Licensing Applicant Checklist

(For Your Records Only - Do Not Return This Checklist)

This checklist outlines the steps required to complete the Family Child Care licensing process. Please review each item carefully.

✓ Step 1: Review Licensing Requirements

Review **Minnesota Statute 142B**

<https://www.revisor.mn.gov/statutes/cite/142B>

✓ Step 2: Complete and Submit Initial Application Materials

Please complete and return the following items to Polk County Social Services:

- Family Child Care Application (must be signed)
- Signed Certificate of Compliance - Minnesota Workers' Compensation Law
- Email/Text Consent Form
- Child Care Aware Release of Information

Data Collection Forms for all individuals age 13 and older living in or working in the home

- A background study packet with instructions will be mailed to you.
- Fingerprinting cost: **\$10.50** (payable online or at fingerprinting site).
- This fee will be **reimbursed upon licensure** .

Submit documents to:

Polk County Social Services

612 N Broadway, Room 302
Crookston, MN 56716

You may also use the secure drop boxes located in:

- Crookston
- East Grand Forks
- McIntosh

Once your materials are received, a second packet will be mailed to you.

✓ Step 3: Fire Inspection

Case aide will submit a fire inspection request

- Inspector contact information will be included in your second packet.
- Inspection fee: **\$50 (due at time of inspection)**

Correct any items cited in the fire inspection report

✔ **Step 4: Licensing Visits**

Schedule your initial visit with the Licensing Social Worker
Schedule your final visit with the Licensing Social Worker (after all requirements are completed)

✔ **Step 5: Required Training**

Complete the following trainings and keep copies of certificates or print your “Learning Record” from DEVELOP:

**Review your training document for a list of required trainings.

To register for classes:

www.developtoolmn.org

www.eagertolearn.org

(800) 452-3646

✔ **Step 6: Policies & Documentation**

Develop your written policies (see Policy Checklist)
Policies must include all required items listed in:

- Statute 142B
Physician’s Report completed by your medical provider
Well Water Test (if applicable)
 - Required if your home uses a private well
 - Contact Extension Office:
 - Crookston: (218) 281-8027
 - McIntosh: (218) 563-2465
 - Submit results to Polk County Social Services
Completed Emergency Escape Plan (all exit routes clearly marked)
Annual Certification of Crib (for all cribs and pack-and-plays)
Childcare Emergency Plan
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If you have questions at any time during this process, please contact Polk County Social Services. We are happy to assist you.