

## **Family Child Care Licensing Inspection Fees and Background Study Fees**

### **Policy**

Sherburne County will charge a fee for background studies processed for family day care programs and for non-licensed child care providers. Sherburne County will also charge a fee to conduct required licensing inspections for family day care homes at the time of initial licensing or licensing renewal. No fee will be charged for annual visits in non-renewal years.

This policy will take effect on January 1, 2008.

### **Procedure**

#### For Family Child Care

1. New Applications: Upon completion of an Orientation seminar, prospective child care providers will be given a packet containing information and forms necessary to process their application. The following items must be returned to Sherburne County Social Service before the licensing process may begin:
  - License application form
  - Fact Sheet
  - Initial licensing evaluation
  - Certificate of Occupancy (if applicable)
  - Background study form(s)
  - Physician's report
  - "Your Privacy Rights" form
  - Check or money order payable to Sherburne County Social Services in the amount of \$150

When these items are received, the background study process will be started.

2. Licensing inspections will occur after background information is received and cleared.
3. Background study fees will not be returned when a family child care applicant is not licensed.
4. Licensing inspection fees will not be returned if the inspection has already been done.
5. If an applicant is receiving MFIP (Minnesota Family Investment Plan) or Food Support from Sherburne County, all fees will be waived.

6. License renewal packets are sent to providers 90 days prior to license expiration with a response expected 60 days prior to license expiration. A check or money order must accompany the response.
7. If a license will lapse due to failure to return needed paperwork and check or money order, the licensor may request a one-month extension. If paperwork and payment have not been received within one month, the license will be closed. DHS and parents will be notified.
8. License renewal fees for a 2-year license will consist of \$50 for background study processing and \$100 for licensing inspection fees (\$50 per year).
9. When a provider licensed in another county moves into Sherburne County, the provider will complete the same process as a new applicant and pay the same fees. However, a two-year license may be issued if the provider has sufficient experience.
10. Providers with homes requiring inspection by the Fire Marshall will be responsible for the fee required for that inspection. A Cashier's check or money order (State requirement) is made payable to the DPS-State Fire Marshal and sent to the Sherburne County licensor who will process the request.

## **Background**

Minnesota Statute 245A.10, subdivision 2 allows for County Agencies to charge fees to conduct licensing inspections of family day care programs (not to exceed \$50 per year) and to cover the cost of processing criminal background studies (not to exceed \$100 per year) that are required for licensing purposes. Legal non-licensed child care providers may be assessed fees to cover the cost of processing criminal background studies (not to exceed \$100 per year).

## **For Legal Non-Licensed Child Care Providers**

1. To apply to become a legal non-licensed child care provider, a person must complete an application packet that consists of:
  - Background study Notice and Consent form
  - CCAP program brochure
  - Statement of Understanding-LNL
  - Hold harmless statement
  - Provider registration form
  - Health and safety information sheet
2. Upon receipt of the completed packet and a check or money order payable to Sherburne County Social Services in the amount of \$50, a child care worker will review the packet for completeness and forward the Background Study Notice and Consent form to the Licensing Unit for processing.
3. When all responses to the Background Study request have been returned, the Licensing Unit will determine if the applicant meets criteria set forth in Minnesota Statute, section 119B.125, subdivision 1, 2 and 3. The Licensing Unit will notify the family of the results of the Background Study. Families will be given the opportunity to choose another provider if criteria are not met.
4. Fees for criminal background studies will not be returned if the results of the background study prevent an applicant from becoming a provider.
5. If an applicant is receiving MFIP (Minnesota Family Investment Plan) the \$50 fee will be waived.
6. Background checks will be repeated every two years. Fees for these studies will be \$50. Background checks will also be conducted if another person has been added to the provider's family, a current family member has turned 13 or there is reason to believe that a disqualifying factor for a family member has occurred since the last background check.
7. If a legal non-licensed provider in another county moves into Sherburne County, the provider will complete the same process as a new applicant.