



# Family child care licensing

## Frequently asked questions

**Disclaimer:** This searchable collection of frequently asked questions is not intended to offer legal advice. These questions and answers are not precedent for any future legal disputes. Every scenario may be based on a unique set of facts and circumstances. The laws affecting family child care programs may change, and information provided on this website may not reflect the current state of the law. Please consult with a knowledgeable expert before you take action in reliance on any information provided here.

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**Topic**

[Family child care licensing](#)

Select: [All](#), [None](#)

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## Contact us by email

Family child care providers are encouraged to submit questions to the Licensing Division for review. These provider questions allow the Licensing Division to determine where more clarification on licensing requirements can be provided. Your question will be sent to DHS. DHS will consult with your county licenser before replying with an answer to your question. Your county licenser will be copied on DHS' response to your question.

### All fields are required.

License Number:

Provider Name:

County:

Email Address:

Please identify the general area of FCC licensing that pertains to your question.

Type your question below. **Do not use any information that identifies an individual or individuals.** Please be as specific as possible. You may submit more than one question in the box below if the questions are all related to the same general area of family child care licensing you chose above. If you have additional questions regarding different areas of family child care licensing, please complete and submit separate question forms.

You have used 0 of the maximum 810 characters.

Updated: 2022-06-15

## FAQs

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### Where do I start if I want to open a licensed family child care program?

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Your first point of contact should be the Child Care Licensing Unit in your county. Your county Licensing Unit staff will explain the process required to become licensed as a family child care program and answer any questions you may have.

A [Guide to Becoming a Licensed Family Child Care Provider](#) (PDF) is a guide located on the Department of Human Services' website for people interested in becoming a licensed family child care providers in Minnesota. It provides general information about the license application process and an overview on what is required of licensed family child care programs. This may be helpful as you explore whether or not the profession of licensed family child care is right for you.

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## FAQs

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Are background studies required as a part of the licensing process for family child care?

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Yes. State law, [Minnesota Statutes, section 245C.03](#), requires people who provide services to vulnerable populations to have a background study completed by DHS before they are allowed to hold a license and/or to provide licensed services. State law also requires most people living in the home where a family child care program will be located to have a background study conducted.

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## FAQs

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Can I open a licensed family child care program if my homeowner's association has told me I cannot?

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[Minnesota Statutes, section 245A.14](#), subdivision 1 and 2 offers homeowners the protection of making the decision to operate a licensed family child care program in their homes.

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## FAQs

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### Where do I locate forms needed for my program?

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Your first point of contact for the forms needed for your program is your county licensor. County websites often house these resources. The Department of Human Services' Licensed Family Child Care website has forms, documents, and other important information for licensed family child care programs. Any questions about the forms required for your program should be directed to your county licensor.

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## FAQs

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How do I request a copy of my license?

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You may contact your county licensor to request a copy of your license.

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## FAQs

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How do I make a change to my license capacity and classification?

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Your county licensor is the point of contact to make changes to your family child care license.

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## FAQs

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Are the children of a licensed family child care provider counted in the program's numbers?

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All children age 10 and under are included and counted in the capacity when they are present in the program. Additional information on age group definitions and child/adult ratios may be found in the document [Age Group Definitions](#) (PDF).

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## FAQs

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Where do I report an updated phone number and email address?

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Changes to your contact information should be made through your county licensor.

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## FAQs

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### Is child care liability insurance a requirement for my program?

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Holding liability insurance is not a requirement of a licensed family child care program. However, [Minnesota Statutes, section 245A.152](#) does provide guidance on liability insurance. There are requirements associated with your decision to either carry or not carry liability insurance. This is something you may want to discuss with your legal counsel as you create and maintain your business plan, as not holding liability insurance may impact your business.

If you **do** hold liability insurance:

- You must provide a written notice to all parents/guardians, prior to admission, that you hold a policy;
- Your written notice must include the date of expiration/next renewal of policy;
- Should the policy expire or change, notice must be provided to all parents/guardians and any updated information provided; and
- The Certificate of Insurance must be available for inspection by all parents/guardians.

If you **do not** hold liability insurance:

- You must provide an annual notice, on a form developed by the Commissioner, to all parents/guardians indicating that you do not carry liability insurance.

You must collect signatures from parents and guardians stating that they received this notice. Should you make any changes to your policy or cancel your coverage, you must notify all parents/guardians.

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## FAQs

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Will the results of my annual licensing inspection be visible to the public?

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Yes. The results of your annual licensing visit will be posted to the [Department of Human Services' Licensing Information Lookup \(LIL\) page](#).

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## FAQs

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Do all Knowledge and Competency Framework (KCF) Content Area VII.B courses meet the ongoing Active Supervision training requirement?

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Providers and second adult caregivers have two options for meeting the Active Supervision requirement. They include: 1) a two-hour active supervision course developed by DHS or 2) a course in the ensuring safety competency area (KCF VIIB) that DHS has identified as a family child care active supervision course.

To search for courses that meet the Active Supervision requirement, go the Develop website, [Develop - Course Catalog \(developoptoolmn.org\)](https://developoptoolmn.org). From here, enter **Active Supervision** in the Course Title, Competency, or Qualification section and click the Filter Courses button. This will bring you to all the available courses that meet this requirement.

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## FAQs

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### Do Penn State courses meet licensing requirements?

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For pre-licensure training:

- Child development and learning and behavior guidance training from Penn State **does** meet the requirement for pre-licensure
- Supervising for Safety from Penn State **does not** meet licensing requirements, as the course must be developed by the Commissioner
- Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT) training from Penn State **does not** meeting licensing requirements, as the courses must be developed by the Commissioner

For ongoing licensing training:

- Penn State courses **does** meet general, annual training requirement hours
- Penn State courses in either child development and learning or behavior guidance, noted as Knowledge and Competency Framework (KCF) KCF I or KCF II.C, **does** meet the two hour ongoing required training

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## FAQs

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May I take the two hour Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT) training every year instead of watching the videos every other year?

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Yes, you may take the two hour SUID/AHT training every year. However, you may not view the videos annually rather than taking the two hour SUID/AHT training every other year.

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## FAQs

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I found a cleaning product that I'm interested in using in my licensed child care program. How do I determine what is acceptable?

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Cleaning products are not monitored by Licensing. Disinfectants, however, are. Cleaning products and disinfectants are used differently within a licensed family child care program.

Disinfectants are to be used to sanitize diapering areas after each diaper change. Criteria for diapering disinfectants may be found in [Minnesota Statutes, section 245A.148](#). Disinfectants must meet the following six requirements, if the provider is not using a chlorine bleach product:

- The manufacturer's label or instructions state that the product is registered with the United States Environmental Protection Agency;
- The manufacturer's label or instructions state that the disinfectant is effective against *Staphylococcus aureus*, *Salmonella enterica*, and *Pseudomonas aeruginosa*;
- The manufacturer's label or instructions state that the disinfectant is effective within ten minutes or less upon contact;
- The disinfectant is clearly labeled by the manufacturer with directions for mixing and use;
- The disinfectant is used only in accordance with the manufacturer's directions; and
- The product does not include triclosan or derivatives of triclosan.

If you are unable to determine the criteria listed above regarding a product of interest, review the manufacturer's website or product information to help you determine if it meets licensing requirements.

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Are there rules about what types of animals we can have in our programs?

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[Minnesota Rules, part 9502.0435, subpart 12](#) defines pets that are housed within the residence as limited to dogs, cats, fish, guinea pigs, gerbils, rabbits, hamsters, rats, mice, and birds if the birds are clear of chlamydia psittaci. Pets must be in good health. If you have a pet that is not listed, contact your licensor to discuss options that may be available through a variance.

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