

Scott County Child Care Licensing Process

Interested in
becoming a child
care provider?

1. Call Scott County
Child Care Licensing at
(952) 496-8370 to register
for Orientation.

2. Attend the 1st Orientation
Meeting and pick up the
application packet.

3. Complete application packet and
call Child Care Licensing
at (952) 496-8370 to register
for the 2nd Orientation Meeting.

4. Attend 2nd Orientation Meeting,
bring completed application
packet to this meeting along
with a check or money order in
the amount of \$100 payable to
Scott County Treasurer for
processing background studies.

5. Child Care Unit processes application
packet:

- Reviews application forms
- Mails & tracks reference letters
- Processes Background Studies
- Sends letter requesting a check or money order in the amount of \$50 payable to Scott County Treasurer for the Home Safety Inspection after application is complete.

6. Home Safety Inspection is completed.

7. Home Visit is scheduled and
completed by licensing worker.

8. When the licensing process is completed
and your home is in compliance with
Child Care Licensing Rule 9502, Scott
County will mail your application to DHS
for Licensure within 20 days after
application is complete.

9. 📬 DHS will mail your License to
your home.

Congratulations!

SCOTT COUNTY SOCIAL SERVICES FORMS GUIDE

After items 1-6 Have Been Completed, Call Child Care Licensing at (952) 496-8370 to Schedule your **SECOND ORIENTATION**.

1. **Application:** This 5-page form is titled "STATE OF MINNESOTA, DEPARTMENT OF HUMAN SERVICES, DIVISION OF LICENSING, FAMILY SYSTEMS". Complete the form. Include all family members along with the names and addresses of 3 personal references. Be sure to sign and date the application.
2. **Authorization of Background Study:** A separate green form is required for each person age 13 and older living or working in the household on a regular basis. The form must be signed by the subject (person whose records are being checked). NOTE: Parent/guardian's signature must accompany a juvenile's signature. **Feel free to make copies of this form, if needed. NOTE: provider keeps 2nd page.**
3. **Floor and Escape Plan:** This form must be drawn as accurately as possible including all levels of the home. Return the original to the agency.
4. **Social History:** Please complete and bring to the 2nd orientation meeting.
5. **Physical Environment:** Please complete this form to the best of your ability. Circle any unanswered questions, and write down any questions you have.
6. **Program Plan:** Complete this to the best of your ability. Circle any unanswered questions to discuss with a licenser.
7. **Physician's Report:** This report is required for each adult caregiver. A physical examination must have been completed within 12 months prior to the initial licensure and must be signed by a licensed physician. **You must have this form completed and submitted before your home visit from Scott County can be scheduled.**

POLICY REGARDING TIME LINES FOR CHILD CARE APPLICANTS

- Child care applicants are expected to complete requirements for licensure within six months of application.
- Prospective applicants who do not expect to complete the requirements for licensure within six months may wish to delay the application until they are ready to proceed.
- Applicants who are not licensed within a year of attending the 1st orientation will be required to attend both orientations again and possibly redo some of the paperwork.