

# Scott County Child Care Licensing Process

Interested in  
becoming a child  
care provider?

1. Call Scott County  
Child Care Licensing at  
(952) 445-7751 to register  
for an Informational  
session.

2. Attend Informational session  
and pick up the application  
packet.

3. Complete application packet and  
call Child Care Licensing  
at (952) 445-7751 to register  
for the Orientation Meeting.

4. Attend Orientation Meeting,  
bring completed application  
packet to this meeting along  
with background study form(s)  
and photo copy of picture ID for  
every background study being  
submitted.

5. Child Care Unit processes application  
packet:

- Reviews application forms
- Mails & tracks reference letters

While the applicant:

- Completes all training requirements
- Submits physicians report
- Completes landlord permission form  
(if applicable)
- Submits well water test (if applicable)
- Schedules and completes fire marshal  
inspection

6. Child Care Unit sends letter requesting a  
check or money order in the amount of \$50  
payable to Scott County Treasurer for the  
license after application is complete.

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 rules and statutes,  
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 1-10 have been completed, call Child Care Licensing at (952) 445-7751 to Schedule your ORIENTATION. Item number 11 does not need to be completed by the time you attend orientation, but must be completed to finish your licensing process.**

1. **Application**: This 6-page form is titled "Family Systems Licensing Application". 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. **Certificate of Compliance**: Complete this regardless of whether or not you have employees. If you do not have employees, check the box in number 2 for the exemptions you meet.
3. **Authorization for 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 last page. Remember to attach a copy of photo ID for every background study submitted.**
4. **Floor and Escape Plan**: This form must be drawn as accurately as possible including all levels of the home even if a level will not be used for daycare. Return the original to the agency.
5. **Social History**: Please complete and bring to the orientation meeting.
6. **Department of Human Services Monitoring Questionnaire**: Fill out this form as if you are currently caring for children.
7. **Physical Environment**: Please complete this form to the best of your ability. Circle any unanswered questions, and write down any questions you have.
8. **Child Care Program Plan**: Complete this to the best of your ability. Circle any unanswered questions to discuss with a licensor.
9. **HIPAA Privacy Notice, Tennessee Warning, Appeal Rights**: Initial, print your name, sign your name and date this form. Return only the first page and keep the rest.
10. **Pre-licensing Checklist**: Sign this sheet and return this at orientation.
11. **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 informational session will be required to attend both meetings again and possibly redo some of the paperwork.