

# Scott County Child Care Licensing Process

Interested in  
becoming a child  
care provider?

1. Go to our Scott County  
webpage [here](#).

2. View all seven Informational  
Modules in their entirety  
keeping track of one code  
word provided per module.

3. Email all seven code words to  
[childcarelicensing@co.scott.mn.us](mailto:childcarelicensing@co.scott.mn.us)

Watch your email for a reply. There  
are many attachments in our reply,  
so you may want to check your  
spam email.

4. Return your completed documents  
to [childcarelicensing@co.scott.mn.us](mailto:childcarelicensing@co.scott.mn.us)

Be sure to have your initial application  
signed and notarized.

Be sure to provide a completed Data  
Collection Form and picture  
identification for each person age 13  
and older living and working in your  
program.

5. Child Care Unit processes application  
packet:

- Reviews application forms
- E-mails & tracks reference letters
- Generates the Applicant Background Study form

While the applicant:

- Attends Orientation meeting
- 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
- Submits check or money order in the amount of \$50 payable to Scott County Treasurer for the license after application is complete.

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

7. 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.

8.  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.