

## Information About the Child Foster Care Licensing Process

Kanabec County Family Services (KCFS)



The licensing process is not difficult but it may take up to 60 – 90 days to become initially licensed. Following are the steps to obtain a license:

- Attend orientation, scheduled every other month
- Return completed MN Adoption & Child Foster Care Application, BGS Data Collection Form(s) with photocopy of driver's license/ID for each person being studied, and with the CFC Applicant Checklist.
- Mail fire marshal inspection request and \$50 money order or cashier's check to DPS – State Fire Marshal (if necessary)
- Licensor will schedule a home visit after background checks have cleared and fire marshal inspection (if necessary)
- Home visit will include home safety check and home study
- You have 120 days to complete the licensing process once your application is submitted to KCFS. If you do not respond within 120 days after submitting the application, it will be closed
- You will be licensed after fully complying with the rules of the licensing program. Once you have completed all application materials, KCFS has up to 20 days to submit your application to the Department of Human Services
- Your first license will expire in 1 year. An agency staff person will conduct a relicensing home visit prior to the expiration of your license
- Subsequent licenses will expire after 2 years of fully cooperating with the rules of the licensing program. However, KCFS may require yearly expirations or reviews based on compliance with the licensing rules.

**Non-Compliance with Licensing Rules:** When KCFS receives a complaint regarding a licensed program, an investigation will be completed. Child or Adult Protection will be notified if necessary. Depending on the outcome of the investigation, or other documentation of failure to comply with licensing rules, a license holder may be issued:

- Correction Order – documentation of a violation that needs to be corrected within a reasonable amount of time
- Negative Action – action on a license due to a violation that puts health and safety risk to the persons served by the program. All negative actions have an appeal process. Negative actions may include:
  - Denial of the application – used with applicants who do not meet the qualifications of the licensing rules
  - Conditional – least restrictive, program continues to operate
  - Suspension – more restrictive, time period where license holder cannot operate
  - Indefinite Suspension – indefinite time when license holder cannot operate
  - Revocation – most restrictive, license revoked for 5 years
  - Immediate Suspension – license holder cannot operate due to imminent danger concerns for persons served by the program
  - Fine – assessed for violations related to background studies, training, maltreatment, etc

**Grievance Process:** A license holder may file a written grievance against KCFS. It must contain a succinct statement of your reason for objecting to a decision, and your proposed substitute decision. Once KCFS has been notified of a grievance, an informal meeting will be scheduled. Following the informal hearing, a written summary and resolution relating to the grievance should be agreed to and signed by both parties. If the parties cannot agree, the license holder may submit a written request for a formal hearing to the KCFS Director. The Director shall conduct a formal hearing and prepare a written decision. This decision constitutes the final determination of the grievance.