

Adult Foster Care Licensing Process

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



KANABEC
COUNTY
Minnesota

1. Review the Powerpoint emailed to you, then complete and return the Rule Review document to Kanabec County Family Services, ATTN: Tonya.
2. Once our office receives the Rule Review, the first of two paperwork packets will be mailed to you for completion. Complete and return the first packet and the second packet will be mailed for completion and return.
3. Mail the fire marshal inspection request and \$50 money order/cashier's check to DPS – State Fire Marshal (if necessary). The fire marshal paperwork will be mailed in your second packet.
4. A Licensor will schedule a home visit with you after all the documents have been reviewed, background studies have cleared, and fire marshal inspection is complete (if necessary).
5. 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.
6. 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.
7. Your first license will expire in 1 year. Subsequent licenses will expire after 2 years of fully cooperating with the rules of the licensing program.
8. 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 compliant 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.