



Fix-it Ticket – Family Child Care

Minnesota Statutes, section 245A.065

Beginning January 1, 2018, county licensors are required to issue a Fix-It Ticket for certain violations identified by the Commissioner that do not imminently endanger the health, safety, or rights of children. The Fix-It Ticket provides an opportunity for the provider to correct eligible violations and avoid receiving a correction order for these violations if they are corrected within the allotted timeframe.

License Holder Name:	County:	License Number:
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On _____, an annual licensing inspection was completed to determine compliance with the provisions of Minnesota Statutes/Rules governing family child care. Although violation(s) of family child care licensing regulations were documented on the visit, it was determined that the violations identified below are eligible for a Fix-It Ticket in lieu of a correction order.

Licensor Completes			License Holder Completes		
	Fix-it Ticket Item(s)	Violation Observed	Correct By	How Corrected	Date Corrected
1.			<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
2.			<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
3.			<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
4.			<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
5.			<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		

License Holder Response Required: For each violation that was not corrected on site, the violation(s) must be corrected within 48 hours (excluding weekends and holidays). Please submit the completed Fix-It Ticket and documentation of how the violation was corrected to your licensor within 7 calendar days following the 48 hour period. Your signature certifies that the corrections have been made.

Failure to Correct the Violations: If the violation(s) is not corrected on site and the Fix-It Ticket and documentation of how corrected submitted does not show compliance OR the evidence was not submitted within the timeframe above, a correction order will be issued for the violation(s). If a correction order is issued, you will have the right to ask the commissioner to reconsider the correctness of the violation(s).

Licensor's Signature	Date Issued	License Holder's Signature	Date

Information for provider

Upon receipt of a Fix-It Ticket, the provider may:

- A. Correct the violation at the time of inspection or within 48 hours (excluding Saturdays, Sundays, and holidays). For violations corrected within 48 hours, the provider must submit evidence to the licensor within 7 calendar days after the 48 hour period. If the evidence is sufficient, the Fix-It Ticket violation(s) are considered resolved; or
- B. Not correct the violation at the time of inspection or within 48 hours and/or not submit evidence that the violation was corrected. In this case, the county licensor must issue a correction order for the violation listed on the Fix-It Ticket.

The Fix-It Ticket does not have its own appeal rights. If the provider disagrees with a Fix-It Ticket violation, the provider can choose to not respond to the Fix-It Ticket and the licensor would then issue a correction order for the violation after the allotted time for correction has passed. Upon receipt of a correction order, the provider has the right to request reconsideration from DHS.

Items Eligible for a Fix-It Ticket as of January 1, 2018		
Fix-it Ticket Items (A-S)	Rule or Statute	Violation Description
A.	9502.0335, subp. 10	The license is not posted in a prominent place.
B.	9502.0375, subp. 2	Failure to report that a household member has moved out in the past 30 days.
C.	9502.0405, subp. 3	Updates or changes to written policies have not been made as required.
D.	9502.0405, subps. 4 and 4(A)	Any items are missing on admission and arrangements form, or if items on the admission and arrangements form have not been updated.
E.	9502.0415, subp. 3.	Toys have damage that is cosmetic in nature (e.g., a missing door knob from a dramatic play kitchen set) and is not hazardous to children.
F.	9502.0425, subp. 5	The self-closing mechanism on the door from the home to the garage is broken.
G.	9502.0425, subp. 8	The indoor areas used by children are found to be between 59 and 61 degrees.
H.	9502.0425, subp. 10	Items that can easily be moved are on the stairs.
I.	9502.0425, subp. 16	A fire extinguisher has not been serviced annually, but it is overdue by less than one month.
J.	9502.0435, subp. 7	One item from the list of required items is missing from the first aid kit.
K.	9502.0435, subp. 8(B)	Emergency phone numbers are not posted by the telephone.
L.	9502.0435, subp. 8(E)	Batteries are missing or dead in a flashlight or portable radio.
M.	9502.0435, subp. 12(C)	The license holder does not have the verification and/or tags that rabies vaccines have been provided to all dogs and cats, but all dogs and cats have received timely vaccinations.
N.	9502.0435, subp. 13(A)	Clean diapers are stored in a place that is accessible to children.
O.	9502.0445, subp. 4(B)	The refrigerator is at a temperature of 41 degrees.
P.	9502.0445, subp. 3(D)	Bottles are unlabeled but the license holder can demonstrate that the license holder knows which bottle belongs to which infant.
Q.	245A.148	The cleaning product for disinfecting the diaper area does not meet requirements.
R.	245A.152	The license holder does not have verification of proof of liability insurance but the liability insurance is valid.
S.	245A.50, subd. 7	The license holder has completed training but is unable to locate verification at the time of the visit.