Instructions for completing DHS-3324
Family Systems License Application for FCC, CFC, AFC and FADS

The following are reminders and some instructions for completing the revised DHS-3324 form. Please follow the instructions at the top of the 3324 form, as well.

* Indicates a required section

**Section 1. Action Code** (Required for all programs)

- Please specify the action type, such as New, Renew, etc.

- Check “renew” when only the effective date and expiration date are changing. If there are additional changes at renewal time, mark “update” in addition to “renew” and highlight the changes made. Use “update” if there is a change in capacity, class, adding or removing names from the license, etc. A “change of premise” is used when the location where the provider provides licensed services changes from one location to another. If a provider moves out of county or to another agency, the existing license needs to be closed. A new license will be opened with the new agency.

- If a provider closes their license, then decides later to re-apply with the same agency, please request issuance of a “new” license and note any previous license number(s) in the “License number” section.

- For closings, specify the effective date and the reason for closure using the closing codes listed on page 2 of this form. Please keep these codes to use for future reference.

- Specify the rule/program (CFC/FCC/AFC/FADS).

- Specify if a Dual license.

- Specify Ownership type; individual or corporate.

**Section 2. Provider Information**

- For corporate programs, complete this section with corporate information, business entity, owner, managerial official, or controlling individual of the program. List the company name and the highest ranking official. For a community collaborative child care program, identify the Community Action Agency here. This section does not need to be completed for the following special family child care programs: employer, church, not-for-profit agency, and commercial space providers.

**Section 2a. Provider Race and Ethnicity** (Required only for CFC family providers)

**Section 3. Facility Information** (Required for all programs)

- This is the facility information (the site where services are provided).

**Section 4. Special Family Child Care Home Information** (Required for employer, church, community collaborative, not-for-profit agency, and commercial space family child care programs.)

- Attach to the DHS-3324 both at initial licensing and at each renewal a narrative description of the program and the following additional documentation:
  - **Church/Employer child care:** A letter from the employer, church, or religious organization acknowledging their responsibility as the license holder for maintaining the program's compliance with licensing requirements.
  - **Community Collaborative:** A copy of the cooperative agreement the community collaborative child care provider has with the community action agency.
  - **Not-for-profit Agency:** Copies of the contracts that the not-for-profit agency maintains with the community employers or organizations to provide child care services.
  - **Commercial Space:** A copy of the local zoning approval and a copy of the most recent fire marshal inspection and approval.
Section 5. License information* (Required for all programs)

- Specify the license capacity of the program (please refer to the specific program rule for capacity limits).

- For family child care, specify license class and if the program is a special family child care program (church, employer, community collaborative, not-for-profit agency, or commercial space). If commercial space provider, must identify children under age 2 ½ years to be served.

- For family child care, if appropriate, specify “No infants in care” and/or “No transporting children under 9.”

- For child foster care, specify the type (foster family, foster residence or treatment foster care).

- For adult foster care, specify if alternate overnight supervision technology or if license includes FADS.

- For child foster care, specify if children served are relatives only, relatives and non-relatives, or non-relatives only.

- For adult foster care, specify type of clients preferred.

Section 6. Dates* (Required for all programs)

- Specify the effective date of the license and the expiration date, these are required fields. The expiration date must fall on the first of the month and cannot extend more than 24 months from the effective date.

- If a fire inspection was required, please complete this field with the date that the fire inspection was passed. Additionally, when the fire inspection field is completed, the date the inspection passed must occur prior to the license effective date. For all new AFC, FADS, and commercial space programs, a fire inspection date is required.

BGS Date Instructions

- For AFC/CFC/FADS, enter the date that the last DHS background study required for licensure of the program was completed. A BGS is complete when either a clearance notice is issued or when a set aside or variance is granted for a disqualification. For corporate foster care, list the date that the BGS was completed for the managerial or controlling individual identified in section 2. In addition, for corporate foster care, list the DHS BGS ID# for the individual identified in section 2.

- For FCC only, where the county conducts the BGS, the BGS date cannot be more than 2 years old.

- In all cases, the license effective date must be on or after the BGS date.

Section 7. Dwelling information

- For all programs, complete for new licenses and as needed for changes to a license.

Section 8. Background Study Contact* (Required for child foster residence and corporate adult foster care programs)

- Specify the individual at the facility designated to receive sensitive background study information from DHS.

***Please note that for corporate AFC, any change to the background study contact will affect all of the license holder’s AFC programs with the same BGS contact.

Section 9. Signature*

- This is a required section.

- The agency licensor signature is required.

- Please complete and make sure to specify a valid licensor code in this section.
3324 Closing Codes

A – Referred to another agency, program, or department.

B – Moved out of the county/agency jurisdiction.

C – Specified child no longer in the home.

D – Adoption of foster child.

E – License holder whereabouts unknown.

F – Licensee initiated closing (Do not request closure following a revocation or temporary immediate suspension).

G – Supervising agency initiated closing.

H – Other (specify reason).