



Conditional Order Monitoring Plan

Family Child Care

County licensors can use this form to create a plan for monitoring a provider's compliance with the terms of a Conditional License Order (Minnesota Statutes, [section 142B.16](#)). These are the steps in the Conditional License Order process:

- (1) DCYF issues conditional order.
- (2) County licensor reviews the conditional order with the license holder.
- (3) Use this form to create a plan describing how you will monitor the license holder's compliance with the terms of the conditional order.
- (4) Email this form to DCYF Family Child Care triage at DCYF.FClicensing@state.mn.us within 15 days of the order being issued.
 - If the license holder is appealing the terms of the conditional order, the county licensor may delay creating a monitoring plan while the appeal is pending.

Appeals/Requests for reconsideration

The license holder has 15 days from the date of the conditional order to request reconsideration of the order (appeal). If they appeal, it is still the expectation that monitoring visits take place. However, the license holder is not required to meet the deadlines outlined in the terms of the conditional license until a decision on the appeal/reconsideration has been issued by DCYF. Upon receipt of a decision:

- (1) Use this form to create a plan describing how you will continue to monitor compliance with the terms of the conditional order.
- (2) Email this form to DCYF Family Child Care triage at DCYF.FClicensing@state.mn.us within 15 days of the date the decision was issued.

Provider information

License holder's name:	License number:
Date conditional order issued:	Length of conditional order:

Name of county staff who reviewed the conditional order with the license holder:	County:	Date reviewed:
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Monitoring Plan

List the terms in the conditional order and describe how the county will monitor the license holder’s compliance with each term.

Term 1:
How will the county monitor this term?
Term 2:
How will the county monitor this term?
Term 3:
How will the county monitor this term?

Term 4:
How will the county monitor this term?
Term 5:
How will the county monitor this term?
Term 6:
How will the county monitor this term?
Term 7:
How will the county monitor this term?

Term 8:

How will the county monitor this term?

Term 9:

How will the county monitor this term?

Term 10:

How will the county monitor this term?

Signature of county licensor's supervisor:

Date: