Adult Foster Care Capacity
“License for Five” Checklist
Minnesota Statutes, Section 245A.11, subd. 2a

The Commissioner may issue an adult foster care (AFC) or community residential setting (CRS) license with a capacity of five adults for AFC homes that are the primary residence of the license holder, and also in AFC/CRS homes that are not the primary residence of the license holder, if the fifth bed does not increase the overall statewide capacity of licensed AFC beds. The plan for increased capacity must be submitted to the commissioner and must be recommended by the county licensing agency of the county in which the facility is located. The recommendation must verify that the following conditions have been met:

☐ The facility meets the physical environment requirements in the adult foster care licensing rule;

☐ The five-bed living arrangement is specified for each resident in which every placement plan is required for that resident; individualized plan of care; individual service plan (256B.092, subd. 1b); or individual resident placement agreement (MN Rules, part 9555.5105, subp. 19);

☐ The license holder obtains written and signed informed consent from each resident or resident’s legal representative documenting their informed choice to remain living in the home and that their refusal to consent would not have resulted in service termination; and

☐ The facility was licensed for adult foster care before March 1, 2011.

When all requirements have been completed, please send a completed AFC 3324 – Recommendation for Licensure; the above-referenced documentation; and if applicable, an approved [child and adult corporate foster care moratorium exception verification form (DHS#6021)](mailto:child and adult corporate foster care moratorium exception verification form (DHS#6021) to:

Department of Human Services  
Office of Inspector General  
Licensing Division  
Attention: Family Systems Unit  
PO Box 64242  
St. Paul, MN 55164-0242

If sending via inter-office, please use Mail Code 0242

NOTE: New adult foster care licenses will not be issued under these conditions after June 30, 2016, however the Commissioner will allow facilities licensed before June 30, 2012, to continue with a capacity of five if the license holder continues to comply with all of the above conditions.