

# Child Foster Care Licensor Library

This Licensor Library contains forms and documents commonly used in child foster care licensing. These forms were previously located on the [Family Systems webpage](#) in a numbered list; those numbers are included after each form title for reference.

## Quick links

Foster care triage: 651-539-8300 (press 4, then press 2)  
[dcyf.fostercarelicensing@state.mn.us](mailto:dcyf.fostercarelicensing@state.mn.us)

[Licensing Information Lookup \(LIL\)](#)

[Electronic Licensing Management System \(ELMS\)](#)

[NETStudy2](#)

## Child foster care statutes

[Minnesota Statutes, Chapter 142B](#)

[Minnesota Statutes, Chapter 245C](#)

[Minnesota Rules, parts 2960.3000 to 2960.3340](#)

## Licensor resources and information

[CFC Licensing guidelines \(PDF\) – 12-2023 \(previously C42\)](#)

[Licensor processes guide \(PDF\) – 4-2021 \(previously A5\)](#)

[Licensor resources \(PDF\) – 4-2021 \(previously A6\)](#)

[Data privacy guidelines \(PDF\) – 9-2022 \(previously A8\)](#)

[Respite and substitute care – definitions and requirements \(PDF\) – 10-2016 \(previously C26\)](#)

[Appropriate action to take at expiration of a license \(PDF\) – 9-2025 \(previously A14\)](#)

[Licensed CFC moving to another county \(PDF\) – 10-2024 \(previously C27\)](#)

[Licensing previously licensed programs FAQ \(PDF\) – 8-2021 \(previously A43\)](#)

[Guidance for closing an inactive license \(PDF\) \(previously A45\)](#)

[CFC Pending Reopening Status \(PDF\) – 11-2024 \(previously C45\)](#)

[CFC Pending Reopening Checklist \(PDF\) – 11-2024 \(previously C45a\)](#)

## Licensor forms

[PIF – Preliminary information form \(previously H7\)](#)

[3324 – License recommendation \(previously H8\)](#)

[Withdrawal of license application \(PDF\) – 3-2024 \(previously H9\)](#)

[Extension request/closure pending investigation \(PDF\) – 11-2021 \(previously A15b\)](#)

[Request for temporary provisional license \(PDF\) – 7-2022 \(previously A16\)](#)

[Commissioner access letter \(PDF\) – 1-2025 \(previously A39\)](#)

[Licensing intake complaint form \(PDF\) – 11-2022 \(previously A37\)](#)

[Correction order \(PDF\) – 12-2022 \(previously A22\)](#)

[Notice of incomplete application \(DOCX\) \(previously A42\)](#)

[Complaint log \(PDF\) – 11-2022 \(previously A23\)](#)

[Application tracking log \(PDF\) – 11-2022 \(previously A24\)](#)

[Certificate of personal service sample \(PDF\) – 4-2023 \(previously A28\)](#)

[Initial two year license for PPC applicants and relative applicants \(PDF\) – 3-](#)

2022 (previously C30)

## Licensing process forms

[Application \(PDF\)](#) – 9-2022 (previously H4a)

[Individual fact sheet \(PDF\)](#) – 10-2023 (previously C14)

[References sample \(DOCX\)](#) – 8-2018 (previously C31)

[Statement of intended use \(PDF\)](#) – 1-2015 (previously C1)

[Home safety checklist \(PDF\)](#) – 6-2024 (previously A34)

[Home safety checklist guidance \(PDF\)](#) – 11-2023 (previously A35)

[Licensing checklist \(PDF\)](#) – 2-2021 (previously C8a)

## Home study forms

[Home study assessment \(PDF\)](#) – 4-2024 (previously C16)

[Home study assessment update \(PDF\)](#) – 4-2024 (previously C17)

[Foster parent agreement form \(PDF\)](#) – 7-2024 (previously C19)

[Summary of child foster care responsible agency requirements \(PDF\)](#) – 11-2017 (previously C19a)

[Annual evaluation \(PDF\)](#) – 10-2022 (previously C11)

## Policies, plans and procedures

[Emergency escape plan and procedures \(PDF\)](#) – 10-2022 (previously A40)

[Alcohol and drug policy \(PDF\)](#) – 11-2022 (previously A41)

[Complaint and grievance procedures \(PDF\)](#) – 1-2024 (previously A47)

[Discipline policy sample \(PDF\)](#) – 5-2018 (previously C32)

## Background studies

[Non-disqualifying background study information \(PDF\)](#) – 7-2022 (previously C38)

[Background study worksheet \(PDF\)](#) – 1-2024 (previously C43)

[Background studies reform flow charts \(PDF\)](#) – 7-2022 (previously C40)

[Background studies reform FAQ \(PDF\)](#) – 1-2023 (previously C41)

[Disqualification chart \(XLS\)](#) – 7-2022 (previously F5)

[General request for reconsideration of a disqualification \(PDF\)](#) – 1-2024 (previously F10)

## Fire safety inspections

[Owner's permission for inspection \(PDF\)](#) – 10-2019 (previously A33a)

[Request for inspection \(PDF\)](#) – 6-2023 (previously A33b)

[Foster care inspections information](#) (previously A33c)

[Interagency agreement - DHS & DPS \(PDF\)](#) – 7-2023 (previously A33d)

## Licensing actions

[Licensing action manual \(PDF\)](#) – 10-2021 (previously A44)

[Recommendation for licensing action \(PDF\)](#) – 6-2024 (previously A44a)

Supplemental information forms can be found on page 30 of the [Licensing Action Manual](#). You may copy and paste the applicable appendix to your own document or email triage for a Microsoft Word format.

## Training

### **Foster parent training**

[Mental health and fetal alcohol spectrum disorders \(PDF\)](#) – 4-2021 (*previously C29*)

[Medical monitoring equipment \(PDF\)](#) – 9-2022 (*previously D19*)

[Normalcy and Reasonable Prudent Parent Standard](#) – DHS Training

[B.E.S.T. Car Seat Training Information](#) – DPS website

[C.A.R.S. Training – Variance Guidelines and Process for Licensors \(PDF\)](#) – 10-2021 (*previously C35*)

[C.A.R.S. Training – Variance Request & Approval \(PDF\)](#) – 10-2021 (*previously C36*)

[SUID/AHT Training Information](#)

[Maltreatment of Minors Reporting](#)

[Vulnerable Adults Mandated Training](#)

### **Foster care licensor training**

[Licensing Learning Center \(TrainLink\)](#)

[Assessing Prospective Foster and Adoptive Parents](#) (MN Child Welfare Training Academy)

### **Variance information and forms**

[Variances to Minnesota Rule \(PDF\)](#) – 1-2024 (*previously C24*)

[General variance form \(PDF\)](#) – 10-2023 (*previously A19*)

[Dual license variance \(PDF\)](#) – 7-2022 (*previously A17*)

[Minimum age 55 and older/maximum age/alternate overnight supervision variance \(PDF\)](#) – 3-2024 (*previously A18*)

[Cradleboard variance request \(PDF\)](#) – 1-2024 (*previously A46b*)

### **Chemical use problems**

[Guidelines and process \(PDF\)](#) – 8-2022 (*previously A38e*)

[Variance request form \(PDF\)](#) – 3-2023 (*previously A38b*)

[Risk of harm assessment and recommendation \(DOCX\)](#) – 8-2019 (*previously A38d*)

### **Capacity**

[Guidelines and commonly asked questions \(PDF\)](#) – 11-2023 (*previously C2*)

[Variance request form \(PDF\)](#) – 9-2019 (*previously C4*)

### **Infant safe sleep**

[Helmet approval \(PDF\)](#) – 1-2024 (*previously A46a*)

[Parent cradleboard request and monthly check \(PDF\)](#) – 1-2024 (*previously A46c*)

[Family Child Foster Care: Infant Safe Sleep \(PDF\)](#) – 1-2024 (*previously A46d*)

[Swaddling consent for an infant \(PDF\)](#) – 1-2024 (*previously B22*)

### **Emergency relative placement resources**

[Unlicensed emergency relative placement practice guide \(PDF\)](#) – 1-2024 (*previously C6*)

[Referral form – emergency relative placement \(PDF\)](#) – 8-2016 (*previously C7*)

[Relative applicant overview \(PDF\)](#) – 7-2022 (*previously C39*)

[Basics for relatives of foster children \(PDF\)](#) – 12-2022

### **Foster parent/Placement resources**

[Children in foster care: Babysitting guidelines \(PDF\) – 1-2019 \(previously C34\)](#)  
[Children in foster care: Using relative visits and alternative child care \(PDF\) – 3-2019 \(previously C37\)](#)  
[Minnesota’s Reasonable Prudent Parent Standard Guidance \(PDF\) – 6-2018](#)  
[Minnesota Assessment of Parenting for Children and Youth \(MAPCY\) Practice Guide \(PDF\) – 3-2015](#)  
[Initial foster care phone calls: Information for parents, foster parents, and facility staff \(PDF\) – 3-2021](#)  
[Resource Family and Caseworker Visit Discussion Tool \(PDF\) – 6-2019](#)  
[A guide to court proceedings for foster parents \(PDF\) – 7-2024](#)  
[Extended Foster Care Practice Guide for Youth Ages 18 up to 21 \(PDF\) – 7-2023](#)  
[Expectant and Parenting Youth in Foster Care Practice Guide \(PDF\) – 10-2021](#)  
[Practice Guide for Caseworkers, Foster Parents and Facility Staff: Working with gay, lesbian, bisexual, transgender, queer/questioning and two-spirit youth in the child welfare system \(PDF\) – 2-2024](#)  
[Foster Care: Temporary out-of-home care for children \(PDF\) – 4-2025](#)  
[Minnesota’s Best Practices for Facility Investigation \(PDF\) – 2-2023](#)  
[Resource Guide for Mandated Reporters of Child Maltreatment Concerns \(PDF\)](#)  
[Practice Guide for Maintaining Family Connections for Children in Foster care \(PDF\) – 4-2025](#)