

## Family Child Care Licensor Library

This Licensor Library contains forms and documents commonly used in family child care licensing. Forms are also available on the [Family Systems webpage](#).

### Quick links

Family Child Care Licensing triage: 651-539-8300

[DCYF.FCCLicensing@state.mn.us](mailto:DCYF.FCCLicensing@state.mn.us)

[DCYF Family Child Care Licensing](#)

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

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

[NET Study2](#)

### Licensor Link newsletter

[February 2026](#) | [Previous issues](#)

### Provider Link newsletter

[February 2026](#) | [Previous issues](#)

### DCYF Early Childhood Connector

[DCYF Early Childhood Connector](#) – Newsletter and quarterly Connector Calls

### Minnesota Rules and Statutes – Family Child Care

[Minnesota Statutes, Chapter 142B \(Children, Youth, and Families\)](#)

[Minnesota Statutes, Chapter 245C \(Human Services Background Studies Act\)](#)

[Minnesota Rules, parts 9502.0300 to 9502.0445 \(Rule 2\)](#)

County agency delegated authority: [Minnesota Rules, Chapter 9543 \(Licensure of Programs\)](#)

### Licensing forms

#### Required for each child

[Family Child Care Admission and Arrangement Form \(PDF\)](#) (9-18)

[Family Child Care Enrollment Form \(PDF\)](#) (7-19)

[Liability Insurance Notice to Parents or Guardians \(PDF\)](#) (8-18)

[Allergy Information Form \(PDF\)](#) (7-17)

[Immunization Records](#) – Resources from the Minnesota Department of Health)

[Permission to Administer Medication \(PDF\)](#) (7-18)

[Maltreatment of Minors Mandated Reporting – Family Child Care \(PDF\)](#) (6-25)

[Rule and Statute Summary for Parents \(PDF\)](#) (9-25)

### Licensing actions

[3324 – License Recommendation](#)

[Licensing Actions \(PDF\)](#) (2-20)

[Recommendation for Licensing Action \(PDF\)](#) (6-24)

[Appropriate Action to Take at the Expiration of a License \(PDF\)](#) (9-25)

[License Extension Request/Closure Pending Investigation \(PDF\)](#) (1-19)

[Request for Temporary Provisional License \(PDF\)](#) (7-22)

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

[Sample letter – Closing an inactive license \(DOCX\)](#) (11-24)

[Family Child Care Fix-It Ticket Form \(PDF\)](#) (2-18)

[Variance Request](#) (10-23)

[Licensing Intake Complaint Form \(PDF\)](#) (11-22)

[Complaint Log](#) (11-22)

### General information

[Age Group Definitions – Family Child Care \(PDF\)](#) (6-18)

[DCYF Commissioner Access Letter \(PDF\)](#) (6-25)

[Data Privacy Guidelines \(PDF\)](#) (9-22)

[Licensing inspection checklist - ELICI \(XLS\)](#) (9-25)

[Exclusions from Licensure – Family Child Care \(6-18\)](#)

### **Application forms**

[Family Child Care License Application \(PDF\) \(7-22\)](#)

[Preliminary Information Form \(PIF\)](#)

[Withdrawal of License Application \(PDF\) \(3-24\)](#)

[Application Tracking Log \(PDF\) \(11-22\)](#)

### **Background studies**

[Child care provider background studies – Information and frequently asked questions \(Minnesota Department of Human Services\)](#)

[Family Child Care Background Study Worksheet: Is a background study required? \(PDF\) \(9-20\)](#)

[General Request for Reconsideration of a Disqualification \(PDF\) \(1-24\)](#)

[Variance Expiration Extension Request \(PDF\) \(1-19\)](#)

### **Special Family Child Care**

[Special Family Child Care Program Plan \(7-22\)](#)

[Special Family Child Care Primary Provider of Care designation \(PDF\) \(8-22\)](#)

### **Unlicensed care**

[Prohibition Letters \(PDF\) \(6-12\)](#)

[Prohibition Flowchart page 1 \(PDF\) \(3-09\)](#)

[Prohibition Flowchart page 2 \(PDF\) \(3-09\)](#)

[Unlicensed Family Child Care Letter – Sample \(2-19\) \(DOCX\)](#)

### **Fire Marshal forms and information**

[Property Owner Permission for Fire Marshal Inspection \(PDF\) \(1-26\)](#)

[Request for Fire Inspection or Reinspection \(PDF\) \(6-23\)](#)

[State Fire Marshal – Child Care/Foster Care Inspections \(Minnesota Department of Public Safety\)](#)

[Minnesota Interagency Agreement Between the Departments of Public Safety and Human Services \(PDF\) \(7-23\)](#)

### **Chemical use**

[Chemical Use Problems– Guidelines & Process \(PDF\) \(8-19\)](#)

[Chemical Use Problems – Variance Request \(PDF\) \(3-23\)](#)

[Risk of Harm Assessment and Recommendation \(DOCX\) \(8-19\)](#)

### **Infant safe sleep**

[Helmet Approval for Sleeping Infant \(PDF\) \(1-24\)](#)

[Cradleboard Variance Request Form \(PDF\) \(1-24\)](#)

[Parent Cradleboard Request and Monthly Cradleboard Check Form \(PDF\) \(1-24\)](#)

[Directive for Alternative Infant Sleep Position \(PDF\) \(1-24\)](#)

[Swaddling Consent for an Infant \(PDF\) \(1-24\)](#)

[Optional Form for Parent Statement: Infant Less Than Six Months \(PDF\) \(1-24\)](#)

[Monthly Crib Safety Inspection Form \(PDF\) \(6-14\)](#)

### **Safety and emergency planning**

[Child Care Emergency Plan \(PDF\) \(4-24\)](#)

[Emergency Escape Plan \(PDF\) \(10-22\)](#)

[Wading Pool Best Practices \(PDF\) \(3-18\)](#)

[Wading Pools Risks \(PDF\) \(6-18\)](#)

[Swimming Pool Risks \(PDF\) \(6-18\)](#)

[Wading Pool Permission Form \(PDF\) \(6-18\)](#)

[Swimming Pool Permission Form \(PDF\) \(6-18\)](#)

[Immediate Risk of Harm Determination Worksheet \(PDF\) \(1-07\)](#)

[Quarterly Serious Injury Reporting Form \(PDF\) \(1-18\)](#)

### **Sample recommendation letters**

[Recommendation for Denial of a License \(PDF\) \(3-16\)](#)

[Sample Recommendation for a Temporary Immediate Suspension of a Family Child Care License \(DOC\) \(2-19\)](#)

[Sample Recommendation for a Conditional of a Family Child Care License \(DOC\) \(2-19\)](#)  
[Recommendation for a Revocation for FCC License \(PDF\) \(3-16\)](#)  
[Sample Recommendation for a Fine of a Family Child Care License \(DOC\) \(2-19\)](#)  
[Sample Recommendation for Denial of Family Child Care License \(DOC\) \(2-19\)](#)  
[Temporary Immediate Suspension Protocol \(PDF\) \(3-08\)](#)  
[Certificate of Personal Service Sample \(PDF\) \(4-23\)](#)  
[Licensing Action Notification Letter Samples for Family Child Care \(DOCX\) \(5-19\)](#)  
[Alcohol and Drug Use Policy-Sample Family Child Care \(PDF\) \(6-18\)](#)  
[Grievance Procedure Sample - Family Child Care \(PDF\) \(6-18\)](#)