

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

[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

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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)

[Pending Reopening instructions for county agency licensors \(PDF\)](#)

[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)

Licensor resources and information

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

[ELICI User Guide](#)

[Develop tool](#)

[Family Child Care Licensor Access to Develop](#)

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

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

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

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

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 \(PDF\) \(6-18\)](#)