

Dear License Holder,

I hope you will find this letter to be helpful in regards to your upcoming relicensing visit and paperwork. With that being said, I will list out the timeline and steps that will be taken prior to the relicensing visit so we are all on the same page:

- Step 1:
 - Invoices will be sent to license holders by mail or email (depending on preference)
 - Please follow the instructions listed on the invoice
- Step 2:
 - Relicensing Packet will be sent out by mail or email (depending on preference)
 - Licensing Application
 - Applicant Privacy Rights
 - Licensing Checklist
 - Home Safety Checklist
 - Workers Compensation Certification Form
 - Ensure fire extinguishers are serviced before relicensing visit and if utilizing well water that it is tested every year (provide licensor with results)
- Step 3:
 - Licensor receives a copy of PAPP (signed and updated yearly), program plan, IRPA for each individual, results of well water test (yearly; does not apply to everyone), emergency policy and procedure, licensing application, signed applicant privacy rights form and workers compensation certification form
 - Please send documents by email or mail listed below:
 - Mail: Sourcewell
Attn: COUNTY AFC, Regional Licensing Specialist
PO Box 219
Staples, MN 56479
 - Licensor will contact the license holder to schedule the relicensing visit
 - Please utilize licensing checklist and home safety checklist to prepare for relicensing visit; these are the documents that will be utilized by the licensor during the visit (it has everything you will need)
 - Please ensure you have gone through the checklist before the visit to ensure that you have all documents and home ready for the licensor to review
 - I have provided some documents in the packet, for example emergency escape plan, that you may have completed something similar, so you do not need to utilize the one in the packet; it is just an example
- Step 4:
 - Licensor submits the 3324 after all corrections are made, if corrections are needed

Failure to return relicensing packet will result in your license being closed at expiration. No reminder letters will be sent out, so please be prompt with your paperwork and fee. The rest of the paperwork can be turned in the day of the inspection. Please let me know if you have any questions. I look forward to meeting with you soon.