

Community Residential Setting (CRS) Application Process

Step 1: Submit an inquiry

- Visit the Sourcewell licensing website to submit an inquiry for Adult Foster Care Licensing information: <https://www.mn.sourcewell.org/licensing-form>

Step 1a: Obtain your HCBS License and County/DSD approval (6021)

- You will work directly with DHS to obtain your HCBS license. DHS will provide you with all the information and resources needed to complete this process. For more information, visit their website: <https://mn.gov/dhs/partners-and-providers/licensing/hcbs-245d/>
- County/Regional Licensing Specialist (RLS) will complete 6021 to submit to County/DSD for approval.

Step 2: Complete applicant packet

- Once the inquiry has been received, you will receive an email with information and the applicant packet.
- RLS will complete a Fire Marshal Inspection Request and send you information about the process. The applicant is responsible for the \$50 inspection fee and must correct any items cited by the Fire Marshal, even if you don't become a licensed provider.

Step 3: Final inspection

- Contact your RLS to schedule your final walk-through when:
 - You have been issued your HCBS license.
 - All Fire Marshal requirements and any citations have been corrected.
 - All required documents on the new CRS Provider Document Checklist have been completed and sent to your RLS.

Step 4: Final step for licensure

- Once all items have been completed, your RLS will submit the license request to DHS. You will receive notification from DHS and your RLS if/when your license application is approved.

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