

## Family Child Care Application Process

### Step 1: Submit inquiry and register for orientation.

- Visit this site to submit an inquiry for Family Child Care Licensing information: [sourcewell-mn.gov/services/mn-programs/community/child-care/new-providers](https://sourcewell-mn.gov/services/mn-programs/community/child-care/new-providers)
- Once this inquiry has been received, you will receive an email with information about the required online orientation.
- Additional and optional information and one-one support regarding child care is offered through the Child Care Wayfinder: <https://www.childcarewayfinder.org/>

### Step 2: Complete online orientation.

### Step 3: Submit new applicant packet.

- Application packet can be found here: [sourcewell-mn.gov/services/mn-programs/community/child-care/new-providers](https://sourcewell-mn.gov/services/mn-programs/community/child-care/new-providers)
- Mail the applicant packet to:  
Sourcewell  
Attn: Child Care Licensing  
202 12<sup>th</sup> Street NE  
Staples, MN 56479
- Your regional licensing specialist will initiate the reference checks and background study process once these documents have been received and contact you to schedule your initial walk through.
- Your regional licensing specialist will send a referral to the Wayfinder Navigator to assist you with the business and resources available to you as an applicant

### Step 4: Initial walk through.

- At this visit, your regional licensing specialist will assess your environment to determine if a Fire Marshal inspection is required, review licensing requirements, and provide you with resources and additional documentation that must be completed.

### Step 5: Final walk through.

- Contact your regional licensing specialist to schedule your final walk through when:
  - All Fire Marshal requirements have been met.
  - All required documents have been completed and sent to your regional licensing specialist.
  - All items on the DHS Licensing Requirements have been met and documented.
- At the final walk through, if your regional licensing specialist can verify that all requirements have been met, they will submit a request for your Family Child Care License to be issued.

### Step 6: Congratulations!

- You have completed the application process and now own your own Family Child Care business.