

Dear license holder,

Your relicensing date is due soon. In this letter, we outline the process and what you need to prepare and provide to ensure we conduct the relicensing visit in a timely manner.

- Step 1
 - You will receive your Relicensing Packet by mail or email (depending on preference)
 - Licensing Application
 - Applicant Privacy Rights
 - Licensing Checklist
 - Home Safety Checklist
 - Workers Compensation Certification Form
 - Have your fire extinguishers serviced every year before relicensing visit
 - If you use well water, have it tested every year and provide licensor with results
- Step 2:
 - Mail Sourcewell a copy of your:
 - PAPP (Program Abuse Prevention Plan-signed and updated yearly)
 - Program plan
 - IRPA (individual resident placement agreement) for each individual
 - Emergency policy and procedures
 - Results of well water test (yearly; does not apply to everyone)
 - Licensing application
 - Signed Applicant Privacy Rights form
 - Workers Compensation Certification form
 - **Mailing address:**
Sourcewell
Attn: COUNTY AFC Regional Licensing
Specialist PO Box 219
Staples, MN 56479
 - Licensor will contact you to schedule the relicensing visit
 - **Review the Licensing Checklist and Home Safety Checklist** in preparation; the licensor will use both to guide the relicensing visit
 - **Review the checklists** so you have all documents and your site ready for the licensor to review
 - Contact us if you want/need examples of any of the documents outlined in the checklists
- Step 3:
 - Licensor submits the 3324 after all corrections are made, if corrections are needed

Your license will be closed at expiration if you fail to return your Relicensing Packet. **We will not send a reminder letter, so please be prompt with your paperwork and fee.**

Questions?

Contact us at licensing@sourcewell-mn.gov. We look forward to seeing you, soon.