

CRS Provider Relicensing Letter and Document Checklist

Relicensing is due soon for your CRS site. Please see the information below on completing the relicensing process.

1. Schedule your relicensing visit. Options for date/time were included with this email. Please utilize the Licensing Checklist and Home Safety Checklist to prepare for your relicensing visit.
2. Your invoice(s) is/are attached. Please follow the instructions on the invoice to complete payment.
3. Review the Document Checklist below. Please ensure the documents are ready at time of visit or sent prior to the home visit. Let your RLS know if you would like a hard copy of any of the listed documents.
4. Failure to schedule a relicensing visit and/or pay the relicensing fee will result in your license being closed at expiration. No reminder letters will be sent out. Please let me know if you have any questions. I look forward to meeting with you soon.

Mailing address:
 Sourcewell
 Attn: COUNTY AFC Regional Licensing
 Specialist PO Box 219
 Staples, MN 56479

Resources:

- [Sourcewell Licensing Website](#)
- [DHS Website](#)
- [DHS eDocs](#)
- [Adult Protection Resources List](#)
- [Vulnerable Adult Protection and Elder Abuse Information](#)

Document	Copied/Sent to Licensor
DHS CRS Licensing Application	
Relicensing Fee - made out to County	
Copy of Updated Signed PAPP	
Background Study Roster	Have available to view
Workers Compensation Form	
Signed Notice of Privacy Practices	
Signed Vulnerable Adults Act Summary	
Census and Home Information – list of current residents and from the past 5 years	
Copy of Fire Drills for previous 2 years	
Internal and External Maltreatment Policies	Have available to view
Emergency Response Plan	Have available to view
Fire and Escape Plan	
Any current variances/MH Certification	
Any deviations from what is required in the licensing/home safety checklist (ex. no mirror, locked knives or no lock on door) - reflected in individual plan	Have available to view
Annual Well Water Test Results (if applicable)	If positive for Nitrates, disclose safe water use plan in your PAPP
Pet Vaccination Record (if applicable)	Have available to view
Furnace Inspection (if completed)	
To be Completed by Licensor at Time of Visit	
Please review to ensure all areas are complete prior to inspection	
Home Safety Checklist	
Licensing Checklist (CRS)	