

Dear License Holder,

Your relicensing date will be coming due soon. I hope you will find this letter to be helpful about what is needed and the steps that will be taken to ensure that the relicensing visit is conducted in a timely manner and all areas are addressed. 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:
 - Please visit the following link to obtain your relicensing documents: <https://www.sourcewell-mn.gov/services/mn-programs/community/adult-foster-care/current-provider>. Please let me know if you would like the forms emailed and/or mailed to you.
 - Ensure fire extinguishers are serviced (every year) before relicensing visit and if utilizing well water that it is tested every year (provide RLS with results)
- Step 2:
 - Please utilize the attached checklist to ensure that licensor receives all required documents.
 - Please send documents identified in step 2 by e-mail to Licensing@sourcewell-mn.gov or by mail (listed below):
 - Mail: Sourcewell
Attn: COUNTY AFC, Regional Licensing Specialist
 - PO Box 219
Staples, MN 56479
 - Please review 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 that will be addressed during the visit; you do not need to fill out and complete prior to visit).
 - Please ensure you review the checklist before the visit to ensure that you have all documents and home ready for the licensor to review
 - If you need examples of any of the documents that are discussed in the checklist, please contact me I will try to assist with obtaining examples
- Step 3:
 - 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. Please let me know if you have any questions. I look forward to meeting with you soon.

AFC Provider Document Checklist

Please ensure the documents below are ready for the Specialist at time of visit or sent prior to the home visit. Let your Regional Licensing Specialist know if you would like a hard copy of any of the listed documents.

Document	Copied/Sent to Licensor
DHS Licensing Application	
Copy of Annual Signed PAPP	
Background Study Roster	Have available to view
Copy of Annual Signed Program Plan	
Individual Resident Placement Agreement (for each resident)	Have available to view
Mobility Assessment (for each resident)	Have available to view
Emergency Response Review and Reporting Plan and Fire and Escape Plan	
Workers Compensation Form	
Signed Notice of Privacy Practices	Have available to view
Signed Vulnerable Adults Act Summary	Have available to view
Annual Training Record with completed Vulnerate Adult Training (and for staff)	
List of residents currently in placement and Case Manager contact information and a list residents from the past 5 years	
List of residents in placement for the past 5 years	
Copy of Fire Drills for previous 2 years	
Annual Furnace Inspection (if complete)	
Drug and Alcohol Policy (only AFC without 245D)	
Grievance Policy (only AFC without 245D)	
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
Medical Monitoring Equipment (if applicable)	
Other:	
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 (AFC with or without HCBS)	

Resources:

[Sourcewell Licensing Website](#)

[DHS Website](#)

[DHS eDocs](#)

[Adult Protection Resources List](#)

[Vulnerable Adult Protection and Elder Abuse Information](#)

[DHS - HCBS Sample Policy Page](#)

