

Family Child Care Application Process

Pre-step: Find your Wayfinder Navigator

- Wayfinder Navigators help navigate resources and information regarding family child care.
- Help includes but not limited to navigating resources for grant funding, funds to pay for required trainings, business, and financial planning.
- Request a consultation here: <https://www.childcarewayfinder.org/contact-us/>
- Consultation with a Navigator is encouraged, but not required.

Step 1: Submit inquiry and register for orientation.

- Visit this site to submit an inquiry for Family Child Care Licensing information: <https://www.mn.sourcewell.org/licensing/family-child-care>
- Once this inquiry has been received, you will receive an email with information about the required online orientation.

Step 2: Complete online anytime orientation.

Step 3: Submit new applicant packet.

- Application packet can be found here: <https://www.mn.sourcewell.org/licensing/family-child-care>
- Mail the applicant packet to:
Sourcewell
Attn: Child Care Licensing
202 12th 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.

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.
- Nothing needs to be prepared in advance of this visit. This is an opportunity to meet and discuss the licensing process.

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 and the Final Walk Through Checklist have been met.
- 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.