

Licensing Requirement Dispute

Family Child Care

If during the annual visit or during the exit interview, a license holder expresses a dispute to their county licenser about an interpretation of a licensing requirement, the license holder may submit a written request for clarification to DHS (Minnesota Statutes, section 245A.04, subd. 4 (d)). County licensers cannot issue a correction order for the disputed item, unless the Commissioner clarifies that it is a violation.

Providers need to submit the request using this form via e-mail, fax, or mail within five business days following the exit interview, and include any additional documentation (photos, etc.) to support their position that.

Completed forms can be submitted to the Department of Human Services Licensing Division at dhs.fccproviderquestions@state.mn.us, or faxed to 651-431-7673, or mailed to PO Box 64242, Saint Paul, MN 55164-0242

License Holder Information

License holder(s) name(s)

License holder e-mail

License number

Submission date

Phone number

County

Licenser Information

Licenser name

Visit date

Describe the licensing requirement and licenser's interpretation of the violation.

Describe the reason why you believe your licenser's interpretation is inaccurate.

DHS will include you and the licenser in all communications related to this dispute. The county licenser must not issue a correction order related to the disputed requirement until the Commissioner clarifies that it is a violation.