

Adult Foster Care & Family Adult Day Services
Licensing Process

1. Call agency and leave name and address with licensing case aide at 651-430-8307.
2. Adult Foster Care inquiry postcard sent including invitation to informational meeting.
3. Attend informational meeting offered every other month. Receive application and information on foster care requirements including appropriate licensing rule.
4. Return completed and signed forms: application, workers' compensation, and Initial Year Data Sheet. Then, a licensing worker assigned within **5** working days of receipt of application.
5. Licensing worker will send the following forms within **10** working days of receipt of assigned application:
 - Autobiography
 - Home Safety Checklist
 - Foster Care Questionnaire
 - Data privacy form
 - Notification of Release of Information for Criminal History Check
6. Applicant returns forms. Please return forms in a timely manner so the rest of the process can proceed. Licensing workers cannot continue licensing until applicant returns completed forms.
7. Licensing worker schedules initial licensing visit.
8. Licensing worker contacts references and completes criminal history check.
9. Licensing worker meets with family to complete interviews.
10. Fire Marshall Inspection is requested by licensing worker.
11. Within **20** days, once all the forms are sent in, processed, and the home study is completed, the licensing worker will submit a licensing recommendation to the Department of Human Services.
12. Foster family attends New Foster Parent Orientation (three - 4 hour sessions).
13. License received from Department of Human Services.
14. Provider will begin to receive referrals when they become available.

**ADULT FOSTER CARE ORIENTATION MAY BE ATTENDED ANY TIME AFTER STEP #4.
ATTENDING TRAINING DOES NOT GUARANTEE LICENSE WILL BE APPROVED.*

The entire licensing process takes approximately three to four months.