



HEALTH & HUMAN SERVICES

Aitkin County
204 1st Street NW
Aitkin, MN 56431

Phone: 218-927-7200
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Initial Licensing Letter Family Child Care

Aitkin County is responsible for licensing Family Child Care homes in the county. Providers who care for children from more than one family must be licensed. The county conducts orientations, background studies, home interviews, safety checks, recommends licensure, conducts investigations and supports providers in meeting the health and safety needs of the children in the providers' care.

To be licensed by Aitkin County the following must be completed:

- Application Paperwork
- Background Checks
- Pre Licensing Training Requirements
- Home Visits by a Licenser
- Fire Marshal Inspection
- Physical
- Well water testing (if applicable)
- Other DCYF & agency licensing documents as provided by the Licenser

Licensing Fees:

- Initial Licensing Fee \$50.00
- Relicensing Fee \$50 annually
- Fire Marshal Fee \$50.00 (currently Aitkin County will pay the initial inspection fee for providers)

Once you and your home are in full compliance with Family Child Care licensing rules, the county will recommend that the Minnesota Department of Human Services issue you a license. The licensing process will generally take around 3-4 months to complete. This can depend on your participation in the process.

Barriers to licensure can include:

Background checks

Everyone in your household 13 and older or working in the daycare must receive a background clearance.

Fences

Locations near heavy traffic, railroads or water hazards such as ponds, marshes, lakes, pools or water features may require a fence

Fire inspection and safety requirements

You may need to make changes to your home after fire marshal or licensing inspections

Your home

A licensor will check all areas of your house and property for certain safety items and may require gates be installed, etc.

If you have any questions, please contact:

Brenda Butterfield

Licensing Worker/Social Worker

218-927-7200

Brenda.butterfield@aitkincountymn.gov