

Wilkin County Family Service Agency

ADDR. PO Box 369 Breckenridge, MN 56520 T. 218-643-7161 F. 218-643-7175

DAVID L. SAYLER, Human Services Director

SARAH M. FLOAN, Social Services Supervisor ▪ **CINDY A. NOETZELMAN, Financial Assistance Supervisor**

Dear Adult Foster Care Applicant:

Thank you for your interest in Wilkin County's Family Adult Foster Care licensing! Foster care can be one of the most challenging and rewarding experiences your family may encounter. I have enclosed the initial foster care packet for your application. If are interested in continuing the licensing process, please complete and return the following documents:

- DHS Family Foster Care Application: *To be completed by applicant(s).*
- Data Collection Form: *To be completed by the applicant(s) and all household members 18 years of age and older.*

The application process is as follows:

1. To begin the Adult Foster Care licensing process, complete and return the forms listed above. Forms are available from the Wilkin County website or from web pages outside of Wilkin County website in the portable document format (PDF). Please contact the licensor if you have questions on filling out the forms or need additional forms.
2. Fingerprints, Home Visits & Interviews
Wilkin County will process your background study once submitted to this agency. You will also be contacted by the licensor to schedule a home visit to go through the home safety checklist with you. For additional information, review the single-family dwelling, child, and foster care information sheet from the Minnesota State Department of Public Safety Fire Marshal (included in this packet). We will also conduct interviews with the providers in order to get to know you and share further information about Adult Foster Care.
3. Completing the Application
To continue the process, complete all remaining forms provided in the home visits and submit to the licensor.
Remaining Forms:
 - Complaint / Grievance Procedure Form: Every foster home is required to have a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program. Use the form provided or develop your own complaint / grievance procedure. You are required to keep a copy of this policy in your home.

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- Alcohol and Drug Use Policy: Every foster home must have a policy that prohibits license holders, employees, subcontractors and volunteers, when directly responsible for person served by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care. All of these individuals must be trained on this policy. You are required to keep a copy of this policy in your home also. You may use the sample form for reference.
- Furnace Inspection Form: This form will need to be completed by a licensed heating contractor when you have your furnace inspected. There is a fee for this and you will need to pay this.
- Well Water Test: If you do not have an approved municipal water system, your well water will need to be tested for total coliforms (indicators of bacterial pollution) and nitrate nitrogen. This test will need to be completed annually and there is a fee for this.
- Pet Shot Records: Please provide a copy of pet shot records for each of your pets.
- Home Safety Checklist: This will be completed during a home visit with your licensor.
- Program Plan: The licensor will provide an example and discuss the development of your home's Program Plan.
- Floor and Escape Plan: This form assists an applicant in meeting the requirement of emergency procedures being planned, written and posted in the home. The floor plan must be posted in your home and we need a copy of the plan.
- Program Abuse Prevention Plan: The licensor will provide you with an example and assist you in the development of an accepted Program Abuse Prevention Plan.
- Certificate of Compliance Minnesota Worker's Compensation Law.

4. Complete the Required Training

You will be required to complete 12 hours of training before you will be licensed. The training requirements will be explained during the licensing process and home visits with your licensor. Your licensor will provide a Training Tracking Log to help you ensure that you are completing your required trainings.

Below are the Rules and Statutes that are pertinent to each of the above categories. We suggest that you visit the State of Minnesota Revisor's website to review and/or print each section applicable to your program license. If you would like a paper copy, please request one from your licensor.

Minnesota Statutes, Chapter 245A (Human Services Licensing Act)

Minnesota Statutes, Chapter 245C (Human Services Background Studies Act)

Minnesota Rules, [9555.5105](#) - .6265

Please let me know if you need any assistance or if there are any questions that may come up as you fill out the forms. You are welcome to either mail them back or you can drop them off at Wilkin County Public Health. After I receive your application, I will call and set up a time to come out and visit. I will help explain what the next process will be in regards to obtaining your adult foster care license. Additional information, required documents, and training resources are available at https://www.co.wilkin.mn.us/index.asp?SEC=BF6A2BBB-6818-4244-B653-0DF0FFC486BF&Type=B_BASIC .

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The licensing process takes approximately 4-6 months depending on how quickly the necessary verifications are returned to our office. The agency shall forward its licensure recommendation to the commissioner within 20 working days after an application process is completed.

Please review the enclosed information and return to Wilkin County Public Health. I will contact you when I have received your forms to schedule a time to meet with you and go over the orientation packet. Please feel free to contact me at 218-643-7122 if you have any questions regarding Adult Foster Care licensing. Thank you for your interest in Adult Foster Care!

Sincerely,

Ashley Wiertzema
Wilkin County Family Services
300 5th St. S
Breckenridge, MN 56520
office: 218-643-7122
fax: 218-643-7166

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