



The Licensing Link

Spring: April 2025

Dakota County Social Services

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Springing Forward ~

Thank you providers for continuing to provide safe and quality care for children. Dakota county recognizes you and celebrates the work that you do and the services you provide!

FCCL would like to relate that yes, we are responsible for ensuring that child care business owners adhere to the MN DHS child care standards, however, we also respect all providers continuing to offer safe, affordable, and quality child care services. You are valuable!

FCCL understands the increasing challenges facing child care providers today, and together we will Spring Forward and greet these challenges collectively. FCCL is committed to efficiently communicating with providers and will continue to offer updates on topics as training opportunities, events, proposed practice revisions, and Provider Hub implementation via monthly provider emails, biannual newsletters, and trainings.

Spread the word: Encourage fellow providers to read FCCL emails and newsletters. Only 30% of providers read their program emails, FCCL notifications, and/or newsletters. For FCCL to provide consistent and immediate information to all providers, electronic communication is necessary and important.

Electronic access and communication is crucial moving forward. FCCL will continue to send licensing paperwork for visit preparation electronically along with emails and newsletters. We are hoping this process will help introduce providers to technology expectations. FCCL is also supporting providers to build comfortability with electronic technology use required for the Provider Hub introduction later in 2025.

~ *Mitzi Mabry, FCCL Supervisor*



~ National Childcare Provider Appreciation Day ~

May 9, 2025

Thank You for your dedication to providing the valuable resource of childcare .

You are recognized and appreciated!



Welcome New (and Returning) Providers

Dakota County would like to welcome the following in home family child care providers:

Bandhavi Pashikanti	Lakeville
Daniele Peters	Rosemount
Jessica Morris	Rosemount
Leah Herholdt	Hastings
Mijanou Rodriguez Sampers	Rosemount
Priscilla Thompson	Rosemount
Shana-Kay Rose-Schmidt	Farmington
Zam Zam Said	Lakeville



We Are Looking For You!

Mission Statement

The DCFCCA is committed to promoting quality licensed family child care within the community by offering providers affordable education and professional support.

JOIN NOW!

- ♦ Membership includes **free monthly training** options, including KCF required training. Annual membership is \$40.
- ♦ Easy online membership process and training registration
- ♦ Free one-year membership for new licensed providers
- ♦ Bi-Monthly Newsletter
- ♦ Free advertising on our Provider Directory.
- ♦ Private members only Facebook page
- ♦ Mentorship Program for new providers
- ♦ Providers Night Out socializing opportunities
- ♦ Volunteer Opportunities
- ♦ Non-member training registration is also available online.

For more information, visit our website at www.dcfcca.org.

DCFCCA is a non-profit group of volunteer family child care providers. Dakota County Licensing is a separate and non-affiliated agency.

Dakota County Family Child Care Association

"DCFCCA is a non-profit group of volunteer family child care providers. Dakota County Licensing is a separate and non-affiliated agency."



Five Year Expiring Background Studies

Background studies are expiring so FCCL has developed this provider notification process.

In addition to **direct reminders from DHS/NETStudy 2.0**, sixty days prior to a **five year background study** (with fingerprints) expiration, an individual **will receive a notice from FCCL, example below**. Five year background studies apply to license holders, household members, and/or anyone affiliated or working within your program. Currently there is no fee for background studies (with fingerprinting).



Example Notice:

Important: Expiring Background Studies

Enhanced (fingerprint) background studies must be repeated every five years. You are receiving this information because you, someone living in your home, or someone working in your program has a background study that will be expiring soon. New background studies must be initiated by the study subject in the NetStudy2.0 system **within 90 days of expiration date**.

Please follow these steps to complete a background study:

Each study subject needs to complete a data collection form (enclosed) and return it to your licensing worker.

Each person who is required to have a background study should follow the enclosed instructions and initiate a study in NetStudy2.0. Ensure the information entered in NetStudy accurately reflects the exact name and birthdate on the ID of the individual initiating the study. **A NetStudy2.0 account was created when the study subject completed the original background study. The subject should use that same account information to log in and initiate a new background study.**

Check your email! Your licensor will verify and submit the study in NetStudy2.0. Once the study is submitted, an email will automatically be sent to the background study subject from the fingerprint vendor (nobody@uemail.identogo.com). Open the email link and follow the instructions to schedule your fingerprint appointment. **Important: Schedule your fingerprint appointment ASAP!** If you don't receive an email, be sure to check your "junk" or "SPAM" folders.

Once the study is submitted by your licensor, the study subject has 14 days to get fingerprinted.

*You will receive daily reminder emails from NetStudy beginning 60 days prior to the background study expiration date until a new background study is completed!

Our records indicate that the following individuals associated with your program will need a new background study:

Name: Jane Doe

Background Study Expiration: 7/1/2025

Five Year Expiring Background Studies - **Provider Responsibility & Process**

FCCL is reminding provider's that **you are responsible for following background study procedures.** [Background studies are required for license holders, those that work within your program, or reside in your household.](#) Background studies expire after 5 years. FCCL has reminded providers and given instruction on the [NETStudy](#) process in previous emails and newsletters. We are again outlining this procedure.

If you (or subject working in your program or a household member) receive notice of background study expiration, it is **YOUR** responsibility to complete and follow these steps. DHS statute outlines that [failing to complete the background study process could result in licensing action.](#)

1. You will receive an email notice from NETStudy prior to background study expiration.
2. You do not need to set up a new account with NETStudy. You already have an account, the same information you used when initiating prior studies.
3. You will receive another notice and step-by-step instruction from Dakota County FCCL on how to initiate a new background study by email. It is your responsibility to read this letter.
4. If background study is needed for a worker in your program or a household member, they must use their own email address as the NetStudy account is set up under them, but they enter your provider code information when initiating the background study.
5. Provider instructions are the same for anyone working in your program or household member.
6. If old passwords are not working, you can reset. If unable to reset, you can contact NETStudy for assistance.

Dhs.netstudy2@state.mn.us

651-431-6620

[Background studies / Minnesota Department of Human Services](#)

Tip!

How to Reset a Forgotten Password

1. On the main NETStudy 2.0 Login page, select **Forgot Password / Unlock.**
2. Enter your Username and select **Next.**
3. Enter the answer to your security question and select **Email New Password.** *If your account is locked, this action will unlock your account.*
4. A new system-generated password will be sent to your email address in a few minutes.
5. After receiving your new temporary password, return to the Login screen to log into your account and follow the directions to set a new password.

How to Unlock Your Account

NOTE: If you do not know your password, follow the directions above.

1. On the main NETStudy 2.0 Login page, select **Forgot Password / Unlock.**
2. Enter your Username and select **Next.**
3. Enter the answer to your security question and select **Unlock My Account.**
4. Return to the Login screen to log in to your account.



Training and Resources

Mandated Reporter Training for Those Who Work with Children

Tuesday, April 16th, 2025

2:00 p.m. – 4:00 pm VIA TEAMS

Presented by Dakota County Children and Family Services and the Dakota County Attorney's Office

To register for this free event: [Click Here](#)

What is a mandated reporter?

Mandated reporters are people whose positions require them to report suspected child abuse or neglect to social services or law enforcement. Childcare professionals, social workers, teachers, physicians, and a number of other professionals who work with children and families are mandated reporters under MN law.

Do I have to go to this training? Is it required?

No. Dakota County offers this training periodically for people who are mandated reporters, but mandated reporters are not required to attend. Although not required, you are encouraged to attend to learn how to help children you are in contact with, as well as what is legally required of you.

What does the training cover?

Definitions of mandated reporter and neglect/abuse as it relates to child maltreatment
Legal requirements of a mandated reporter
Process of making a child protection report to Social Services
What happens at Social Services after a report is received

Will certificates of attendance be offered? Yes, certificates will be provided for all registered attendees.



Why get a Parent Aware Rating?

Programs participating in Parent Aware have access to incredible benefits that can support their work with children and their families. Parent Aware recognizes and rewards commitment to quality. If you participate in the Full-Rating Pathway, you may be eligible to receive financial supports to improve your quality. Depending on your Rating Pathway and Star Level, these include:

- Parent Aware grants to invest in your program
- The ability to accept Early Learning Scholarships
- Higher Child Care Assistance reimbursement rates



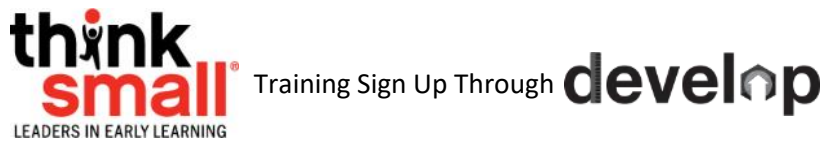
You also receive free marketing materials and appear at the top of search results on ParentAware.org!

Questions or more information? Contact Tanisha Lungelow-Staff Leader of Parent Aware Recruitment for the 7-County Metro Area at 651-233-2297 or email tlungelow@thinksmall.org

"Parent Aware is provider training and rating program. Dakota County Licensing is a separate and non-affiliated agency."



More Training and Resources



A Develop ID number and a [free Think Small Institute account](#) are required to register for online trainings.

Infant & Early Childhood Mental Health Trainings

Think Small is offering a three part live online training series in partnership with the [Center for Inclusive Child Care \(CICC\)](#).

Introduction to Infant and Early Childhood Mental Health

Thursday, May 15th, 6:30pm to 8:30pm | KCF I: Child Development and Learning | \$5.00

Promoting Positive Parent/Child Relationships as an Early Childhood Educator

Thursday, May 22nd, 6:30pm to 8:30pm | KCF III: Relationships with Families | \$5.00

Supporting Parent/Caregiver - Child Relationships Through Separation and Reunion in Early Childhood Education Environments

Thursday, May 29th, 6:30pm to 8:30pm | KCF II.C: Promoting Social/Emotional Development | \$5.00

~ For providers who use substitutes in their program ~

Documentation Required

FCCL has been directed by DHS we must now collect program substitute use documentation during annual visits. Providers will be required to provide written documentation of substitute hours. We have been instructed by DHS to “obtain a copy or photograph of the (substitute use) log and upload this as evidence” to the DHS FCCL visit database.

Providers can use their own format to document substitute hours, however here is a link to a helpful substitute documentation form: [DHS-7965-ENG](#) (Substitute tracking hours)

What is a substitute?

A substitute is an adult who in the license holders absence, provides child care for 500 or fewer annual hours and no more than a culminative 30 days within a 12 month period.

Substitutes who work more than 30 times in a 12 month period need to have a physician’s statement prior to working in the program.

A substitute requires a minimum of: The Basics for Licensed Family Child Care for Substitutes course, Pediatric 1st Aid and CPR, AHT, SUID (if caring for infants), and CARS (if transporting children).

Background study clearance is required prior to utilizing a caregiver and a physical examination from a licensed physician within 12 months prior to employment must have been obtained.

References: References: MS, [section 245A.53](#), subdivision 1; MR, part 9502.0315, subpart 26; MR, part 9502.0355, subpart 2 (B); and MR, part 9543.0130, subpart 1(A).



The Provider Hub is Coming 2025

Useful information for providers. FCCL will keep all providers updated on any Provide Hub updates.

The Provider Hub—Provider Assistance & Information

Provider Call-in Line 612-504-1298



What? DHS/DYCF has launched a phone call-in line with recorded information about the Provider Hub and technology resources. Is it available in English, Spanish, Hmong, and Somali.

Why? DHS/DYCF wants to offer as many different ways as possible for family child care providers to learn about the Provider Hub transition, get accurate information, and get connected to resources.

Who? Anyone can call this line, but intended for:

- ◆ Providers who don't have strong technology skills/internet access and who might not be reading emails about the Provider Hub transition
- ◆ Providers who may benefit from connecting with a Wayfinder Navigator to support them in accessing or affording technology
- ◆ Providers who speak Spanish, Hmong, or Somali and who would benefit from listening to information in their spoken language

DHS/DCYF recently sent out a GovDelivery bulletin to let providers know about this resource. You can view it here

[Provider Hub Launch Guide, Summer 2025, DHS-8618-ENG](#)

~ First Aid Kit Activity ~



First aid kits must be keep up to date and are inspected at visits.

Reminder - first aid kits and manual must be taken along on "field trips" outside program.

Circle the two items below that are not required to be included in your program first aid kit. Helpful resource - [9502.0435 - MN Rules Part](#)

Bandages

Ice Bag or Cold Pack

Liquid Soap

Safety Pins

Scissors

Thermometer

Sterile Compress

Lotion

Adhesive Tape

Manual

Licensing Link: April 2025 Quiz

(Return this quiz to your licensor via mail or email for one hour of training credit!)

Name: _____ Licensing Social Worker: _____

1. How far in advance will providers/individuals receive notice they need to renew their 5-year background study? _____.
2. What two items from the list on page seven are not required in a first aid kit? _____.
3. A substitute is an _____ who in the license holders absence, provides child care for _____ or fewer annual hours and no more than a culminative 30 days within a _____ month period.
4. Once a background study is submitted by your licensor, the study subject has _____ days to get fingerprinted. Completed background studies expire after _____ years.
5. T or F NETStudy 2.0 access and log in is required to initiate 5-year background study renewals?
6. T or F Providers are required to show written documentation of substitute hours. Providers can document these hours using their own forms.
7. What is the DHS contact number that providers can call if they may not have strong technology skills/ internet access or may not be reading emails about the Provider Hub transition? _____.
8. Dakota County Children and Family Services and the Dakota County Attorney's Office is presenting what type of training beneficial for providers on April 16, 2025? _____.
9. What Is the NETStudy assistance number available to providers? _____.



DAKOTA COUNTY CHILD CARE LICENSING DIRECTORY

Area	Worker	Email address
Unit Supervisor	Mitzi Mabry	mitzi.mabry@co.dakota.mn.us
Apple Valley	Julie Finnerty	julie.finnerty@co.dakota.mn.us
Burnsville	Jill Besong	jill.besong@co.dakota.mn.us
Eagan	Demetria Costa	demetria.costa@co.dakota.mn.us
Farmington (A-L)	Michelle Engquist	michelle.engquist@co.dakota.mn.us
Farmington (M-Z)	Jill Besong	jill.besong@co.dakota.mn.us
Hastings	Amy Novak	amy.novak@co.dakota.mn.us
Inver Grove Heights (A-F)	Demetria Costa	demetria.costa@co.dakota.mn.us
Inver Grove Heights (G-Z)	Sarah Callahan	sarah.callahan@co.dakota.mn.us
Lakeville (A-M)	Julie Finnerty	julie.finnerty@co.dakota.mn.us
Lakeville (N-Z)	Jill Besong	jill.besong@co.dakota.mn.us
Mendota Heights	Michelle Engquist	michelle.engquist@co.dakota.mn.us
Hampton, Northfield, Randolph, Vermillion	Michelle Engquist	michelle.engquist@co.dakota.mn.us
Rosemount	Amy Novak	amy.novak@co.dakota.mn.us
South St. Paul	Michelle Engquist	michelle.engquist@co.dakota.mn.us
West St. Paul	Sarah Callahan	sarah.callahan@co.dakota.mn.us
Special Family Child Cares/Churches	All	childcare@co.dakota.mn.us

Dakota County Social Services — Family Child Care Licensing | childcare@co.dakota.mn.us
 14955 Galaxie Avenue | Apple Valley, MN 55124 | Phone: (952) 891-7400 | Fax: (952) 891-7473

