



The Licensing Link

October 2024

Dakota County Social Services

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Autumn Greetings Dakota County Family Child Care Providers,

FCCL understands that although we can not always foresee or control the factors of change, sometimes too much change is in fact that, too much. I would like to take this opportunity to acknowledge the stressful impact of recent and forthcoming governmental changes for family child care providers. We too at FCCL are also navigating the rapids of governmental change with updated licensing procedures and would like to again express our appreciation for your continued commitment to provide valuable, affordable, and safe child care to families during this time of transition.

Continuing the family child care licensing unit's dedication to transparent communication, and based upon what we have been informed of by oversight agencies, below is a list of developments that are ahead, and what's on hold for now. Detailed information about these topics are outlined within this newsletter.

What's ahead, current and in 2025

- Continuous Licensing—Beginning January 2025
- Provider Hub—Spring/Summer 2025
- Background Study Expirations and Waived Fees for 2025
- Immunization Form Change — Current

What's on hold for 2025 implementation

- Family Child Care Legislation — Standard Practice Revisions

~ *Mitzi Mabry, FCCL Social Services Supervisor*



Continuous Licensing Updates

Information for Providers (noted from DHS guidelines)

What does “continuous” mean?

Beginning January 1, 2025, all family child care licenses will be issued on a calendar year (January – December) cycle and will automatically renew year end.

When will my licensor be visiting beginning in 2025?

Per DHS guidelines under continuous licensing, **your licensor may visit your program (unannounced) for relicensing any time during the calendar year.** Dakota County FCCL realizes that this determination may pose additional stressors for child care providers. Therefore, although we can not guarantee that the relicensing timespan you have been accustomed to will continue, we will do our best to maintain current relicensing schedules. Please allow for flexibility, and reach out to your licensor if questions arise.

What are the training timeline expectations?

Training requirements will be tied to a calendar year cycle.

For example, if a licensor visits in 2026, they will review training completed between January 1 and December 31, 2025. Most trainings can be completed at any time during the calendar year, as long as they are completed before December 31.



There are **two exceptions** to this. Family child care **providers, second adult caregivers, and substitutes** have two years and 90 calendar days to complete pediatric first aid and CPR training. The timeline is based on the date the training was previously taken.

Timelines for completing pediatric first aid and CPR will differ from timelines for other trainings. **Family child care providers, second adult caregivers, and substitutes have two years and 90 calendar days to complete pediatric first aid training.** This also applies to pediatric CPR training. For example, if you took pediatric first aid training on May 1, 2023, then you will have until July 30, 2025, to complete the training again. If you took pediatric CPR training on October 15, 2023, then you will have until January 13, 2026, to complete the training again.

DHS is currently updating training requirement information:

[Training Requirements for Licensed Family Child Care](#)

Licensing year	Timeline for training
2024	Complete required training as usual, before your license anniversary date.*
2025	Complete required training between January 1, 2025 and December 31, 2025.*
2026	Complete all required training in calendar year 2026.*
2027 and ongoing	Complete all required training in each calendar year.*

*See above for pediatric first aid and CPR.

Background Study Requirements and Updates

Information quoted from the Office of the Inspector General—Background Study Division (Sept 2024)

The Department of Human Services (DHS) is currently covering the cost of child care background studies for all child care provider types. DHS will continue to cover child care background study and fingerprinting fees through 12/31/25. This includes household members, or anyone affiliated with a child care program. Visit the [child care background studies webpage](#) for more information on who needs a background study.

As a reminder, licensed or certified providers and individuals affiliated with those providers must complete a background study every five years. Five year background studies completed in 2019 and are beginning to expire. Therefore, FCCL has developed this provider notification process so we can prepare together.

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**. Five year background studies apply to license holders, household members, and/or anyone affiliated or working within your program. **Currently and for 2025 there is no fee for background studies (with fingerprinting).**

Helpful links:

[Background studies / Minnesota Department of Human Services \(mn.gov\)](#)

[NETStudy 2.0 FAQs / Minnesota Department of Human Services \(mn.gov\)](#)

[What's new page for background studies](#)



The Provider Hub

DHS Roll Out Date Scheduled Spring/Summer 2025

The latest information from DHS is that the Provider Hub will be rolling out county by county **starting Spring/Summer 2025**. FCCL will keep providers informed of updates and resources. In anticipation for the Provider Hub roll out, DHS has developed the [“Getting Started”](#) web page for family child care providers. This web page includes helpful learning tools and resources for providers.

This website is designed as a “pre hub” provider introduction to help you become acquainted with technology required, and navigation for when the Provider Hub is launched. **(You do not need to set up a provider profile. DHS will set up a provider profile for each family child care provider and will notify you by email)**

[Provider Hub / Minnesota Department of Human Services \(mn.gov\)](#)



~ **Mandated Reporter Training for Those Who Work with Children** ~

Tuesday, October 22, 2024 from 6pm to 8pm (Virtual via Zoom)

Presented by Dakota County Children and Family Services



Register [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.

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.

Family Child Care Immunizations

Information has been updated and is available on the FCCL website. Link to DHS information can be found here:

[Are Your Kids Ready? Child Care and Early Childhood Programs Immunization Law \(state.mn.us\)](https://state.mn.us)

Providers can continue to use printed physician immunization records to track requirements.

Children's immunization records must be updated per the following schedule:

- For an **infant**, every six months
- For a **toddler**, annually
- For a **preschool child**, every 18 months
- For a **school-age child**, every three years



Demystifying Correction Orders, Complaints, and Investigations

**FCCL Free Training Opportunity,
Earn training credit — Registration required
Snacks provided and gift card drawing for attendees**

[Click here to register](#)

Learn more about the difference between correction orders and licensing actions, DHS mandates on when a correction order is required, what information reflects on the DHS website, how/why complaints and investigations are conducted, and much more.

Tuesday October 8, 2024

6pm – 7:30pm

Kaposia Library – Large Conference Room

115 Seventh Avenue North

South St. Paul, MN 55075



[Click here to register](#)



Training Sign Up Through



[Health and Safety I - Family Child Care](#)

[\(In-Service\)](#) Family Child Care only

Registration closes 10/8/24

Tuesday, October 15 6:30pm - 8:30pm

KCF VII.A: Establishing Healthy Practices

2 hours, **FREE**

[Apple Valley Community Center](#)

[DHS Participant Guide](#)

[Supervising for Safety for Family Child Care](#)

Family Child Care only

Registration closes 10/19/24

Saturday, October 26 8:30am - 3:00pm

KCF VII.A: Establishing Healthy Practices & KCF VII.B: Ensuring Safety

6 hours, **FREE**

[Apple Valley Community Center](#)

[DHS Participant Guide](#)

Need registration assistance in Spanish, Somali, or Hmong? [Contact Language Line Specialists:](#)

Si gustaría asistencia de language en español, por favor contáctennos al 1-888-291-9811, presione la opción 2

Yog koj xav tau kev pab txhais lus Hmoob, thov hu rau peb ntawm 1-888-291-9811, nias tus lej 3

Si aad u hesho turjumaan Soomaali ah, fadlan wac 1-888-291-9811 oo dooro doorashada 5. Ha dooran doorashada 3.



Training and Resources



Show your stars!

The Minnesota Department of Human Services has announced new Parent Aware Grants. Starting July 1, Parent Aware Grant amounts will be tiered based on star ratings, and programs earning four-star ratings will be eligible for the grants.

What is Parent Aware?

Parent Aware is the quality rating and improvement system for early care and education in Minnesota. Get the recognition you deserve for demonstrating best practices in early education! Benefits include:

- Free coaching sessions that fit your schedule
- Free professional development advising to set your own goals
- Free and low-cost trainings
- New activities to prep children for school
- No application fee
- Higher child care assistance rates
- Ability to accept early learning scholarships
- Additional resources and opportunities for rated programs
- Learn more at: ParentAware.org/providers/benefits-for-rated-programs

- ★ **Building Quality Grants:** \$1000 after a minimum of 20 hours of coaching.
- ★ **Full-Rating Grants:**
 - 1 Star will receive \$1500,
 - 2 Stars will receive \$2000,
 - 3 Stars will receive \$3500 and
 - 4 Stars will receive \$4000
- ★ **New policy for re-rating:** rated programs that apply to be re-rated in advance of their current rating expiration date will only be eligible for grants if they earn a higher star rating level than they currently have.
- ★ **Providers that have participated in the Building Quality pathway** are eligible to participate again.

These quality improvement dollars can be spent on professional development training, curricula, assessment tools, toys, equipment, technology—such as a computer, printer, or software—or other materials tied to the provider's program goals.

To attend an information session visit ParentAware.org/programs/districts/metro or contact Mischelle Ulrich: 952-985-4045 or mulrich@360communities.org.

To reach a Hmong/Somali/Spanish interpreter, please call 651-665-0150. Yog xav tau ib tug Hmoob txhais lus, thov hu rau 651-665-0150, nyem #3. Si loo gaaro turjubaan Somali ah, fadlan soo wac 651-665-0150, option #4. Para solicitar un intérprete de español, por favor llame al 651-665-0150 opción #2.





Dakota County Family Child Care Association

Our Future is in Our Hands



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.

Licensing Link: October 2024 Quiz

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

Name: _____

Licensing Worker: _____

1. By which two methods/agencies will those that require an updated background study (with fingerprinting) be notified? _____ and _____.
2. What type of training is Dakota County FCCL offering on October 8, 2024?
_____.
3. Beginning in 2025, what are two new DHS Family Child Care Licensing processes/implementations that will occur. _____, and _____.
4. Beginning in 2025, child care training requirements will be based on a calendar year cycle? True or False
5. What is the webpage name where providers can access tools and resources to prepare for The Provider Hub roll out in 2025? _____.
6. What type of training is Dakota County Social Services offering October 22, 2024?
_____.
7. Providers, those working within a program, and household member background studies expire after, and are required typically every _____ years.
8. For a preschool child, immunization records must be updated every six months. True or False
9. A program substitute DOES NOT need to take AHT before caring for a school aged child. True or False



DAKOTA COUNTY FAMILY 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

Dakota County Social Services

[Family Child Care Licensing \(FCCL\)](#)

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