

Adult Foster Care (AFC) Application Process

Step 1: Submit an inquiry and review the AFC and CRS Licensing requirements and Rule 203

- Visit the Sourcewell licensing website to submit an inquiry for Adult Foster Care Licensing information: <https://www.sourcewell-mn.gov/services/mn-programs/community/adult-foster-care/new-provider>.

Step 2: Licensing process

- Complete applicant packet: <https://www.sourcewell-mn.gov/services/mn-programs/community/adult-foster-care/new-provider>.
- Once the inquiry and applicant packet have been received, you will receive an email with information and the initial paperwork.

Step 2a. Background studies and Fire Marshal

- Background studies and fingerprinting must be completed for yourself and all household members age 13 and older. Your Regional Licensing Specialist (RLS) will send you information on how to complete a background study and fingerprinting. Applicant is responsible for paying for background studies and fingerprinting.
- RLS will complete a Fire Marshal Inspection Request and will send you information about the process. Applicant is responsible for the \$50 inspection fee and must correct any items cited by the Fire Marshal, even if you don't become a licensed provider.

Step 3: Complete initial inspection and review licensing paperwork with RLS.

- In-person orientation given by RLS.
- Review AFC Licensing documentation.
- Review DHS Vulnerable Adults Mandated Training <https://registrations.dhs.state.mn.us/WebManRpt/default.htm>.

Step 4: Final inspection

- Contact your RLS to schedule your final walk through when:
 - All Fire Marshal requirements have been met and any citations have been corrected.
 - All required documents on the new AFC Provider Document Checklist have been completed and sent to your RLS.
 - All necessary background studies and fingerprinting have been completed and cleared.
- Resources can also be found on the Sourcewell licensing page <https://www.sourcewell-mn.gov/services/mn-programs/community/adult-foster-care/resources>

Step 5: Final step for licensure

- Once all items have been completed, your RLS will submit the license request to DHS. You will receive notification from DHS and your RLS if/when your license application is approved.