

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.mn.sourcewell.org/licensing/adult-foster-care/resources>.

Step 2: Licensing process

- Complete applicant packet: <https://www.mn.sourcewell.org/licensing/adult-foster-care/new>.
- Once the inquiry and applicant packet has 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 aged 13 and older. Your Regional Licensing Specialist (RLS) will send you information on how to complete a background study and fingerprinting. The applicant is responsible for paying for background studies and fingerprinting.
- RLS will complete a Fire Marshal Inspection Request and send you information about the process. The applicant is responsible for the \$50 inspection fee and must correct any items cited by the Fire Marshal, even if you do not become a licensed provider.

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

- RLS gives in-person orientation.
- Review AFC Licensing documentation.
- Complete 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 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.mn.sourcewell.org/licensing-form>.

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.