

July 7, 2003

TO: Brown County Day Care Providers

FR: Mike Travers, Social Services Supervisor and Denise Kamm, Licensing Social Worker

RE: New Legislation Regarding Fees

Some of you may already be aware that this year there was legislation passed regarding license fees for family day cares. The following is a summary of what the legislature approved:

Subd.2. COUNTY FEES FOR BACKGROUND STUDIES AND LICENSING INSPECTIONS IN FAMILY AND GROUP FAMILY CHILD CARE.

- a) For purposes of family and group family child care licensing under this chapter, a county agency may charge a fee to an applicant or license holder to recover the actual cost of background studies, but in any case not to exceed \$100 annually. A county agency may also charge a fee to an applicant or license holder to recover the actual cost of licensing inspections, but in any case not to exceed \$150 annually.

In summary,

- fees are charged to the applicant or license holder
- Counties may charge to recover the actual cost of background studies in an amount not to exceed \$100 annually
- Counties may charge to recover the actual cost of licensing inspections in an amount not to exceed \$150 annually
- These amounts can be cumulative, so that a county could choose to charge up to \$250 annually

Brown County Family Services has developed a policy statement approved by the Brown County Board of Commissioners on June 24, 2003 regarding the new statute. Enclosed is a copy of that policy which becomes effective September 1, 2003.

Should you have any questions, please feel free to call Denise Kamm at 507-359-6576.

POLICY STATEMENT

TITLE: Child Care License and Inspection Fee Policy

PURPOSE: To provide guidance as to how fees will be assessed and collected for Child Care licensure

REFERENCE: State Statute 245A.10

EFFECTIVE: 09-01-2003

POLICY: An initial fee of \$150 will be charged to first time providers for a one year license. For current providers, a charge of \$250 will be charged at each license renewal and will be collected prior to your relicensing visit.

FEE PROCEDURE:

New Providers: Anyone issued a license after September 1, 2003 will be charged the \$150 fee. Once the final inspection is completed, you are left with a list of corrections that need to be completed before licensure. Once this list is completed, you will need to send it back in to the licensor along with your check for \$150. As soon as the correction list and fee are received, you will be issued a license. You will not be issued a license until both items are returned to the licensor.

Current Providers: Collection of the \$250 fee will begin with providers whose license expires September 1, 2003 and thereafter. You will be sent your relicensing paperwork 1-2 months prior to your expiration date. Your relicensing visit will also be set up at this time. You will need to return the needed paperwork and your \$250 at least two weeks prior to your relicensing visit (there will be a notice stating when items are due). Relicensing visits occur 1 month prior to your expiration date so that there is not a lapse in your license. You will receive one reminder if your paperwork and fee are not returned in a timely manner. If you wait until the last minute to furnish these items, we can not guarantee that your new license will be completed before the other one expires. Licensing visits will not be conducted until all needed paperwork and the \$250 fee are returned.

FEE PAYMENT: Fees shall be paid in full with checks made out to Brown County Family Services. Nonpayment will result in no licensing visit being conducted and your license will be allowed to expire. If you continue to provide care without a license, Brown County will follow the normal procedures of referral to the County Attorney. You will receive a receipt for payment verification and to use for tax purposes as a business related expense.