



**POLK COUNTY SOCIAL SERVICES**  
612 North Broadway, Room 302, Crookston, MN 56716-1452  
Phone (218) 281-3127 \* Fax (218) 281-3926  
Toll Free (877) 281-3127  
[www.co.polk.mn.us](http://www.co.polk.mn.us)

Dear applicant,

Child care providers provide a valuable service to our communities. Thank you for your interest in learning more about becoming a Licensed Family Child Care Provider in Polk County.

Included in this packet is a checklist that highlights the items required for licensing. This checklist is a brief summary and is for your purposes only; it does not need to be returned to Polk County. You will also find the first forms that are required to be completed and returned to Polk County to initiate the licensing process.

Please familiarize yourself with the Family Child Care website which contains required forms, documents, and other helpful information. <https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/>

Minnesota Rules 9502.0300-9502.0445 as well as sections of Statute 245A are the rules and statutes that govern family child cares in Minnesota. Please take time in reviewing these rules and regulations carefully at [www.revisor.mn.gov/](http://www.revisor.mn.gov/)

The licensing process typically takes eight to twelve weeks. This is just an average and the timeline is dependent on many factors.

If you choose not to return your application within 45 days of this letter your request for information will be closed. You may contact this office at any time to initiate the process again.

If you have any questions, please feel free to call.

Sincerely,

Annabelle Narlock | 218-470-8429  
Licensor  
Polk County Social Services

Barbara Durden | 218-470-8422  
Licensor  
Polk County Social Services