

CORRECTION ORDERS
(Minnesota Statutes, section 245A.06, Subd. 1)

A. Issue a Correction Order when:

1. any rule/law violation occurs
2. there is no imminent danger to the health, safety, or rights of persons served by the program

B. Contents of correction order should include (see sample):

1. provider's name and address
2. type of license (Family Child Care, Adult Foster Care, etc.)
3. class of license, if applicable
4. for each violation:
 - a. conditions that constitute a violation of law or rule
 - b. specific law or rule violated
 - c. time allowed to correct each violation
5. time limit for provider to respond/provide evidence of compliance with correction order
6. for FCC only - notice that the correction order must be posted in a conspicuous place (245A.06, subd. 8)
7. right to request reconsideration

A copy of the correction order should be kept in license holder's file.

RECONSIDERATION OF CORRECTION ORDER
(245A.06, Subd.2.)

If the applicant or license holder believes the contents of the correction order are in error, they may ask DHS to reconsider the parts that are alleged to be in error. The request for reconsideration must be made in writing, must be postmarked and sent to DHS within 20 calendar days after receipt of the correction order by the applicant or license holder.

The request must include:

1. identification of the parts of the correction order that are alleged to be in error
2. an explanation of why they are in error
3. documentation to support the allegation of error

A request for reconsideration does not stay any provisions or requirements of the correction order. The commissioner's disposition of a request for reconsideration is final and not subject to appeal under Chapter 14.