

CORRECTION ORDER
HUMAN SERVICES LICENSING ACT, CHAPTER 245A

Child Foster Care MR 2960.3000 – 2960.3340
Family Child Care MR 9502.0300 – 9502.0445 Class _____

Adult Foster Care MR 9555.5105 – 9555.6225
Family Adult Day Services MS 245A.143
Community Residential Settings MS 245D.21 – 245D.31

Provider Name: _____

Provider Address: _____

Provider License Number: _____

On _____, a visit was made to determine compliance with the provisions of Minnesota Statutes/Rules. The following violations of licensing regulations were documented and must be corrected. Please submit in writing, documentation of how these violations have been corrected and the date the corrections were made. Sign and date this form and return it to your licensor by _____. Your signature certifies that all the corrections listed below have been made.

Citation Statute/Rule:	Violation Description:	Deadline for Correction:	Date Corrected:	How Corrected:

Licensor Signature _____

Date Issued: _____

Provider Signature _____

Date Returned: _____

Attention Family Child Care Providers: Minnesota Statutes, section 245A.06, subdivision 8 requires you, upon receipt, to post the correction order for two years in a place that is obvious to the people receiving services and all visitors to the family child care program. Even if you request reconsideration of the correction order, you must still post it when you receive it while you wait for the request for reconsideration process to be completed.

If you believe the contents of this correction order to be in error, you may ask the Commissioner of the Department of Human Services to reconsider the parts of the correction order that you believe to be in error. The request for reconsideration must be in writing and postmarked and sent to the Commissioner within 20 calendar days after receipt of this correction order. A request for reconsideration of a correction order does not stay any provisions of the correction order.

Your request for reconsideration must be sent to:

MN Department of Human Services
Licensing Division – Family Systems Unit
PO Box 64242
Saint Paul, MN 55164-0242

See next page for additional citations

