

**PROHIBITION AGAINST PROVIDING LEGALLY UNLICENSED  
CHILD CARE  
SAMPLE LETTERS**

**Sample Letter 1:**

**May be used by the county as a general notice to family child care providers that legally unlicensed child care is not allowed for providers or applicants who have had an action taken against their family child care license if either: 1) the provider or applicant does not appeal or request reconsideration of the action; or 2) the action is not reversed on appeal or reconsideration. The actions include: a license denied, made conditional, suspended or revoked, fines imposed and any disqualifications of the license holder, applicant or household members that have not been set aside.**

Date: Month, Date, Year

Cindy Care Provider  
6789 Maple Street  
Anytown, MN 55678

Re: Prohibition against providing legally unlicensed child care  
Minnesota Statutes, section 245A.03, subdivision 2b

Dear Ms. Provider:

In accordance with the above referenced law, family child care providers or applicants are not allowed to provide child care, including legally unlicensed child care to unrelated children, if they have had an action taken against their family child care license or application and if: 1) the provider or applicant does not appeal or request reconsideration of the action; or 2) the action is not reversed on appeal or reconsideration. These actions include: A license denied, made conditional, suspended or revoked, fines and any disqualification of the license holder or household member that have not been set aside.

Continuing to operate a family child care home in violation of this provision is a misdemeanor pursuant to Minnesota Statutes, section 245A.03, subdivision 3.

If you have further questions regarding this matter, you may contact me at (county licensor telephone number).

Sincerely,

County Child Care Licensor  
County

## Sample Letter 2:

To be used by the county as a notice to a specific provider or applicant that legally unlicensed child care is not allowed because the provider or applicant has had an action taken against their family child care license and either: 1) the provider or applicant did not appeal or request reconsideration of the action; or 2) the action was not reversed on appeal or reconsideration. The actions include: a license denied, made conditional, suspended (for temporary immediate suspensions, the statement regarding prohibition against providing legally unlicensed care will be in the actual Order of Temporary Immediate Suspension), revoked, or fines imposed.

This same letter will be sent by DHS to a provider or applicant who has not appealed an action. Upon receipt of a copy of the letter sent by DHS, the county may send Sample Letter 3 to parents.

Date: Month, Date, Year

Cindy Care Provider  
6789 Maple Street  
Anytown, MN 55678

Re: Prohibition against providing legally unlicensed child care  
Minnesota Statutes, section 245A.03, subdivision 2b

Dear Ms. Provider:

In a letter dated (date of letter), you were informed that your license to provide family child care (was denied, was made conditional, was suspended, was revoked, or had a fine imposed). You did not file an appeal or request reconsideration (or the action was not reversed on appeal or reconsideration) and in accordance with the above referenced law, you are NOT ALLOWED to provide legally unlicensed child care. You may, however, care for children related to you.

Continuing to operate a family child care home in violation of this provision is a misdemeanor pursuant to Minnesota Statutes, section 245A.03, subdivision 3.

If you have further questions regarding this matter, you may contact me at (county licensor telephone number).

Sincerely,

County Child Care Licensor  
County

### Sample Letter 3:

**To be used by the county as a notice to parents informing them that a specific provider or applicant is not allowed to provide legally unlicensed child care.**

Date: Month, Date, Year

Child Care Parent  
1234 Elm Street  
Anytown, MN 55678

Re: Prohibition against providing legally unlicensed child care  
Minnesota Statutes, section 245A.03, subdivision 2b

(Name of Provider)

Dear Parent:

In accordance with the above referenced law, because (name of provider or applicant)'s (license or application) (has been denied, has been made conditional, has been suspended, has been revoked, or had a fine imposed) s/he is NOT ALLOWED to provide care for children. This provider may, however, care for children related to her/him.

If you have further questions regarding this matter, you may contact me at (county licenser telephone number).

Sincerely,

County Child Care Licenser  
County