

**CORPORATE Adult Foster Care (AFC),  
Community Residential Setting (CRS), Family Adult Day Services (FADS),  
AFC/CRS Alternate Overnight Supervision Technology  
Family Systems License Application**  
Minnesota Department of Human Services, Licensing Division  
Office of Inspector General

Date of Application: \_\_\_\_\_  
(Please type or print using black or blue ink)

**1. License type:** (check all that apply)

- Corporate Adult Foster Care (AFC)** – the program is not operated in your home  
 **Community Residential Setting (CRS)** – the program is not operated in your home and all individuals served by the program receive services under a disability waiver  
 **FADS** (county variance required)  
 **AFC/CRS Alternate Overnight Supervision Technology**

**Check One:**  New  Renewal  Update  Change of Premise

**Program name and location:** Enter the name and physical location of your program. A street address is required; a PO Box may be added if required for mail delivery. The name, address, and telephone number of your program will be public information listed on DHS' online [Licensing Information Look Up](#).

|                                                           |        |                  |
|-----------------------------------------------------------|--------|------------------|
| PROGRAM NAME                                              |        |                  |
| STREET ADDRESS (and PO BOX if required for mail delivery) |        | TELEPHONE NUMBER |
| CITY                                                      | COUNTY | ZIP              |

**2. License history:**

**Are you currently or have you ever been licensed?**  Yes (complete below)  No

Type of License (check all that apply)  Community Residential Setting  Family Child Care  
 Child Foster Care  Adult Foster Care  FADS  Other: \_\_\_\_\_

|                |                       |                            |
|----------------|-----------------------|----------------------------|
| License Number | County/ Agency/ State | Effective Dates of License |
|----------------|-----------------------|----------------------------|

**Have you ever had a DHS license denied or revoked?**  Yes  No

If yes, list the date of denial or revocation and license type or the license number

|                                      |                                              |
|--------------------------------------|----------------------------------------------|
| Date of License Denial or Revocation | License Type for Denied License or License # |
|--------------------------------------|----------------------------------------------|

**Do you currently hold at least one other corporate adult foster care or community residential setting license issued by DHS?**  Yes  No

If yes, provide your DHS License Holder Entity ID Number: \_\_\_\_\_

**Do you currently hold a 245D Home & Community Based Services (HCBS) License?**  Yes  No

If yes, provide your 245D HCBS License Number: \_\_\_\_\_

**Are you renewing your corporate license?**  Yes  No

If you answered YES, enter either of the following:

|                                                             |                                                                |
|-------------------------------------------------------------|----------------------------------------------------------------|
| MN Tax ID Number if you are a non-individual license holder | Social Security Number if you are an individual license holder |
|-------------------------------------------------------------|----------------------------------------------------------------|

**If you currently hold a Corporate AFC or CRS license issued by DHS and provided your DHS License Holder Entity ID number and your relevant tax identification number above, SKIP Sections 3, 4, 5, 6 and 13. This information is already on file with DHS. If you do not currently hold a corporate AFC or CRS license, answer ALL of the remaining questions.**

**3. License holder and tax identification information:** The license holder is the business entity that is responsible for the license. The Minnesota Human Services Licensing Act makes a distinction between “individual” and “nonindividual” license holders.

An individual license holder is generally a **sole owner** or **sole proprietorship** where the business is owned and run by one or more person(s). The license holder is not a corporation, partnership, voluntary association, or other organization or government entity, and there is no legal distinction between the owner and the business. **If you are applying as an individual license holder, you must list your full legal name as the license holder.**

A nonindividual license holder means that you have **created a business organization** such as a corporation in order to make a legal distinction between the owner(s) and the business. **If you are applying as a nonindividual license holder, you must list the business name as it appears on your tax forms or as it is listed with the Secretary of State’s business registration.**

Both individual and nonindividual license holders are required to provide tax identification (ID) information including Federal Employer ID Number (FEIN), and/or Minnesota Tax ID Number, if you have either. Individual applicants and license holders must also provide their Social Security Number (SSN). Tax ID information is not public; however, DHS is required to provide the tax ID and the SSN of each license holder to the Minnesota Department of Revenue.

Under the Minnesota Government Data Practices Act, we must advise you that:

- i. This information may be used to deny the issuance of a license, or to revoke a license, if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
- ii. DHS will only provide the tax identification information to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.

Complete one of the following sections:

|                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> <b>Non-individual license holder</b></p> <p>You must provide <b>the full name</b> of your business as it appears on your tax forms or as registered with the Secretary of State.</p> <p>Business name or name of Government Entity:</p> <p>_____</p> <p>_____</p> <p><i>Print full business name— do not abbreviate</i></p> <p>Federal Employer ID:</p> <p>_____</p> | <p><input type="checkbox"/> <b>Individual license holder</b></p> <p>You must provide <b>your full legal name</b> as it appears on your driver’s license or state-issued identification card.</p> <p>Legal name:</p> <p>_____</p> <p><i>Print name</i></p> <p>DOB (MM/DD/YYYY): _____</p> <p>Legal name of individual co-license holder (if applicable):</p> <p>_____</p> <p><i>Print name</i></p> <p>DOB (MM/DD/YYYY): _____</p> <p>Social Security #: _____</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**4. License holder address:** This is the primary business address of the license holder; P.O. Box may be added if required for mail delivery.

|                                                           |        |            |     |
|-----------------------------------------------------------|--------|------------|-----|
| STREET ADDRESS (and PO Box if required for mail delivery) |        |            |     |
| CITY                                                      | COUNTY | STATE      | ZIP |
| TELEPHONE NUMBER                                          |        | FAX NUMBER |     |

**Address for Second "individual" Co-Applicant** (if applicable)

|                                                                                               |        |            |     |
|-----------------------------------------------------------------------------------------------|--------|------------|-----|
| STREET ADDRESS of SECOND "INDIVIDUAL" CO-APPLICANT (and PO Box if required for mail delivery) |        |            |     |
| CITY                                                                                          | COUNTY | STATE      | ZIP |
| TELEPHONE NUMBER                                                                              |        | FAX NUMBER |     |

**5. Controlling individual(s) information:** "Controlling individual" is defined in Minnesota Statutes, section 245A.02, subdivision 5a, and includes both organizations and individuals. All individual license holders and applicants are also the controlling individuals. Nonindividual applicants must identify all of the officers, owners, and managerial officials of the organization as controlling individuals.

- An **owner** of an organization is an individual who has 5% or more direct or indirect ownership interest in a corporation, partnership, or other business association issued a license under Chapter 245A.
- A **managerial official** is an individual who has decision-making authority related to the operation of the program, and the responsibility for the ongoing management of or direction of the policies, services, or employees of the program.

**Nonindividual applicants only – please complete the information below:**

|                                                                                                                                               |       |     |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|------------------|
| FULL LEGAL NAME, DO NOT ABBREVIATE                                                                                                            |       |     |                  |
| STREET ADDRESS (and PO Box if required for mail delivery)                                                                                     |       |     |                  |
| CITY                                                                                                                                          | STATE | ZIP | TELEPHONE NUMBER |
| TYPE OF CONTROLLING INDIVIDUAL (check all applicable boxes)                                                                                   |       |     |                  |
| <input type="checkbox"/> OWNER, ___% of ownership if 5% or more <input type="checkbox"/> OFFICER <input type="checkbox"/> MANAGERIAL OFFICIAL |       |     |                  |

|                                                                                                                                               |       |     |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|------------------|
| FULL LEGAL NAME, DO NOT ABBREVIATE                                                                                                            |       |     |                  |
| STREET ADDRESS (and PO Box if required for mail delivery)                                                                                     |       |     |                  |
| CITY                                                                                                                                          | STATE | ZIP | TELEPHONE NUMBER |
| TYPE OF CONTROLLING INDIVIDUAL (check all applicable boxes)                                                                                   |       |     |                  |
| <input type="checkbox"/> OWNER, ___% of ownership if 5% or more <input type="checkbox"/> OFFICER <input type="checkbox"/> MANAGERIAL OFFICIAL |       |     |                  |

|                                                                 |       |                                  |                                              |
|-----------------------------------------------------------------|-------|----------------------------------|----------------------------------------------|
| FULL LEGAL NAME, DO NOT ABBREVIATE                              |       |                                  |                                              |
| STREET ADDRESS (and PO Box if required for mail delivery)       |       |                                  |                                              |
| CITY                                                            | STATE | ZIP                              | TELEPHONE NUMBER                             |
| TYPE OF CONTROLLING INDIVIDUAL (check all applicable boxes)     |       |                                  |                                              |
| <input type="checkbox"/> OWNER, ___% of ownership if 5% or more |       | <input type="checkbox"/> OFFICER | <input type="checkbox"/> MANAGERIAL OFFICIAL |

|                                                                 |       |                                  |                                              |
|-----------------------------------------------------------------|-------|----------------------------------|----------------------------------------------|
| FULL LEGAL NAME, DO NOT ABBREVIATE                              |       |                                  |                                              |
| STREET ADDRESS (and PO Box if required for mail delivery)       |       |                                  |                                              |
| CITY                                                            | STATE | ZIP                              | TELEPHONE NUMBER                             |
| TYPE OF CONTROLLING INDIVIDUAL (check all applicable boxes)     |       |                                  |                                              |
| <input type="checkbox"/> OWNER, ___% of ownership if 5% or more |       | <input type="checkbox"/> OFFICER | <input type="checkbox"/> MANAGERIAL OFFICIAL |

*IF YOU HAVE MORE CONTROLLING INDIVIDUALS, ATTACH A SEPARATE SHEET OF PAPER WITH THE ADDITIONAL NAMES.*

**6. Authorized Agent information:** You must designate one controlling individual to act as the authorized agent. The agent is authorized to accept service on behalf of all of the controlling individuals or individual license holders of the program. Service on the agent is service on all of the controlling individuals or license holders of the program. It is the responsibility of the authorized agent to ensure that any mail received from DHS is distributed as needed and a response provided within stated timelines when required.

**Who is the authorized agent for your program?**

(required only for new applicants who do not have a license holder entity ID number)

|      |       |
|------|-------|
| NAME | EMAIL |
|      |       |

**7. Dwelling Information** (check all that apply)

- Owned       Rented
- Single Family Home     Duplex/Twin home     Apartment/Condo     Townhome     Mobile Home     Other
- Basement       First Floor       Second Floor       Above Second Floor
- Attached Garage       Wood Burning Stove/Fireplace

**8. Individuals living in the program:** Live-in staff if applicable. Do not include individuals receiving licensed services.

Check this box if not applicable

|                        |              |        |            |
|------------------------|--------------|--------|------------|
| Name (Last, First, MI) | Relationship | Gender | Birth Date |
|                        |              |        |            |
| Name (Last, First, MI) | Relationship | Gender | Birth Date |
|                        |              |        |            |

**9. References:** Required at initial licensure for AFC and FADS programs only, not required if adding a FADS license to an existing AFC license.

Check this box if not applicable

|                        |                  |          |
|------------------------|------------------|----------|
| Name (Last, First, MI) |                  |          |
| Street Address         | Telephone Number |          |
| City                   | State            | Zip Code |

|                        |                  |          |
|------------------------|------------------|----------|
| Name (Last, First, MI) |                  |          |
| Street Address         | Telephone Number |          |
| City                   | State            | Zip Code |

|                        |                  |          |
|------------------------|------------------|----------|
| Name (Last, First, MI) |                  |          |
| Street Address         | Telephone Number |          |
| City                   | State            | Zip Code |

**10. Population Served - AFC and CRS applicants must complete this section**

Check this box if not applicable

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                  |                                                           |                                                             |                                                        |                                                      |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|----------------------------------|
| Licensed Capacity (indicate number of individuals served by your program):                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                  |                                                           |                                                             |                                                        |                                                      |                                  |
| Population Served (check all that apply) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Persons with a developmental disability</td> <td><input type="checkbox"/> Persons with chemical dependency</td> </tr> <tr> <td><input type="checkbox"/> Persons with a physical disability</td> <td><input type="checkbox"/> Persons with a mental illness</td> </tr> <tr> <td><input type="checkbox"/> Persons with a brain injury</td> <td><input type="checkbox"/> Elderly</td> </tr> </table> | <input type="checkbox"/> Persons with a developmental disability | <input type="checkbox"/> Persons with chemical dependency | <input type="checkbox"/> Persons with a physical disability | <input type="checkbox"/> Persons with a mental illness | <input type="checkbox"/> Persons with a brain injury | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Persons with a developmental disability                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Persons with chemical dependency        |                                                           |                                                             |                                                        |                                                      |                                  |
| <input type="checkbox"/> Persons with a physical disability                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Persons with a mental illness           |                                                           |                                                             |                                                        |                                                      |                                  |
| <input type="checkbox"/> Persons with a brain injury                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Elderly                                 |                                                           |                                                             |                                                        |                                                      |                                  |
| Gender Served <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Male</td> <td><input type="checkbox"/> Female</td> <td><input type="checkbox"/> Either</td> </tr> </table>                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Male                                    | <input type="checkbox"/> Female                           | <input type="checkbox"/> Either                             |                                                        |                                                      |                                  |
| <input type="checkbox"/> Male                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Female                                  | <input type="checkbox"/> Either                           |                                                             |                                                        |                                                      |                                  |

**11. FADS applicants only must complete this section**

Check this box if not applicable

|                                                                            |                |
|----------------------------------------------------------------------------|----------------|
| Licensed Capacity (indicate number of individuals served by your program): |                |
| Daily Hours of Operation:                                                  |                |
| Monday _____                                                               | Friday _____   |
| Tuesday _____                                                              | Saturday _____ |
| Wednesday _____                                                            | Sunday _____   |
| Thursday _____                                                             |                |

**12. AFC/CRS Alternate Overnight Supervision Technology applicants only must complete this section:**

Check this box if not applicable

(Submit documentation of items required on the Alternate Overnight Supervision Technology Checklist)

|                                                                   |                  |
|-------------------------------------------------------------------|------------------|
| Response Alternative                                              |                  |
| <input type="checkbox"/> 1 (one) <input type="checkbox"/> 2 (two) |                  |
| Name of county where program is located                           | Telephone Number |
|                                                                   |                  |

**13. Municipality:** Required at initial licensing and for change of premise. Not required for FADS stand-alone programs.

Check this box if not applicable (FADS only)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Applicants for a residential program license issued by the Department of Human Services under Minnesota Statutes, Chapter 245A, the Human Services Licensing Act, are responsible for contacting the municipality where the program will be located to ask about local ordinance requirements. The license applicant is responsible for taking all necessary actions as directed by the municipality to comply with local ordinance requirements. Please document the following regarding your contact with the local municipality. |                  |
| Name of Municipality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date of Contact  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |
| Name of Official                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Telephone Number |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |

**14. Workers compensation insurance verification:** You must complete and submit the *Certificate of Compliance Minnesota Workers' Compensation Law MN LIC 04* form with your license application. Under section 176.182 DHS is prohibited from issuing a license until the applicant presents evidence of compliance with the worker's compensation insurance requirement.

Minnesota workers' compensation law requires all employers to purchase workers' compensation insurance or become self-insured. For information on workers' compensation insurance requirements go to the Minnesota Department of Labor and Industry website at: <http://www.dli.mn.gov/WorkComp.asp>.

**15. Applicant acknowledgement of public funding reimbursement for licensed services:**

DHS license holders who elect to receive any public funding reimbursement (including Medical Assistance) for licensed services, must acknowledge that they will comply with funding requirements, that compliance with those requirements may be monitored by DHS Licensing, and that they know the consequences for noncompliance with those requirements (Minnesota Statutes, section 245A.04, subdivision 1).

- I do elect to receive public funding reimbursement for the licensed services and will comply with all requirements.
- I do not elect to receive public funding reimbursement for the licensed services.

## 16. Applicant Agreement, Acknowledgement and Verification Form

**At initial application only:** The authorized agent must review and approve the license application by signing below. **The signature must be made in the presence of a notary public.** An original notarized copy of the Applicant Agreement, Acknowledgement and Verification Form is required.

**For license renewals, updates, change of premise:** Notarization is not required. The authorized agent must review and approve the license application and must sign and date the application.

By signing below, I agree that the information that I have provided on this application form is true, accurate and complete. If the Commissioner of Human Services grants me a license, I agree to comply with the requirements in Minnesota Statutes, chapter 245A and all applicable laws and rules, at all times during the terms of the license. I acknowledge that the Commissioner's representative has the right to request any documentation required by Minnesota Rules or Laws and to inspect the facility/service at any time during the hours that services are provided. I acknowledge that the documentation and inspection required by statutes and rules is necessary for the Commissioner to determine whether I am complying with Minnesota Rules and Laws. I understand that the Commissioner may fine, suspend, revoke or make conditional, or deny a license if an applicant or a license holder fails to comply fully with the applicable laws or rules, or knowingly withholds relevant information from or gives false or misleading information to the Commissioner in connection with an application for a license or during an investigation.

*Authorized Agent:*

I, \_\_\_\_\_ (*print full legal name*) state that I am the authorized agent for the license holder identified above. I understand that, by signing below, I am responsible for dealing with the commissioner of human services on all matters provided for in Minnesota Statutes, chapter 245A. I also understand that service of all notices and orders affecting any license held by the License Holder identified above may be made on me, in accordance with Minnesota Statutes, section 245A.04, subdivision 1.

|                                                 |
|-------------------------------------------------|
| State of Minnesota, County of _____             |
| Signed or attested before me on<br>(Date) _____ |
| Signature of notarial official<br>_____         |

\_\_\_\_\_  
Signature  
(sign in front of notary public at initial application)

\_\_\_\_\_  
Signature  
(license renewal, update or change of premise)

\_\_\_\_\_  
Date  
(license renewal, update or change of premise only)