



Community Human Services Department

160 Kellogg Blvd E
St. Paul, MN 55101-1494

Financial TDD: 651-266-3750
Services TDD: 651-266-4002
General Info: 651-266-4444

CHILD CARE LICENSING FEES

February 2012

The Ramsey County Board voted to begin charging fees, effective January 1, 2012, per Minnesota State Statute 245A.10. This statute grants counties the ability to collect fees *to recover the actual cost of background studies*, capped at \$100 annually **AND** for the licensing process, *not to exceed \$50 for a one-year license OR \$100 for a two-year license*. The total amount the county will charge is minimally \$150 for a one-year license. The maximum amount is \$200 for a two-year license.

FOR CURRENT LICENSE HOLDERS

Approximately four months prior to the relicense date an invoice will be sent by our accounting department. A check must be sent to the address on the invoice and received 15 days prior to the end of the current license date. There are no extensions, sliding fees, or waiver of the fee. If the fee is not received by the end of the current license date the licensing worker will NOT submit the licensing recommendation to DHS and the license will be CLOSED. If the fee is received on time the licensing worker will submit their licensing recommendations to DHS to issue a license.

If you have questions please talk to your licensor.

FOR NEW APPLICANTS

Upon notification from the applicant that they wish to continue the application and licensing intake process, accounting will send an invoice for the Background Study fee. A check must be sent to the address on the invoice.

Once the assigned licensing worker has completed the intake and licensing process, and has determined the applicants meets all licensing criteria, accounting will send an invoice for the license fee. A check must be sent to the address on the invoice. Upon receipt of the payment the licensing worker will submit their licensing recommendations to DHS to issue a license.

If you have questions please talk to Renay Strenger at 651-266-4166.

Making a Difference: *Helping People Survive and Thrive*

Minnesota's First Home Rule County

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