

Olmsted County Licensing Process

1. Inquiry

- Phone call or email to us.
- Information obtained from the Olmsted County website (olmstedcounty.gov)

2. Attend an Informational Session

- Applications are distributed at the information section
- These sessions are held every other month.

3. Complete and return the application packet to the Foster Care Unit:

*Child Foster Care
2117 Campus Drive SE- Suite 200
Rochester MN 55904*

- When we receive your application, you will be assigned a licensing worker.
- Your licensing worker will:
 - send information to you on how to obtain fingerprints, so background studies can be completed on all persons living in the home who are 13 years of age or older
 - send reference letters.

4. Background Studies Occur

- After all background studies and required trainings are completed, your licensing worker will meet with you and begin your home study.

5. First Home Visit

- During your first home visit, your licensing worker will conduct a home inspection. If your licensing worker determines that a fire inspection is needed, a request will be made to the State Fire Marshal's Office.

6. Additional Visits

- Additional visits (typically 4 to 6) between yourself and the licensing worker are necessary to complete the home study. During the home study, we will ask about your personal history, your support system, your relationships, your parenting style, your placement preferences, etc.

7. Issued Licensing

- Your license is issued when all licensing requirements are met. Typically, a license is issued within 120 days from the date your application is received by our agency.

8. Forwarding of Application

- Licensing worker forwards your application and the agency's recommendations to the Minnesota Department of Human Services within 20 working days and the Minnesota Department of Human Services issues your license.

Congratulations! You are now a foster parent with Olmsted County & can take your first placement.