CORRECTION ORDER

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
CHILDREN AND FAMILY SERVICES
SFN 379 (5-2016)

Clear Fields

Date

☐ Immediate Correction Order ☐ Regular Correction Order

Name		Telephone Number	
Address	City	State	ZIP Code
License Number			

A review of your home/facility was completed by:

Authorized Agent	County Social Service Board	Date

The following correction(s) must be made:

Rule(s)	
Evidence of Violation	
Method of Correction	
Time Allowed for Correction	Fiscal sanctions to be applied if correction is not made and verified within the allowable timeframe

Please submit a notice of correction(s) to the county social service office within time frame above indicating you are in compliance.
If you have any questions, please feel free to contact the following:

Authorized Agent	Telephone Number	CSSB

Within three business days of the receipt of the correction order, the licensee of the early childhood facility shall notify the parent, guardian, or custodian of each child receiving care at the facility that a correction order has been issued. In addition to providing notice to the parent, guardian, or custodian of each child, the licensee shall post the correction order in a conspicuous location within the facility until the violation has been corrected, or for 5 days, whichever is longer.

DISTRIBUTION: **Original** - County Social Services
Copy - Licensed Child Care Provider
Copy - Regional Office

The following are regulations which require immediate correction orders by rule and/or policy:

Family Child Care:

75-03-08-04	Display of License.
75-03-08-08.1(4)	Harmful environment.
75-03-08-08.1(11)	Supervision.
75-03-08-09	Staffing.
75-03-08-14(2)	Health and Safety Hazards.
75-03-08-14(9)	Health and Safety Hazards.
75-03-08-23	Discipline.
73-03-08-24(1)	Infant Care.
50-11.1-02(8)	License Capacity.
50-11.1-02.2	Smoking.

Group Child Care:

75-03-09-04	Display of License.
75-03-09-08(1)(i)	Ratio, License Capacity.
75-03-09-09	Staffing.
75-03-09-12(4)	Harmful Environment.
75-03-09-12(7)	Supervision.
75-03-09-18(3)	Health and Safety Hazards.
75-03-09-18(6)	Health and Safety Hazards.
75-03-09-18(9)	Health and Safety Hazards.
75-03-09-18(10)	Health and Safety Hazards.
75-03-09-23	Discipline.
75-03-09-24(1)	Infant Care.
50-11.1-02.2	Smoking.

Preschool Child Care:

75-03-11-04	Display of License.
75-03-11-08(13)	Ratio, License Capacity.
75-03-11-09	Staffing.
75-03-11-10(4)	Supervision.
75-03-11-13(3)	Harmful Environment.
75-03-11-18(2)	Health and Safety Hazards.
75-03-11-18(7)	Health and Safety Hazards.
75-03-11-18(8)	Health and Safety Hazards.
75-03-11-23	Discipline.
50-11.1-02.2	Smoking.

Center Child Care:

75-03-10-04	Display of License.
75-03-10-08	Staffing.
75-03-10-09(12)	Staffing/License Capacity.
75-03-10-12(1)(e)	Harmful Environment.
75-03-10-12(3)	Supervision.
75-03-10-12(4)	Harmful Environment.
75-03-10-18(3)	Health and Safety Hazards.
75-03-10-18(6)	Health and Safety Hazards.
75-03-10-18(9)	Health and Safety Hazards.
75-03-10-18(10)	Health and Safety Hazards.
75-03-10-23	Discipline.
75-03-10-24(1)	Infant Care.
50-11-1-02.2	Smoking.

School Age Child Care:

75-03-11.1-08(13)	Ratio, License Capacity.
75-03-11.1-08.4(4)	Supervision.
75-03-11.1-08.4(5)	Harmful Environment.
75-03-11.1-09	Staffing.
75-03-11.1-18(2)	Health and Safety Hazards.
75-03-11.1-18(3)	Health and Safety Hazards.
75-03-11.1-18(10)	Health and Safety Hazards.
75-03-11.1-18(20)	Health and Safety Hazards.
75-03-11.1-23	Discipline.
50-11.1-02.2	Smoking.

Child Care Self-declaration:

75-03-07.1-02(3)(a)(5)	Care and protection.
75-03-07.1-02(3)(a)(7)	Supervision.
75-03-07.1-02(3)(b)	Discipline.
75-03-07.1-02(4)	Health and Safety Hazards.
50-11.1-02.2(24)	Capacity.
50-11.1-02.2	Smoking.