CHILD CARE LICENSING LETTER
ND DEPARTMENT OF HUMAN SERVICES/CFS
SFN 382 (4-2012)

Clear Fields

TO:	FROM:

It has been brought to the attention of our agency that you are providing child care services in your home. We would like to inform you that according to North Dakota law any person providing child care for six or more total children, including your own children under age 12, must be licensed.

- OR-

By North Dakota law, any person caring for four or more children under two years of age, including your own children, must be licensed.

By North Dakota state law, N.D.C.C. _____ , any person who is providing early childhood services/child care services/day care without a license as required by law is subject to a civil penalty (fine) of fifty dollars ($50.00) per day for each day of operation without a license.

This agency wishes to work with you to resolve the issue raised by one of the following:

1. Sign the unlicensed provider affidavit stating you are within North Dakota statute as it relates to Early Childhood Services and return within 5 working days.

2. Contact the Social Service Licenser worker to begin the licensure process and care for only what the N.D.C.C. statute allows until license is complete.

If you have any questions and/or concerns regarding this matter, please do not hesitate to contact:

County Social Services
Date

c: Regional Office
Central Office
States Attorney