

Background Study Documentation Form

In 2004, the Human Services Background Study requirements changed (MN Statute 245C.20). This form is intended to assist you in meeting these requirements.

A licensed program (child care provider) shall document the date the program initiates a background study for you, family members, substitutes, other adult helpers, co-applicants, etc. When the background study is cleared, the licensed program shall maintain a notice that the study was completed. If a licensed program has not received a response from the county/commissioner within 45 days, it is the licensed programs responsibility to contact the county/commissioner to inquire about the status of the study.

Licensed program: _____

Relicensing Date: _____

Background Study Documentation

Subject Name	Date Submitted	Date All Clear Received	45 Days Have Passed and Date Made Follow-up Call to County	More Time Needed		Date Subject Disqualified
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	

Subject Name	Date Submitted	Date All Clear Received	45 Days Have Passed and Date Made Follow-up Call to County	More Time Needed		Date Subject Disqualified
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	