

# Application for a License to Operate a Boarding Care Home

In accordance with [Minnesota Statute §13.41 \(https://www.revisor.mn.gov/statutes/cite/13.41\)](https://www.revisor.mn.gov/statutes/cite/13.41), **all data submitted on this license application shall be classified public information upon issuance of a license.**

Answer all questions completely and accurately to avoid unnecessary delay. Mail the completed application, fee payment, and applicable supporting documents to MDH (see last page for mailing address). Renewal license applications should be submitted 30 days prior to the expiration date of the current license.

Incomplete application will be communicated to the provider via email.

The undersigned hereby makes application to operate a Boarding Care Home subject to the provisions of, [Minnesota Statutes, Section 144.50 \(https://www.revisor.mn.gov/statutes/cite/144.50\)](https://www.revisor.mn.gov/statutes/cite/144.50), Chapter 4655 and the rules adopted thereunder.

## Application Type (check one)

Check one option (see Appendix A for documents to attach)

- ☐ Initial License
- ☐ Change of Ownership. Proposed effective date:
- ☐ License Renewal

## Facility Identification

Boarding Care Home Name (doing business as): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

☐ Check here if mailing address is the same as above.

Complete if different: \_\_\_\_\_

Health Facility Identification (HFID) number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

☐ Check here if new telephone or fax number.

Name of county in which the Boarding Care Home is located: \_\_\_\_\_

Agent/Administrator's Name: \_\_\_\_\_

▪ Direct Email Address: \_\_\_\_\_

▪ Direct Phone Number: \_\_\_\_\_

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Name of person responsible for completing this application: \_\_\_\_\_

Email to receive correspondences from MDH: \_\_\_\_\_

☐ Check here if email is the same as the Agent/Administrator

### Personnel

Name and title of person in charge in the absence of the administrator: \_\_\_\_\_

Give the name of the person in charge of each category:

- Nursing Service: \_\_\_\_\_
- Dietary Service: \_\_\_\_\_
- Medical Records: \_\_\_\_\_

### Ownership

Fill in the code that corresponds to the type of entity legally responsible for operating the facility.

Ownership Code: \_\_\_\_\_

Governmental Non-Federal	Governmental Non-Profit	Non-Governmental For-Profit	Other
11. State 12. County 13. City 14. City – County 15. Hospital district of Authority	20. Church-related 21. Nonprofit Corporation 22. Other Nonprofit Ownership	23. Individual 24. Partnership 25. Corporation 26. Group 28. Limited Liability Company 29. Business Trust 30. Housing and Redevelopment Employment	27. Tribal

- Provide the legal entity name that is responsible for the operation of this facility, as it appears on file with the [Office of the Minnesota Secretary of State \(https://mbisportal.sos.state.mn.us/Business/Search\)](https://mbisportal.sos.state.mn.us/Business/Search):
  - Legal Entity Name: \_\_\_\_\_
  - Federal EIN #: \_\_\_\_\_
  - State Tax ID #: \_\_\_\_\_

■ President/Owner Representative:

- President/Owner Representative Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City/State/Zip: \_\_\_\_\_

## Licensed Bed Capacity

A bed must be licensed if it is available for use by patients or residents.

Insert the licensed bed capacity: \_\_\_\_\_

## Ownership Information Sheet

Provide the legal names, titles and addresses of all officers, directors, owners, and managerial employees, and the percent of ownership if applicable.

Name	Title (President, Director, Partner, Stockholder, Etc.)	Address (Street, City, State, Zip Code)	Percentage Of Ownership (If For Profit)

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## Evidence of Compliance with Workers' Compensation Coverage Provisions

State law requires that the Commissioner of Health shall withhold the license for the operation of a health care provider until the applicant presents acceptable evidence of compliance with workers' compensation coverage provisions.

One of the following documents must accompany this application. Please check which document is attached.

- ☐ **Certificate of Insurance** supplied by an authorized Workers' Compensation carrier pursuant to [Minn. Statute 60A.06, Subd. 1\(5b\)](https://www.revisor.mn.gov/statutes/cite/60A.06) (<https://www.revisor.mn.gov/statutes/cite/60A.06>). The Certificate should include the name of the licensee, the name of the corporation legally responsible for the licensee, or the name that the licensee is doing business as. The Certificate of Insurance must be in effect prior to the issuance of an initial license or have an effective date on or after the effective date of renewal license.
- ☐ **Self-insured workers' compensation (including its Attachment "A")**. This type of coverage is generally held by large organizations. The certificate is issued from the commissioner of commerce permitting an organization to self-insure pursuant to [Minn. Stat. 79A](https://www.revisor.mn.gov/statutes/cite/79A) (<https://www.revisor.mn.gov/statutes/cite/79A>) and [Minn. Rules 2780](https://www.revisor.mn.gov/rules/2780/) (<https://www.revisor.mn.gov/rules/2780/>). Questions regarding self-insurance should be directed to the Minnesota Department of Commerce.
- ☐ Written confirmation from your Third-Party Administrator or evidence of coverage from the Workers' Compensation Reinsurance Association (WCRA) allowing you to **self-insure as a Government Entity/Political Subdivision** pursuant to [Minn. Statute 176.181, Subd. 2](https://www.revisor.mn.gov/statutes/cite/176.181) (<https://www.revisor.mn.gov/statutes/cite/176.181>). The Reinsurance Certificate must be renewed annually on a calendar year basis.

**You cannot be issued a license and may not operate as a health care provider unless acceptable evidence of compliance with workers' compensation coverage provisions is provided.**

## Fees

All applications must be accompanied by the appropriate fee based on the following fee schedule set by [Minnesota Statute 144.122, clause \(d\)](https://www.revisor.mn.gov/statutes/cite/144.122) (<https://www.revisor.mn.gov/statutes/cite/144.122>) and [MN Statute 144A.33, Subd. 3](https://www.revisor.mn.gov/statutes/cite/144A.33) (<https://www.revisor.mn.gov/statutes/cite/144A.33>).

Licensing fees include the following:

Type	Fees
Base Fee	\$183.00
License Fee per Bed	\$91.00
Funding of Advisory Council Education per Bed	\$5.00

For example: Base Fee + (License Fee per Bed + Funding of Advisory Council fee per Bed) = licensing fee payment due.

For example: \$183 + (\$96 Combined Fees x Number of Beds) = licensing fee payment due.

## Affirmation and License Fee

- ☐ I certify that the information provided on this form is accurate and complete.
- ☐ I have enclosed the appropriate evidence of compliance with Workers' Compensation Coverage Provisions.
- ☐ Enclosed is the renewal licensee fee made payable to the **Minnesota Department of Health**.

In accordance with [MN Statute 144.52 Application \(https://www.revisor.mn.gov/statutes/cite/144.52\)](https://www.revisor.mn.gov/statutes/cite/144.52), the law requires that an application on behalf of a corporation, association or governmental unit shall be made by any two officers thereof or by its managing agents. **This requires two (2) signatures.** All other applications require one (1) signature.

Signature of Authorized Representative: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If you have questions concerning this license application, please email [Health.HRD-FedLCR@state.mn.us](mailto:Health.HRD-FedLCR@state.mn.us) or call 651-201-4200.

### **Mailing Address**

Minnesota Department of Health  
Health Regulation Division  
P.O. Box 64900  
St. Paul, Minnesota 55164-0900

10/02/2023

*To obtain this information in a different format, call: 651-201-4200.*

## Appendix A: Application Type

Submit the following documents based on the application type.

### Initial License

Required documents for an initial license include:

- Evidence of Workers' Compensation: See the [Example Form: Certificate of Liability \(https://www.health.state.mn.us/facilities/regulation/docs/exampleinsurance.pdf\)](https://www.health.state.mn.us/facilities/regulation/docs/exampleinsurance.pdf) for an example of how to fill out this form.
- Organizational chart demonstrating relationship of owners to licensee.

### Renewal

- Evidence of Workers' Compensation: See the [Example Form: Certificate of Liability \(https://www.health.state.mn.us/facilities/regulation/docs/exampleinsurance.pdf\)](https://www.health.state.mn.us/facilities/regulation/docs/exampleinsurance.pdf) for an example of how to fill out this form.

### Change of Ownership

- Evidence of Workers' Compensation: See the [Example Form: Certificate of Liability \(https://www.health.state.mn.us/facilities/regulation/docs/exampleinsurance.pdf\)](https://www.health.state.mn.us/facilities/regulation/docs/exampleinsurance.pdf) for an example of how to fill out this form.
- Organizational charts demonstrating relationship of owners to licensee, both pre-sale and post-sale.
- Bill of Sale