Licensors are required to issue a Fix-It Ticket for certain violations identified by the Commissioner that do not imminently endanger the health, safety, or rights of children. The Fix-It Ticket provides an opportunity for the provider to correct eligible violations and avoid receiving a correction order for these violations if they are corrected within the allotted timeframe.

<table>
<thead>
<tr>
<th>License Holder Name:</th>
<th>County:</th>
<th>License Number:</th>
</tr>
</thead>
</table>

On _________________, an annual licensing inspection was completed to determine compliance with the provisions of Minnesota Statutes/Rules governing family child care. Although violation(s) of family child care licensing regulations were documented on the visit, it was determined that the violations identified below are eligible for a Fix-It Ticket in lieu of a correction order.

<table>
<thead>
<tr>
<th>Fix-It Ticket Item(s)</th>
<th>Violation Observed</th>
<th>Correct By</th>
<th>How Corrected</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>☐ Corrected On-site</td>
<td>☐ Correct Within 48 Hours</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>☐ Corrected On-site</td>
<td>☐ Correct Within 48 Hours</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>☐ Corrected On-site</td>
<td>☐ Correct Within 48 Hours</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>☐ Corrected On-site</td>
<td>☐ Correct Within 48 Hours</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>☐ Corrected On-site</td>
<td>☐ Correct Within 48 Hours</td>
<td></td>
</tr>
</tbody>
</table>

**License Holder Response Required:** For each violation that was not corrected on site, the violation(s) must be corrected within 48 hours (excluding weekends and holidays). Please submit the completed Fix-It Ticket and documentation of how the violation was corrected to your licensor within 7 calendar days following the 48 hour period. Your signature certifies that the corrections have been made.

**Failure to Correct the Violations:** If the violation(s) is not corrected on site and the submitted Fix-It Ticket and documentation of how corrected does not show compliance OR the evidence was not submitted within the timeframe above, a correction order will be issued for the violation(s).

<table>
<thead>
<tr>
<th>Licensor’s Signature</th>
<th>Date Issued</th>
<th>License Holder’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

The Fix-It Ticket does not have its own appeal rights. If the provider disagrees with a Fix-It Ticket violation, the provider can choose to not respond and the licensor would then issue a correction order for the violation after the allotted time for correction has passed. Upon receipt of a correction order, the provider has the right to request reconsideration from DHS.
<table>
<thead>
<tr>
<th>Fix-It Ticket Items (A-S)</th>
<th>Rule or Statute</th>
<th>Violation Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>9502.0335, subp. 10</td>
<td>The license is not posted.</td>
</tr>
<tr>
<td>B.</td>
<td>9502.0375, subp. 2</td>
<td>Failure to report that a household member has moved out in the past 30 days.</td>
</tr>
<tr>
<td>C.</td>
<td>9502.0405, subp. 3</td>
<td>Updates or changes to written policies have not been made as required.</td>
</tr>
<tr>
<td>D.</td>
<td>9502.0405, subps. 4 and 4(A)</td>
<td>Any items are missing on admission and arrangements form, or if items on the admission and arrangements form have not been updated.</td>
</tr>
<tr>
<td>E.</td>
<td>9502.0405, subp. 4(C)</td>
<td>Any items are missing on immunization form, or if items on the immunization form have not been updated.</td>
</tr>
<tr>
<td>F.</td>
<td>9502.0425, subp. 1(B)</td>
<td>A basement egress window has not been cleared of snow that fell within the previous 24 hours.</td>
</tr>
<tr>
<td>G.</td>
<td>9502.0425, subp. 5</td>
<td>The self-closing mechanism on the door from the home to the garage is broken.</td>
</tr>
<tr>
<td>H.</td>
<td>9502.0425, subp. 7(C)</td>
<td>A combustible item (plastic, fabric, wood product, etc.) is 18 or more inches away but less than 36 inches away from a gas or a fuel-oil furnace or heater.</td>
</tr>
<tr>
<td>I.</td>
<td>9502.0425, subp. 8</td>
<td>The indoor areas used by children are found to be between 59 and 61 degrees.</td>
</tr>
<tr>
<td>J.</td>
<td>9502.0425, subp. 10</td>
<td>Items that can easily be moved are on the stairs.</td>
</tr>
<tr>
<td>K.</td>
<td>9502.0425, subp. 16</td>
<td>A fire extinguisher has not been serviced annually, but it is overdue by less than one month.</td>
</tr>
<tr>
<td>L.</td>
<td>9502.0425, subp. 18</td>
<td>Non-tamper proof electrical receptacles that are accessible to children under first-grade are missing outlet covers.</td>
</tr>
<tr>
<td>M.</td>
<td>9502.0435, subp. 7</td>
<td>One item from the list of required items is missing from the first aid kit.</td>
</tr>
<tr>
<td>N.</td>
<td>9502.0435, subp. 8(B)</td>
<td>Emergency phone numbers are not posted by the telephone.</td>
</tr>
<tr>
<td>O.</td>
<td>9502.0435, subp. 8(E)</td>
<td>Batteries are missing or dead in a flashlight or portable radio.</td>
</tr>
<tr>
<td>P.</td>
<td>9502.0435, subp. 10</td>
<td>Separate towels are not readily available for children, but are on-site and can be replenished.</td>
</tr>
<tr>
<td>Q.</td>
<td>9502.0435, subp. 12(C)</td>
<td>The license holder does not have the verification and/or tags that rabies vaccines have been provided to all dogs and cats, but all dogs and cats have received timely vaccinations.</td>
</tr>
<tr>
<td>R.</td>
<td>9502.0435, subp. 13(A)</td>
<td>Clean diapers are stored in a place that is accessible to children.</td>
</tr>
<tr>
<td>S.</td>
<td>9502.0435, subp. 15</td>
<td>Soap is not readily available for children, but is on-site and can be replenished.</td>
</tr>
<tr>
<td>T.</td>
<td>9502.0435, subp. 15(A)</td>
<td>The water temperature, as measured by the licensor, in areas accessible to children, exceeds 120.0 degrees Fahrenheit and does not exceed 122.0 degrees Fahrenheit.</td>
</tr>
<tr>
<td>U.</td>
<td>9502.0435, subp. 15(B)</td>
<td>Soap is not readily available for caregivers, but is on-site and can be replenished.</td>
</tr>
<tr>
<td>V.</td>
<td>9502.0435, subp. 15(B)</td>
<td>Single-use towels are not readily available for caregivers, but are on-site and can be replenished.</td>
</tr>
<tr>
<td>W.</td>
<td>9502.0445, subp. 4(B)</td>
<td>The refrigerator is at a temperature of 41 degrees.</td>
</tr>
<tr>
<td>X.</td>
<td>9502.0445, subp. 3(D)</td>
<td>Bottles are unlabeled but the license holder can demonstrate that the license holder knows which bottle belongs to which infant.</td>
</tr>
<tr>
<td>Y.</td>
<td>245A.148</td>
<td>The cleaning product for disinfecting the diaper area does not meet requirements.</td>
</tr>
<tr>
<td>Z.</td>
<td>245A.152</td>
<td>The license holder does not have verification of proof of liability insurance but the liability insurance is valid.</td>
</tr>
<tr>
<td>AA.</td>
<td>245A.041, subd. 3(A)</td>
<td>The license holder has completed training but is unable to locate verification at the time of the visit.</td>
</tr>
</tbody>
</table>