



Fix-it Ticket – Child Care Centers

Minnesota Statutes, section 245A.065

Beginning January 1, 2018, 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 center to correct eligible violations and avoid receiving a correction order for these violations if they are corrected within the allotted timeframe.

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

DHS Licensors Completes			License Holder Completes	
Fix-it Ticket Item(s)	Violation Description	Correct by	How Corrected	Date Corrected
1		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
2		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
3		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
4		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
5		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		

See Page 3 for additional violation(s)

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 one week following the 48 hour period. Your signature certifies that the corrections have been made.

Failure to Correct the Violations: If the violations are not corrected on site and the Fix-It Ticket and documentation of how corrected submitted does not show compliance OR the evidence was not submitted within the timeframe above, a correction order will be issued for the violations. If a correction order is issued, you will have the right to ask the commissioner to reconsider the correctness of violation.

DHS Licensors Signature	Issued Date	License Holder's Signature	Date

Information for license holder

Upon receipt of a Fix-It Ticket, the license holder may:

- A. Correct the violation at the time of inspection or within 48 hours (excluding Saturdays, Sundays, and holidays). For violations corrected within 48 hours, the license holder must submit evidence to the licensor within one week after the 48 hour period that the violation was corrected. If the evidence is sufficient, the Fix-It Ticket violation(s) are considered resolved; or
- B. Not correct the violation at the time of inspection or within 48 hours and/or not submit evidence that the violation was corrected. In this case, the DHS licensor must issue a correction order for the violation listed on the Fix-It Ticket.

The Fix-It Ticket does not have its own appeal rights. If the license holder disagrees with a Fix-It Ticket violation, the license holder can choose to not respond to the Fix-It Ticket 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 license holder has the right to request reconsideration from DHS.

A.	9503.0120 (B)	A staff file has a copy of the post-secondary transcript but the transcript only contains the student ID number and not the individual's name.
B.	9503.0125 (E), (F) and (I)	Any of the following information is missing from a child's records: (E) the names, addresses, and telephone numbers of the child's source of regular medical and dental care and the source of medical and dental care to be used in case of an emergency; (F) the physical address for a child's emergency contact is not listed as required, so long as the contact's name and telephone number is documented; (I) the hours and days of the week the child will attend the center.
C.	9503.0140, subp. 10	There is one unflushed toilet. If there are multiple bathrooms, a fix-it ticket can be issued if there is one unflushed toilet (or less) per bathroom.
D.	9503.0140, subp. 16	One item from the list of required items is missing from the first aid kit.
E.	9503.0140, subp. 18	Batteries are missing or dead in a flashlight or portable radio.
F.	9503.0140, subp. 19	Toys have damage that is cosmetic in nature (e.g., a missing door knob from a dramatic play kitchen set) and is not hazardous to children.
G.	9503.0140, subp. 20	There are non-hazardous ripples in a rug.
H.	9503.0145, subp. 2	The menu does not reflect a required food or beverage item but a licensor observes a snack or meal being served and the snack or meal meets USDA nutritional guidelines.
I.	9503.0145, subp. 3	The refrigerator is at a temperature of 41 degrees.
J.	9503.0155, subp. 13	The room temperature is between 65 and 67 degrees.
K.	9503.0155, subp. 16	The center did not have all fire extinguishers serviced annually, but there is at least one fire extinguisher in the center that has a current tag showing it has been serviced and is operational.
L.	9503.0155, subp. 17	There is a small hole in a screen.
M.	9503.0170, subp. 3	The license is not posted in a prominent place.

DHS Licensor Completes			License Holder Completes	
Fix-it Ticket Item(s)	Violation Description	Correct by	How Corrected	Date Corrected
6		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
7		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
8		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
9		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
10		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
11		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
12		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		
13		<input type="checkbox"/> Corrected On-site <input type="checkbox"/> Correct Within 48 Hours		