



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

Date: November 7, 2013

To: Adult Foster Care and Homes for the Aged  
Licensees and Authorized Representatives

From: James S. Sinnamon, Division Director  
Adult Foster Care and Home for the Aged Licensing  
Bureau of Children and Adult Licensing

Subject: Fingerprints

In 2011, 1979 PA 218, the Adult Foster Care Facility Licensing Act, was amended to require fingerprinting for:

- all individual applicants and licensees,
- all licensee designees, and
- any owners, partners, or directors of AFC facilities who have regular direct access to residents or who have on-site facility operational responsibilities.

1978 PA 368, the Public Health Code, was also amended to require fingerprinting for:

- all individual applicants and licensees,
- all authorized representatives, and
- any owners, operators, and members of governing bodies who have regular direct access to residents or who have on-site facility operation responsibilities in HFA facilities.

The amendments permitted the Department to accept fingerprints that were previously submitted through the Workforce Background Check Program (WBC) under certain conditions. However, criminal arrest and conviction information does not carry over from the WBC system into BCAL's licensing database. Accepting fingerprint results from the WBC system could allow an individual with a Good Moral Character offense to be improperly affiliated with an AFC or HFA facility.

Therefore, in order to preserve the integrity of our database and to assure for the health and safety of AFC/HFA residents, the Department will require a BCAL-1326A with the appropriate Reason Code (FCL for AFC-related persons or HAL for HFA-related persons) for anyone who must be fingerprinted to comply with PA 218 and PA 368. Effective November 15, 2013, the Department will no longer accept fingerprint results submitted through the Workforce Background Check system for any individual noted above.

Fingerprinting instructions can be accessed on the Department's website, or obtained from your licensing staff. The Department has and will continue to provide technical assistance on this requirement to all applicants and licensees. Thank you for your understanding and cooperation in this matter. If you have any additional concerns regarding this, you may contact the licensing staff assigned to your facility.