



RICK SNYDER
GOVERNOR

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



MAURA D. CORRIGAN
DIRECTOR

To: Adult Foster Care and Home for the Aged Licensees

Date: February 14, 2013

From: Luttrell D. Levingston, Division Director
Adult Foster Care and Home for the Aged Licensing
Bureau of Children and Adult Licensing

Subject: Fingerprint Submission

On January 13, 2011, a notice was sent to all adult foster care (AFC) and home for the aged (HFA) licensees and pending applicants regarding amendments to 1979 PA 218 and 1978 PA 368. These amendments included the requirement of fingerprint submission [MCL 400.713(21) and 333.21313(7)]. Enforcement of this provision was delayed because of needed technical corrections to the law. Those corrections were made, and the amended law was signed into effect by Governor Rick Snyder on March 13, 2013.

For AFC, all licensees and licensee designees will need to submit fingerprints, as well as all applicants, and owners, partners or directors of AFC applicants who have regular direct access to residents, or who have on-site facility operational responsibilities [MCL 400.713(21)].

For HFA, all owners, operators and members of the governing body who have regular direct access to residents, or who have on-site facility operation responsibilities, and authorized representatives will need to be fingerprinted [MCL 333.21313(7)].

The new legislation makes provisions to avoid the duplication of a criminal history check. A duplicate check is not required of an Adult Foster Care applicant, licensee, licensee designee, owner, partner or director, or a Home for the Aged owner, operator or member of the governing body if all three of the following conditions have been met:

- 1) He/she previously underwent a criminal history check under the process outlined for employees of Adult Foster Care homes and Homes for the Aged, and
- 2) The license with which that original criminal history check was affiliated remained continuously in effect from the date that the criminal history check was originally performed.
- 3) He/she has remained continuously employed or affiliated with that license since the time the criminal history check was performed.

Please note the above conditions do not apply to individuals who were fingerprinted as exempt employees (individuals who were hired at an AFC or HFA facility prior to April 1, 2006). Exempt employees' background checks included the state of Michigan only, and did not include a federal background check. If no federal background check was done, it will be required under this legislation.

Individuals may now begin submitting fingerprints. (Please see the list of acceptable fingerprint vendors). The cost of fingerprint submission may vary, and is the responsibility of the individual submitting fingerprints [MCL 400.713(22) and 333.21313(9)]. It is recommended the individual contact the fingerprint vendor to determine the cost and acceptable methods of payment prior to submitting fingerprints.

At the time of fingerprinting, individuals need to bring the AFC Licensing Record Clearance Request (BCAL-1326A) and their driver's license or state identification card. The AFC Licensing Record Clearance Request can be found at www.michigan.gov/afchfa.

The deadline for fingerprint submission is March 13, 2013 [MCL 400.713(23) and 333.21313(8)].

Please contact your licensing consultants with any questions.

Private Live Scan Vendors

L-1 Enrollment Services
(866) 226-2952
www.l1enrollment.com

Oakland Schools
(248) 209-2370
www.OSfingerprint.com

IDK Fingerprinting
(810) 422-7895
Rclement01@gmail.com

Teachout Security Solutions, Inc.
(810) 732-4849
www.teachoutsecurity.com

DK Security
Kentwood number (800) 535-0646
Mason number (800) 776-4007
www.dksecurity.com

Great Northern Sentry Company
(800) 605-4044
www.greatnorthernsentry.com

G4S Secure Solutions USA
(800) 275-8343
www.g4smichigan.com

Cogent Systems
www.cogentid.com

Genesee Intermediate School District
(810) 591-4400
<http://www.genesee.org/index.aspx?NID=141>

This revised memo replaces any previous communication regarding this manner.