

**ADULT FOSTER CARE LICENSE  
INDIVIDUAL APPLICATION**  
Michigan Department of Human Services  
Bureau of Children and Adult Licensing

**FOR DHS USE ONLY:**

License Number:

Paid Amount:

Cashier:

**For BCAL Use ONLY: Consultant Load #**

**SECTION I – FACILITY INFORMATION**

|                                                                                                                                                                                                                                                                                                                                      |                                                                                                                      |                                                                                                                                       |                                                                                      |                                                                                                                                          |                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|
| 1. Facility Name                                                                                                                                                                                                                                                                                                                     |                                                                                                                      | 2. Application Type<br><input checked="" type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> Amended |                                                                                      |                                                                                                                                          | 3. License Number                                                                    |  |
| 4. Facility Street Address                                                                                                                                                                                                                                                                                                           |                                                                                                                      | 5. City/Village                                                                                                                       | 6. Township                                                                          | 7. State                                                                                                                                 | 8. Zip Code                                                                          |  |
| 9. County                                                                                                                                                                                                                                                                                                                            | 10. Zoning Authority<br><input type="checkbox"/> Township <input type="checkbox"/> City/Village                      | 11. Telephone Number<br>(    )                                                                                                        | 12. Fax Number<br>(    )                                                             | 13. New Construction<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                         |                                                                                      |  |
| 14. Proposed Capacity                                                                                                                                                                                                                                                                                                                | 15. I would prefer:<br><input type="checkbox"/> Males <input type="checkbox"/> Females <input type="checkbox"/> Both |                                                                                                                                       | 16. Ages                                                                             | 17. Currently Certified As A Specialized Program or Requesting Certification<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                                      |  |
| 18. Program Type(s)<br><input type="checkbox"/> Mentally Ill <input type="checkbox"/> Developmentally Disabled <input type="checkbox"/> Aged <input type="checkbox"/> Alzheimer's<br><input type="checkbox"/> Wheelchair Accessible <input type="checkbox"/> Physically Handicapped <input type="checkbox"/> Traumatic Brain Injured |                                                                                                                      |                                                                                                                                       | 19. Water System<br><input type="checkbox"/> Public <input type="checkbox"/> Private |                                                                                                                                          | 20. Sewer System<br><input type="checkbox"/> Public <input type="checkbox"/> Private |  |
| 21. Facility Type<br><input type="checkbox"/> Family Home 1-6 <input type="checkbox"/> Small Group 1-6 <input type="checkbox"/> Small Group 7-12 <input type="checkbox"/> Large Group 13-20 <input type="checkbox"/> Congregate 21 or more – EXISTING ONLY                                                                           |                                                                                                                      |                                                                                                                                       |                                                                                      |                                                                                                                                          |                                                                                      |  |

**SECTION II – APPLICANT LICENSEE INFORMATION**

**All original applicants must complete a Licensing Record Clearance Request form.**

|                                                   |  |                                |                       |                          |          |  |
|---------------------------------------------------|--|--------------------------------|-----------------------|--------------------------|----------|--|
| 22. Applicant Name                                |  | 23. Social Security            | Federal Tax ID Number | 24. Date of Birth        |          |  |
| 25. E-mail Address                                |  | 26. Telephone Number<br>(    ) |                       | 27. Fax Number<br>(    ) |          |  |
| 28. Street Address                                |  |                                | 29. City              | State                    | Zip Code |  |
| 30. Mailing Address, if different (i.e. P.O. Box) |  |                                | City                  | State                    | Zip Code |  |
| 31. Joint Applicant Name (if applicable)          |  | 32. Social Security            | Federal Tax ID Number | 33. Date of Birth        |          |  |
| 34. E-mail Address                                |  | 35. Telephone Number<br>(    ) |                       | 36. Fax Number<br>(    ) |          |  |
| 37. Street Address                                |  |                                | 38. City              | State                    | Zip Code |  |
| 39. Mailing Address, if different (i.e. P.O. Box) |  |                                | City                  | State                    | Zip Code |  |

**SECTION III – RESPONSIBLE AGENCY INFORMATION (If Applicable) Attach Additional sheets, if necessary**

| 40. Agency Name and Address | 41. Name of Contact Person | 42. Telephone Number |
|-----------------------------|----------------------------|----------------------|
|                             |                            |                      |
|                             |                            |                      |
|                             |                            |                      |
|                             |                            |                      |
|                             |                            |                      |
|                             |                            |                      |
|                             |                            |                      |

**SECTION IV – ADMINISTRATOR or RESPONSIBLE PERSON INFORMATION**

**Administrators must complete a Licensing Record Clearance Request form.**

|                                                                                                                            |               |                        |
|----------------------------------------------------------------------------------------------------------------------------|---------------|------------------------|
| 43. Group Home/Congregate Applicants. Print Name of Person Responsible for Daily Operation of the Facility (Administrator) | Date of Birth | Social Security Number |
|----------------------------------------------------------------------------------------------------------------------------|---------------|------------------------|

44. FAMILY HOME APPLICANTS ONLY: Provide the name(s) of at least one responsible adult, other than the applicant or joint applicant, who can provide up to 72 hours of emergency coverage for you. Responsible persons must have proof of current T.B. test results and a physician's statement that they are both physically and mentally capable of caring for and being around residents.

| Name (Last, First, Middle) | Date of Birth | Social Security No. | Street Address (city, state and zip) | Telephone Number |
|----------------------------|---------------|---------------------|--------------------------------------|------------------|
|                            |               |                     |                                      |                  |
|                            |               |                     |                                      |                  |
|                            |               |                     |                                      |                  |

45. Describe any convictions of the applicant, joint applicant, administrator, and non-employee adult members of the household. Do not include minor traffic violations.

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46. Has the applicant or joint applicant now, or ever, operated an adult foster care facility, children's foster care facility, children's day care facility, child caring institution, child placing agency, or adult or children's camp? If "yes" please complete Item 48.     Yes     No

47. Have you ever been denied a license to operate an adult foster care facility, children's foster care facility, children's day care facility, child caring institution, child placing agency, or adult or children's camp? If "yes" please complete Item 48.     Yes     No

48. If "YES" to either Item 46 or 47, complete the following information. Include all currently and previously licensed programs and denied license applications. Attach additional sheets, if necessary.

| Name of licensing/certifying agency | Type of care | License Number | Application Date | Open | Closed |
|-------------------------------------|--------------|----------------|------------------|------|--------|
|                                     |              |                |                  |      |        |
|                                     |              |                |                  |      |        |
|                                     |              |                |                  |      |        |
|                                     |              |                |                  |      |        |
|                                     |              |                |                  |      |        |

49. Provide the following information for all persons who live in the facility, including relatives, roomers and boarders and live-in staff and children. Do not include adult foster care residents. All non-employee adult household members who are not residents must complete a Licensing Record Clearance Request form.

| Name (Last, First, Middle) | Position or Relationship | Date of Birth |
|----------------------------|--------------------------|---------------|
|                            |                          |               |
|                            |                          |               |
|                            |                          |               |
|                            |                          |               |
|                            |                          |               |
|                            |                          |               |

50. Directions for reaching family from Bureau of Children and Adult Licensing field office.

**SECTION V – OWNERSHIP INFORMATION**

51. Identify all ownership interest in the business. Include additional sheets if necessary.

| NAME | ADDRESS (City, State and Zip Code) |
|------|------------------------------------|
|      |                                    |
|      |                                    |
|      |                                    |
|      |                                    |

52. Ownership of facility to be licensed:     Own                       Rent/Lease                       Buying

53. Identify all ownership interest in the property. Include additional sheets, if necessary.

| NAME | ADDRESS (City, State and Zip Code) |
|------|------------------------------------|
|      |                                    |
|      |                                    |
|      |                                    |
|      |                                    |

**SECTION VI – FINANCIAL INFORMATION**

All questions must be answered by the Applicant and Joint Applicant to the best of his/her knowledge. Attach an explanation for each question answered "Yes."

54. HAS THE APPLICANT OR JOINT APPLICANT EVER:

|                                                                                                          |                                                          |                                                        |                                                          |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|
| a. Filed for Bankruptcy?                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | f. Had a default judgment?                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Had a seizure of assets?                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No | g. Had a repossession or foreclosure?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Had a lien enforced against it?                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | h. Had a notice of eviction due to payment problems?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Had financial assets frozen?                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | i. Had a garnishment or attachment of wages or income? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Had a contract to receive public or private monies not renewed or terminated prior to its expiration? | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                        |                                                          |

55. FOR FAMILY HOME APPLICANTS ONLY:

A.  **I have sufficient resources to meet Rule 400.1404(4).** The department defines "sufficient resources as follows:

Original applicants have financial assets available to provide for the operation of the home for a period of at least three months.  
Renewal applicants have financial assets available to provide for the operation of the home for a period of at least 30 days.

These resources are from: (check all that apply)

- Applicant/Joint Applicants employment outside of adult foster care
- Non-Applicant/Joint Non-Applicant spouse's income
- Savings or available cash
- Funding contracts/Intent to contract statement
- Adult foster care income
- Other, specify

Please attach an explanation of all items checked. You may be required to provide verification and/or documentation of the financial information provided.

B.  I do not have sufficient resources at this time to meet Rule 400.1404(4). *You may submit additional information for consideration.*

**Section VII – CERTIFICATION AND SIGNATURES**

I have read 1979 PA 218, and the Administrative Rules regulating the operation of Adult Foster Care facilities. If granted a license I will comply with the Act and these Rules.

In order to permit a proper determination of conformity with the rules, I give permission to the Department of Human Services to make all necessary and reasonable investigations of my activities, proposed standards of care, and to make an on-site inspection of the proposed facility.

I am aware of the legal provisions of Section 13 and Section 31 of 1979 PA 218, respectively, that operating an adult foster care facility without a license or to violate this Act is subject to criminal penalties, punishable by imprisonment or a substantial fine or both.

I certify that I will assess the good moral character of the employees of this home/facility, as required by PA 218. I certify that if I or any employee, volunteer, or household member of the facility who is on parole or probation or convicted of a felony will be reported to the Department.

I also certify that any information I give in respect to any investigation by the department will be, to the best of my ability, true and correct.

I give permission to the Michigan Department of Human Services to contact persons, including those I give as references, in order to determine if I am in compliance with the Act and the Rules.

|                                          |                               |          |
|------------------------------------------|-------------------------------|----------|
| 56. Applicant Name (print or type)       | 57. Applicant Signature       | 58. Date |
| 59. Joint Applicant Name (print or type) | 60. Joint Applicant Signature | 61. Date |

**AN APPLICATION FEE (which is non-refundable and non-transferable)**, payable by check or money order **ONLY**, to the **STATE OF MICHIGAN**, is to be sent in accordance with the Application Instructions. The fees are:

|                         | <u>ORIGINAL</u> | <u>RENEWAL</u> |                          | <u>ORIGINAL</u> | <u>RENEWAL</u> |
|-------------------------|-----------------|----------------|--------------------------|-----------------|----------------|
| Family Home 1 – 6       | \$ 65.00        | \$25.00        | Large Group Home 13 – 20 | \$170.00        | \$100.00       |
| Small Group Home 1 – 6  | \$105.00        | \$25.00        | Congregate Facility 21+  | \$220.00        | \$150.00       |
| Small Group Home 7 – 12 | \$135.00        | \$60.00        |                          |                 |                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                          |            |             |             |           |                 |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|-------------|-----------|-----------------|---------------------------------|
| Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">AUTHORITY:</td> <td>1979 PA 218</td> </tr> <tr> <td>COMPLETION:</td> <td>Mandatory</td> </tr> <tr> <td>NON-COMPLETION:</td> <td>License issuance will be denied</td> </tr> </table> | AUTHORITY: | 1979 PA 218 | COMPLETION: | Mandatory | NON-COMPLETION: | License issuance will be denied |
| AUTHORITY:                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1979 PA 218                                                                                                                                                                                                                                                              |            |             |             |           |                 |                                 |
| COMPLETION:                                                                                                                                                                                                                                                                                                                                                                                                                                        | Mandatory                                                                                                                                                                                                                                                                |            |             |             |           |                 |                                 |
| NON-COMPLETION:                                                                                                                                                                                                                                                                                                                                                                                                                                    | License issuance will be denied                                                                                                                                                                                                                                          |            |             |             |           |                 |                                 |