

**HOMES FOR THE AGED  
APPOINTMENT OF ADMINISTRATOR**  
Michigan Department of Human Services

**Notice is hereby given to the Michigan Department of Human Services that:**

Owner or Authorized Representative (name):	
Has appointed (name):	
Whose social security number is:	Whose date of birth is:

**As the administrator for:**

Facility Name:	License #
Address (street, city, zip code)	

Rule 325.1921 requires:

- (2) An administrator shall meet all of the following requirements:
  - (a) Be at least 18 years old.
  - (b) Have education, training, and/or experience related to the population served by the home.
  - (c) Be capable of assuring program planning, development, and implementation of services to residents consistent with the home's program statement and in accordance with the residents' service plan and agreements.
- In accordance with Rule 325.1921(2) (b & c), I am **attaching documentation** (résumé or letter outlining education, training, and/or experience with population this facility serves) that establishes my candidate is qualified and capable to be administrator for this facility.

Owner or Authorized Representative Signature	Title	Date / /
--	-------	-------------

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.	Authority: 1978 PA 368
--	------------------------