

HIGH RISK PA 116 SPECIAL INVESTIGATIONS INSTRUCTIONS FOR NOTIFYING PARENTS

Michigan Department of Human Services

This information is being provided to assist you in complying with requirements of the Child Care Organizations Act (1973 PA 116) regarding “high risk” investigations in child care facilities.

When your licensing consultant informs you that a “high risk PA 116” investigation is being conducted, you **MUST** do the following:

- Verbally notify parents of children who were in care at the site at the time the alleged incident occurred that a high-risk investigation is being conducted. **This verbal notification must occur within 24 hours** of becoming aware of the high-risk special investigation.
- Provide written notification to parents of children who were in care at the site at the time the alleged incident occurred that a high-risk investigation is being conducted. **This written notification must occur within one business day after the verbal notification.** Written notification may be by mail, fax or email. You must keep copies of the written notification you provide to each parent in your Licensing Notebook as verification that you have complied with the requirements of the law.
- If the individual being investigated is still present at the child care facility, you must provide both oral and written notification to parents of children who have or will come into contact with the individual being investigated. The same timeframes outlined above would apply.

When you notify parents, you **MUST NOT**:

- Disclose the nature of the allegation or any details of the alleged incident.
- Identify the child(ren) involved.
- Disclose the name of the complainant, if known to you.

Failure to notify parents may result in a suspension of your child care registration or license.

Any copies of the CPS Investigation Report must not be kept in your Licensing Notebook. This report cannot be shared with parents. The Bureau of Children and Adult Licensing will post a copy of their investigation on their website at www.michigan.gov/michildcare.

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:	P.A. 116 of 1973.
COMPLETION:	Required.
PENALTY:	Loss of license to run child care facility.