



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



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## Adult Foster Care and Homes for the Aged Background Check

### Document Compliance Requirements

➤ **For direct access employees conditionally hired on or after 4/1/06:**

- The MDHS-Employment Applicant Consent and Disclosure form or its equivalent is to be completed by all conditional employees that have been given a good faith offer of employment prior to the licensee beginning the criminal background check process.
- The completed MDHS-Employment Applicant Consent and Disclosure form or its equivalent is to become a permanent part of the applicant's employee record.
- Once the MDHS-Employment Applicant Consent and Disclosure form or its equivalent has been completed, the applicant may work conditionally, before receiving notice of findings. This applicant must be fingerprinted within 10 days of being given a good faith offer of employment.
- The Fingerprint Request form is then printed and the conditionally hired employee is scheduled for fingerprinting.
- Copies of the fingerprint receipt, given to the conditional employee at the time of fingerprinting, is the facility's verification of compliance with the law and is to be maintained in the employee's record.
- Finally, the notice of findings, sent via the Michigan Long Term Care Partnership Workforce Background Check website and/or State Analyst, then becomes part of the employee's permanent record.

➤ **For direct access employees employed in an AFC or HFA facility before 4/1/06:**

To demonstrate compliance, that you have begun the Exempt Employee fingerprinting process, licensees must maintain in their employee files:

Exempt Employee Information and Agreement form (or equivalent), and one of the following:

- Long-term Care Workforce Background Check Fingerprint Request form and the Fingerprint Appointment Confirmation.
- Fingerprint receipt from Cogent Systems.
- Adult Foster Care and Home for the Aged Licensing Exempt Employee Fingerprint Confirmation form.

When AFC licensees are determined to be in non-compliance because they have not started the exempt employee fingerprinting, they will be cited for violation of MCL 400.734b(2) and a corrective action plan will be required