



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 BUREAU OF COMMUNITY AND HEALTH SYSTEMS

RICK SNYDER
 GOVERNOR

MIKE ZIMMER
 DIRECTOR

Dear Camp Applicant

Attached is the application for a Children’s or Adult Foster Care Camp **Program** license.

You can access the rules at

http://w3.lara.state.mi.us/orr/Files/AdminCode/638_10609_AdminCode.pdf. A set of sample written required material is available

http://www.michigan.gov/documents/dhs/Camp_Sample_of_Required_Materials_4_09_275781_7.pdf. The Licensing Rules for Children’s and Adult Foster Care Camps include:

Part 1, General Provisions, which applies to the program license; Part 2, Fire Safety; Part 3, Environmental Health and Safety and Part 4, High Adventure, apply to the site license. Programs are licensed as either CR, Children’s Residential, or CD, Children’s Day. A CR license may have both day and residential camp programs. A CD licensee may only have day camps, as additional fire.

CAMP APPLICATION: Complete the application for your camp program.

APPLICATION FEE: Send the fee in the form of a check written to the “**State of Michigan**” along with the application form and other applicable documentation to:

Michigan Department of Licensing and Regulatory Affairs
 Bureau of Community and Health Systems
 P.O. Box 30664
 Lansing, MI 48909-8164

The fee schedule for program licensure is non-refundable as follows:

APPLICATION TYPE	FEE FOR ORIGINAL PROGRAM
1. Children’s Camp	
Licensed Capacity 5-100	\$100
100+	\$200
2. Adult Foster Care Camp	
Licensed Capacity (ALL)	\$ 40

REQUIRED INFORMATION: Be sure to include the dates that the program is going to run. This information must be submitted for every camp program to ensure that consultants know when you are running and whether you camp is planning trips out of the camp. All directors will need to complete a Licensing Record Clearance Request.

LICENSE RECORD CLEARANCE: If you have a new administrator, please complete and submit a License Request Clearance Record, BCAL-1326. There is a new requirement in 2012 that requires all administrators and ONLY administrators to be fingerprinted at the expense of the camp. Please check the box "Camp-Agency ID: 88695H-Fee" in the Livescan Fingerprint Request box and "Administrator" in THE PERSON BEING CLEARED box.

If you rent a site, you are responsible for making sure the site is licensed.

Should you have any additional questions or problems, feel free to contact Jay Calewarts at (517) 284-9732, Darrell Clay at (269) 337-5037 or Steven Seager at (989) 745-1840.

Jay Calewarts, Director
AFC and Camp Licensing Divisions

LICENSING RECORD CLEARANCE REQUEST INSTRUCTIONS

The purposes of this form is:

1. Produce a Department of State Police check regarding the possible existence of a conviction record.
2. Produce a Michigan Department of Health and Human Services Central Registry File check regarding the possible existence of a substantiated child abuse or neglect record.
3. Produce a licensing file check against current or previous licensee status of the applicant in any county of the state.

Instructions for processing: The Licensing Record Clearance (BCAL-1326-CAMP) must be taken with you at the time the FBI fingerprint is conducted. **Note: The TCN# will be filled in by the Fingerprint Specialist and must be completed prior to submitting the form.**

Live Scan Fingerprint Request is required for applicant, licensee, and/or chief administrator. You may select a fingerprint vendor from a Private Live Scan Vendor. **PRIVATE LIVE SCAN VENDORS** can be found on the Michigan State Police website at: www.michigan.gov/msp/0,1607,7-123-1589_1878_8311-237662--,00.html

The existence of a conviction record does not necessarily disqualify an applicant for licensure. However, it does provide licensing with information which will be carefully evaluated by licensing staff.

A failure on the part of an applicant to provide licensing with accurate and truthful information and the authorization requested on this form may be sufficient cause to deny issuance of a license.

- I am aware that Michigan Department of State Police Records will be checked for information regarding criminal convictions under authority of the Good Moral Character Statute.
- I am aware that the Michigan Department of Health and Human Services Central Registry will be checked for information concerning substantiated child abuse and neglect.
- I certify that the information I have given on the form is, to the best of my ability, true and correct.
- The Department may perform this check at any time while I am licensed.
- I understand the personal information and fingerprints submitted by live scan are used to search against criminal identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above. I further understand MSP and the FBI may also retain the submitted information and fingerprints as permitted by the Federal Privacy Act of 1974 (5 USC § 552a(b)) for routine uses beyond the principal purpose listed above. Routine uses include, but are not limited to, disclosures to: governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security, or public safety.
- 28 CFR §16.34- Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

- ****DISCLAIMER: ALL FINGERPRINTS PROCESSED WITH INCORRECT FINGERPRINT CODES ARE THE RESPONSIBILITY OF THE REQUESTING AGENCY. MSP WILL CHARGE FOR SECOND REQUESTS DUE TO INCORRECT FINGERPRINT CODES.** **I am aware that Michigan Department of State Police Records will be checked for information regarding criminal convictions under authority of the Good Moral Character Statute.

AUTHORITY: 1973 PA 116	LARA is an equal opportunity employer/program.
COMPLETION: Required.	Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
CONSEQUENCE: Licensure may be denied or revoked.	

