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BUREAU OF COMMUNITY AND HEALTH SYSTEMS

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**Child Care Centers and Homes  
Letter Series 2017-03**

Date: March 20, 2017

To: All Child Care Providers

From: Mark C. Jansen, Director  
Child Care Licensing Division

Subject: When a Child Care Provider Moves to a New Location

A Certificate of Registration or license is issued to a specific individual at a specific address. The individual's name and the address of where the child care home or center will operate is shown on the Certificate of Registration/license. The law also requires that a home-based provider reside at that address.

In order to minimize disruption of your child care program, the process for completing a new application and submitting the appropriate original licensing fee for the new location should be done before you move. This is done by going to the Child Care Web site ([www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)), printing, completing, and submitting the necessary forms and fee. Your Certificate of Registration/license will be closed effective the last day you reside or operate at the address shown on the Certificate of Registration/license. A new registration/license number will be issued for the new location.

Child care cannot legally be provided at the new address until the licensing process has been completed and approved by your licensing consultant.

The Department of Licensing and Regulatory Affairs, Child Care Licensing Division cannot legally approve someone to operate a child care facility until a Certificate of Registration/license is issued; even if it is only a location change. The Department will not backdate a Certificate of Registration/license. All aspects of the licensing process must be completed and approved before a Certificate of Registration/license can be issued.

Department of Health and Human Services child care reimbursement and Michigan Department of Education Child and Adult Care Food Program funding will not be available until a new Certificate of Registration/license is issued.

If you have questions, please contact your licensing consultant.

cc: Child Care Licensing Consultants and Area Managers