



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

07/16/2018

Dear Child Care Provider,

You are receiving this letter because you are currently enrolled as an unlicensed provider who is caring for children you are not legally related to as a grandparent, aunt, uncle, or sibling.

We are reaching out to let you know about changes in the Michigan Department of Education (MDE), Child Development and Care (CDC) program that directly impact you. These changes are required by federal law.

Please review the information below and contact the MDE-CDC program with questions or concerns, at 866-990-3227.

- 1) **NAME CHANGE:** Unlicensed providers who are not related to the children in care as defined above will now be called **LICENSE EXEMPT-UNRELATED** providers.
- 2) **FINGERPRINT:** All license exempt-unrelated providers must pass an expanded background clearance check, which requires a **fingerprint**. If the fingerprint requirement is not met by 9/30/2018, including results being received by MDE-CDC, you will be closed.

Next Steps/Action Required:

Complete and return the enclosed Consent and Disclosure form to the MDE-CDC office as soon as possible, but **no later than August 6, 2018**.

Once your completed Consent and Disclosure form is received, we will mail you what you need for scheduling an appointment to be fingerprinted. If you complete your fingerprint prior to 9/30/2018 it will be FREE!

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- 3) **HEALTH and SAFETY COACHING VISIT:** An annual health and safety coaching visit is required. If this annual visit is not completed, you will no longer be able to receive CDC payment for care you provide.

Next Steps/Action Required: You will be contacted by a coach to schedule the health and safety coaching visit. We encourage you to work with the coach, and the child's parent(s), to schedule and complete the home visit.

*Mail or fax a completed and signed **Consent and Disclosure** form to the MDE-CDC office by August 6, 2018:

Fax: 517-284-7529

- Or -

Mail:

Child Development and Care Program
Provider Enrollment
P.O. Box 30267
Lansing, MI 48909

Thank you,



Lisa Brewer Walraven, Director
Child Development and Care Program
Office of Great Start
Michigan Department of Education

Para localizar esta carta en español, por favor visite la sección para los proveedores del sitio de web de www.michigan.gov/childcare. La carta se llama "Nota de Cambios para los Proveedores Exentos de Licencia (Sin Licencia)".