

## **Appeal Process for Denial after FBI Fingerprint**

### License Exempt-Unrelated and License Exempt-Parent on Site Providers

License Exempt (LE)-Parent on Site providers, their employees, and LE-Unrelated providers are required to complete an FBI fingerprint-based national background check.

#### **Things to know about the background check and fingerprint process.**

1. A completed *License Exempt Provider Application, Consent and Disclosure* form, and all required documents must be submitted to begin the process. Once the Michigan Department of Education (MDE) Child Development and Care (CDC) program receives these, CDC will contact the provider to complete a required phone interview. After the interview, the enrollment process will begin.
2. Pre-enrollment Michigan background checks are done for each provider and all LE-Parent on Site employees. These checks include the following:
  - Internet Criminal History Access Tool (ICHAT).
  - Offender Tracking Information System (OTIS).
  - Public Sex Offender Registry (PSOR).
  - Child Abuse and Neglect Central Registry (CAN/CR).

If the person has a criminal history record on one of these background checks, a notice will be sent to them. The notice will include details of how to appeal. Call 866-990-3227 with any questions.

3. If the provider or employee passes all background checks, they will then be sent a *Fingerprint Request Form*, telling them how to schedule. This form will have the codes needed to schedule the fingerprinting, as well as a website (<https://mi.ibtfingerprint.com/>) and phone number (866-226-2952) if they need help.
4. Fingerprint results will be returned to Michigan Department of Licensing and Regulatory Affairs (LARA). LARA will tell MDE if the person is eligible or not. If found eligible, they will be enrolled.
5. A person who does not pass the fingerprint check will be denied. They will be sent a letter that explains the result and how to request a redetermination. They will have 30 days from the date of the letter to make a request. The address to send this request to is on the letter. LARA reviews and decides if the request is approved or denied.

## Common questions:

**1. Will I need my ID to get fingerprinted?**

Yes! You must have a valid, state issued driver's license or an ID card with a photo that was issued by a federal or Michigan government agency. The name on your ID must be an exact match to your current name.

**2. Where do I find the "Agency/Requester ID" and confirmation number needed to set up my fingerprint appointment?**

These codes can be found on the Fingerprint Request Form you receive in the mail after your phone interview with MDE.

**3. Can I schedule my appointment as soon as I get my letter?**

Yes! You should schedule your appointment right away to avoid enrollment delays.

**4. How do I appeal an ICHAT, OTIS, PSOR, or CAN/CR denial?**

You will get a letter that contains details on how to appeal. If you have questions, please contact 866-990-3227.

**5. How do I appeal an FBI fingerprint denial?**

Please read your *Michigan Child Care Background Check Ineligibility* letter. Submit a *Request for Redetermination* to LARA within 30 days.