![MDHHS logo] Michigan Department of Health & Human Services **Children's Services Agency** **Communication Issuance** **20-034*** ***Revised 5/28/20** **Previous version obsolete**	**Subject/Title** COVID-19 Response-Child Caring Institutions Staffing Ratio UPDATED
	Type ☐Informational Memorandum ☒Program Instruction ☐Policy Guide
	Issuance Date 05/05/2020 **Obsolete Date** 06/12/2020
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	Due Date N/A **Due to** N/A
	Distribution ☒ CSA Central Office Managers/Staff ☒ MDHHS BSC and County Directors ☒ MDHHS Juvenile Justice Managers/Staff ☒ MDHHS Child Welfare Managers/Staff ☒ Native American Tribes ☐ Office of Workforce Development and Training ☒ Private Agency Child Welfare Managers/Staff ☒ Private Residential Abuse/Neglect Managers/Staff ☒ Private Residential Juvenile Justice Managers/Staff ☐ Other:

This communication issuance replaces previous versions of 20-034.

Due to COVID-19, MDHHS recognizes that Child Caring Institutions (CCI) may experience temporary difficulty adhering to the contracted staffing ratios in some Child Caring Institutions.

Until at least 6/12/20, the Program Office will not need to pre-approve deviations from the current contracted staff-to-resident ratio as a result of emergency staffing changes and contract non-compliance will not be cited.

Licensing rule R400.4127(1)(a) requires that at a minimum, 1 direct care worker shall be responsible for not more than 10 residents at one time during residents' normal awake hours and not more than 20 residents at one time during the residents' normal sleeping hours.

If a CCI falls below or suspects that it will fall below the licensing required ratios mentioned above, a variance request must be submitted to DCWL for approval. Any request for variance for staff-to-resident ratio must be submitted to MDHHS-DWCL-TA@michigan.gov.

If a variance is approved by DCWL for a staff-to-resident ratio change, the CCI program must develop an interim plan designed to maintain resident safety.