


| | | |
|--|---|--|
|  <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>20-051*</p> <p>*Revised 5/28/20</p> <p>Previous version obsolete</p> | Subject/Title | COVID 19 Response-Provider New Hires Central Registry Clearances UPDATED |
| | Type | <input checked="" type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide |
| | Issuance Date | 05/01/20 |
| | Obsolete Date | 06/12/20 |
| | Contact Name | Patricia Neitman |
| | Email | NeitmanP@michigan.gov |
| | Phone | 517-241-9741 |
| Due Date | N/A | |
| Due to | N/A | |
| Distribution | <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other: | |

This version replaces previous versions of CI 20-051.

The following guidance is being provided to assure procedures are in place for providers to obtain Central Registry clearances for hiring new staff.

Due to the Governor's Stay Home Stay Safe Executive Order, providers may experience difficulty obtaining Central Registry clearances for the purposes of hiring new staff. Effective until 6/12/20, the Division of Child Welfare Licensing (DCWL) will complete Central Registry clearances for staff hiring. Please complete the following steps:

1. The applicant must complete a DHS-1929, Central Registry Clearance Request.
 - The attached DHS-1929 requires applicant's email address, driver's license, and signature/date. (Electronic signatures are acceptable.)
2. Submit the completed DHS-1929 to the following mailbox: MDHHS-DCWL-OSCR@michigan.gov.
3. DCWL staff will process the request and send results.

Questions regarding this process should be sent to the MDHHS-DCWL-OSCR@michigan.gov.