

What do we do?

The Adult Foster Care (AFC) Division establishes licenses for settings that care for adults 18 and older who may be aged or may have a mental illness, and/or a developmental or physical disability.

Are all AFC Homes the same?

There are three types of AFC licensees in Michigan:

Family Homes: 3 to 6 residents. Licensee lives in the home.

Small Group Homes: 3-12 residents.

Large Group Homes: 13-20 residents.

What Should I do before I Apply for a License?

Do your research! Determine what type of AFC license you want to apply and where the specific property the adult foster care facility will be operated.

Insure that the property has the required square footage and rooms to accommodate the number of residents you plan to accept.

Determine type of ownership - Proprietorship/partnership/corporation/limited liability company.

Will you live with the adult foster care residents in the licensed home as your personal residence? If not, you may only apply for an AFC group home license.

LARA-BCHS
Adult Foster Care Division

Are you Interested in Applying for an Adult Foster Care License?

Frequently Asked Questions



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Will the license be issued to an individual(s) or partnership? If so, request/submit an Individual license application.

Will the license be issued to a corporation, limited liability company (LLC), government agency or organization? If so, request/submit a Corporate license application.

The following web site may be helpful: <http://www.michiganbusiness.org/s tart-up/business-assistance/>

What is the Application Process?

The license applicant submits a complete application and application fee online. Application packets contain instructions on how to complete and where to forward applications.

When the application is received in we request an environmental health and sanitation inspection and fire safety inspection, if needed (no charge) and conduct criminal history background checks.

Once your application and fee have been submitted, you will be assigned a Licensing Consultant, who will reach out to explain the next steps.

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Do I need Bureau of Fire Services Plan Approval?

Building plan reviews are required for facilities of 7 or more residents.

Plan reviews are also required for new construction, conversions, remodeling, alterations, and changes in ownership.

Sealed architectural plans and shop drawings are submitted to the Department of Licensing and Regulatory Affairs (LARA), Bureau of Fire Services (BFS) for approval. Construction or remodeling should not begin until plan review approval is received. See link to [Fire Safety Inspections](#).

Information about the BFS plan review process may be reviewed at: www.michigan.gov/lara.

Where can I receive Free AFC related Training?

We strive to improve regulatory compliance by creating opportunities for education and consultation, and to provide efficient and effective services to all. On our AFC Provider YouTube Channel, providers can find free resources and training videos related to codes, rules, acts, and "best practices" on providing care to vulnerable adults in long-term care settings. Most videos come with a quiz in the information box below the video. You can visit our YouTube Channel [HERE](#)

You can find more AFC training resources [HERE](#)

What is the Fire Safety Inspection Process?

AFC Fire Safety Inspections are conducted by an AFC Licensing consultant for homes serving 6 or fewer persons. The Bureau of Fire Services (BFS) has fire safety enforcement authority of homes for 7 or more persons.

Included items:

- Fire extinguishers Smoke detectors (family homes)
- Furnace / hot water heater separation Evacuation plans
- Wall & ceiling finish - paneling generally not allowed Smoke detection systems (group homes)
- Exterior door locks (group homes)
- Door width (group homes)
- Sprinkler systems (homes for 7 or more) Architectural plans with fire safety systems included (homes for 7 or more)

How do I Receive AFC Payment?

Although not a licensing requirement, it is recommended that you develop a business plan to include marketing strategies and a financial plan.

As a business owner, it will be up to you to research / determine / get acquainted with potential placement sources in the community. Some suggestions would be referral sources from county MDHHS, local CMHs, the PACE Program, or "private pay"

What is the Application Process? (cont.)

Prior to a recommendation for licensure, all of the following must be completed:

- Required policies & procedures
- Qualifying information on the applicant and /or administrator
- All noncompliance with physical plant requirements must be resolved
- The home must be fully equipped and Ready to accept residents
- Full fire safety approval
- Full environmental health approval

We suggest you view the following view before applying for an AFC license:

[Tutorial AFC for Application Inquiries](#)

[AFC Tutorial Part One](#)

[AFC Tutorial Part Two](#)

[View the license application packet](#)

Where can I Find the AFC Act and Licensing Rules?

[Licensing Rules and Statutes](#)

You may also find the Technical Assistance Handbooks Helpful

[Technical Assistance](#)

I am Considering Purchasing an Existing Licensed Adult Foster Care Home.

A license is issued to a specific person or corporation or legal business entity at a specific location and the licensee remains responsible for the AFC until the license is closed by the Department.

Although a licensee has a property right to a license that has been issued, the license is the property of the Department.

Licensing regulations do not permit the "transfer" of a license to a new licensee, nor can it be purchased or inherited.

A prospective new owner can be appointed licensee designee or administrator of the current license (by the current licensee) while the new owner's application is pending - current licensee still responsible for all that occurs.

After an application and application fee for a license have been received by BCHS, but before finalizing the purchase of an existing adult foster care facility, an inspection of the facility

What Physical Plant requirements should I be aware of?

Before license issuance, all homes must have:

Required bedroom, dining room, & living square footage space available

- Acceptable wall finishes (generally no paneling)
- Handrails at stairs, tubs or showers, & around decks & porches
- Furnace & hot water heater separation Smoke detectors.

Additionally, all small group homes (6 or less) must have:

- Smoke detection systems
- Full bathrooms on each floor with resident bedroom
- Non-locking-against-egress locks
- Minimum requirements for door widths

Additionally, all group homes (7 or more) must have:

- Sprinkler systems & architectural plan reviews and onsite inspection approvals by BFS
- Written approval to operate an AFC from the local zoning authority