

**NOTIFICATION OF CHANGES IN STATUS – Family and Group Child Care Homes**  
**Required by R400.1903(1)(h) and the Child Care Organizations Act (1973 PA 116)**  
 Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Community and Health Systems

**LICENSEE**

**LICENSING CONSULTANT**

Licensee Name		FACILITY TYPE: <input type="checkbox"/> Family Child Care Home  <input type="checkbox"/> Group Child Care Home	Licensing Consultant		
License Number	Provider Phone Number (    )				
Address			County		
City	State		Zip Code		

The licensee must notify child care licensing of all of the following within 3 business days of the change/occurrence:

**CHANGES IN HOUSEHOLD COMPOSITION**

Persons Moving In* or Out of the Home (attach additional sheets if needed)					
First Name	Middle Initial	Last Name	Date of Birth	Moved: In                  Out	Relationship to Caregiver
				Moved: In                  Out	
				Moved: In                  Out	
				Moved: In                  Out	
				Moved: In                  Out	

**\*All adults moving in must complete a BCHS-001 form and a comprehensive background check PRIOR to moving into the home.**

**ANY OF THE FOLLOWING HAS OCCURRED FOR ANY HOUSEHOLD MEMBER (including the provider) AS WELL AS ANY PERSONNEL.**

First Name	Middle Initial	Last Name	Date of Birth		
Arrest      Arraignment	Details of the Arrest and/or Arraignment				
	Status of the Charge				
Conviction	Convicted of the Following Crimes			Date of Conviction	
Court Supervised Parole or Probation	On Parole or Probation for the Following Convictions		Parole/Probation Begin Date	Parole/Probation End Date	
Admitted to or Released from Correctional Facility	Admitted for the Following Convictions		Date Admitted	Expected Release Date	
	Served Time for the Following Convictions			Release Date	
Admitted to or Released from Hospital, Institution, or Facility for the Treatment of the Following Problems: Emotional Mental Substance Abuse	Admitted for the Following Problems	Date Admitted	Release Date	Date Statement of Fitness Provided	

Is being investigated by the state Department of Health and Human Services for an allegation of child abuse or neglect.	Date investigation started:
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Child care home **licensees** must provide notice to the department within 3 business days of an arraignment or conviction for the crimes listed below. All crimes referenced on this form are also found in [MCL 722.115r](#).

Child care home licensees must provide notice within 3 business days after they know or should reasonably know that a **member of the household** has been arraigned or convicted of a crime listed below.

Child care home **employees and unsupervised volunteers** must provide notice to the child care facility within 3 business days after an arraignment or conviction for any of the crimes listed below; the licensee must then report to the department within 3 business days of being notified by the employee.

Failure to report an arraignment or conviction is a crime as detailed in [MCL 722.115e\(5\)\(a\) and \(b\)](#).

First Name	Middle Initial	Last Name	Date of Birth
<b>Felony:</b>			
Murder or homicide			
Child abuse or child neglect			
Crime against a minor child, including, but not limited to, child pornography			
Spousal abuse or domestic violence			
A crime involving rape or sexual assault			
Kidnapping			
Arson			
Physical assault or battery			
Human trafficking or involuntary servitude			
<b>Any felony (including felony attempt, or felony conspiracy to commit or any other state/federal equivalent):</b>			
Involving harm or threatened harm to an individual			
Involving the use of a firearm or dangerous weapon			
Involving cruelty or torture of any person.			
Involving a substantial misrepresentation of any material fact, bribery, fraud, larceny, embezzlement, theft, home invasion, breaking and entering, receiving and concealing stolen property or a crime of similar statute			
Involving operating a motor vehicle while intoxicated or impaired causing serious injury or death			
Involving the use of a computer or the internet to commit a crime			
Involving cruelty to animals, including, but not limited to, fighting, killing, torturing, and abandoning			
Habitual offender			
Drug offense			
<b>Details of the Arraignment/Conviction:</b>			
Date of Arraignment/Conviction		Status of the Arraignment/Conviction	

<b>Misdemeanor against a child:</b>	
<input type="checkbox"/>	Child abuse
<input type="checkbox"/>	Child endangerment
<input type="checkbox"/>	Sexual assault
<input type="checkbox"/>	Other violent misdemeanor against a child
<input type="checkbox"/>	Child pornography
<b>Any misdemeanor (including misdemeanor attempt, or misdemeanor conspiracy to commit or any other state/federal equivalent):</b>	
<input type="checkbox"/>	Involving operating under the presence of a controlled substance, use or possession of a controlled substance, selling or furnishing a controlled substance to a minor.
<input type="checkbox"/>	Involving the use of computers to commit a crime, a substantial misrepresentation of a material fact, embezzlement, breaking and entering, or any other fraudulent crime ( <b>except</b> retail fraud in the 3 <sup>rd</sup> degree, petty theft, or shoplifting)
<input type="checkbox"/>	Involving stalking, assault, spousal abuse, domestic violence, weapons offense, harboring runaways, aiding and abetting, or arson.
<b>Details of the Arraignment/Conviction:</b>	
Date of Arraignment/Conviction	Status of the Arraignment/Conviction

<p>AUTHORITY: 1973 PA 116  Penalty for not providing notice: Misdemeanor/felony and/or fines</p>	<p>LARA is an equal opportunity employer/program.</p>
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