

Michigan Foster Care Portal User Guide

MFCP User Guide

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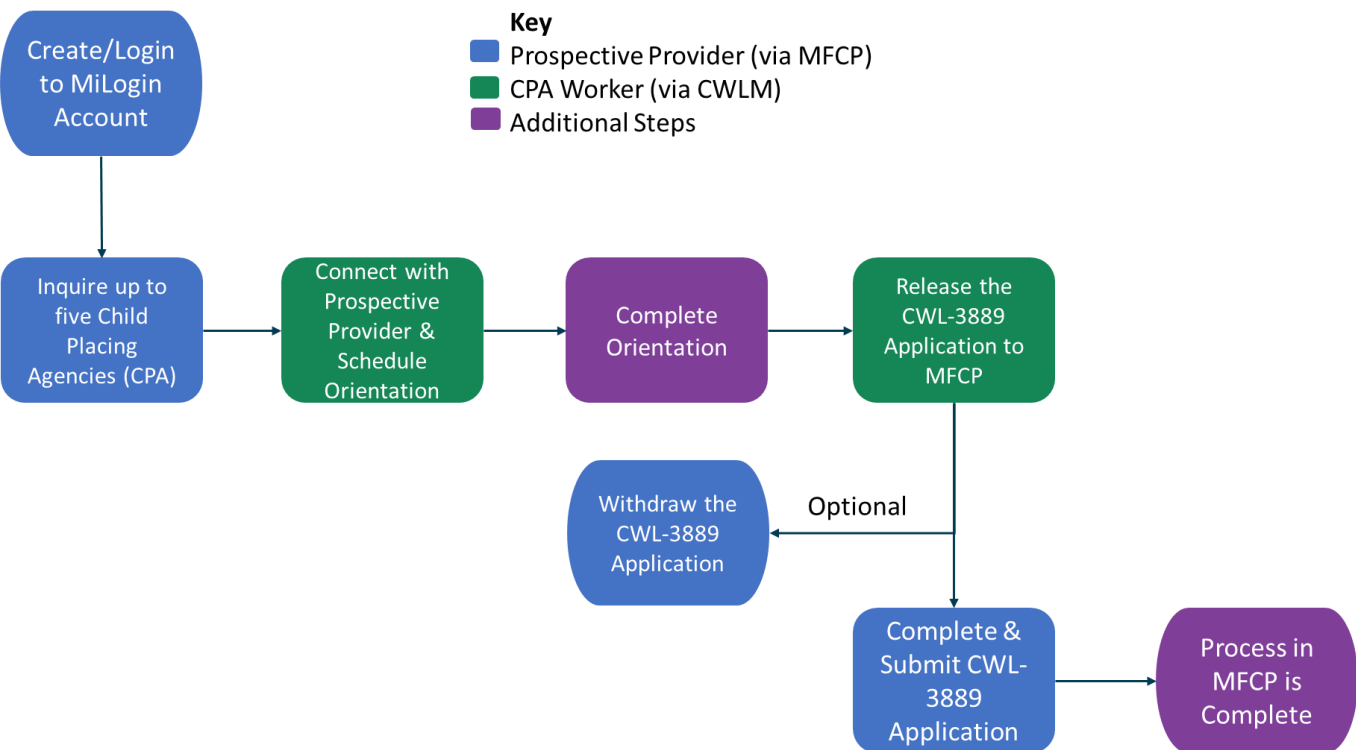
Michigan Foster Care Portal

The Michigan Foster Care Portal (MFCP) is a one stop shop to begin the licensing process. This will begin with browsing and contacting agencies, and include filling out, submitting and tracking the foster care license application in a singular place.

About this User Guide

This User Guide will serve as a step-by-step overview for all the processes prospective foster care parents will be able to complete in the MFCP. This document is broken up by each process in the foster care licensing process that is completed by prospective foster care parents in the MFCP. The image below details the main functions of the MFCP and shows how it relates to the Child Welfare Licensing Module (CWLM). CWLM is the comprehensive system used by licensing workers for the foster care licensure process.

Process Flow



Homepage

The following buttons are available on the MFCP homepage:

- **Home** – This button will redirect from any page to the central homepage.
- **Resources** – This button opens the **Resources** page, which will provide information on how to connect with Foster Care Navigators as well as how to contact a new licensing agency.
- **My Profile** – This button opens a pop-up confirming the navigation to MI Bridges to view or update your profile information. The information in MI Bridges is connected to your MILogin account. Any updates made within your MI Bridges and MILogin profile will be reflected in the MFCP. When updating your profile you can change your name, address, email, and phone number.
- **Logout** – This button will sign out of the MFCP and redirect back to the Michigan Foster Care login page.
- **Contact Agency and Apply** – This button will direct you to the Contact Agency and Apply page. This page has two tabs, **Contact Agency** and **Applications**.
 - On the **Contact Agency** tab, click the **[Contact New Agency]** button to browse and connect with up to five different licensing agencies.
 - On the **Applications** tab, view the status of applications as well as start, complete and withdraw any active applications.
- **Steps to License** – This button will open to the Steps to License page, which has the following sections listed: **Get Fingerprinted, Prepare for Home Visit, Documents and Training**, and **License Status**. Each of these sections provide information on the next steps in the licensing process once the application has been submitted. Each section has a list of key FAQs to assist through the licensing process. This page is informational, and no actions can be taken.

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Logging into MILogin

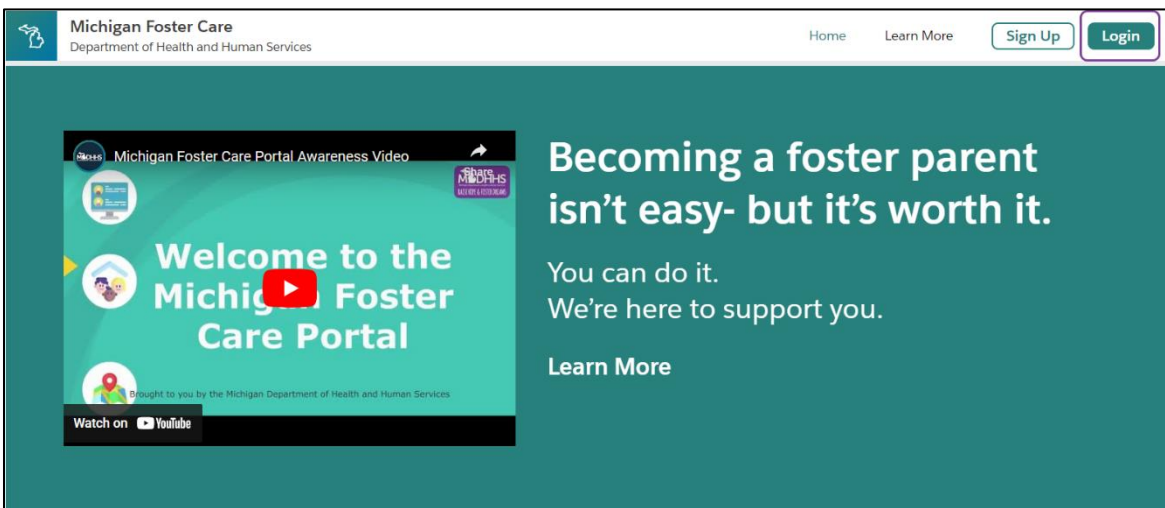
Before accessing the MFCP, an account must be created through [MILogin](#). MILogin connects you to all State of Michigan services through one single user ID.

1. To create a MILogin account, please refer to the [MiLogin Help Page, Under Create New Account/Sign Up](#).

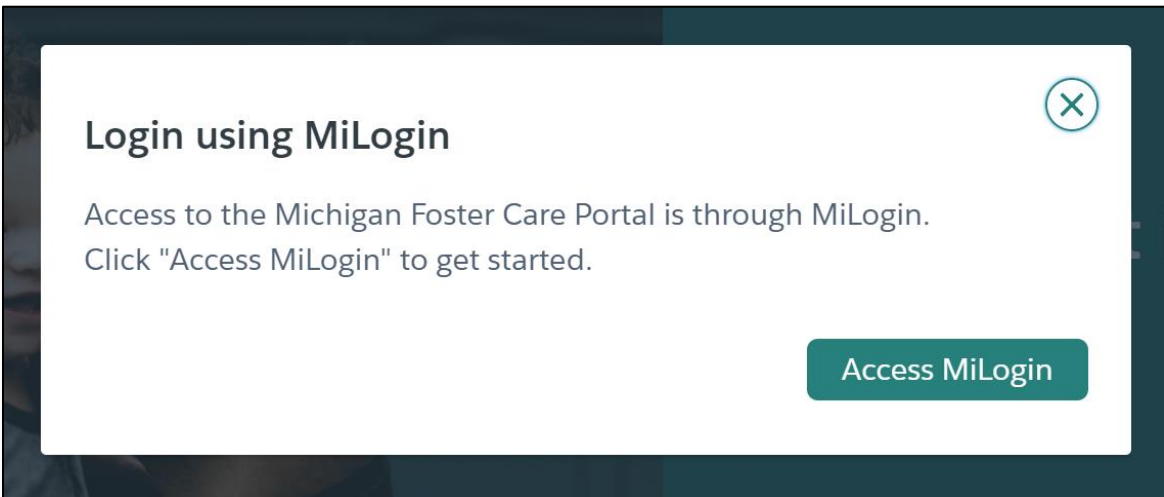


- If you previously created a MI Bridges account, use the MI Bridges credentials to access MILogin.

2. Once an account has been created, login to the MFCP. From the MFCP Homepage click **[Login]**. A Login using MiLogin pop-up will appear.

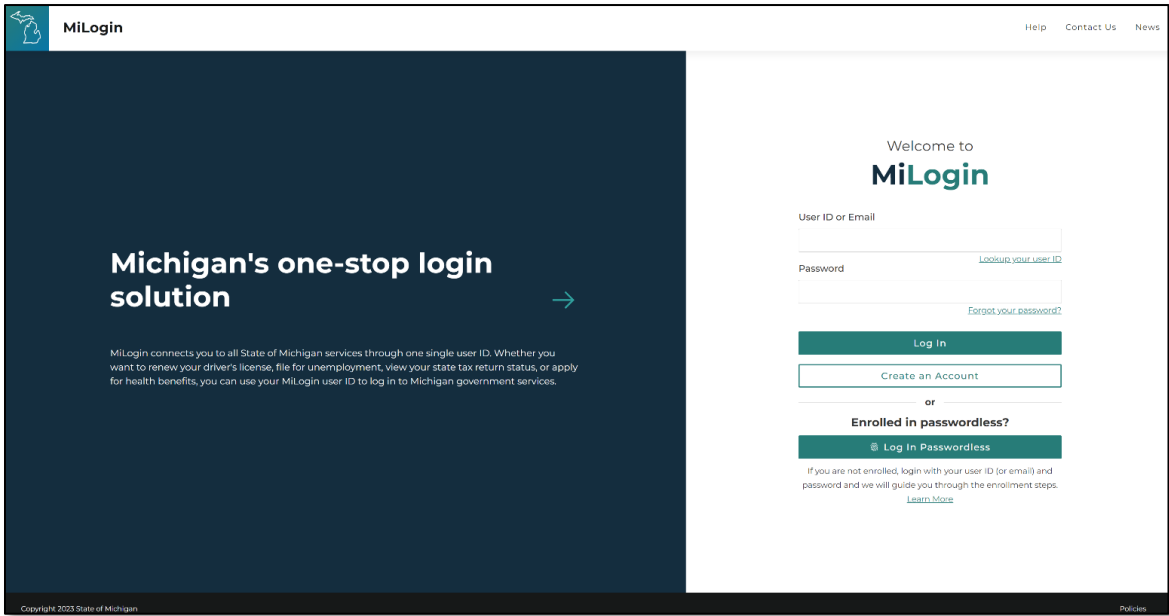


3. Click **[Access MiLogin]** to log into the MFCP. The Welcome to MILogin page displays.

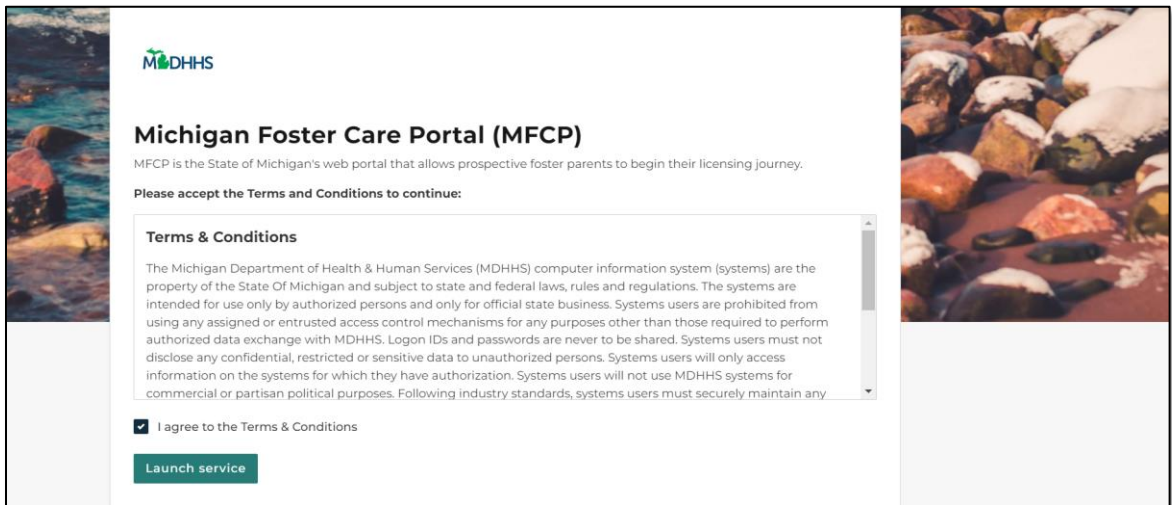


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4. Enter your **User ID or Email** and **Password**, and then click **[Log In]**. The Michigan Foster Care Portal (MFCP) Terms and Conditions page displays.



5. After reviewing the Terms and Conditions, select the **I agree to the Terms & Conditions** checkbox, then click **[Launch service]**. The MFCP Homepage displays.

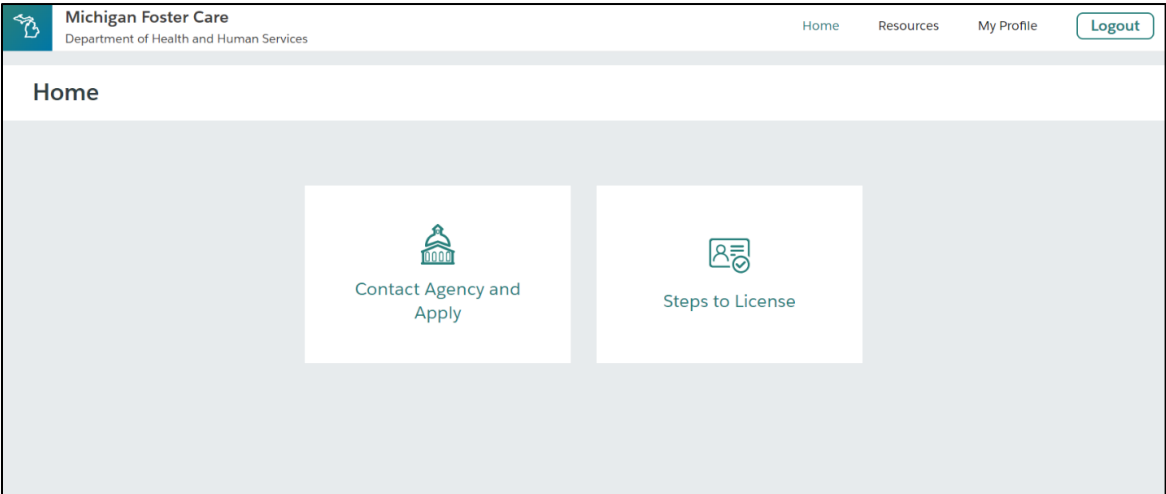


Inquire with Child Placing Agencies

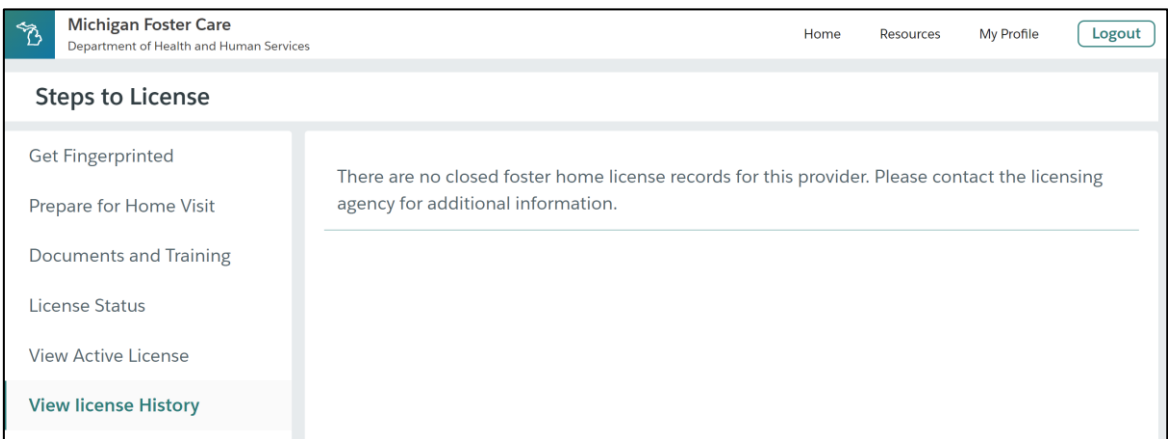
An inquiry is when a prospective foster parent contacts an agency, sharing their information such as their name, email, phone number and address. This serves as a request for the licensing agency to contact the prospective foster parent to share information about working with that agency to become a foster parent. From the MFCP homepage you can browse and contact agencies.

Browse Agencies

1. Click the **[Contact Agency and Apply]** button. The Contact Agency and Apply page displays.

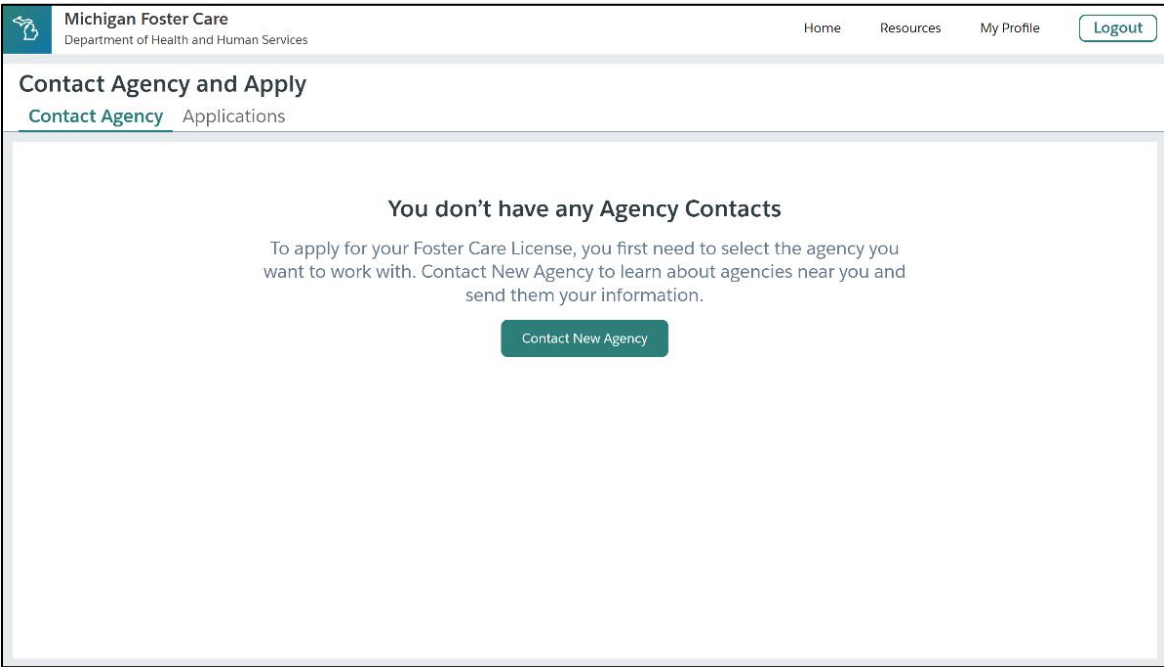


- If **[Steps to License]** is selected before submitting an inquiry, the information in the below sections will be limited, though updated upon submitting an application and licensure:
 - **Get Fingerprinted**
 - **Prepare for Home Visit**
 - **Documents and Training**
 - **License Status**
 - **View Active License**
 - **View License History**




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2. Click **[Contact New Agency]**. The **Your Information** section of the Contact Agency and Apply page appears.



3. All information entered when creating an account through MiLogin such as **(First Name, Last Name and Email)** will automatically populate. Confirm your information, making updates as needed.

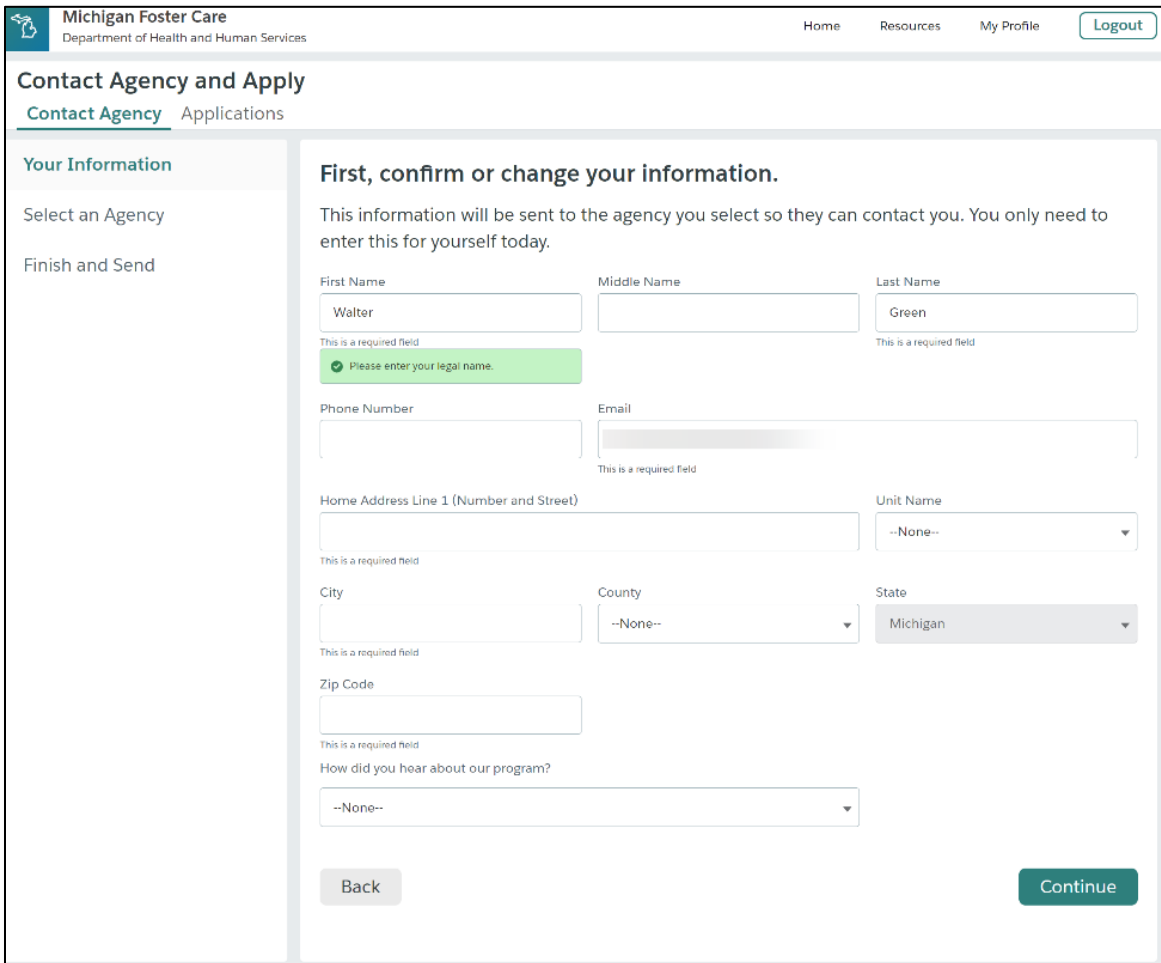


- To update any of the fields listed on this page, type directly into the respective fields. Once updated, click **[Continue]**. Updating information in the MFCP will not be reflected in your MiLogin profile.

4. Enter your address including **Home Address Line 1, Unit Name** (if applicable), **City, County** and **Zip Code**.

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5. From the **How did you hear about our program?** drop-down, select the applicable option. If **Other** is selected, a condition field displays to add additional information.

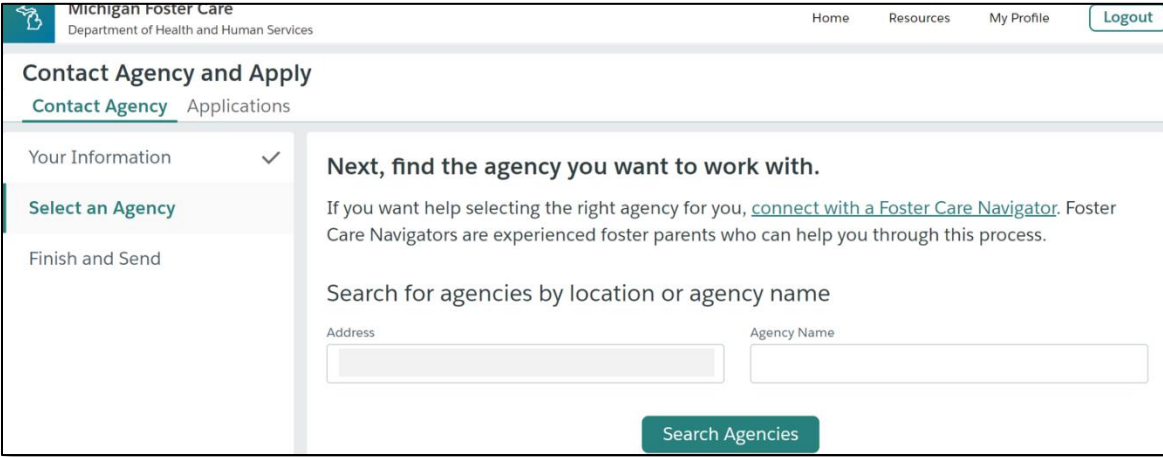




The screenshot shows the 'Contact Agency and Apply' page on the Michigan Foster Care website. The page has a header with the Michigan Foster Care logo, Department of Health and Human Services, and navigation links for Home, Resources, My Profile, and Logout. The main heading is 'Contact Agency and Apply', with sub-headings 'Contact Agency' and 'Applications'. On the left, there is a sidebar with 'Your Information' and two buttons: 'Select an Agency' and 'Finish and Send'. The main content area is titled 'First, confirm or change your information.' and includes a note: 'This information will be sent to the agency you select so they can contact you. You only need to enter this for yourself today.' The form contains several fields: First Name (Walter), Middle Name, Last Name (Green), Phone Number, Email, Home Address Line 1 (Number and Street), Unit Name (dropdown menu with --None--), City, County (dropdown menu with --None--), State (dropdown menu with Michigan), and Zip Code. There are also two dropdown menus for 'How did you hear about our program?' and 'How did you hear about our program?'. A green message box says 'Please enter your legal name.' and a red message box says 'This is a required field.' There are 'Back' and 'Continue' buttons at the bottom.

6. Once required information is accurate, click **[Continue]**. The **Select an Agency** section on the Contact Agency and Apply page displays.

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- The address affiliated with your MiLogin profile will pre-populate in the address field. If you know the name of the agency you would like to contact, enter the name in the **Agency Name** field and click **[Search Agencies]**. Or to search by distance, click **[Search Agencies]**.



	<ul style="list-style-type: none"> If you would like to change the address, click the address field. An address pop-up will appear, and you can use it to enter the new address in the respective fields. Once updated, click [Use this Address]. Updating your address here will not update the address associated with your MiLogin profile. The MiLogin profile is accessed through the MI Bridges page. That can only be accessed via My Profile at the top of the MFCP homepage.
	<ul style="list-style-type: none"> Once all the required fields in a section are completed, a grey checkmark will appear next to the name of the section.

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8. Browse through the agencies that have been populated.



- The agencies that populate are agencies within a default radius of 25 miles. To view additional agencies, select another **Distance from Address** using the drop down.
- If the specific desired agency does not appear, change the **Distance from Address** to **None**.

9. To select the agencies of your choice, click **[Select this agency]** beside each desired agency. The button will turn green and update to **[Selected]** with a checkmark. You can select up to five agencies to contact.

Select up to 5 Agencies to Contact

0 Selected

Distance from Address

25 miles

LIVINGSTON CO. CATHOLIC CHARITIES

1.3 miles away

Address: 2020 E Grand River Ave, Ste 104, Howell, MI 48843-2478

Contact Us: (517) 545-5944

Visit us: <https://www.livingstoncc.org/>

Select this agency

LIVINGSTON COUNTY DHHS

1.3 miles away

Address: 2300 E Grand River Ave, Ste 1, Howell, MI 48843-7577

Contact Us: (517) 548-0204

Visit us:

Select this agency

FAMILY AND COMMUNITY SERVICES-LIVINGSTON

2.5 miles away

Address: 3075 E Grand River Ave, Howell, MI 48843-6584

Contact Us: (123) 456-7890

Visit us: <https://facs.fcsserves.org/>

Select this agency

GROWING HOPE THROUGH LOVE

8 miles away

Address: 7996 Grand River Rd, Brighton, MI 48114-9304

Contact Us: (123) 456-7890

Visit us: <https://greatnonprofits.org/org/growing-hope-through-love>

Select this agency

ENNIS CENTER FOR CHILDREN - Williamston

19.5 miles away

Address: 1288 W Grand River Ave, Ste 100, Williamston, MI 48895-8305

Contact Us: (517) 881-0723

Visit us: <https://www.enniscenter.org/>

Select this agency

1 - 5 out of 5

<<

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1

>

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Back

Continue

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10. After selecting the desired agencies of your choice, click **[Continue]**. The **Finish and Send** section on the Contact Agency page displays.

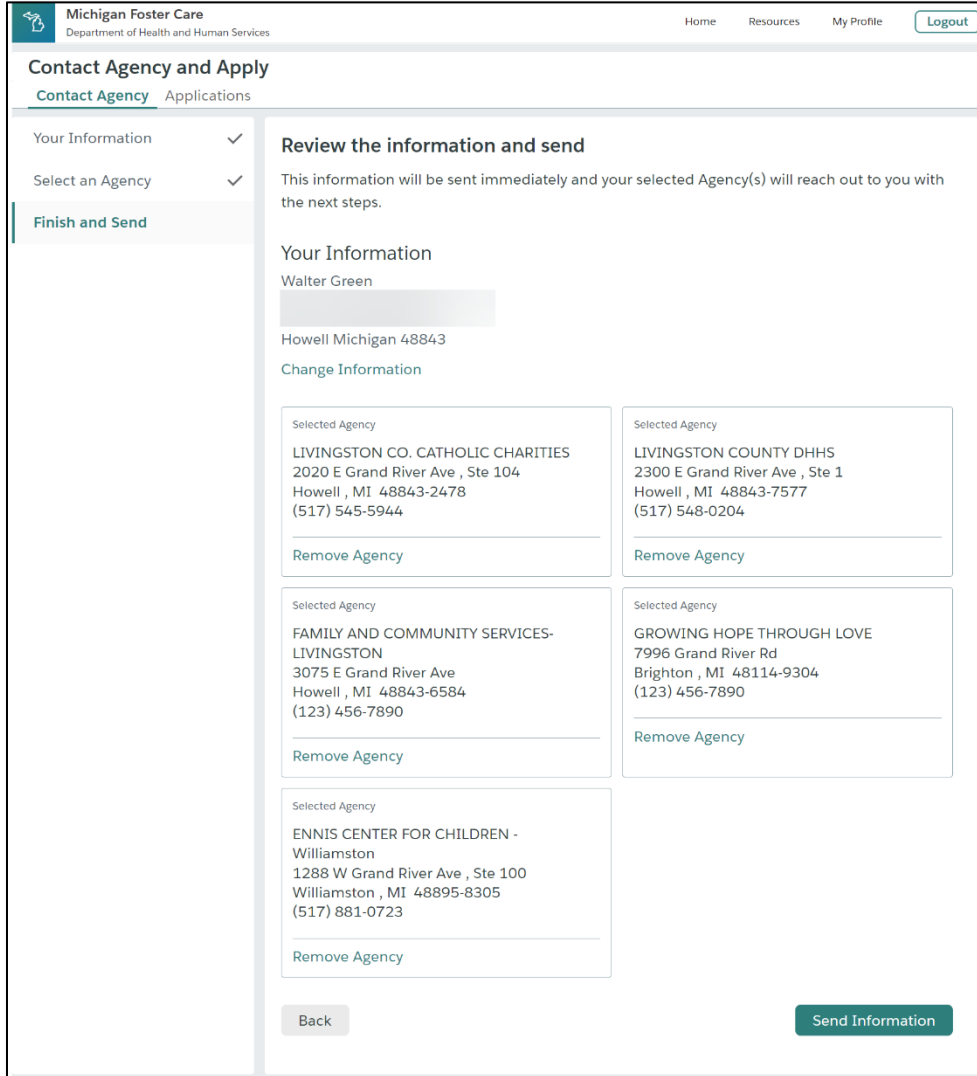
Submit Inquiries

11. Review your information and the details for the agencies or agency you have selected.

	<ul style="list-style-type: none"> • This information will be populated from the information you entered when creating your MiLogin account. If this information has changed, click [Change Information] to make updates accordingly. • Additionally, if you would like to remove an agency, you can do so by clicking [Remove Agency]. • If you would like to add more agencies, you can do so by clicking the [Back] button on the bottom of the page and selecting more agencies.
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12. Click **[Send Information]**. A success message appears.



The screenshot shows the 'Michigan Foster Care' portal interface. The top navigation bar includes 'Home', 'Resources', 'My Profile', and a 'Logout' button. The main heading is 'Contact Agency and Apply', with sub-tabs for 'Contact Agency' and 'Applications'. A left sidebar contains three steps: 'Your Information' (checked), 'Select an Agency' (checked), and 'Finish and Send' (active). The main content area is titled 'Review the information and send' and includes a message: 'This information will be sent immediately and your selected Agency(s) will reach out to you with the next steps.' Below this, the user's information is displayed: 'Your Information', 'Walter Green', a redacted address, 'Howell Michigan 48843', and a 'Change Information' link. There are three agency selection boxes, each with a 'Remove Agency' link. The first box shows 'LIVINGSTON CO. CATHOLIC CHARITIES' with address '2020 E Grand River Ave, Ste 104, Howell, MI 48843-2478' and phone '(517) 545-5944'. The second box shows 'LIVINGSTON COUNTY DHHS' with address '2300 E Grand River Ave, Ste 1, Howell, MI 48843-7577' and phone '(517) 548-0204'. The third box shows 'FAMILY AND COMMUNITY SERVICES-LIVINGSTON' with address '3075 E Grand River Ave, Howell, MI 48843-6584' and phone '(123) 456-7890'. A fourth box shows 'GROWING HOPE THROUGH LOVE' with address '7996 Grand River Rd, Brighton, MI 48114-9304' and phone '(123) 456-7890'. A fifth box shows 'ENNIS CENTER FOR CHILDREN - Williamston' with address '1288 W Grand River Ave, Ste 100, Williamston, MI 48895-8305' and phone '(517) 881-0723'. At the bottom, there is a 'Back' button and a 'Send Information' button.

Michigan Foster Care
Department of Health and Human Services

Home Resources My Profile Logout

Contact Agency and Apply
Contact Agency Applications

Your Information ✓
Select an Agency ✓
Finish and Send

Review the information and send

This information will be sent immediately and your selected Agency(s) will reach out to you with the next steps.

Your Information
Walter Green
[Redacted Address]
Howell Michigan 48843
Change Information

Selected Agency
LIVINGSTON CO. CATHOLIC CHARITIES
2020 E Grand River Ave , Ste 104
Howell , MI 48843-2478
(517) 545-5944
Remove Agency

Selected Agency
LIVINGSTON COUNTY DHHS
2300 E Grand River Ave , Ste 1
Howell , MI 48843-7577
(517) 548-0204
Remove Agency

Selected Agency
FAMILY AND COMMUNITY SERVICES-
LIVINGSTON
3075 E Grand River Ave
Howell , MI 48843-6584
(123) 456-7890
Remove Agency


Selected Agency
GROWING HOPE THROUGH LOVE
7996 Grand River Rd
Brighton , MI 48114-9304
(123) 456-7890
Remove Agency

Selected Agency
ENNIS CENTER FOR CHILDREN -
Williamston
1288 W Grand River Ave , Ste 100
Williamston , MI 48895-8305
(517) 881-0723
Remove Agency

Back Send Information

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- Once you have sent your information, the Contact Agency and Apply page will update. This page outlines that agencies will reach out directly to set up orientation and answer any questions. Additionally, it has resources and links to FAQs, the Foster Care Navigator website as well as how to connect with a Foster Care Navigator.



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Contact Agency and Apply

[Contact Agency](#)
[Applications](#)

Thank you for your interest in becoming a Foster Parent!

Your information was sent to 5 Agencies you selected.

● You're All Set

LIVINGSTON CO. CATHOLIC CHARITIES, LIVINGSTON COUNTY DHHS, FAMILY AND COMMUNITY SERVICES-LIVINGSTON, GROWING HOPE THROUGH LOVE, ENNIS CENTER FOR CHILDREN - Williamston will contact you to set up your Orientation session and answer your questions. There is nothing else you need to do until they contact you.

○ Optional Resources and Info

While you wait for your Orientation, you can view the following helpful resources:

- [FAQs from MDHHS](#) about Foster Care.
- The [Foster Care Navigator website](#) has helpful information on the licensing process, resources for foster parents, and a calendar of events.

○ Have questions?

If you haven't already, you can [connect with a Foster Care Navigator](#) for questions about the overall licensing process and what it's like to be a foster parent.

You can also reach out to the agency or agencies you contacted with any questions about what you've sent today.

LIVINGSTON CO. CATHOLIC CHARITIES

2020 E Grand River Ave , Ste 104

Howell , MI 48843-2478

(517) 545-5944

LIVINGSTON COUNTY DHHS

2300 E Grand River Ave , Ste 1

Howell , MI 48843-7577

(517) 548-0204

FAMILY AND COMMUNITY SERVICES-LIVINGSTON

3075 E Grand River Ave

Howell , MI 48843-6584

(123) 456-7890

GROWING HOPE THROUGH LOVE

7996 Grand River Rd

Brighton , MI 48114-9304

(123) 456-7890

ENNIS CENTER FOR CHILDREN - Williamston

1288 W Grand River Ave , Ste 100

Williamston , MI 48895-8305

(517) 881-0723

[Back to Home](#)

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Review Contacted Agencies

Once you have contacted your respective agencies, you can view the date of contact, agency name and status on the Contact Agency and Apply page. Your information is now shared with all the agencies you selected. Licensing workers from each of these agencies will contact you to share information on their agency and the steps to become a licensed foster parent working with their agency. You will also be invited to attend an orientation with that agency.

The status of your inquiry will be **Pending Agency Review** until you attend orientation. Once you attend orientation, a Child Placing Agency (CPA) Licensing Worker will release an application to you.



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Contact Agency and Apply

[Contact Agency](#)
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Contact New Agency

#	Date Of Contact	Agency	Status
1	2/29/2024	ENNIS CENTER FOR CHILDREN - Williamston	Pending Agency Review
2	2/29/2024	FAMILY AND COMMUNITY SERVICES-LIVINGSTON	Pending Agency Review
3	2/29/2024	GROWING HOPE THROUGH LOVE	Pending Agency Review
4	2/29/2024	LIVINGSTON CO. CATHOLIC CHARITIES	Pending Agency Review
5	2/29/2024	LIVINGSTON COUNTY DHHS	Pending Agency Review

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[<](#)
[1](#)
[>](#)
[>>](#)

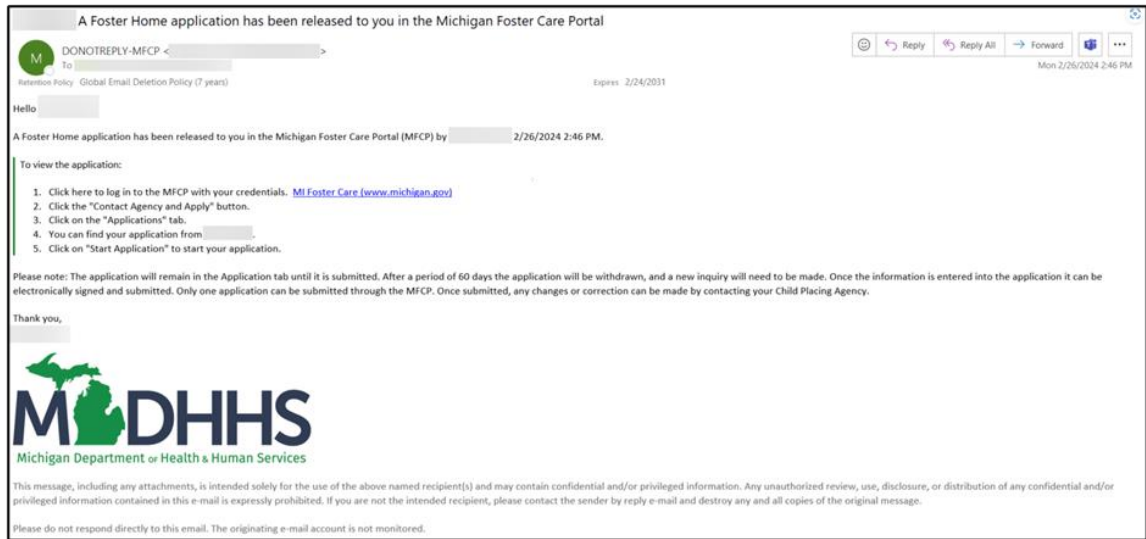


- If you decide after you have submitted your inquiry that you would like to move forward and complete a paper application, please notify the agency you would like to work with. A CPA Worker will need to complete a new inquiry on your behalf, and once you attend orientation you will be able to receive a paper application.

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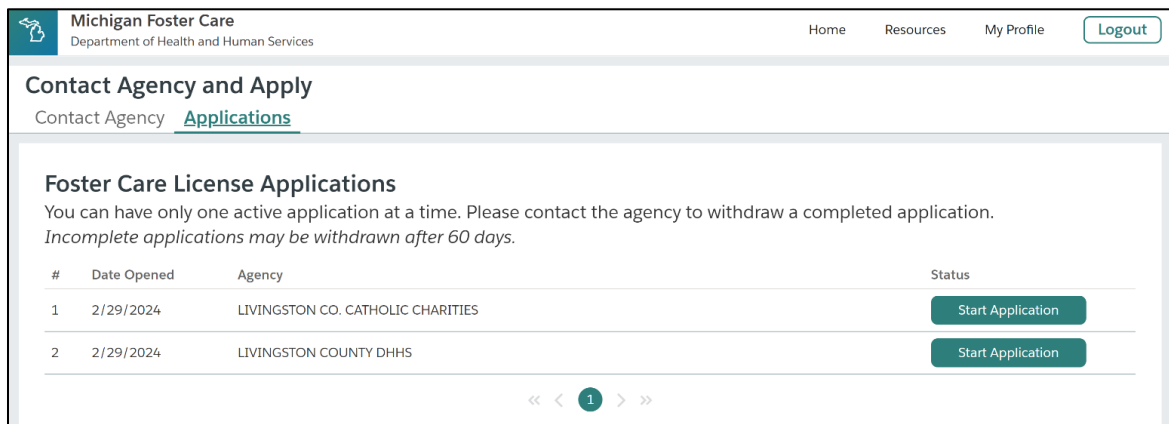
Complete an Application

Once you have attended orientation your application will be released to you by a licensing worker from the agency you contacted. You will receive an email notification that the application is available.




Begin the Application

1. On the MFCP homepage, click **[Contact Agency and Apply]**. The MFCP Homepage displays.
2. Click on the **Applications** tab. The Application page displays.



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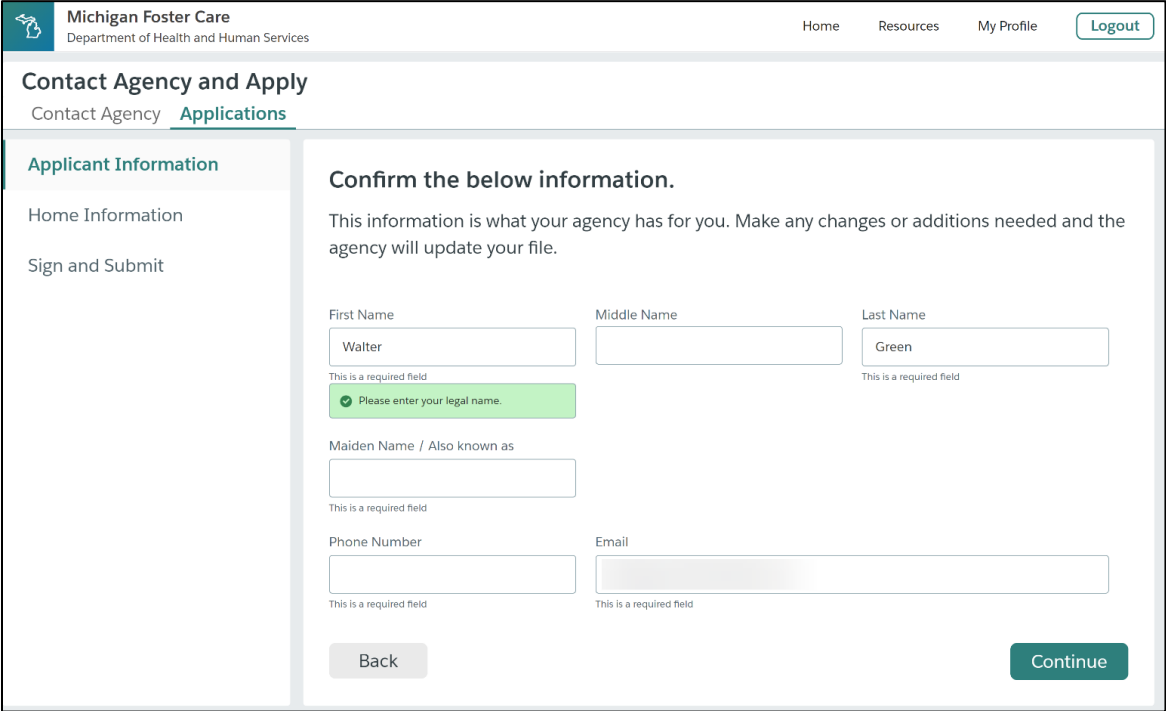
	<ul style="list-style-type: none"> If you contacted multiple agencies, you may have more than one application released to you. Whichever application you choose to start will become your active application. You can only have one application active at a time. Once you start that application, the status of your other applications will update to Application Not Started.
---	--

- Under **Status**, click **[Start Application]** next to the desired agency. You will automatically be brought to the first section ***Applicant Information***.
- On the Application Information page, click **[Continue]** to move forward with applicant information.

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Applicant Information

5. Confirm your applicant information. These details are defaulted from your My Profile. If updates are needed, update the necessary fields. Complete the additional required fields.



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Contact Agency and Apply
Contact Agency Applications

Applicant Information

Home Information

Sign and Submit

Confirm the below information.

This information is what your agency has for you. Make any changes or additions needed and the agency will update your file.

First Name Middle Name Last Name

Walter Green

This is a required field This is a required field

Please enter your legal name.

Maiden Name / Also known as


This is a required field

Phone Number Email

This is a required field This is a required field

Back Continue

6. Click **[Continue]**. The tell us more about yourself page displays.



- At any point, if you logout or exit out of the MFCP when you return, you can select [**Resume Application**] to complete your work.
- Once the application is available, you will have 60 days to complete it. If it is not completed within 60 days, it may be withdrawn.

Michigan Foster Care

Department of Health and Human Services

Home

Resources

My Profile

Logout

Contact Agency and Apply

Contact AgencyApplications

Foster Care License Applications

You can have only one active application at a time. Please contact the agency to withdraw a completed application.
Incomplete applications may be withdrawn after 60 days.


#	Date Opened	Agency	Status
1	2/29/2024	LIVINGSTON CO. CATHOLIC CHARITIES	<div>Resume ApplicationWithdraw Application</div>
2	2/29/2024	LIVINGSTON COUNTY DHHS	Application Not Started

<<<1>>>

7. Enter and select the applicable information, making sure to complete all required fields.

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- After you have completed the information, click **[Continue]**. The Is anyone applying for a license with you? page will display.



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Contact Agency and Apply

Contact Agency Applications

Applicant Information

Home Information

Sign and Submit

Tell us more about yourself, Iris.

Date Of Birth

MM/DD/YYYY

This is a required field

Social Security Number

XXX-XXX-XXXX

This is a required field

Primary Language

Select One

Secondary Language

Select One

Sex (As noted on Driver's License/State ID)

☐ Female
 ☐ Male
 ☐ X

This is a required field


Do you identify as:

☐ Male
 ☐ Female
 ☐ Transgender Male (assigned female at birth and now identifies as male)
 ☐ Transgender Female (assigned male at birth and now identifies as female)
 ☐ Two Spirit (Native American term for person who identifies as the opposite gender from assigned sex at birth)
 ☐ Gender Queer (does not identify as only male or only female)
 ☐ Prefer not to disclose
 ☐ Other

This is a required field

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9. If anybody is applying for a license with you, you can now add them to your application for a foster care license. Click **[+Add Applicant]**. You will need to complete the required fields.



- All Applicants who are applying for the license should be added at this time. Household members and minor children should not be added at this time. All applicants must be at least 18 years or older.
- Each applicant will have a primary payee checkbox next to their name. To change the Primary Payee, select the checkbox next to the desired name. The first added applicant will be selected by default.

Contact Agency and Apply

Contact Agency Applications

Applicant Information

Home Information

Sign and Submit

Is anyone applying for a license with you?

You don't need to include all household members, just the people who will be on the Foster Care License.

#	Applicant Name	Date Of Birth	Primary Payee <small>What's This?</small>	Actions
1	Walter Green	1/9/1990	<input checked="" type="checkbox"/>	Edit

+ Add Applicant

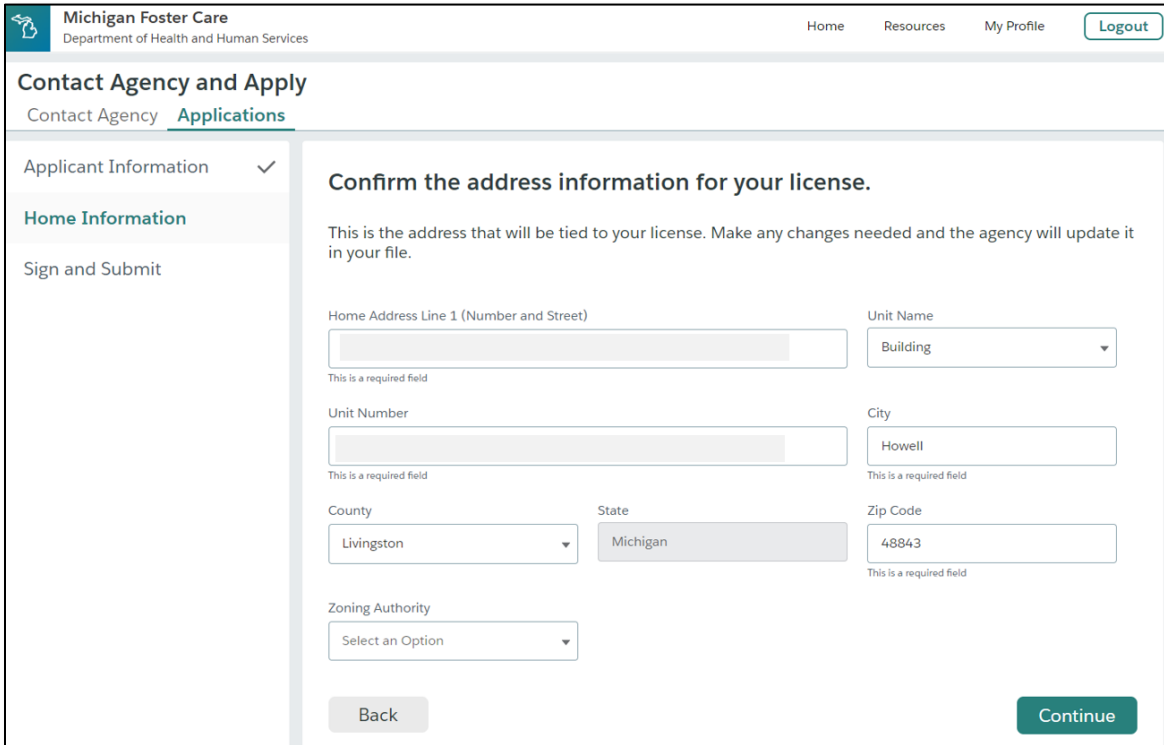
BackContinue

10. Once all additional applicants have been added, or if there are no additional applicants to add, move on to the next section, click **[Continue]**. The **Home Information** section displays.
11. Click **[Continue]**. The Confirm the address information for your license page displays. The address information will default to what was entered when you created your MILogin account. All defaulted fields can be edited.

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Home Information

12. If no changes are required, click **[Continue]**. The Tell us about your situation page displays.



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Contact Agency Applications

Applicant Information ✓

Home Information

Sign and Submit

Confirm the address information for your license.

This is the address that will be tied to your license. Make any changes needed and the agency will update it in your file.

Home Address Line 1 (Number and Street)

This is a required field

Unit Name
Building

Unit Number

This is a required field

City
Howell
This is a required field

County
Livingston

State
Michigan

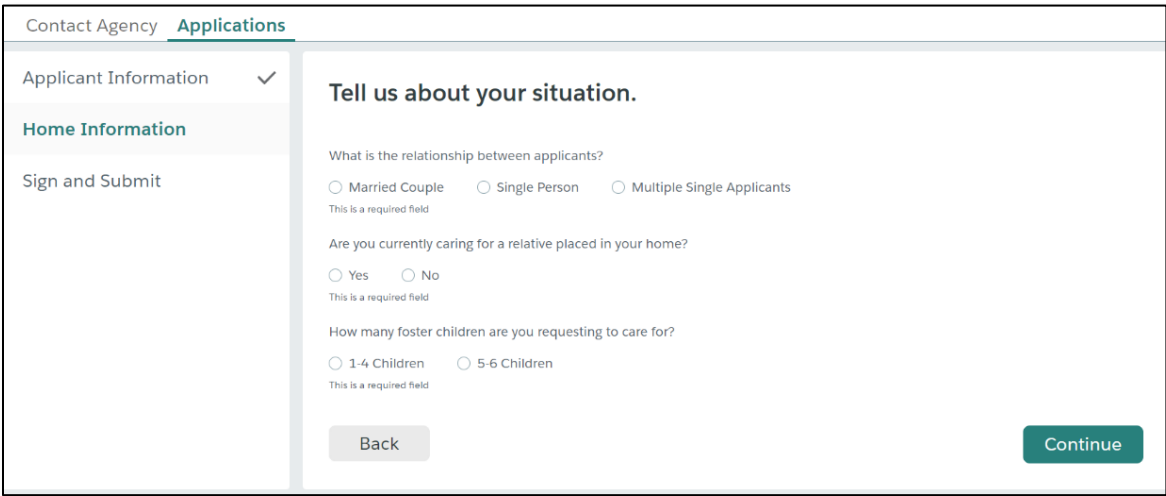
Zip Code
48843
This is a required field

Zoning Authority
Select an Option

Back Continue

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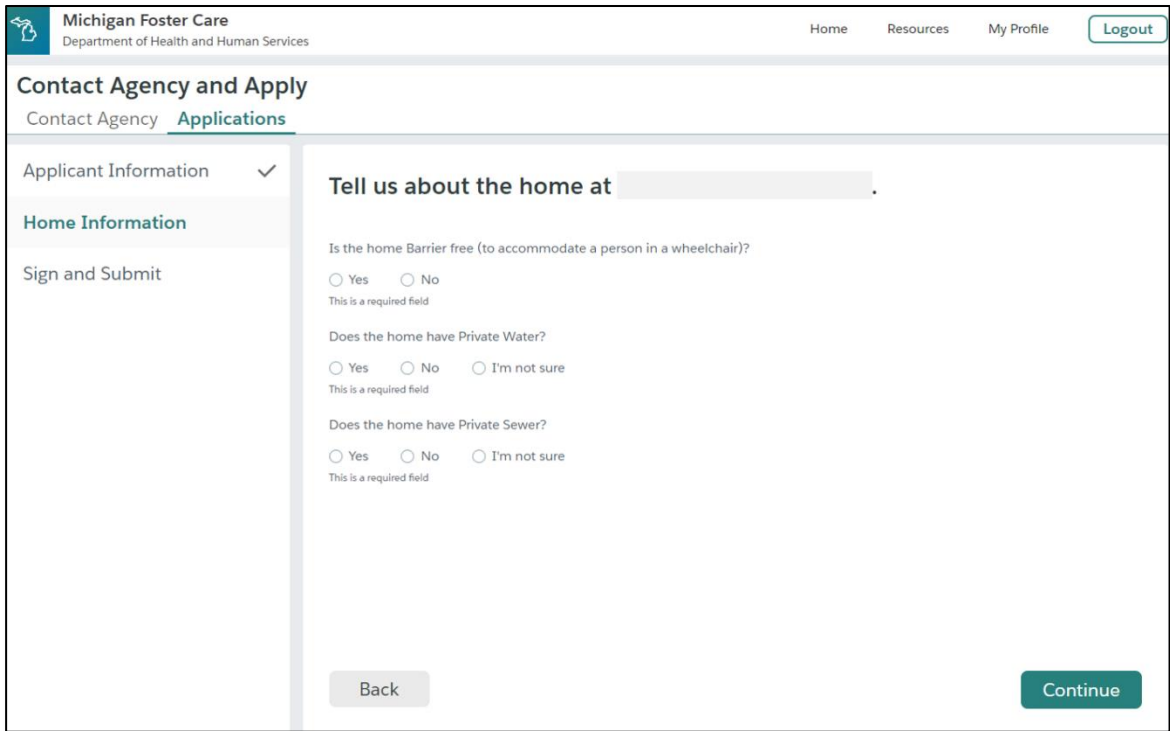
13. Complete the following fields:
- **What is the relationship between applicants?**
 - **Are you currently caring for a relative placed in your home?**
 - **How many foster children are you requesting to care for?**



14. Click **[Continue]**. The first page of the **Home Information** section will ask for you to Tell us about the home at <Address> location.

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15. Complete the following fields:
 - **Is the home barrier free (to accommodate a person in a wheelchair)?**
 - **Does the home have private water?**
 - **Does the home have private sewer?**



16. Once you have completed the Tell us about your situation page, click **[Continue]**. The **Sign and Submit** section displays.

Sign and Submit

17. Click **[Continue]**.
18. Read over the agreement form before signing your signature at the bottom of your foster care licensing application.

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19. Sign your signature in the **Signature Primary Payee** field. Today's date will pre-populate and cannot be modified.



- Entering your name in the signature box will be your electronic signature.

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HomeResourcesMy ProfileLogout

Contact Agency and Apply

Contact AgencyApplications

Applicant Information ✓

Home Information ✓

Sign and Submit

Signature(s)

Request for License - The Undersigned:

- Hereby applies for a license to provide foster care to children in my/our home.
- Has read the Child Care Organizations Act 116 of 1973 and the appropriate rules for operating a children's foster home. If granted a license, I/we will comply with the act, the administrative licensing rules, and terms of the license.
- Is aware of the legal provision that to operate a foster home without a license constitutes a misdemeanor as outlined in Section 15 of the Child Care Organizations Act 116 of 1973.
- Gives permission to the Department, and authorized Child Placing Agency, or a Governmental Unit to conduct an investigation to determine compliance with the Act and administrative licensing rules.
- Understands that an investigation will include an inspection of the home and interviews with persons who have information about me/us.
- Certifies that if I/we or any member of the household, or any person caring for children, have been convicted of a crime other than a minor traffic violation, or have been placed on the Central Registry for child abuse or neglect, such information will be shared with the Department or the Agency.
- Also certifies that the information given with respect to this application and subsequent investigation is true and accurate to the best of my/our ability.

Signature Primary Payee - Walter Green

Date

2/29/2024


This is a required field. Please enter full name (Walter Green)

Back

Submit Application

MFCP User Guide

20. Click **[Submit Application]**. The Application Submitted page will display.



- After submitting your application, you will be notified on its status in about 10 days. Additionally, a worker from the agency will reach out to you for supporting documentation that can be sent via email. If you have any questions, the link to connect with a Foster Care Navigator will be provided as well.

Application Submitted

This Application

You can always view your submitted application in My Applications. You will be notified about the status of your application in about 10 days.

Send Supporting Documents

To help process your application faster, a worker from the Agency will reach out to you for more details that need to be sent via mail or email.

Have questions?


If you haven't already, you can [connect with a Foster Care Navigator](#) for questions about the overall licensing process and what it's like to be a foster parent.

Back to Home

MFCP User Guide

Review Application Status

On the **Application** tab, you can view the date your application was opened, the agency it was submitted to, as well as the updated status of the application to Completed.

Michigan Foster Care
Department of Health and Human Services

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Contact Agency and Apply

Contact AgencyApplications

Foster Care License Applications

You can have only one active application at a time. Please contact the agency to withdraw a completed application.
Incomplete applications may be withdrawn after 60 days.

#	Date Opened	Agency	Status
1	2/29/2024	LIVINGSTON COUNTY DHHS	Application Not Started
2	2/29/2024	LIVINGSTON CO. CATHOLIC CHARITIES	Completed


<< < 1 > >>

Congratulations! You have submitted your application.

MFCP User Guide

Next Steps

Now that you have submitted your application, the **Steps to License** page is updated with information reflecting the required next steps to complete your fostering licensing journey. In addition, once licensed, it will display your current license information and any closed license information if applicable.



Michigan Foster Care

Department of Health and Human Services

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Steps to License

Get Fingerprinted

Prepare for Home Visit

Documents and Training

License Status

View Active License

View license History

Fingerprints needed for:

- Walter Green

To Complete:

Contact your agency to schedule your fingerprinting appointment(s).

LIVINGSTON COUNTY DHHS

2300 E Grand River Ave Ste 1

Howell MI 48843-7577

(517) 548-0204

> Why can't I schedule my own appointment?

> Why can't I schedule my own appointment?

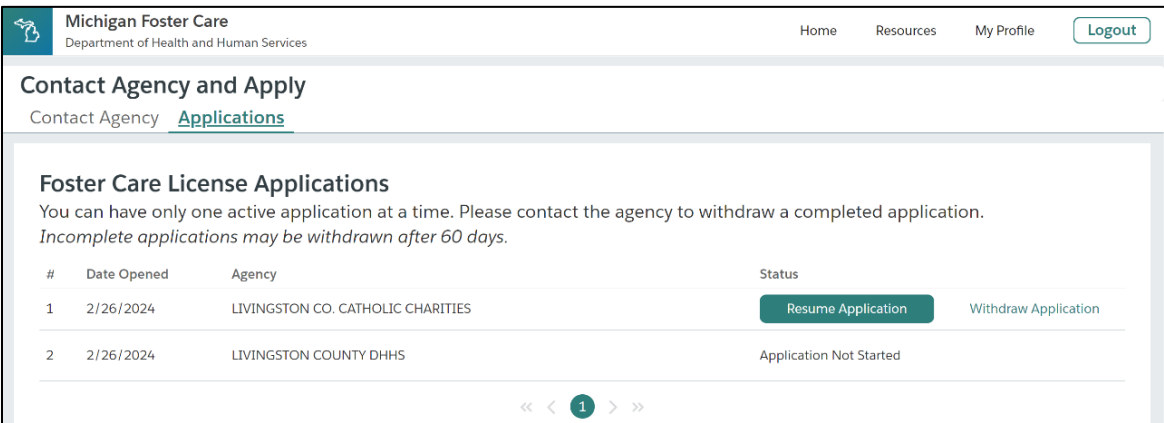
MFCP User Guide

Withdraw an Application

An application can be withdrawn for two reasons, if you decide to no longer move forward with the licensing process, or if you have multiple applications released to you and have begun working on an application for an agency you no longer want to work with.

In order to withdraw an application, you must have an application that has been started. An application is considered started when the **Application Information** section has been completed. Once you withdraw an application, it can no longer be opened again. Additionally, if you decide you would like to continue the foster care licensing process, you will need to contact an agency, beginning the process again.

1. On the homepage, click **[Contact Agency and Apply]**.
2. Click on the **Applications** tab. From this page you will be able to see a table with the Date Opened, Agency and Status of your application.
3. Under the status column, click **[Withdraw Application]**. A pop-up will appear asking Are you sure?



Michigan Foster Care
Department of Health and Human Services

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Contact Agency and Apply
Contact Agency Applications

Foster Care License Applications
You can have only one active application at a time. Please contact the agency to withdraw a completed application.
Incomplete applications may be withdrawn after 60 days.

#	Date Opened	Agency	Status
1	2/26/2024	LIVINGSTON CO. CATHOLIC CHARITIES	Resume Application Withdraw Application
2	2/26/2024	LIVINGSTON COUNTY DHHS	Application Not Started

« < 1 > »

4. Click **[Yes, withdraw]**. On the **Application** tab, you will now see that the table has updated the status column of your application to **Application Withdrawn**.
5. If you have multiple applications that were released to you, once you withdraw your active application, the status of your other applications will update to **Start Application**.

MFCP User Guide

Contact Agency and Apply


Contact Agency Applications

Foster Care License Applications

You can have only one active application at a time. Please contact the agency to withdraw a completed application.
Incomplete applications may be withdrawn after 60 days.

#	Date Opened	Agency	Status
1	2/26/2024	LIVINGSTON COUNTY DHHS	<div>Start Application</div>
2	2/26/2024	LIVINGSTON CO. CATHOLIC CHARITIES	Application Withdrawn

<< < 1 > >>



- If you would like to withdraw your application after it has been submitted, you will need to directly contact your agency.
- If the inquiry, or in progress application, is withdrawn by the agency, you will receive email communication noting the reason and date of the inquiry and application withdrawal.

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