

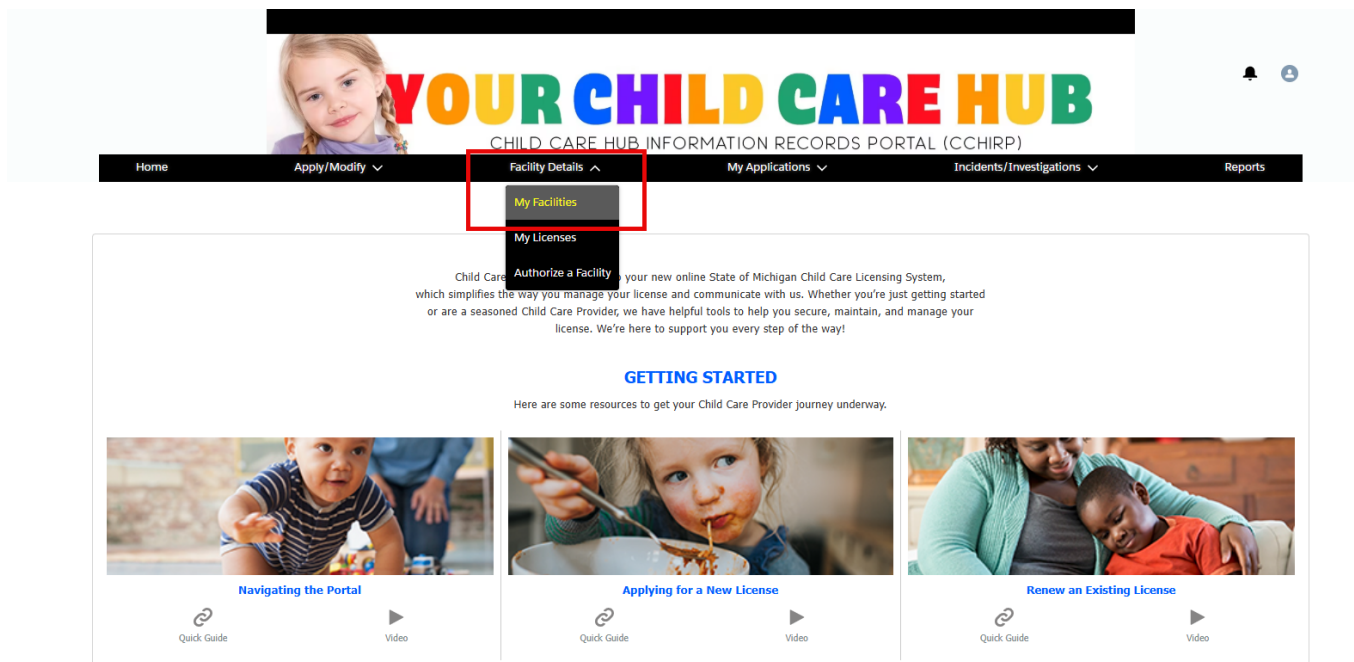
Adding and Removing Adult Household Members

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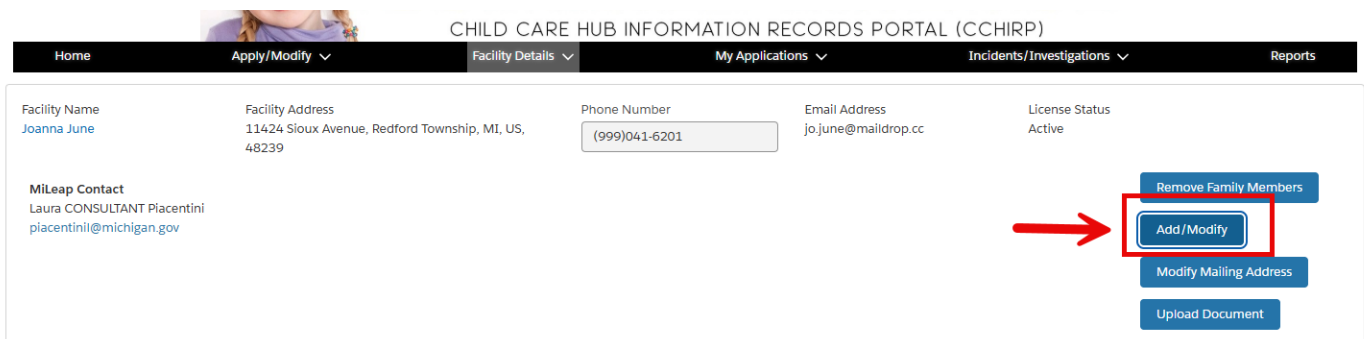
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Adding a new adult household member

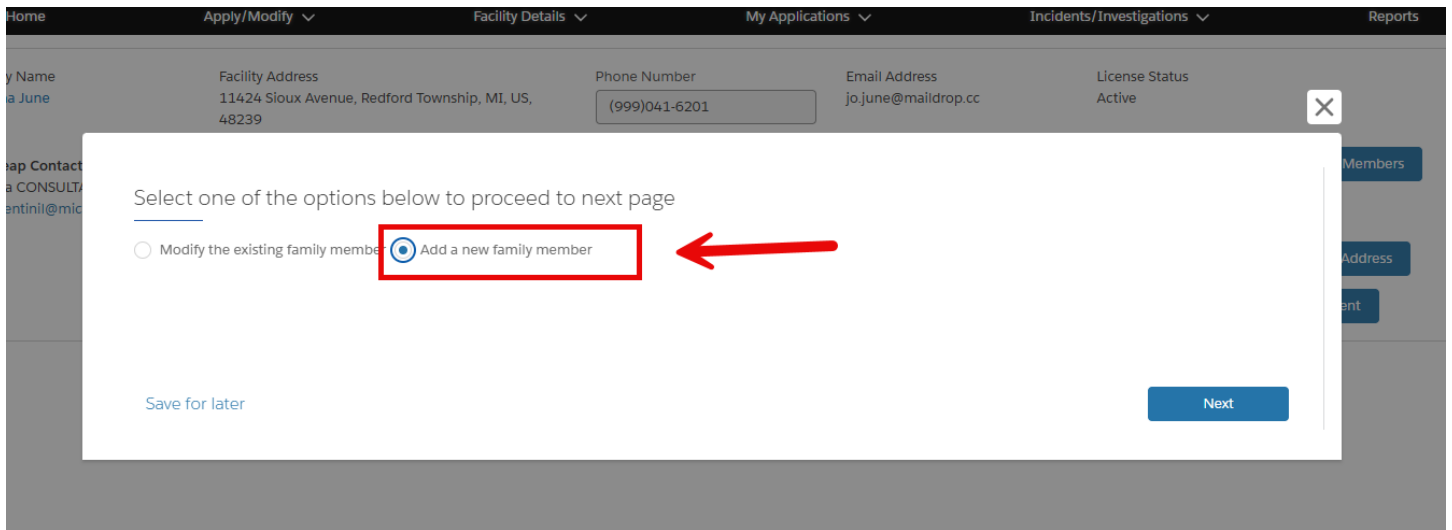
1. Log into CCHIRP
2. click on the Facility Details tab. Select My Facilities



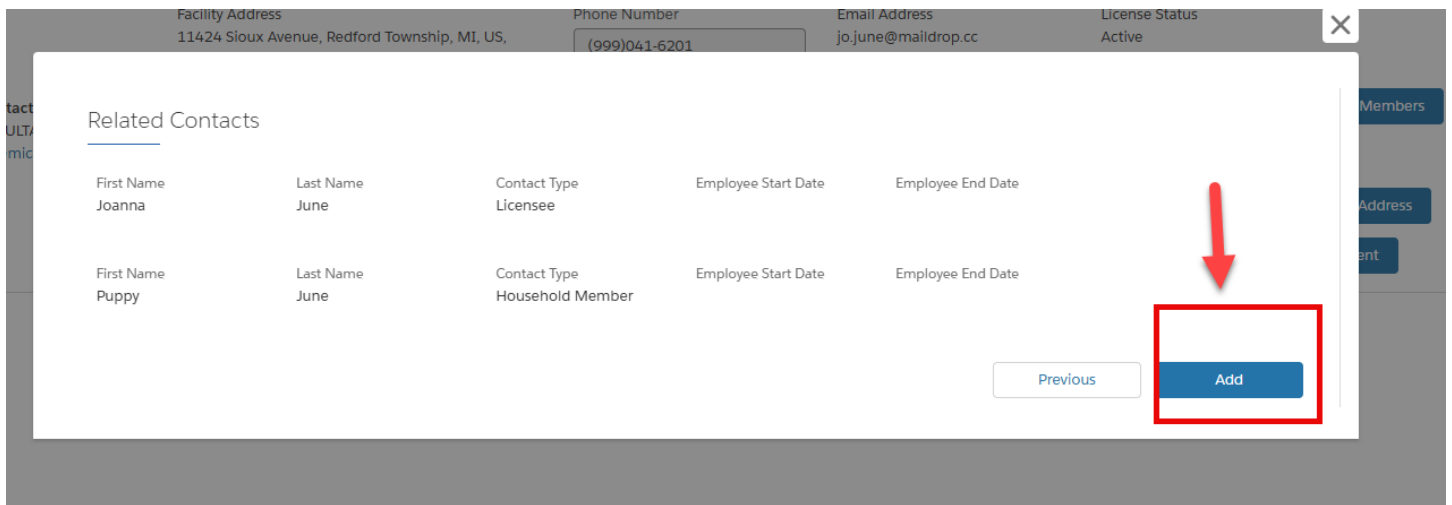
3. Click the Add/Modify button



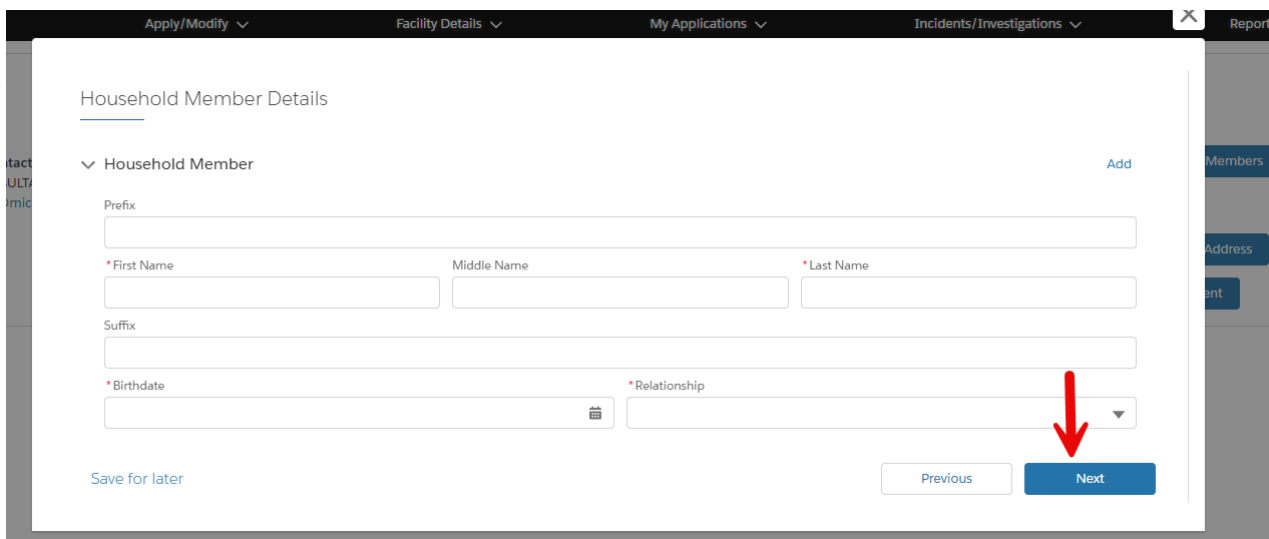
4. Click on add a new family member and select next.



5. This will take you to a list of related contact. Select the Add button



6. Fill out the information for your new adult household member and select next



7. You have the option to upload the required documents right away or you can click submit to add your adult household member.

Document Checklist

Document Checklist Items for test test

| Name | Instruction | Upload |
|---|--|--------|
| 18+ Household Member's TB Test Results | Documentation of tuberculosis test results for all persons living in the home who are 18 years of age and older. | Upload |
| 18+ Household Members State or Federal Id | Upload a legible photo-copy of a current valid State or Federal ID for all household members who are 18+ | Upload |

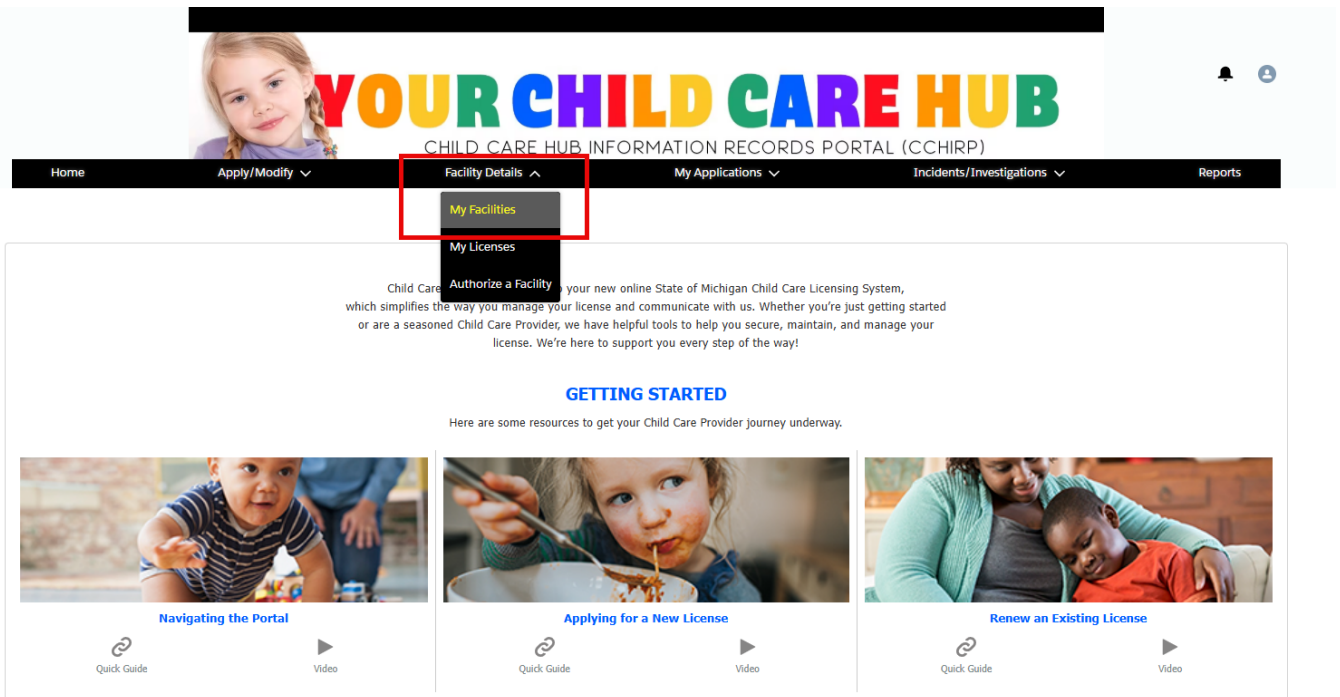
Save for later

Submit

If you chose not to upload the required documents right away, you would still need to upload them at a later date.

Uploading documents to an existing adult household member

1. Log in CCHIRP
2. click on the Facility Details tab. Select My Facilities



YOUR CHILD CARE HUB
CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

Home Apply/Modify Facility Details My Applications Incidents/Investigations Reports

My Facilities
My Licenses

Child Care **Authorize a Facility** is your new online State of Michigan Child Care Licensing System, which simplifies the way you manage your license and communicate with us. Whether you're just getting started or are a seasoned Child Care Provider, we have helpful tools to help you secure, maintain, and manage your license. We're here to support you every step of the way!

GETTING STARTED

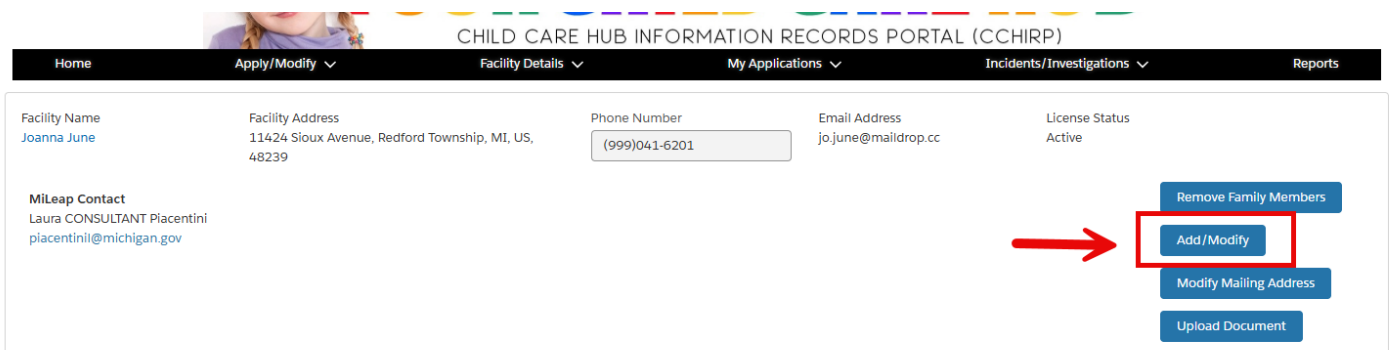
Here are some resources to get your Child Care Provider journey underway.

Navigating the Portal
Quick Guide Video

Applying for a New License
Quick Guide Video

Renew an Existing License
Quick Guide Video

3. Click the Add/Modify button



CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

Home Apply/Modify Facility Details My Applications Incidents/Investigations Reports

| | | | | |
|------------------------------|--|-------------------------------|--------------------------------------|--------------------------|
| Facility Name Joanna June | Facility Address 11424 Sioux Avenue, Redford Township, MI, US, 48239 | Phone Number (999)041-6201 | Email Address jo.june@maildrop.cc | License Status Active |
|------------------------------|--|-------------------------------|--------------------------------------|--------------------------|

Mileap Contact
Laura CONSULTANT Piacentini
piacentini@michigan.gov

Remove Family Members
Add/Modify
Modify Mailing Address
Upload Document

4. You will select modify exiting family member this time and click next

Name June Facility Address 11424 Sioux Avenue, Redford Township, MI, US, 48239 Phone Number (999)041-6201 Email Address jo.june@maildrop.cc License Status Active

Select one of the options below to proceed to next page

Modify the existing family member Add a new family member

Save for later

Next

5. Click on the individual you would like to upload the documents for and select the next button

YOUR CHILD CARE HUB

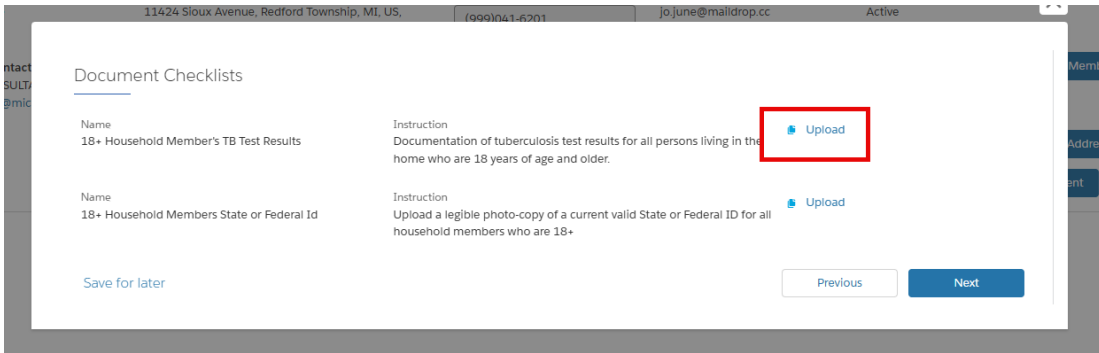
Select a Contact to update details and/or upload documentation

| <input type="checkbox"/> Select Contact | First Name | Last Name | Contact Type | Employee Start Date | Employee End Date |
|---|------------|-----------|------------------|---------------------|-------------------|
| <input type="checkbox"/> | Joanna | June | Licensee | | |
| <input type="checkbox"/> | Puppy | June | Household Member | | |
| <input type="checkbox"/> | test | test | Household Member | | |
| <input type="checkbox"/> | test | test | Household Member | | |

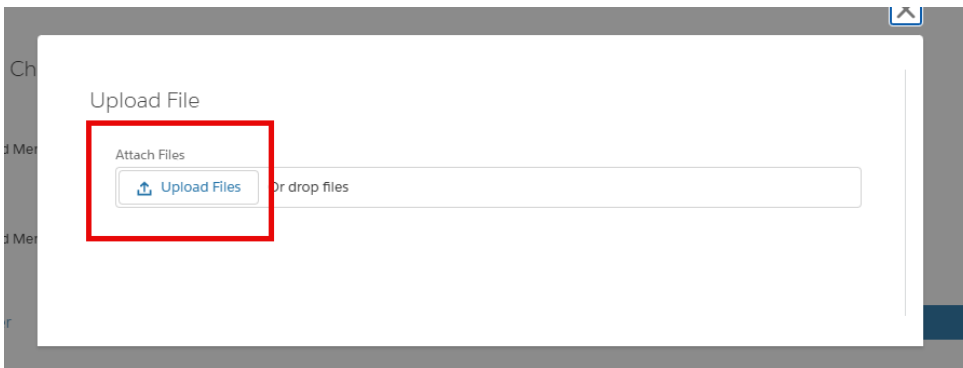
Save for later

Previous Next

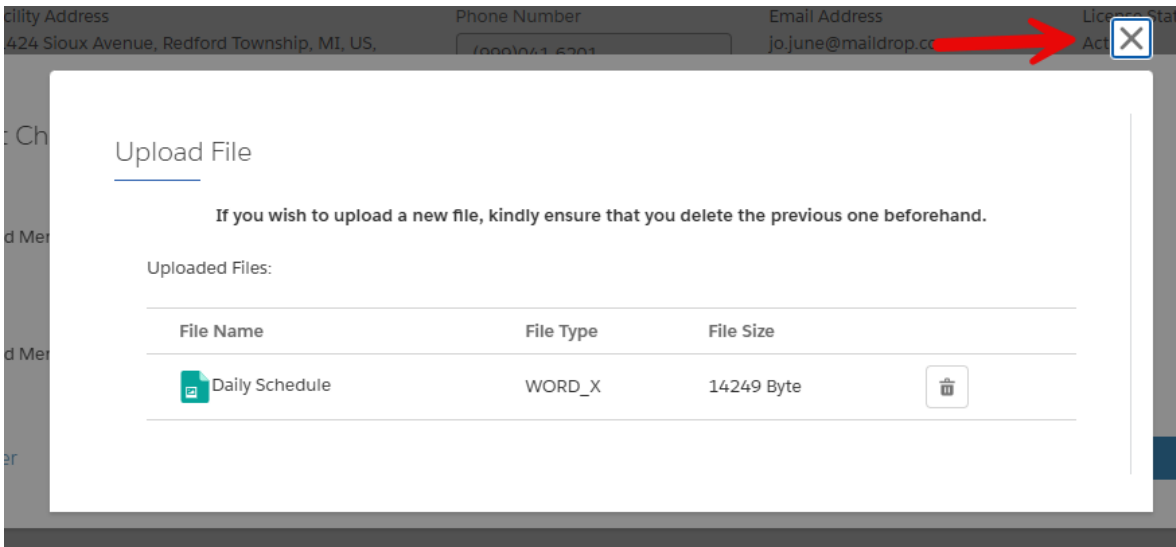
6. Upload the documents by clicking on the upload button



7. Click on upload file





8. Once your file is uploaded, click the X button to close out of the screen



9. Select the next button and you will receive a notification that record update was successful.


11424 Sioux Avenue, Redford Township, MI, US. (989) 261-5201 jo.june@maildrop.cc Active

Document Checklists

| | | | |
|---|---|--|--|
| Name 18+ Household Member's TB Test Results | Instruction Documentation of tuberculosis test results for all persons living in the home who are 18 years of age and older. | Preview Daily Schedule |  Upload |
| Name 18+ Household Members State or Federal Id | Instruction Upload a legible photo-copy of a current valid State or Federal ID for all household members who are 18+ |  Upload | |

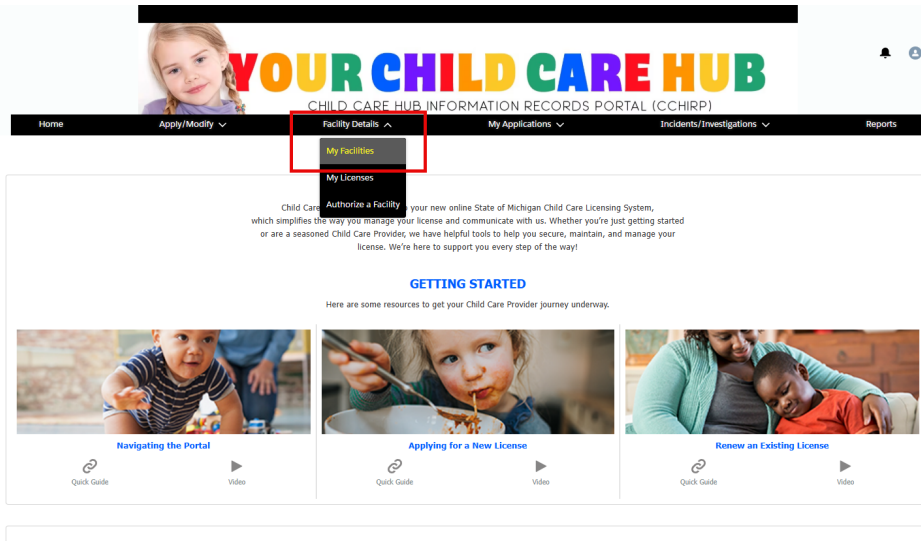
[Save for later](#)

[Previous](#) [Next](#)

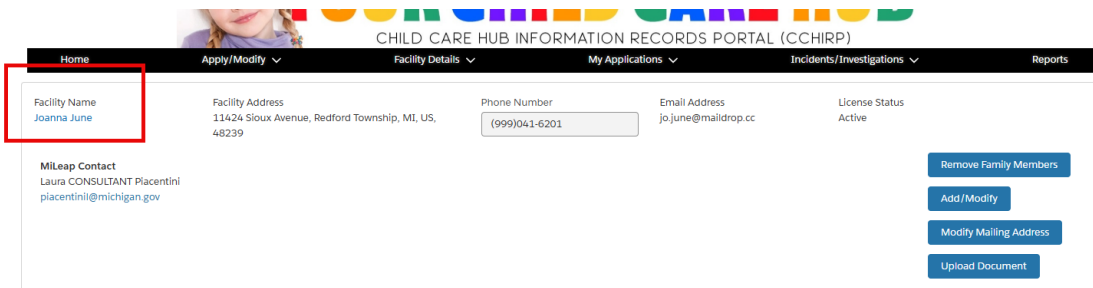


Removing an adult household member:

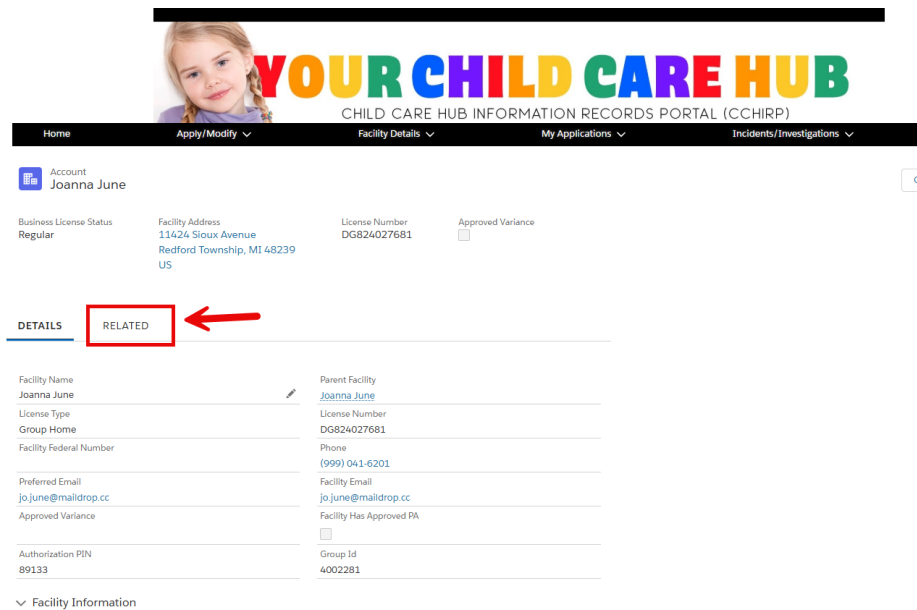
1. Log into CCHIRP
2. Click on the Facility Details tab. Select My Facilities



3. Click on the name of your facility



4. Click on the related tab



5. You should now see a list of related contact. To add remove an adult household member Click on the drop down box and select edit relationship.

Account
Joanna June

Business License Status
Regular

Facility Address
11424 Sioux Avenue
Redford Township, MI 48239
US

License Number
DG824027681

Approved Variance

DETAILS RELATED

Related Contacts (2)

| Contact Name | Facility Name | CCBC Id | Contact Type |
|-----------------------------|---------------|-----------|--|
| Joanna June | Joanna June | 000787748 | Applicant  |
| Puppy June | Joanna June | 000787759 | Household Member  |

[View All](#)



DETAILS RELATED

Related Contacts (2)

| Contact Name | Facility Name | CCBC Id | Contact Type |
|-----------------------------|---------------|-----------|------------------|
| Joanna June | Joanna June | 000787748 | Applicant |
| Puppy June | Joanna June | 000787759 | Household Member |

[View All](#)

View Relationship
Edit Relationship



Document Checklist Items (6)

6. Select the active box so that the blue checkmark goes away and enter in the end date for that household member moved out and click save.

Edit Account Contact Relationship

* = Required Information

Account Contact Relationship Information

Account: Joanna June

Contact: Puppy June

Is Applicant a Licensee?

Relationship Status

Start Date:

End Date:

Active:

Roles

Available: Program Administrator, Central Administrator, License Designee

Chosen:

Contact Type: Household Member

Relationship: Child

System Information

Created By: Joanna June, 8/26/2025, 8:54 AM

Last Modified By: Joanna June, 8/26/2025, 8:54 AM

Buttons: Cancel, Save & New, Save

Relationship Status

Start Date:

End Date:

Format: 12/31/2024

Active:

System Information