



MICHIGAN CHILD CARE BACKGROUND CHECK CONSENT AND DISCLOSURE

The Child Care Background Check Program is specifically for the comprehensive background check of licensed child care providers in the state of Michigan. The system will be used by:

- Licensed Family Child Care Homes
- Licensed Group Child Care Homes
- Licensed Child Care Centers
- Michigan Department of Education (License Exempt Facilities)

The following individuals connected to a licensed child care provider must have a comprehensive background check, including FBI fingerprints:

- Applicants/licensees.
- Licensee designees.
- Program directors.
- Child care staff members.
- Unsupervised volunteers.
- Adult household members in child care homes.

Refusal to submit to this comprehensive background check will result in being found ineligible to hold one of the above roles in a licensed child care facility within the State of Michigan. Falsifying, omitting, or failing to provide complete information in connecting with a comprehensive background check will also result in the individual being found ineligible.

Child Care Provider (this section is to be completed by the Child Care Provider)

Licensee Name: _____

Facility Name(s): _____

Facility License Number(s): _____

Name of Individual to be Background Checked: _____

The child care provider:

- Must not knowingly employ or allow an individual to have unsupervised access to children in care if that individual has been convicted of a disqualifying crime or is listed on a disqualifying registry.
- Must ensure that the individual has been fingerprinted and found eligible prior to allowing the individual to work in the child care facility, move into the home, and/or have unsupervised access to children.
- May terminate the background check and/or decide not to hire the individual at any stage of the process.
- Must ensure that any background check information provided will only be used for the purpose of determining an individual's ability to be connected with a child care program.
- Must retain a copy of the signed Consent and Disclosure form on file** at the child care facility.
- Must ensure that all individuals entered into the system for their facility meet the requirements for the comprehensive background check as outlined above.
- Must make the final decision regarding whether the individual is connected with the child care facility.