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PROCESS FOR DHHS CLEARANCES AND BACKGROUND CHECKS

The process for DHHS clearances has changed. When obtaining a clearance for a **substitute care provider, respite, or house guests**, it is necessary to complete section 1 of a Central Registry Clearance Request form. It is also required to obtain a copy of the person's driver's license. The form should be returned to FSCA for processing. The new process may take longer, therefore, please allow additional time.

In accordance with the FSCA Substitute Caregiver Policy/Respite located in the agency handbook, a foster child may only be left with a caregiver who is at least 18 years of age, and capable of handling children with special needs and behaviors. They must be willing to follow all of FSCA's policies and procedures. The foster parent is required to provide FSCA the name, date of birth, address, phone number, and a copy of driver's license for anyone that the child may be left alone with or provide substitute care. Prior to leaving a foster child in their care, an ICHAT or background check must be completed by the agency on all substitute caregivers unless they are licensed by the State of Michigan to provide childcare.

Please sign below to acknowledge that you have received this notice and understand the process for obtaining clearances on substitute care providers, respite care or house guests.

Foster Parent

Date

Foster Parent

Date

FSCA Representative

Date



Strong Families Build Strong Communities

