

Dear Employee of _____ Day Care Center:

New State of Michigan licensing rules require all caregivers to provide this center with a statement certified by the Family Independence Agency that you have no history of involvement in a case of child abuse or neglect.

To do this, you are required to sign your name and date of birth on the bottom half of this form along with your home address. You will also need to attach a self-addressed stamped envelope with your home address on it.

When your name has been checked by the Family Independence Agency, you will be sent notification to your home. You will then need to bring this notification to the day care center where it will be added to your personnel file.

To the Family Independence Agency, Children's Protective Services:

I request that you provide me with the documentation that I have not been placed on the central registry for substantiated abuse or neglect as defined by Michigan Compiled Laws.

Name _____ Also Known As [Aliases, Maiden Name, Previous Married Name(s)] _____

Address _____ City _____ Zip _____

Date of Birth _____

Signature _____ Date _____

ATTACH SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR HOME ADDRESS AND MAIL TO:

Supervisor, Children's Protective Services
Family Independence Agency
22 Center Street
Ypsilanti, MI 48198