

605 Apple Road
Newark, Delaware 19711



3420 Cordley Lake Road
Pinckney, Michigan 48169

2018 CAMP SEASON
June 11 to August 3, 2018

Dear applicant,

All staff applicants seeking employment with Varsity Day Camp, Inc. must submit a central registry clearance report. This letter must be on file in the camp office.

The State of Michigan requires all adults (21 years and older) that are on the camp property to go through a Central Registry Clearance with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems. Although the rule states that this pertains to "staff", the state defines "staff" as either a paid employee OR a volunteer who has responsibility for the direct care or supervision of campers or who has unsupervised contact with campers. The state of Michigan requires Varsity Day Camp to document that EVERY individual aged 21 years and older on camp property be cleared by the Central Registry/State of Michigan.

In addition, Varsity Day Camp requires that ALL camp staff members (paid or volunteer) be cleared regardless of age. This is a one-time clearance at no cost to the person asking for the clearance. Upon approval, Varsity Day Camp will receive a form letter, DHS 1910, from the State of Michigan showing that you have been cleared.

Central Registry Clearance Requests

Michigan's central registry is mandated by the Child Protection Law and is a list of perpetrators of child abuse and neglect.

The Adam Walsh Child Protection and Safety Act requires states to check any child abuse and neglect registry on any prospective foster and adoptive parent and other adults living in a prospective foster and adoptive parent's home. The [Michigan Child Protection Law](http://www.michigan.gov/documents/DHS-PUB-0003_167609_7.pdf) ACT NO. 238, Public Acts of 1975, as amended, being Sections 722.621 — 722.638, Michigan Compiled Laws. http://www.michigan.gov/documents/DHS-PUB-0003_167609_7.pdf (MCL 722.625 & 722.627-722.627j for release of information) also allows specific entities and individuals to obtain Children's Protective Services (CPS) case record information, including central registry information. The sections below outline how central registry clearances can be requested in Michigan.

Confidentiality of Central Registry Information

Central registry information is confidential; therefore, **by law, DHS and/or LARA cannot** provide this information to anyone other than those listed in the **Child Protection Law** (MCL 722.627-722.627j). In addition, any information released under the Adam Walsh Child Protection and Safety Act must not be used for any other purpose.

Section II. Michigan Residents Requesting Information on Themselves

Individuals requesting a central registry clearance on themselves who are Michigan residents should complete the attached **Central Registry Request Form** (BCHS Camps 001) form.

Steps to request Central Registry Clearance:

- 1) **Print** the attached "Request for Central Registry Clearance" form (BCHS Camps 001 form)
- 2) **Fully complete** the BCHS Camps 001 form
- 3) **Attach a clear copy of your state photo identification** (ID) or school photo ID (if you do not have a drivers license) to your request form.

- 4) **Mail** the completed form along with a clear copy of your state photo ID to the address listed at the top of the form.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems
P.O. Box 30664
Lansing, MI 48909

A copy of the results of the central registry clearance will be sent directly to any of the following for the individual:

- Employer
- Potential employer (i.e. Varsity Day Camp, Inc.)
- Agency for which the individual is volunteering or applying to volunteer.

Section III. Non-Michigan Residents Requesting Information on Themselves

Individuals requesting a central registry clearance on themselves who are not residents of Michigan but attend a School in Michigan and reside in Michigan at least 9 months of the year should complete the attached **Central Registry Request Form** (BCHS Camps 001) form.

Steps to request Central Registry Clearance:

- 5) **Print** the attached "Request for Central Registry Clearance" form (BCHS Camps 001 form)
- 6) **Fully complete** the BCHS Camps 001 form
- 7) **Attach a clear copy of your state photo Identification** (ID) or school photo ID (if you do not have a drivers license) to your request form.
- 8) **Mail** the completed form along with a clear copy of your state photo ID to the address listed at the top of the form.

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A copy of the results of the central registry clearance will be sent directly to any of the following for the individual:

- Employer
- Potential employer (i.e. Varsity Day Camp, Inc.)
- Agency for which the individual is volunteering or applying to volunteer.

PLEASE NOTE: Individuals requesting a central registry clearance on themselves who are not residents of Michigan AND do not attend a School in Michigan, must:

- Submit a Central Registry request form in your state of residence and request that they send the results to the camp address.