

## Cherry Hill United Presbyterian Co-operative Nursery School (CHUP)

### MICHIGAN DEPARTMENT OF HUMAN SERVICES (MDHS) CLEARANCE

Dear Parents of CHUP Co-op Preschool:

State of Michigan licensing rules require that all caregivers provide Cherry Hill United Presbyterian Co-Op Preschool (CHUP) with a statement certified by the Michigan Department of Human Services (MDHS) that you have no history of involvement in a case of child abuse or neglect. "Caregiver" includes anyone including but not limited to mother, father, aunt, uncle, babysitter, etc. that might work at our school. Therefore, **it is imperative** that all of our preschool parents receive this clearance. If the mother is the only one who will be working on your family's scheduled work days at CHUP, then only the mother will have to have this MDHS Clearance. But, be advised that due to licensing regulations, no other person such as the father, babysitter, etc. will be able to work for you on your "working day" unless they have also received their clearance from MDHS and submitted same to CHUP.

In order to receive this clearance from MDHS, you will be required to physically appear at a MDHS office with:

- a completed Request for Central Registry Clearance form;
- Drivers License or current picture ID;
- **and** if you are not a Michigan resident, your Social Security Card

**MDHS will not be able to perform the check without these documents.**

For your convenience, we have included a map of the three closest locations of the Michigan Department of Human Services.

The clearance form will be either given to you by a MDHS employee on the day of your visit, or mailed to your home.

Once you receive this clearance form, please return it to CHUP at the Orientation Tea.

We realize that this requirement by the State of Michigan may be an imposition on all of us, but due to licensing rules and regulations, we are required to have this information on file, and it is for the safety of each child. (**Note:** Results will only be mailed to the address on the picture identification.)

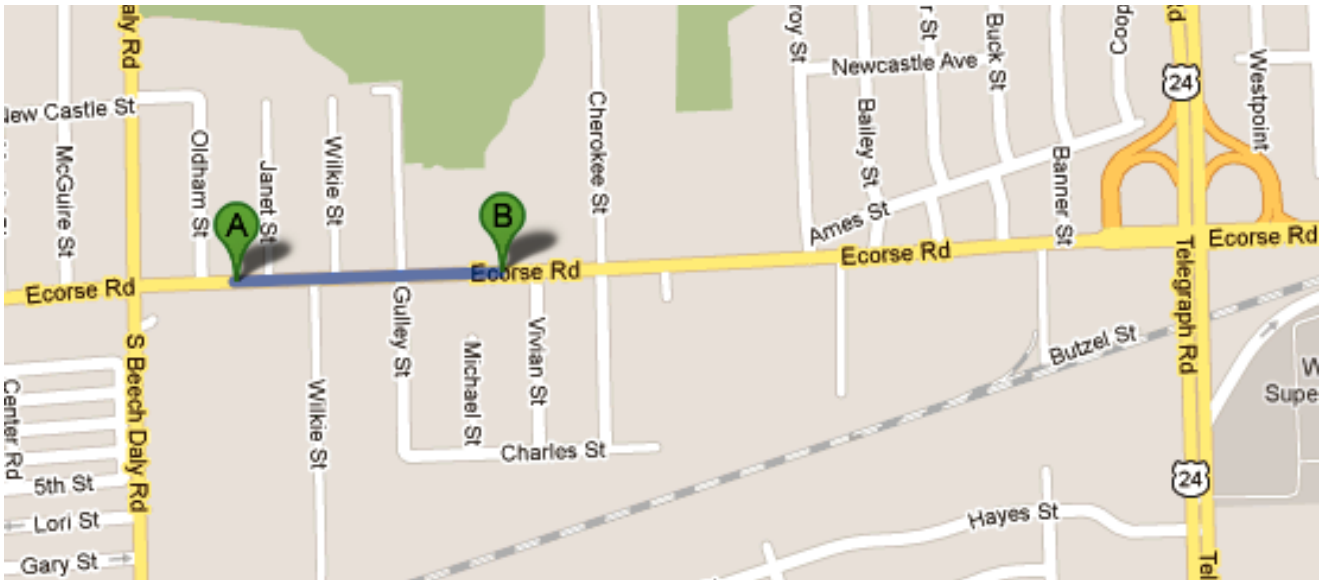
**Please understand that your child will not be able to attend CHUP until we receive your MDHS Clearance Form.**

Please feel free to contact us should you have any questions or concerns. Thank you for your continued Co-Op spirit!!!

**Michigan Department of Human Services Locations**  
**Business Hours Mon - Fri 8 AM to 5 PM – Excluding Holidays**

<http://www.mi.gov/dhs>

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Wayne Taylor Service Center District 18  
25637 Ecorse Rd Taylor MI 48180  
Phone (313) 375-2500  
**Requires 7 days to process**

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Wayne Inkster Service Center District 19 Zone 8  
26355 Michigan Avenue Inkster MI 48141  
Phone (313) 792-7700

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