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**PLACEMENT AND  
REPLACEMENT  
SELECTION  
CRITERIA TO  
DETERMINE  
SAFETY AND BEST  
INTERESTS**

When making a temporary out-of-home placement, all factors below must be evaluated to ensure that the selected placement is safe and is in the child's best interest. Depending on the circumstances in each case, including the specific needs of the child, certain factors should be given more weight than others. In no case is any one factor to be given sole consideration. When making a replacement of a child, **all of the factors** below and within the following pages must also be evaluated.

**Specific Requirements:**

- A waiver from the Bureau of Child Welfare must be granted prior to institutional placement of children under 10 years of age; see Institutional Placement of Youth Under the Age of 10 years, within this item.
- For children who may be Indian Children, see NAA 215, Placement Priorities. Documentation of each placement of an Indian child must be maintained evidencing the efforts to comply with placement priorities, within the narrative of the case service plan.
- **Race** - Workers may not routinely consider race, national origin and ethnicity in making placement decisions. Any consideration of these factors must be done on an individualized basis and only when circumstances indicate that their consideration is warranted. An assessment of race in all placement decisions is not appropriate and must only be made when the individual needs of the child justify consideration; documented first line supervisory approval is necessary.

**Note:** This does not apply to Indian Children, see NAA 215, Placement Priorities.

**Biological/  
Psychological  
Parent  
Involvement**

Unless harmful to the safety needs or best interests of the child, the biological parent or psychological parent of the child must be involved in the selection of any out-of-home placement. Whenever possible and appropriate, the parent should participate in the following discussions and decisions, even if the court has already ruled that out-of-home placement is required:

- The parent and the foster care worker **must** discuss all possible options such as placement with relatives, licensing of friends or relatives to serve as foster parent/relative caregiver or other known options. If foster care with a currently licensed home is

selected, the parent should be made aware of available homes and should help select the one that best meets the child's and family's needs.

- Once a preference by the foster care worker and parent is established, the foster care worker must attempt to facilitate that placement. If necessary, an emergency or temporary placement for up to 30 days may be used while a longer term placement is explored or arranged.
- At the time of placement or shortly before or after the placement, the foster care worker and the parent should meet with the foster parent/relative caregiver to orient them to the specific needs and characteristics of the child. Information about medications, allergies, cultural practices, food preferences, temperament, sleep schedules, special and/or personal toys, books or clothing that will aid in a smooth transition, and other specifics about the child should be requested from the parent. In the best interest of the child, the foster care worker should encourage the foster parent to meet with the birth parent to facilitate an ongoing exchange of child information.
- To the extent possible and appropriate, the foster parent/relative caregiver should have phone access to the parent and should consult with the parent whenever major decisions or problems arise. Parental access to the foster home may be limited within reason, based on the best interests of the child.
- When selecting the best available placement for a child, the foster care worker should discuss all of the placement selection criteria with the parent. The parent's opinion and recommendations regarding the importance of each criteria should be given considerable weight but the final decision remains with the department.

These factors are intended to identify placement preferences, and when taken together, should indicate the placement of choice.

## PLACEMENT SELECTION CRITERIA

The following criteria must be evaluated when making a placement or replacement.

### Permanency Goals

**The case plan must include a goal of permanency** - The following are to be evaluated:

The Ultimate or  
Long Range Plan  
For the Child

- Whether the permanency plan is reunification, adoption, legal guardianship, permanent placement with a fit and willing relative(s), or in some cases, another planned permanent living arrangement, evaluate the type and location of initial and ongoing

placements. Any placement should be chosen with a view toward preparing the child for the long-range plan. The ability to support the plan, even if it changes, must guide selection of placements; see [FOM 722-7](#), Permanency Planning.

- Permanent Family at Earliest Possible Date
  - If the plan is reunification, selection of a placement must facilitate and support return home, within weeks, if possible.
- Minimum Number of Placements
  - The placement selection must be made to minimize the number of placements for the child. Whenever possible, the initial placement should become the ongoing placement for the child with the potential for permanency if needed.
- Child's Previous Placement History
  - Placement history, including informal and formal placements should be considered when selecting an ongoing placement (i.e. relationship with previous caregiver). Prior placements may indicate a need for prompt action to achieve permanence, a need for more or less structure, the child's inability to relate to parental figures and ability and/or willingness to relate to a specific relative family member, foster parent, etc. These conditions could dictate a placement choice.
- Preference for Placement with Relatives
  - When children must be removed from their home and placed in out-of-home care, preference must be given to placement with a fit and willing relative. Therefore, it is crucial to identify relatives prior to removal (CPS) and throughout the case (foster care) as potential placements and permanency providers; see [FOM 722-6](#), Relative Notification. However, specific requirements and procedures must occur prior to placing children with relatives. Refer to [Placement With Relatives](#) within this section for all requirements.

### Needs of Child

**Physical, emotional, educational and safety needs of the child -**  
Selection of a placement must evaluate the:

- Physical, emotional, educational and safety needs of the child.
- Special needs of the child.
- Specialized services required to meet the needs of the child.
- Accessibility/availability of required services for the child.
- Foster parent/relative caregiver's willingness and capacity to meet the needs of the child.

### Child's Preference

Discuss and document placement preferences of the child, as age appropriate. Consideration must be given to the child's preference. If the child is not consulted, the reasons why not must be documented within the ISP/USP; see [Placement with Relatives](#) in this item.

### Proximity to the Child's Family

The placement should be in proximity to the child's family to facilitate parenting time. Proximity is defined as placement in the county of resi-

dence, preferably in the child's own school district, or within 75 miles of the removal household. Proximity is particularly relevant if the goal is reunification. If the child is not placed in close proximity to his/her family, the service plans must document why it is in the child's best interest to be placed away from his/her community; see placement limitations in this item.

**Exception:** Relative care placements: If the family agrees and a relative home is not in the county, or in the state, pursue this placement option immediately; see [FOM 932](#), Interstate Services.

## PLACEMENT OF SIBLING GROUPS

Public Law 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008 [42 USC 620 et seq.] emphasizes the preservation of the sibling bond by requiring the state to make reasonable efforts to place siblings in the same placement.

All siblings who enter placement at or near the same time shall be placed together, unless:

- One of the siblings has exceptional needs that can be met only in a specialized program or facility.
- Such placement is harmful to one or more of the siblings.
- The size of the sibling group makes one placement impractical, notwithstanding diligent efforts to place the siblings within the same home.

For purposes of placement regarding the size of the sibling group the current Michigan licensing rules shall apply. An exception to the limitation on the number of children in a foster home policy may be obtained as outlined in this section. Rule variances to foster home capacity can be requested, the process can be found in [FOM 922-1, Foster Home Development, Licensing Variances](#).

### Reasonable Efforts Made to Place Siblings Together

If the sibling group is not placed within the same out-of-home placement, the efforts made to place the siblings together and the reason why the siblings are separated must be documented by the foster care worker in the case service plan under Placement Resources/Sibling Placement.

Reasonable efforts to place siblings together **are required unless** the placement would be contrary to the safety or well-being of any of the siblings and the reasons why must be documented in the case service plan (ISP/USP/PWSP).

If reasonable efforts to place siblings together are documented but a sibling group is separated at any time, the case worker must make immediate efforts to locate or recruit a family in whose home the sib-

lings can be reunited. These efforts must be documented and maintained in the case file.

### Quarterly Reassessment

Foster care workers are required to make ongoing efforts to place the siblings within the same home. A reassessment of the sibling split placement is required in the case plan each quarter. The reassessment must also include the efforts and progress made to place all siblings within the same out-of-home placement. The reassessment must be documented in the case service plan under the Placement Resources/ Sibling Placement section.

**Note:** Written second line supervisory approval **is required** for a placement which separates or maintains separation of siblings; see [FOM 722-2](#), Placement with Siblings.

### Newborn Sibling Placement after Termination/ Adoption

Termination of parental rights or adoption does not negate a newborn child's relationship with other siblings already in care or adopted. Efforts must be made to identify siblings by reviewing prior case records of the parents and documenting known information regarding siblings in the child's foster care case file.

Children are related when they share a biological parent regardless of legal status. When placing a newborn, the relationship of the child to the relative is not restricted to the adult caregiver and every effort must be made to identify and evaluate placement options with the sibling(s).

When there are at least two options for placement, one with adult relatives and the other with a sibling in foster care or an adoptive home, **and both are equal** in placement selection/best interest criteria, preference should be given to placement with the sibling.

There must be an evaluation of the number of children in the home, with an assessment, of the proposed caregiver's ability to meet the needs of another child. If this proves impossible or is not in the child(ren)'s best interest, the reasons for alternative placement must be documented in the child's ISP and/or USP as appropriate, and on the DHS-31, Placement Decision Notice (RFF 31).

Written second line supervisor approval is required for a placement which separates or maintains separation of siblings.

### The Child's and Family's Religious Preferences

The worker must consider parental wishes and the child's feelings and desires whenever possible in selecting a placement which affords the child an opportunity for expression of religious beliefs and practices. For additional information refer to Administrative Rule 400.12407 and [FOM 722-2](#), Administrative Rules.

<b>Least-Restrictive Setting</b>	The worker must consider a placement which is the least-restrictive, that is the most family-like, and still meets the needs of the child.
<b>Continuity of Relationship</b>	The worker must consider a placement which preserves and maintains relationships with the relative network, friends, teachers, etc.
<b>Availability of Placement Resources for Purposes of Timely Placement</b>	The worker must consider the placement actually available which best meets the child's needs, is safe and in the child's best interests.
<b>Current Circumstances of Potential Placement Family</b>	<p>Once a decision is made to place a child in a specific home, an evaluation of that family's ability to meet the needs of the specific child and extra demands of an additional placement must be completed.</p> <p>While placement with siblings and relatives is usually in the child's best interest, at times extenuating circumstances in the identified homes may negatively impact the success of the placement, and perhaps the child's safety. Prior to placing a child in any home, foster care workers must consider the following factors within a foster/relative caregiver home when making placement decisions:</p> <ul style="list-style-type: none"><li>• <b>Number and ages of children (biological, foster, adoptive) already in the home.</b> Workers must realistically consider the caregiver's ability to provide supervision and care given the number and ages of the children in the home.</li><li>• <b>Special needs of children residing in the home.</b> Workers must consider the special needs of all of the children living in the home. Workers must examine whether any of the children residing in the home are receiving a determination of care (DOC) level or adoption subsidy based on difficulty of care rates. If children with special needs are residing within the home, workers need to give consideration to the quality of care and quantity of supervision necessary from the caregiver and expected requirements of care needed with the addition of another placement.</li><li>• <b>Number and ages of the caregiver(s).</b> Consideration should be given to the caregiver's age and the number of caregivers available considering the specific foster child's current needs and the caregivers ability to care for this child. Given the child's age would the caregivers be able to meet the child's ongoing needs if the child needed a permanent home in the future?</li><li>• <b>Support systems of the caregiver(s).</b> Does the caregiver have a reliable support system (family, friends community) to offer assistance during times of need? Has the foster parent participated in trainings, support groups or mentoring programs that offer the</li></ul>

knowledge needed to provide for the specific needs of the child considered for placement?

- **Parenting difficulties since last placement.** Consideration must be given to any identified parenting concerns/difficulties that the caregiver may have recently experienced with other children in the home including delinquency issues, mental or physical health concerns or behavioral problems. If there have been parenting concerns in the past, the caregiver's ability to resolve and manage the situation should be considered. If there are ongoing parental stressors in the home, consider the needs of all children prior to placing another child in the home.
- **Significant changes or stressors since last placement.** Workers should consider if the caregiver has recently experienced illness, loss of a family member or financial problems that may affect the caregiver's capacity to care for a child.
- **Children's Protective Services and/or foster home licensing complaints.** Prior to placement, workers are required to consult with Children's Protective Services and foster home licensing staff to determine if any complaints have been received on this home.

Workers are required to document that the factors were considered and if any issues within the above factors exist, a narrative justification must be made in the placement section of the initial service plan, updated service plan, or permanent ward service plan.

### Placement Limitations

Children shall not be placed in a foster or relative home if that placement will result in one of the following:

- More than three foster children in that foster home.
- More than six total children, including the foster family's birth and/or adopted children.
- More than three children under the age of three residing in a foster home.
- Placement of the children out-of-county and more than 75 miles away from their county of removal.

### Exceptions

Exceptions to these limitations may be made, on an individual basis, when it is determined to be in the best interest of the child(ren) being placed. Exceptions cannot be given for increases to licensing capacity or other rules except as outlined in BCAL licensing rules.

When an exception is needed, the following exception approval process is required:

- The worker must complete the DHS-399, Foster Care Placement Exception Request. The DHS-399 is submitted to the foster care supervisor for approval. Exceptions receiving approval by the foster care supervisor are forwarded for additional approval to:
  - The county child welfare director for Wayne, Genesee, Kent, Ingham, Macomb and Oakland counties.
  - The local county director for all non-urban counties for signature prior to sending to Field Operations Administration.
  - The DHS Field Operations child welfare director for all other counties.

If exception approval is not received by the FOA child welfare director or local office child welfare director, placement cannot be made. All approvals must be filed in the child's case file and in the foster home licensing file with copies to the Urban Field Operations or Field Operations child welfare director and Bureau of Children and Adult Licensing, Central Office.

## PLACEMENT WITH RELATIVES

For a definition of Relatives [see FOM 721](#), Definitions of Terms.

To lessen the potential trauma of CPS involvement and foster care placement, federal law allows relative placement preference for children removed from their homes. Licensing relatives provides benefits to children and to the relatives. The benefits of licensing relative caregivers include:

- Increased protection of children from abuse and neglect.
- Assurance that relatives meet the minimum foster home licensing requirements.
- Provision of financial support to the relative foster family.
- Increased access to training, support groups and other services that will enhance the provision of quality care.
- Continuous improvement of the quality of the child's foster care through departmental regulation and technical assistance.

Specific steps must be taken to screen any relative for minimum safety standards **prior to placement** in the relative home. These steps are detailed in the following sections:

- Initial Considerations for Relative Placement.
- Basic Assessment Process for Relative Placement.



**Identifying  
Relatives**

A child's potential placement with a relative begins with the identification of and notification to relatives (See [Relative Notification](#), FOM 722-6). Discussions with the birth parents, age appropriate children and other family members throughout the case should explore the potential supports offered to the family by relatives on a routine basis and/or in emergency situations. The name, address, phone number and relationship of every relative identified must be documented on the DHS-987, Relative Documentation form and placed within the child's case record.

During the initial CPS investigation, CPS workers should have obtained relative information in the event of an emergency removal; see PSM 715-2. This information must be reviewed and documented in the case record when the child comes into foster care. Over the course of a case, if a child needs a replacement, the previously identified relatives must be considered as placement resources provided they meet the guidelines within the basic assessment process; see Relative Notification in [FOM 722-6](#).

**Initial  
Considerations for  
Relative Placement**

Preference must be given to placement with a relative if the relative family:

- Meets the requirements in the DHS-588, Initial Relative Safety Screen.
- Meets the needs of the child.
- Keeps the siblings together.
- Lives in close geographic proximity to where the child was living at the time of removal, unless it is in the best interest of the child to be placed with a relative in another location.

If more than one relative is available for placement, each relative must be assessed to determine which of the potential relative placements would be most suitable.

**Basic Assessment  
Process for  
Relative Placement**

When the relative meets initial considerations for placement, a basic assessment of the relative home must be completed by the foster care worker or other designated child welfare staff **prior to** placing the child in the home. The basic assessment process for a relative placement consists of the following requirements:

1. Complete a DHS-588, Initial Relative Safety Screen, which includes the initial safety requirements for the home.
2. Conduct a statewide criminal history clearance on all members of the household including adolescents and children.
3. Conduct a central registry clearance on all adult household members 18 years of age and older.

4. For initial placements, at the time the child first enters foster care, complete the DHS-197, Relative Caregiver Home Study Outline, within 30 calendar days of the child's placement in the relative home.
5. For replacements, complete the DHS-197 **prior to** placement in the relative home.
6. Upon placement, the relative must receive a copy of the DHS-Pub 457, Relative Caregiver Resources & Responsibilities.

Prohibitions on  
Placement with  
Relatives

See [Placement Prohibited Due to Felony Conviction](#) section within the DHS-197, Relative Caregiver Home Study Outline, in FOM 722-3.

**Initial Discussion  
with Relative  
Caregivers**

Prior to the initiation of a home study, the foster care worker or social services worker/specialist must discuss with the relative family the benefits of licensure, the case plan for the child and parents, the long-term goal including permanency and the needs of the child(ren) that must be met if placed in their home. This discussion may determine if the relative is willing and able to meet the needs of the child(ren).

Initial placement

At the time the child first enters foster care, the assigned foster care worker or social services worker/specialist must complete a DHS-197 and discuss licensure or waiver options with the relative caregiver within 30 calendar days of the child's placement. The discussion of licensure must include completion of the DHS-972, Foster Home Licensing Requirements for Relative Caregivers. The relative is required to sign the DHS-972 and indicate if they are interested in pursuing licensure or wish to waive licensure; see [Waivers](#) in this item.

Replacements

In cases of child replacements, the foster care worker must discuss licensure, waiver options and complete the DHS-197 **prior to** placement of the child into the relative home.

Indian Children

For relatives caring for children who are Indian children as defined by the Indian Child Welfare Act, foster home licensing is optional. Foster care workers must refer to NAA 200, Identification of an Indian Child and NAA 215, Placement Priorities for Indian Children for policy requirements.

**Certification  
Referral for  
Relative Licensure**

Within 10 calendar days of the completed and approved DHS-197, Relative Caregiver Home Study Outline, the foster care worker must take one of the following actions:

- For relatives interested in pursuing licensure, the relative must be referred to a certification worker.
- For relatives that meet the exceptional circumstances to forgo licensing, a waiver must be pursued; see Waivers within this item.

The referral packet for licensing must include:

- DHS-588, Initial Relative Safety Screen.
- DHS-972, Foster Home Licensing Requirements for Relative Caregivers.
- Completed and approved DHS-197, Relative Caregiver Home Study Outline.

**Note:** Do not refer the case to a placement agency foster care provider for foster home licensure if all children placed in a relative's home meet the following criteria:

- All parental rights have been terminated.
- The relative is planning to adopt the children.

Publication 457,  
Relative  
Caregiver  
Resources &  
Responsibilities

CPS or foster care workers must provide Publication 457, Relative Caregiver Resources & Responsibilities, to relatives anytime a placement is made. For more information about this pamphlet and when it must be distributed see Publication 457, Relative Caregiver Resources & Responsibilities within this section of the manual.

DHS-197-  
Relative  
Caregiver Home  
Study Outline

The DHS-197, Relative Caregiver Home Study Outline, is used to complete the required home assessment for children placed with unlicensed relative caregivers. It is the responsibility of the foster care worker to ensure that the home study is completed within the 30 calendar days of the child(ren)'s initial placement(s) or prior to any replacement into a relative home. The dates of the DHS-197 completion and approval must be documented in SWSS-FAJ.

If the relative is requesting a relative licensing waiver, the foster care worker must complete the DHS-197, Relative Caregiver Home Study Outline, prior to requesting a waiver to forgo licensure.

The home study must be signed and dated by the worker and the supervisor. All members of the household, including children, **must** be assessed. Workers responsible for completing the home study must meet with all household members before completing the DHS-197 and document the date of the face-to-face contact with each household member in social work contacts within the home study and within the service plan.

The Home Study Outline must also include a listing of all the children that workers are considering placing with this caregiver, along with each child's respective age, date of birth and any special needs.

As part of the assessment process and recommendation, the foster care worker must not rely solely on the caregiver's self-report. Workers must attempt to obtain the required information for each segment by

asking questions of the caregiver and of other information sources to verify the caregiver's statements. This information must be added to the home study. Additionally, the foster care worker's observations must be included as part of the final recommendation.

A copy of the home study must be given to the court, parents and relative caregivers who are the subject of the home study. If the home study contains Central Registry or LEIN information, this information must be redacted from the parent(s) copy; see [FOM 722-4](#), Release of Information. The Social Security numbers **must** also be redacted from **all** written reports. The narrative summary of the study must include the following:

- Name of the caregiver(s), complete address and phone number.
- All household members must be identified with name, date of birth and Social Security number. Social Security numbers are to be used for identification and criminal history purposes only. They **must be redacted** from all written reports (including the report that is submitted to the court).
- The relationship and family connection of each to the child(ren) must be specified. Foster care or certification workers must confirm identification of each household member by viewing the individual's picture identification card and indicating this on the DHS-197. Verification of identity is not necessary for minor household members. Any household member over age 18 without identification must be documented.
- Dates of contact(s) with all household members and on-site visit(s) within the home.
- Date home study completed.
- Parent's and child's expressed placement preference.
- Date of criminal history check and results for **all** household members. Results must be documented as outlined in the criminal record check section of the foster care manual and the bullets below; see [FOM 722-6A](#), Criminal Record Check - Law Enforcement Information Network (LEIN), and [FOM 722-3](#), Placement Within a Home With an Adjudicated Juvenile Sex Offender and Placement When an Adult Household Member Has a Conviction for Specific Crimes.

#### Criminal History Check

#### Placement Prohibited Due to Felony Conviction

- All offenses/crimes must be documented. **Placement is prohibited** if there is a **felony** conviction for:
  - Child abuse/neglect.

- Spousal abuse.
- Crime against children (including pornography).
- Crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery.
- Physical assault, battery, or drug related offense **within the last five years**.

**Note:** If a member of the household has a felony conviction for physical assault, battery or a drug-related offense from **more** than 5 years ago or any other conviction that requires further assessment, evaluate this information to determine whether or not there are safety issues that must be addressed. Document the rationale and obtain signature approval from a county director or urban county child welfare director/district manager **before** allowing a child to be placed in the relative's home. This documentation must describe and support the basis for the approval, and why the child is safe in the relative's home

#### Threatened Harm

- Describe any threatened harm or risk of injury or harm to the child in placement. If there is a criminal history, describe the length of time since the offense, the relationship of the conviction to caring for children and any services that were provided to rectify the problem(s).

If services were provided, determine if household member completed services successfully and document this information in the home study. Document how the offense may impact the safety of the child placed in the home. Address any risk factors that might impact the safety of the child(ren) and describe protective interventions currently in place.

#### Central Registry Check

- Date of central registry check. If there is a history of abuse and/or neglect, describe the length of time since the substantiation and any services that were provided to rectify the problem(s). If services were provided, determine if household member completed services successfully. Address any risk factors that might impact the safety of the child and describe what protective interventions are currently in place.

#### Caregiver(s) Relationship Status

- Marital/relationship status and history, including current relationship functioning and any incidents involving domestic violence or discord. Include any history of domestic violence for any other household member. Describe the strengths of the relationship and areas needing attention. Describe how the couple handles stress, decision-making, etc.

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| Substance Abuse                                  | • Describe and evaluate any history of alcohol or drug abuse and treatment of each household member.   |
| Mental Health                                    | • Describe and evaluate the current mental and emotional health/functioning of caregiver(s) and all other household members, as well as any history of mental health problems or treatment for caregiver or any other household member including marriage counseling and counseling for any children. Include psychotropic medications, if applicable.   |
| Physical Health                                  | • Describe and evaluate the physical health of caregiver(s) and all other household members. There <b>must</b> be an assessment of the care needs of household members (if applicable to that specific household), as well as the caregiver's ability to provide care to the child(ren).   |
| Financial/<br>Employment<br>Status               | • Describe and evaluate the current financial/employment status, including employer, job position, income and outstanding child support obligations. List all sources of income. Describe the reimbursement needs and expectations of the family, if the child(ren) is placed within the home. Assess if income is adequate to meet the needs of the child(ren). <b>Note:</b> If income is based on a disability (SDA, SSI, RSDI), there must be an assessment of the caregiver's ability to care for the child based on the caregiver's disability within Physical Health section.  |
| Child Care and<br>Supervision                    | • Discuss the caregiver's plans for child care (if needed) and alternative care if caregiver is unavailable.   |
| Sleeping<br>Arrangements                         | • Discuss, <b>view</b> and describe the sleeping arrangements for the child(ren).  |
| Motivation for<br>Placement of the<br>Child(ren) | • Attitude of each member of the household toward accepting the child(ren) into the home. Attitudes toward the biological parent(s).   |
| Cooperation and<br>Support                       | <ul style="list-style-type: none"> <li>• The capacity for and willingness to support the case plan for the child(ren) in their care. Family's capacity and willingness to cooperate with the supervising agency, the school system, child's therapist, the parenting time and sibling visitation plan outlined in the treatment plan, etc. Address caregiver's ability to protect child(ren) from further harm.</li> <li>• Family's willingness to work with the child's family. Does the family agree that they will not allow the child(ren)'s parent(s) to live in their home without the agency's approval? Do they agree to not release the child to anyone, including birth parents, without the supervising agency's approval?</li> </ul> |

Behavior Management	<ul style="list-style-type: none"> <li>Caregiver's methods of behavior management and discipline of children. Is the family willing to follow the supervising agency's discipline policy? Discuss the family's method of behavior management and the relative caregiver's capacity for parenting based on the child(ren)'s age and developmental needs. Describe the caregiver's capacity and disposition to give the child guidance, love and affection.</li> </ul>
Stable Living Environment	<ul style="list-style-type: none"> <li>Is the caregiver committed to providing a stable living environment for the duration of placement? Describe the caregiver's ability to provide permanency if necessary.</li> </ul>
Conclusion	Based on all the information gathered in each area above, summarize the family's functioning as it applies to their capacity to care for the child(ren). Foster care worker must include personal observations of the caregivers that may be incongruent with the caregiver's statements.
Recommendation	Placement with caregiver is approved/denied. If the relative is interested in pursuing licensure, indicate if licensure would be recommended, pending further assessment by the certification worker. Describe what is needed to complete the licensing process. If it is determined that the relative home cannot be recommended for licensure, the assigned foster care worker must schedule a meeting with the supervisor to review the findings and make a determination as to the appropriateness of the relative's home.

## RELATIVE LICENSING WAIVERS

In exceptional circumstances, a waiver may be requested for a relative caregiver to forgo licensure when it is determined to be in the child(ren)'s best interest to be placed or remain with an unlicensed relative caregiver. All attempts must be made to engage the relative caregiver in the licensing process prior to requesting a waiver. One of the following exceptional circumstances must exist prior to requesting a waiver to forgo licensing:

### Exceptional Circumstances to Forgo Licensing

- Reunification is imminent.
- The child is a permanent ward and the relative caregiver is pursuing adoption.
- The relative caregiver will become the child's juvenile guardian without guardianship assistance payments and it is anticipated that the unsubsidized juvenile guardianship will be granted timely.
- The child is an Indian child as defined by the Indian Child Welfare Act.

- The case meets the requirements of ICPC Regulation 7-Priority Placement; see FOM 932-2.
- The court orders placement against DHS recommendation.
- The Foster Care Review Board recommends the child(ren) maintain placement with the relative caregiver against DHS recommendation.
- The relative caregiver has been fully informed of licensing benefits and does not agree to pursue licensure or is unable to become licensed for non-safety reasons and a variance to licensing rules has been ruled out or is not possible.
  - Additional conditions include:
    - The assigned caseworker has completed a 30 day home assessment utilizing the DHS-197, Relative Caregiver Home Study Outline.
    - The DHS supervisor approved the 30 day home assessment, the home is considered safe for the child as indicated by the Central Registry clearance, criminal history checks, and approved 30 day home assessment.
    - The placement with the relative is in the child's best interest and will facilitate permanency.
    - Other.

**Waiver Process**

If a relative caregiver qualifies for a waiver by meeting one of the exceptional circumstances above, the following process must be followed:

**Waiver Process for DHS:**

1. The foster care worker or child welfare designee must discuss the benefits of licensure with the relative caregiver utilizing the DHS-972, Foster Home Licensing Requirements for Relative Caregivers. The relative caregiver must sign the DHS-972.
2. If the relative caregiver wishes to forgo licensure, the assigned foster care worker and relative complete the DHS-875, Relative Caregiver Waiver of Licensure.
3. The foster care worker forwards the signed DHS-972, a completed DHS-197, Relative Caregiver Home Study Outline, and the DHS-875 to the foster care supervisor for approval and signature. All non-urban counties must also have the approval of the local county office director.



4. If approved, the foster care supervisor must forward DHS-875 and DHS-197 to the County Child Welfare Director for the Designated Urban Counties or the Field Operations Administration Child Welfare Office Director, within the DHS central office, for the other 77 counties for final approval.
5. The approved waiver must be kept in the child's case record and signed by the relative caregiver annually. The foster care worker must document the approval date and waiver reason in SWSS-FAJ.

Waiver Process for Placement Agency Foster Care Provider:

1. The foster care worker must discuss the benefits of licensure with the relative caregiver utilizing the DHS-972, Foster Home Licensing Requirements for Relative Caregivers. The relative caregiver must sign the DHS-972.
2. If the relative caregiver wishes to forgo licensure, the foster care worker and relative complete the DHS-875, Relative Caregiver Waiver of Licensure.
3. The foster care worker forwards the signed DHS-972, DHS-197 Relative Caregiver Home Study Outline, and the DHS-875 to the placement agency foster care (PAFC) provider supervisor for signature. All non-urban counties must have the approval of the local office director.
4. The PAFC provider supervisor forwards the DHS-875 and DHS-197 to the assigned DHS monitor for review.
5. The DHS monitor provides a copy of the DHS-875 and DHS-197 to the assigned DHS supervisor and the DHS supervisor forwards the request to the county child welfare director for the designated urban counties or the Field Operations Administration Child Welfare Office Director, within the DHS central office, for the other 77 counties for approval.
6. The DHS monitor provides a copy of the approved waiver to the placement agency foster care provider and documents the approval date and waiver reason in SWSS-FAJ.
7. The approved waiver will be kept in the child's case record and signed by the relative caregiver annually, applicable.

**Process for  
Replacement**

If the waiver is not approved, the relative caregiver's home must become a licensed foster home, or the child must be moved within 30 days. If the child must be placed into another home, the replacement process is as follows:

- The decision to move a child must be reviewed by the assigned DHS supervisor and the second line supervisor/program manager.
- If the decision to move the child is approved, the assigned foster care worker shall locate another placement for the child.
- The assigned foster care worker shall notify the appropriate persons with the DHS-30, Foster Parent Notification of Move and DHS-31, Foster Care Placement Decision Notice.
- The assigned foster care worker shall request a permanency planning conference to explore alternate placement options.
- The assigned foster care worker shall follow the policy outlined within [Replacement](#) within this section.
- After replacement, the assigned foster care worker shall have at least 2 home visits with the child within the first 30 calendar days to assess the child's adjustment in the new home.

**Foster Care  
Placement  
Decision Notice  
DHS-31**

MCL 722.954a(2) **requires** the supervising agency (whether DHS or a placement agency foster care provider), as part of the ISP, to identify, locate, notify and consult with all relatives for possible placement of the child within their home within 30 calendar days of the child's initial placement into foster care. See **Relative Notification**, [FOM 722-6](#) for requirements and process.

Within ninety calendar days after the initial placement, the foster care worker must make a placement decision and document the reason for the decision. The decision and the rationale for the decision is required for every case and must be documented using the DHS-31, Foster Care Placement Decision Notice. A copy of the DHS-31 must be filed in the child's case file and a copy must be sent to the following:

- Child's lawyer-guardian ad litem.
- Guardian.
- Mother and father of the child.
- Mother's and father's attorneys.
- Relative(s) who expressed an interest in having the child placed with them.
- Child, if the child is old enough to have expressed an opinion.
- Prosecutor/Attorney General.

**Requests for Specific Reasons for Placement Decisions**

Any of the above may, within 5 business days, request in writing the evidence that was used to support the placement decision in the Foster Care Placement Decision Notice. The foster care worker must provide specificity for the placement decision in writing within 10 business days of receiving the request. A person listed above may ask the child's LGAL to review the decision to determine if it is in the child's best interest.

If the lawyer guardian at litem (LGAL) determines that the placement decision is not in the best interest of the child, the LGAL must petition the court within 14 business days of the worker's decision. The court must commence a review hearing on the record within 7 business days after receiving the petition.

**Note:** If an out-of-state relative home study is not received before 90 days, staff must document in the ISP or USP that a home study has been requested but has not been received.

**Unrelated Caregiver Placement**

**No** child may be placed with an unrelated caregiver unless the unrelated caregiver is licensed. Placement **cannot** occur until the licensing process is completed.

**If** the court orders placement under the Juvenile Code (MCL 712A.13a(5) which allows court wards to be placed in an unrelated caregiver placement without a foster home license, the following conditions must be met **prior** to the placement:

- The court **must** approve an unrelated caregiver placement and make a finding that the "Conditions of custody at the placement and with the individual with whom the child is placed are adequate to safeguard the child from the risk of harm to the child's life, physical health, or mental well-being."
- Approval by the county director or local office designee is also required. Since this is contrary to 1973 PA 116 and CPA rule 400.12404(1), the foster care worker must submit a referral to the certification worker within one business day of the child's court-ordered placement.
- All requirements within basic assessment process for relative placement must be completed prior to placement.

Court ordered placement with an unrelated caregiver requires completion of the DHS-197, Relative Caregiver Home Study Outline. The Home Study must be completed prior to the child's placement in the home of the unrelated caregiver.

**Placement Within a Home With an Adjudicated Juvenile Sex Offender Prohibited**

Children must not be placed within the home if a juvenile adjudicated as a sex offender resides within the home. Foster care workers must inquire, prior to any placement, if a juvenile adjudicated for any sex offenses resides in the home. A criminal record check must be completed on all household members, including adolescents and children; see [FOM 722-6A](#), Criminal Record Check, LEIN. When a foster child resides in a home where a juvenile is adjudicated as a sex offender **subsequent to the foster child's placement the following activities must occur:**

1. A professional assessment completed by a master's level (or higher) clinician must be obtained. The assessment must evaluate the likelihood of reoccurrence of sexual offense and the safety of children within the home.
2. The best interest of the foster child, as it pertains to placement, must be evaluated. Consideration must be given to:
  - The age of the foster child, the adjudicated juvenile and the victim.
  - Foster child's relationship with placement family.
  - Foster child's length of time within the home.
  - Severity of the offense by the adjudicated juvenile.
  - Length of time since the most recent sexual offense.
3. A written safety plan must be developed with the master's level clinician, the foster parent/relative caregiver(s) and foster care worker.
4. Support/approval of the plan for the foster child to remain in the home must be obtained from the court, birth parent(s), lawyer-guardian at litem and the foster care supervisor. The safety plan must be signed by the clinician, caregiver, foster parent(s), birth parent(s), foster care worker and supervisor and filed in the case file. A copy of the safety plan is given to foster parent/relative caregiver(s).
5. Any **exception** to these policies must be submitted to and approved by the county director, district managers, Field Operations Administration and foster care program office.

**Placement When Any Household Member Has a Conviction for Certain Crimes**

Children must not be placed within the home if any household member or non-parent adult has a conviction for certain crimes; see DHS-197, Relative Caregiver Home Study Outline Placement Prohibited.

If the criminal history check reveals that any member of the household had a criminal conviction, the guidelines in [FOM 722-6A](#), Criminal Record Check (LEIN) must be followed.

### **Ongoing Criminal History and Central Registry Checks**

An automated process performs monthly criminal history and weekly Central Registry checks. The “named caregivers” are cleared for arrests and criminal convictions. This activity is currently restricted to those currently on DHS systems and **does not** include other adults in the home. Manual criminal history and central registry checks for all other adult household members **must** be completed quarterly by the local DHS office and documented in the case service plan. DHS monitors must complete this activity for placement agency foster care agency cases.

### **Good Moral Character Offenses**

The offenses listed in Exhibit I presume a lack of good moral character for the purpose of placement of a child within the home of a relative/unrelated caregiver. These offenses are from the BCAL administrative rules concerning the good moral character requirements (R 400.1152). The automated monthly criminal history process identifies “named caregivers” convicted of offenses listed in Exhibit I, Offenses.

### **DHS Response to Criminal History and Central Registry Match**

A Foster Care Automated Central Registry Match Report or a Foster Care Automated Criminal History Match Report will be issued for each match listing the caregiver’s name and offense or Central Registry information. Monthly match reports are sent to the local office director or district manager. The assigned foster care worker may be assigned to complete the monthly match report. Within two weeks of receipt of the report the questions on the report must be answered and the report returned to the DHS Central Office address at the bottom of the report.

### **Placement of Children with Serious Communicable Diseases**

MCL 333.5131(5)(g) provides an exception to the strict rules of confidentiality required for persons with HIV infection, acquired immunodeficiency syndrome (AIDS) or other serious communicable disease. This law allows that DHS, the Department of Community Health, the Family Division of the Circuit Court and licensed child placing agencies may “disclose information pertaining to an individual” who has HIV, AIDS or other serious communicable disease to the director (or licensee) of a child care organization when placing a child in such an organization.

The definition of “child care organization” within 1973 PA 116, includes family foster homes, family foster group homes, child caring institutions and child placing agencies. Child care homes, child care centers, summer camps, nursery schools and parent cooperative preschools require parental consent or court order before release of information regarding AIDS, HIV or other serious communicable disease. If the child is an MCI ward, the supervising agency has the authority to release information.

The director of the child care organization has the responsibility to handle the information pertaining to an individual with HIV, AIDS or other

serious communicable disease with the highest standard of confidentiality. The information released to staff must be limited to explicit instructions regarding care and protection of the child and others. The explicit instructions can only be given to those within the organization who have a need to know in order to care for and protect the child, or a need to prevent a reasonably foreseeable risk of transmission of the disease to other children or staff.

When necessary, DHS can release this information within the limitations specified above, without obtaining parental consent or a court order. Foster parents and child care organization staff with whom information is shared are also bound by the strict confidentiality standards. Great care must be exercised in protecting this information.

### **OUT-OF-TOWN INQUIRY (OTI)**

Out-of-town inquiries are complaints/referrals to DHS by another state or country for the investigation and/or supervision of a specific child.

Information on out-of-town Inquiries is contained in [FOM 931 and 932](#), InterState Services and [FOM 722-14](#), Courtesy Supervision.

### **CONSIDERATIONS IN PLACEMENT OF OLDER TEENAGERS**

#### **Youth Involvement**

Youths, ages 14-20, must be involved in placement decisions. Youths are a valuable resource in identifying individuals who might be available to serve as placements. Consultation with the youth must be documented in the service plan in the placement section.

The Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.111 e and the Adult Foster Care Facility Licensing Act, 1979 PA 218, MCL 400.701 permit the following:

- Continuation of placement of 18 year olds in children's foster care facilities and homes and child caring institutions.
- Placement of certain 16 and 17 year olds in adult foster care homes.

These laws also provide requirements that must be met for these placements.

#### **Criteria for Continued Placement of Youth 18 Years of Age and Older**

Both acts extend the definition of a child to include an individual who becomes 18 years of age while a resident in a licensed foster family home, a foster family group home, or a child caring institution and who remains there to receive care, maintenance, training and supervision. This provides continuity of care to youths who become 18 while residing

in a licensed child caring facility and exempts those facilities from the Adult Foster Care Facility Licensing Act.

MCI state wards must remain under the supervision of DHS until their 19th birthday per MCL 400.203, unless released earlier by the MCI Superintendent. MCL 712A.2a(1) allows the court to continue jurisdiction of both a temporary/court or MCI state ward until their 20th birthday; see [FOM 722-15](#), **Case Closing**. These youth are considered children and dependent upon DHS for placement and planning.

Placement of an 18 year old by DHS in the above facilities must be in accordance with a service plan that recognizes a mandatory termination of jurisdiction at age 19.

### Independent Living Placement

Placement in independent living is an acceptable living arrangement for certain youths if they are 16 years or older. Prior to placement in independent living, the youth must be adequately prepared and assessed for independent living skills; see [FOM 722-6](#), Independent Living.

#### Assessment and Preparation of Youth

Assess independent living skills for each youth as being adequate or inadequate based on the DHS-432, Child (Re)Assessment of Needs and Strengths. Provision of independent living services must be documented within the Parent-Agency Treatment Plan and Service Agreement.

Child Placing Agency Rules, Part 5, requires that an agency be authorized to place children in independent living and outlines the record content and supervision requirements. A copy of the supervising agency independent living program statement must be given to the youth before placement in independent living.

When a youth is placed in an independent living placement, Child Placing Agency Rules 400.12504 and 400.12505 **require** that the ISP, USPs and PWSPs contain documentation that:

1. Describes the services provided and goals for future services that will help the child maintain independent living successfully and prepare the youth for functional independence.
2. Independent living is the most appropriate placement for the youth.
3. The youth exhibits maturity in self-care and personal judgement.
4. The worker has personally observed that the living situation provides suitable social, emotional and physical care.
5. The youth has adequate financial support to meet his/her housing, clothing, food and miscellaneous needs.

6. Outlines an evaluation of the youth's need for supervision. At a minimum, the worker must have face-to-face contact with the youth at least once each month at the youth's place of residence.
7. The youth was provided with a telephone number to contact the department on a 24-hour, 7-day-a-week basis.

Workers maintain responsibility for monitoring youths in independent living placements. If it becomes necessary to stop payment of the stipend as provided for in the agreement, the worker must evaluate the continued adequacy of the youth's living conditions. It may be necessary to explore other placement options.

**Independent Living Agreement**

The youth must be age 16 or older to live in an independent living placement. The following format must be used to develop an independent living agreement and a copy of the agreement must be provided to the youth. The independent living agreement is contained within the placement module in SWSS FAJ. The worker can generate this document when the youth's living arrangement is 07-Independent Living. (See the SWSS FAJ Users Guide for procedural information.)

**Independent Living Agreement Format**

- I. In order to be approved for independent living status and to be eligible (or continue) to receive independent living benefits, I agree to the following conditions:
  - A. To be a responsible individual and to obey the laws of the state, county and the city where I live.
  - B. To let my worker know where I live and approve my living situation.
  - C. To be employed on a regular basis or attend a school or vocational/employment program on a regular basis.
  - D. To meet with my worker at least monthly.
  - E. To meet the following special conditions and goals for my employment or education program as outlined by my worker: (these conditions may address hours of employment, work habits, special training assignments, and other pertinent factors).
    - 1.) The worker must enter a numbered list of special conditions and goals.
- II. If the above conditions are met, your worker will:
  - A. Arrange for DHS independent living allowance, if appropriate to be receive \_\_\_\_\_. (Specify frequency)  
The allowance will be effective \_\_\_\_\_. (Enter date)



- B. Provide employment counseling and support services for you. This may include assistance with clothing and transportation when you begin employment;
- C. Arrange on-the-job assistance for you and services for you and your employer if problems arise;
- D. Meet with you at least monthly for purposes of assisting you in meeting the conditions of this agreement;
- E. Provide or arrange other necessary support services.

Attach shelter verification items, first month budget and extent of budget responsibilities.

By signing below I agree that I have been involved in the development of the plan and accept responsibility for the plan. I understand that I must arrange to see my worker in person at least monthly. I also understand that, if I do not meet all of the above conditions, my independent living status, and/or allowance may be terminated immediately.

Youth	_____	Date	_____
Worker	_____	Date	_____
Address	_____		
Telephone	_____		
Supervisor	_____	Date	_____

CC: Youth, Case File

### Independent Living Agreement Review

The youth must sign and be involved in the development of the agreement and share responsibility for implementation with the assistance of individuals identified in the agreement. The agreement must be reviewed and updated quarterly. If no changes are required, the youth and the worker must indicate that this review has occurred by re-signing and dating the agreement. If changes are required, a new agreement must be completed and approved.

### Supervisory Approval

The foster care supervisor must review and approve, by signature, all initial and updated independent living agreements and all decisions to close payment.

**PLACEMENT IN  
ADULT FOSTER  
CARE FOR YOUTH  
AGES 16 AND 17**

A 16 or 17 year old may be placed in an adult foster care family home or an adult foster care small group home if child welfare staff retain supervisory responsibility for the youth and if documentation meets the criteria listed below:

- The supervising agency retains supervisory responsibility.
- The placement is in the best interest of the child.
- The needs of the child can be adequately met.
- The child will be compatible with the other residents.
- The supervising agency will periodically reevaluate the placement to determine that the criteria continue to be met.

**Request for  
Authorization**

A request for authorization to place a 16 or 17 year old in adult foster care must be submitted in writing to the Bureau of Children and Adult Licensing (BCAL). The request must be signed by a supervisor from the child placing agency. The request must contain the following information:

- Identification of the specific adult foster care facility in which the agency wishes to place the youth. The name of the provider, the name of the facility and the license number must be included. The license number must begin with the prefix of AF, AS, or AM. An approval cannot be granted for a license that begins with AL.
- Information about the youth the agency is recommending for placement including name, date of birth, and the specific circumstances that make adult foster care more appropriate than children's foster care.
- The plan for supervision and reevaluation to insure that the criteria outlined above continue to be met.

The Division of Child Welfare Licensing and the Division of Adult Foster Care Licensing will review the request and make a recommendation to the director of BCAL. The decision of the director of the BCAL is final. A letter will be sent to the placing agency and the adult foster home indicating approval or denial of the request. Placement in the adult foster home is not to occur without written approval of the director of BCAL.

**PLACEMENT IN  
ADULT FOSTER  
CARE FACILITIES  
BEFORE AGE 16**

The Bureau of Children and Adult Licensing (BCAL) may authorize through an exception process, placement of a child under 16 years of age in a licensed adult foster care family home or in a licensed adult foster care small or medium group home if the child is neurologically

handicapped and physically limited to such a degree as to require complete physical assistance with mobility and the activities of daily life.

**Placement Criteria**

The placement must meet the following criteria:

- The placement must be in the best interests of the child.
- The placement has the concurrence of the child's parent or guardian.
- The home has the capacity to meet the identified needs of the child;
- The child's psychosocial and clinical needs must be compatible with those of other residents.
- The clinical treatment of the child's condition is similar to that of the other residents.
- The child's cognitive level is consistent with that of other residents.
- The child placing agency or approved governmental unit will periodically reevaluate the placement to determine that these criteria continue to be met.

**Request for Authorization**

A request for authorization to place a youth who is less than 16 years old in adult foster care must be submitted in writing to the director of BCAL. The request must be signed by a supervisor from the child placing agency. The request must contain the following information:

- Identification of the specific adult foster care facility in which the agency wishes to place the youth. The name of the provider, the name of the facility and the license number must be included. The license number must begin with the prefix AF, AS, or AM.
- Information about the child including:
  - Name, date of birth and sex.
  - A description of the child's psychosocial and clinical needs.
  - The prescribed clinical treatment for the child's condition.
  - A description of the child's cognitive level.
  - A description of the child's neurological handicap and medical documentation that the child is physically limited to such a degree as to require complete physical assistance with mobility and activities of daily living.

- An assessment of the child's immediate and long term need for foster care.

- Verification that the above placement criteria has been met.

**Review of Request** The Division of Child Welfare Licensing and the Division of Adult Foster Care Licensing will review the request and make a recommendation to the director of BCAL. The decision of the director of BCAL is final. A letter will be sent to the placing agency and the adult foster home indicating approval or denial of the request. Placement in the adult foster home is not to occur without written approval from the director of BCAL.

## INPATIENT PSYCHIATRIC HOSPITALIZATION OF CHILDREN

### Requests for Emergency Admission

A foster child's parent, guardian, or person in loco parentis may request emergency admission of the child to a psychiatric hospital if there is reason to believe that the child is a "minor requiring treatment" (as defined in this item) and the minor presents a serious danger to self or others. A court order is not required. "Person in loco parentis" includes the department or its designee, which may be a placement agency foster care provider, a child caring institution, a foster parent, or a caregiver. The request must be made to a hospital or preadmission screening unit of the community mental health (CMH) services program in the county where the foster child resides.

If it is determined that emergency admission of the minor is not necessary, a child may still be admitted to a psychiatric hospital as described below.

### Requests for Admission

A foster child may be admitted to a psychiatric hospital in the following circumstances:

- For MCI wards, the department requests hospitalization.
- For temporary court wards, the department may request hospitalization of the ward if the department is specifically empowered to do so by a court order.

The hospital or CMH admissions unit must determine that the child is "suitable for hospitalization." "Suitable for hospitalization" means:

- The foster child is a "minor requiring treatment." This means that the child has a:
  - Substantial disorder of thought or mood that significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life.

- Severe or persistent emotional condition characterized by seriously impaired personality development, individual adjustment, social adjustment, or emotional growth, which is demonstrated in behavior symptomatic of that impairment.
- A child shall not be determined to be a “minor requiring treatment” solely on the basis of one of the following conditions:
  - Epilepsy.
  - Developmental disability.
  - Brief periods of intoxication caused by substances such as alcohol or drugs or by dependence upon or addiction to those substances.
  - Juvenile offenses, including school truancy, home truancy, or incorrigibility.
  - Sexual activity.
  - Religious activity or beliefs.
  - Political activity or beliefs.
- The child is in need of hospitalization and is expected to benefit from hospitalization.
- An appropriate, less restrictive alternative to hospitalization is not available.

The placement of any child in Medicaid-funded psychiatric facilities requires a certification of need for the inpatient psychiatric services. Either the local Community Mental Health, for elective admissions, or the psychiatric hospital for emergency and urgent admissions will handle the certification if MA reimbursement is expected.

#### **INSTITUTIONAL PLACEMENTS OF YOUTH UNDER AGE OF 10 YEARS**

Placement of children less than ten years of age in residential or other institutional settings of any kind requires written approval of placement by the Field Operations Administration/Urban Field Operations offices. Approvals will not be granted for periods of more than three months.

#### **Pre-Ten Waiver Requests**

Requests are to be submitted by local office management directly to the Field Operations Administration/Urban Field Operations offices. Response will be provided within five working days from receipt of the request. No pre-ten waiver requests will be approved until available services have been exhausted.

Requests must include:

- The DHS-396, Residential Placement Exception Request addressing the following:
  - The basis for the request summarizing the past placement history, previous services provided and the long range plan.
  - A detailed description of assisted care, Wraparound or other interventions that have been used to maintain this child in the community.
  - A list of all other residential programs contacted for placement.
  - A description of the services provided by the selected residential program that will meet the specific needs of the child.
- A copy of the ISP or most recent USP, whichever is most current, in order to provide an adequate assessment of the current level of functioning.
- Recent psychological and/or psychiatric material, if available.
- Results of fetal alcohol spectrum disorder (FASD) pre-screening; see [FOM 722-6, FETAL ALCOHOL SPECTRUM DISORDER ASSESSMENT](#).
- A letter from a doctor of therapist or a copy of the Permanency Planning Conference Report recommending residential placement for the child.
- A completed and signed DHS-626, Foster Care Payment Authorization.

### Pre-Ten Waiver Requests Areas of Dysfunction

The waiver request, and supporting documentation, must demonstrate dysfunction in each of the following areas:

#### School

- **School:** In addition to the material noted above provide a school report document such as an IEPC or an independent professional evaluation supporting the contention that a serious school problem exists.

Residential care for preschool age children will rarely be approved. However, if such a placement seems indicated, document non-organic developmental delays that would be addressed by the residential treatment process.

## Community

- **Community:** Difficulties within the community may be documented by an ISP, USP/PWSP. Indicators of dysfunction may include contacts with law enforcement agencies or dysfunctional peer relationships within the school or neighborhood settings.

## Family

- **Family:** The child's behavior that precludes a placement in a family setting must be clearly documented in the ISP or USPs. A thorough assessment to support the decision that a foster family setting cannot provide for the child or a placement history (with appropriate replacement narratives) of failed foster family settings must be provided.
- To authorize payment to the residential facility, workers must pend the payment authorization on SWSS FAJ and submit the DHS-626 (RFF 626) to Foster Care Payments, Suite 501, in the Grand Tower. It will be necessary to attach a copy of the approval memo from the Foster Care Program Office with the DHS-626.

**Note:** Payments will only be authorized on SWSS FAJ to the waiver end date or the redetermination end date.

### Emergency Institutional Placements for Pre-Ten Year Olds

Although it is expected that the placement process will allow adequate time to obtain the necessary waiver prior to placement, an exception process may be utilized in those instances where a child is a clear danger to self or others and an emergency placement including inpatient psychiatric hospitalization, is needed. This exception may be granted for a period not to exceed 30 calendar days from the date of placement.

The request must be made prior to placement by telephone to Field Operations Administration/Urban Field Operations offices. If verbal approval for placement is given, the written documentation required above must be submitted within the 30 calendar day exception period.

### Pre-Ten Placement Extension Request

Pre-ten placement extension requests for periods up to but not exceeding six months must be submitted to the Field Operations Administration/Urban Field Operations offices prior to the expiration of the previously granted requests. **The payment authorization to the provider will end at the expiration of the previous waiver, unless this procedure is followed; see Note above.** There is no provision to extend approval beyond an initial 30 calendar days for residential shelter.

Placement extension requests require:

- The DHS-396, Residential Placement Exception Request outlining the reasons more time is required to achieve treatment objectives and the progress the child is making.
- The most recent service plan from the residential provider.

- Documentation of the specific efforts being made to return the child to a family setting, including the projected time frame for the movement to a less restrictive setting.
- Any additional documentation supporting the need for continued residential placement.
- A completed and signed DHS-626.

### **Placement Limitations for Jail, Correctional or Detention Facilities**

Secure detention or jail is not to be used as a placement for neglect/abuse wards or MCI (Act 220 and Act 296) wards, unless a delinquency complaint or petition has been filed or an adult criminal charge has been issued and youth has been placed in jail, and the judge has issued an order for detention.

Upon receiving information that a foster child has been detained and placed into a jail or detention facility, the foster care worker will take the following action:

- If a foster care child is placed in jail or a detention center **without** a delinquency charge and signed court order or adult criminal charge, the foster care worker will move the child to a foster care placement as soon as practical but in all cases within five calendar days, unless the court orders otherwise over the foster care worker's objection.
- If a foster care child is placed in jail or a detention center **with** a delinquency charge or adult criminal charge and the court disposition is an order to return the child to foster care, the foster care worker will move the child to a foster care placement as soon as practical but in all cases within five calendar days, unless the court orders otherwise over the foster care worker's objection.

All activity and contacts must be documented within the current case service plan (ISP/USP/PWSP).

### **REPLACEMENTS**

Every reasonable effort must be made to maintain the stability of a foster care placement. If a child's needs are met in the current placement, the child must not be removed solely for the purpose of achieving a "more successful" placement based on the placement selection criteria.

The replacement of an Indian child must follow the established placement priorities in NAA 215, Placement Priorities for Indian Child(ren) and the policies within NAA 220, Placement/Replacement of Indian Child(ren).

### **Notice of Replacement**

If the child's needs are not met or the current placement is considered harmful to the child, replacement may be necessary. Child Placing Agency Rule 400.12405 requires that the caregiver be notified of the intent to move the child 14 days prior to the intended date of the move,



unless the child's health and safety is jeopardized. Use form DHS-30, Foster Parent Notice, to notify the caregiver and the Foster Care Review Board of the intent to move the child.

### Reasons for Replacement

A child's placement may be changed if any of the following circumstances exist:

1. The foster parent or relative caregiver requests that the child be moved.
2. The court with jurisdiction orders the child to be returned home.
3. The change in placement is less than 30 calendar days after the child's initial removal from his or her home.
4. The change in placement is less than 90 calendar days after the initial placement and the new placement is with a relative.
5. The supervising agency has reasonable cause to believe that the child has suffered sexual abuse, or non-accidental physical injury, or there is substantial risk of harm to the child's emotional well-being within the foster parent/relative caregiver's home.

When a worker believes that the child is being abused or neglected, a CPS complaint must be made immediately. A licensing complaint must also be made; see [FOM 722-13](#), New Complaints. The following procedures must be followed:

- If the foster care worker believes that the child is at a substantial risk in the home, the child must be moved immediately.
- The assigned CPS worker will do an investigation to determine if there is any evidence of abuse or neglect. If there is substantial evidence that the child is at risk, the child will be immediately moved, if the move has not already taken place.
- The CPS investigation disposition must be noted in the child's foster care service plan. Disposition of the complaint includes whether the complaint was investigated **and** whether there was a preponderance of evidence finding.
- The supervising agency must also include documentation of the reason for the replacement in the child's foster care service plan; see Case Record Documentation below.

The foster parent/caregiver still has the option of appealing the decision to the Foster Care Review Board. **The appeal does not stop the move.**

6. It is determined that it is in the child's best interest to be moved.

When the placement of the child with a particular caregiver is not meeting the child's needs, the worker with his/her supervisor must determine if it is in the child's best interest to remain in the placement. Local office policy may dictate that others are involved in this decision. The first-line supervisor must review these particular moves, in order to prevent unnecessary moves, and appeals to the Foster Care Review Board. R 400.12405 (2) (b) require supervisory approval before a change of placement is made.

**Note:** If the child is an MCI/state ward and the current foster parent/relative caregiver expresses either a verbal or written interest in adopting the child, the MCI Superintendent must be consulted prior to the replacement.

**Foster Parent/  
Relative Caregiver  
Appeal to the  
Foster Care  
Review Board**

If reasons #1-4 above apply, the foster parent/caregiver does not have the right to appeal to the Foster Care Review Board the move of the child from their home.

If the change in placement is for reasons #5 or #6, the supervising agency is required to:

1. Notify (by phone) the State Court Administrative Office, Foster Care Review Board (FCRB) program of the proposed change.
2. Notify the foster parent/caregiver of the intended change of placement and inform them of the following:
  - Of the right to appeal the proposed change to the Foster Care Review Board within three business days of receipt of notice.
  - Of the need to call the Foster Care Review Board at 1-888-866-6566.
  - Of the need to transmit a written appeal to the Foster Care Review Board hearing.

Use Form DHS-30 to notify the caregiver and the Foster Care Review Board of the intent to move a child.

**Important - When  
Replacement Is  
NOT Appealed**

If the foster parent/relative caregiver does not appeal the move after three business days from the receipt of the notice, the child may be moved (MCL 712A.13b(2)(c)). To comply with Child Placing Agency Rule 400.12405, the agency should not move the child for 14 days after notice. This gives the foster parent/relative caregiver and the child time to transition to the next placement. If prior notice is not given, the agency must notify the foster parent/relative caregiver, at the time of the change, why prior notice was not given.

If the child is to be moved for reason #5 above, the move is to be done immediately; regardless of the foster parent/relative caregiver appeal.

When the child is being moved for reason #6 above, the child is **not** to be moved pending the outcome of the appeal process and a decision has been made by either:

- The Foster Care Review Board concurring with the decision to move the child.
- The court ordering the child to be moved.
- In the case of an MCI state ward, a decision is made by the MCI Superintendent.

### Appeal Process

Once the Foster Care Review Board has received an appeal, it will notify the supervising agency (either DHS or the private agency) of the appeal. The following steps should be taken if the foster parent/relative caregiver has made an appeal.

- When the current placement is with a placement agency foster care provider, the agency is to notify DHS by phone within 24 hours of the foster parent/relative caregiver's appeal.
- Prior to the Foster Care Review Board investigation, the supervising agency is to again review the decision to remove the child and respond back to the Foster Care Review Board with the justification for the change in placement and any other relevant information. If the supervising agency informs the Foster Care Review Board that the child will not be moved and the issues have been resolved, an investigation will not take place.
- The Foster Care Review Board will conduct an investigation within seven days of receiving the appeal from the foster parent/relative caregiver. The board will investigate the reasons for the move.
- Within three days after the investigation, the Foster Care Review Board will supply their findings and recommendations to the foster parent/relative caregiver, the parents, the supervising agency and the MCI superintendent, if the ward is an MCI/state ward.
- If the Foster Care Review Board finds that the proposed move is in the best interest of the child, the child will be moved.
- If the Foster Care Review Board's finding is contrary to the supervising agency's recommendation, the child will remain in the placement, (except when the child was removed from the foster home for reason #5), until such time as the court or MCI superintendent has rendered an order or a decision regarding the child's placement.

**Temporary Wards**

- For temporary wards, the Foster Care Review Board will notify the court with jurisdiction of the disagreement.
- The court is required to schedule a hearing not less than seven days, and no more than 14 days, after receiving the notice of disagreement from the FCRB.
- The court must notify the foster parent/caregiver, all interested parties and the prosecutor's office of the hearing.
- At the hearing, the court will take testimony from all interested parties and evidence will be considered. The court will make a finding on the record regarding the child's placement.
- If the court finds that it is in the best interest of the child to be moved, it will enter an order authorizing placement of the child elsewhere. If the court believes that the child should remain in the same placement, it will enter an order continuing the placement. The court may also order that the child be returned to the foster parent/relative caregiver, even if the child has been removed from the home for abuse or neglect.

**Note: A court order that orders a child to be moved, remain in the same placement and/or specifies placement eliminates title IV-E eligibility for that child with the exception of cases where the court has heard all parties and then makes a placement decision; see [FOM 722-1](#), and [FOM 902](#), Specification in Court Orders.**

**MCI/State Wards**

- In the case of an MCI state ward, the FCRB will notify the MCI superintendent of the disagreement.
- Within 14 days of receipt of the notification of disagreement, the MCI superintendent must make a decision regarding placement and notify the foster parent/relative caregivers and the supervising agency of the decision.
- If the MCI superintendent decides that the child should be moved, Section 24 of the Adoption Code (MCL 710.24) allows the foster parent/relative caregiver to file a Section 45 motion, (MCL 710.45) accompanied by a petition to adopt, which alleges that the decision to deny their request for consent to adopt the child was made arbitrarily and capriciously; see ADM 732-32. If the MCI superintendent has denied the foster parents's request for consent to adoption, inform the Foster Care Review Board when notifying them of the intent to move the child. The Foster Care Review Board will not review these appeal requests. They will inform the foster parent/relative caregiver that they must contact the MCI superintendent or an attorney regarding their options.

**REPLACEMENT  
PRIORITIES**

When it is necessary to replace a child, first consideration shall be given to returning the child to the parent or placing the child with siblings or with a suitable relative. If return of the child to the parents or placement with siblings or a suitable relative is not appropriate, the worker must document the foster home replacement in the case record using the DHS-69, Foster Care Action Summary; see [FOM 722-9C](#).

**Replacement  
Documentation**

The DHS-69, Foster Care Action Summary, is contained within the SWSS FAJ placement module. The replacement documentation must be completed prior to replacement and must include: (Rule 400.12405)

- Reasons for the replacement and why the child was not returned to the parent(s) or placed with siblings or suitable relative.
- Supervisory approval before the replacement, unless the child's health and safety is jeopardized.
- The efforts made by the worker to contact appropriate relative family members.
- The evaluation of the appropriateness of continued out-of-home placement.
- Replacement preparations appropriate to the child's capacity to understand which includes an explanation as to why the change is necessary; see [FOM 722-2](#), Placement Preparation.
- Notification of the replacement to the parents if appropriate.
- Notification to the DHS local office, if a private agency is supervising the case.
- Disposition and documentation of any CPS investigation must be included in the case file, if appropriate.
- Documentation that the foster parent/relative caregiver was notified of the replacement at least 14 calendar days prior to the move and that they were informed of their ability to appeal the move to the FCRB. If prior notice was not given, document the reasons why.
- Information about the child, including case plans, shared with the new provider, See [FOM 722-4](#), Information to be Provided for all required information that must be given to the new foster parent/relative caregiver.

If the replacement is an emergency change of placement, the documentation outlined above must be completed within 14 calendar days from the change in placement.

The DHS-69, Foster Care Action Summary, must also be completed:

- Whenever a child is moved, regardless if placement is with a relative, siblings or home.
- When a child's case is transferred from foster care to adoption, even if the adoptive home is the same home as the foster care placement.

**Documentation of  
Placement  
Selection Criteria**

In a planned replacement, the original placement selection criteria apply. If a child's needs have changed, written re-evaluation of the placement selection criteria is required in the USP.

**Notification to  
Court and Child's  
Lawyer Guardian  
Ad Litem**

Michigan Public Act 201 of 2008 requires the child placing agency to notify the court with jurisdiction over the child and the child's lawyer guardian ad litem of the change in placement for foster children. Notification is required prior to the placement change. The DHS-867, Notification to Court of Jurisdiction and Child's Lawyer Guardian Ad Litem is to be used for the notification process. The DHS-867 must include the following information:

- The reason for the change in placement, as indicated in the DHS-30, Foster Parent Notification.
- The number of times the child's placement has been changed.
- Whether or not the child will be required to change schools.
- Whether or not the change will separate or reunite siblings or affect sibling visitation.
- Outline of sibling visitation plan.

**PUBLICATION 457,  
RELATIVE  
CAREGIVER  
RESOURCES &  
RESPONSIBILITIES**

CPS workers must provide DHS Publication 457, "Relative Caregiver Resources & Responsibilities" to relatives anytime a placement is made. The CPS worker must document in the SWSS 5-day packet that the pamphlet was given to the relative caregiver.

Publication 457, "Relative Caregiver Resources & Responsibilities" is a pamphlet providing critical information to relatives considering or accepting the court-ordered placement of a child in their home. This pamphlet outlines reporting requirements and other responsibilities for the relative caregiver and provides information about day care, WIC, medical and financial assistance.

Foster care workers must provide Publication 457 to a relative caregiver at the time a placement or replacement is made. The foster care worker **must** document in the DHS-69, Foster Care Action Summary that the pamphlet was given to the relative caregiver. In all situations, Publication 457 must be given to the relative caregiver no later than the time of placement of a child. Distribution of the pamphlet prior to placement, (for example, during a home study or permanency planning conference) is encouraged.

**Note:** Where an ongoing foster care placement of a child with a foster family is successful, the child must not be removed from the foster home solely on the basis of race.

See [FOM 722-2](#), Placement Preparation for the documentation requirements in an initial placement.

#### **AWOLP - CHILDREN ABSENT WITHOUT LEGAL PERMISSION PLACEMENT**

##### **Direct Service Case**

Foster parent/relative caregivers, parents and residential facility staff must **immediately** (within one hour) notify law enforcement agencies (state police, local police or the sheriff's department) and the supervising agency when a ward under their care fails to return at the expected time.

The local office must establish procedures to implement this policy during non-working hours. The foster care worker must be notified the next working day.

##### **Notification**

Within 24 hours of notification, the foster care worker or local office designee must notify:

- The court of jurisdiction.
- The parents, if appropriate.
- Lawyer-guardian ad litem (LGAL).

##### **Foster Care Worker Responsibilities**

The foster care worker or local office designee must take the following action within 24 hours/one business day of notification:

- Update SWSS FAJ:
  - Child Information - enter/update Child's Characteristics.
  - Placement:
    - Change living arrangement to 20 - AWOLP

- Indicate Reason for Absence:
  - Never in care.
  - Abduction.
  - Location known, but not approved.
  - Runaway.
- Indicate risk to the child with narrative:
  - Is at serious risk.
  - Is 11 years of age or younger.
  - Foul play is suspected.
  - None of the above
- Indicate special circumstances, for example, child should not be placed on the Web and reasons why.
- List possible locations where the child may be found.
- Document action taken to find child.
- Enter contact name for local law enforcement.
- Payment Module - end payment for placement according to FOM 903-7, Placement Interruptions.
- Complete the DHS - 3198A, "The Unauthorized Leave Report to the Court/Law Enforcement".
  - Send one copy to the court.
  - Send/Take the second copy of the DHS-3198A to the local law enforcement to ensure that the child/youth is entered on the Law Enforcement Information Network (LEIN) as MISSING and ENDANGERED.
  - Retain copy in the case file.
- Confirm that child has been entered on LEIN and document in case file. If local law enforcement refuses to place child on LEIN, the worker must document in case record and forward information to the Child Locator Centralized Unit.

**Child Locator  
Centralized Unit  
Action**

The Child Locator Centralized Unit will:

- Receive email notification generated by SWSS FAJ that child is AWOLP.
- Review the electronic case record for completeness of file.



- Determine if child information will be placed on the [Child Locator Web site](#).
- Notify local office via reply email of determination or need for additional information.

**Note:** Not all children in AWOLP placement will be placed on the Child Locator Web site. In general, information about the following children will not be placed on the Web:

- Youth age 18 years and older.
- Youth age 17 where placement is known but not approved.
- Child with an open juvenile justice case.

Circumstances may allow exceptions.

### **AWOLP Diligent Search**

As soon as possible, but within 48 hours/two business days of notification, the foster care worker must commence a diligent search for the child. Actions required are:

- Review any available DHS case records/SWSS FAJ records to identify information on the potential location of child/youth (family members, unrelated caregiver, friends, known associates, churches, neighborhood center, etc.).
- Contact the school that the child last attended. Verify that the child is not in attendance and determine if there are friends/teachers of the child who may have information.
- Contact the local school district office(s) to determine if child has enrolled in a new school.
- Complete automated systems checks to search for child or known family members (Bridges, Secretary of State, LEIN).
- Review Medical Passport and medical records in case file and determine if there are:
  - Outstanding medical needs and contact physician.
  - Medication needs and contact pharmacy.
- Document results of all contacts.

The foster care worker or local office designee must notify the court and law enforcement of the results from the search.

### **Ongoing AWOLP Diligent Search**

At a minimum, the foster care worker must repeat a diligent search during every reporting period. The worker must document all efforts to locate a child and any child-initiated contacts in the case record using

the AWOLP Locator Checklist. This information must also be documented in the USP/PWSP and court reports.

The foster care worker must continue to notify law enforcement of any new information to aid in their efforts to locate the youth.

**Purchase of  
Service Case**

Immediately, within one hour, foster parents, parents and residential facility staff must notify law enforcement agencies and their supervising agency when a foster child under their care fails to return at the expected time.

Immediately, within one hour of notification, the supervising agency must file a missing person report with the local law enforcement.

Immediately, within one hour of notification, the supervising agency must notify the DHS children's services monitoring specialist, or designee, of the child's AWOLP status.

The placement agency foster care provider must establish procedures to implement this policy during non-working hours. The foster care worker must be notified the next working day.

Within 24 hours of notification, the supervising agency must notify the:

- Court of jurisdiction.
- Parents, if appropriate.
- Lawyer Guardian ad litem.

Within 24 hours/1 business day of notification, the supervising agency must:

- Document action taken to find the child.
- Notify the DHS monitoring worker of any additional information.
- Forward a copy of the DHS-3198A to the local law enforcement to ensure that the child/youth is entered on LEIN as MISSING and ENDANGERED.
- Forward copy of the DHS-3198A to the court.
- Forward a copy of the DHS-3198A and the child's current photo to the DHS monitoring worker.

Within 24 hours/one business day of receipt of the DHS-3198A, the DHS monitoring worker or designee must:

- Update information in SWSS FAJ (see above).
- Confirm that child has been entered in LEIN and document in case.

	<ul style="list-style-type: none"> <li>• Provide any information needed by the Centralized Unit for the Child Locator Web site.</li> </ul>
Supervising Agency Diligent Search	<p>Within 48 hours/two business days of notification, the supervising agency must commence a diligent search for the child by the following actions:</p> <ul style="list-style-type: none"> <li>• Review case record to identify information on the potential location of child/youth (family members, unrelated caregiver, friends, known associates, churches, neighborhood center, etc.).</li> <li>• Contact the school that the child last attended. Verify that the child is not in attendance and determine if there are friends/teachers of the child who may have information.</li> <li>• Contact the local school district office(s) to determine if child has enrolled in a new school.</li> <li>• Review Medical Passport and medical records in the case file and determine if there are: <ul style="list-style-type: none"> <li>• Outstanding medical needs and contact physician.</li> <li>• Medication needs and contact pharmacy.</li> </ul> </li> <li>• Document efforts in the department file.</li> <li>• Forward any new results of contacts to the court, law enforcement and the DHS monitoring worker.</li> </ul>
DHS Monitoring Worker Diligent Search	<p>As soon as possible, but within 48 hours/two business days of notification, the DHS monitoring worker or designee must commence a diligent search for the child by the following actions:</p> <ul style="list-style-type: none"> <li>• Complete automated systems checks to search for child or known family members (BRIDGES, Secretary of State and LEIN).</li> <li>• Review any additional DHS case records/SWSS FAJ records to identify information on the potential location of child/youth (family members, unrelated caregiver, friends, known associates, churches, neighborhood centers, etc.). Forward any new information to the court, law enforcement and the supervising agency.</li> </ul>
Diligent Search Repeated	<p>At a minimum, the supervising agency and the DHS monitoring worker must repeat a diligent search during every reporting period. The workers must document all efforts to locate a child and any child-initiated contacts using the AWOLP Locator Checklist. This information must also be documented in the USP/PWSP and court reports.</p> <p>The foster care worker must continue to notify law enforcement of any further new information.</p>

**EXHIBIT,  
OFFENSES**

The offenses in Exhibit I are from the BCAL administrative rules concerning the good moral character requirements (R 400.1152). The automated monthly criminal history process matches "named caregivers" who have been convicted of the offenses each month.

**Abduction,  
Abortion, Adult  
Foster Care  
Facility, Attempt To**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.12	Abduction - taking a woman with intent to marry.
750.14	Abortion.
400.7311	Adult foster care facility - general violations.
400.71313-A	Adult foster care facility - operating without a license.
333.7407A	Attempt to violate to knowingly or intentionally solicit, induce, to intimidate another person to violate part.

**Alcohol**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
436.19132-B	Alcohol - allowing consumption in unlicensed commercial establishment.
436.19131	Alcohol - furnishing place for consideration.
436.1901	Alcohol - manufacture, sale or traffic in without license.
436.1203	Alcohol - sale/delivery/importing without a license.
436.17012	Alcohol - selling/furnishing to minor causing death.

**Arson**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.72-A	Arson - dwelling house.
750.72-B	Arson - dwelling house curtilage.
750.75	Arson - insured property.
750.80	Arson - mines.
750.741C1	Arson - personal property - \$1,000.00 or more but less than \$20,000/00.
750.741D2	Arson - personal property - \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense notice.
750.741D1	Arson - personal property - \$20,000.00 or more.
750.741C2	Arson - personal property - \$200/00 or more but less than \$1,000.00 - second or subsequent offense.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.771C1	Arson - preparation to burn property - \$1,000.00 or more but less than \$20,000.00.
750.771D2	Arson - preparation to burn property - \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense notice.
750.771D1	Arson - preparation to burn property - \$20,000.00 or more.
750.771C2	Arson - preparation to burn property - \$200.00 or more but less than \$1,000.00 - second or subsequent offense notice.
750.73	Arson - real property.
750.78	Arson - woods and prairies.

### Assault

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.90BB	Assault - pregnant individual - causing great bodily harm to embryo/fetus.
750.90BA	Assault - pregnant individual - causing miscarriage/stillbirth.
750.90BD	Assault - pregnant individual - causing physical injury to embryo/fetus.
750.90BC	Assault - pregnant individual - causing serious injury to embryo/fetus.
750.90A	Assault - pregnant individual - intentionally causing miscarriage/stillbirth.
750.81	Assault or assault and battery.
750.82	Assault with a dangerous weapon (felonious assault).
750.87	Assault with intent to commit a felony.
750.84	Assault with intent to do great bodily harm less than murder.
750.86	Assault with intent to maim.
750.83	Assault with intent to murder.
750.89	Assault with intent to rob while armed.
750.88	Assault with intent to rob while unarmed

### Bank Robbery, Blue Sky Laws, Breaking and Entering, Bribery, Burglary

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.531A	Bank robbery.
451.501	Blue sky laws - fraudulent schemes/statements.
451.502A	Blue sky laws - investment advisor fraud.
451.804	Blue sky laws - willful false statements.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.110	Breaking and entering - a building with intent.
750.111	Breaking and entering - entering without breaking with intent.
750.124	Bribery - athletes.
750.119	Bribery - jurors/others.
750.120	Bribery - jurors/others accepting.
750.121	Bribery - public officers to influence contract.
750.112	Burglary with explosives.

**Carjacking, Child  
Abuse, Child Care,  
Child Sexually  
Abusive, Children**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.529A	Carjacking.
750.136B2	Child abuse - 1st degree.
750.136B3	Child abuse - 2nd degree.
750.136B4	Child abuse 3rd degree.
750.136B5	Child abuse - 4th degree.
722.119A	Child care - family dare care home/too many children.
722.1251A	Child care organizations - smoking violations.
722.1251B	Child Care Organizations - Violations.
750.145C2	Child sexually abusive commercial activity.
750.145C3	Child sexually abusive activity - distributing or promoting.
750.135	Children - abandonment.
722.6332	Children - abuse - failure to report.
722.6333	Children - abuse - dissemination of confidential information.
722.6334	Children - abuse - maintaining a report that should be expunged.
722.6335A	Children - abuse - intentional false report - misdemeanor.
750.145B	Children - accosting for immoral purposes 2nd offense.
750.150	Children - concealing death of infant child.
750.145	Children - contributing to delinquency.
722.677	Children - displaying obscene matter to.
722.675	Children - distributing obscene matter to.
409.114A	Children - employing in child abusive activity.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.143	Children - exhibiting obscenity to.
750.140	Children - exhibition.
750.142	Children - furnishing obscenity to.
722.151B	Children - harboring runaways.
750.138	Children - interference with juvenile court custody.
750.144	Children - unlicensed boarding homes.

### Civil Rights, Computers, Contractor

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.147A	Civil rights - credit discrimination.
750.147	Civil rights - denial of accommodations.
750.145D2A	Computers - internet - communicating with another to commit crime - maximum imprisonment less than 1 year.
570.1110B	Contractor - false sworn statements over \$100.00.
570.152	Contractor - fraudulent use of building contract fund.

### Controlled Substance

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
333.74131	Controlled substance - 2nd offense notice - life.
333.74132	Controlled substance - 2nd offense notice double penalty.
333.7407A1-A	Controlled substance - attempt - felony.
333.74022A	Controlled substance - creation/delivery of a counterfeit substance (narcotic).
333.74022B	Controlled substance - creation/delivery of a counterfeit substance (non-narcotic).
333.74022C	Controlled substance - creation/delivery of a counterfeit substance (schedule 4).
333.74022D	Controlled substance - creation/delivery of a counterfeit substance (schedule 5).
333.74022E	Controlled substance - creation/delivery of an analogue.
333.74102-A	Controlled substance - delivery on school property (narcotics or cocaine) less than 50 grams.
333.7401A	Controlled substance - delivery to commit criminal sexual conduct.
333.74101-E	Controlled substance - delivery to minor (added to schedule 4 by board rule).
333.74101-A	Controlled substance - delivery to minor (narcotic or cocaine) less than 50 grams.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
333.74101-B	Controlled substance - delivery to minor (non-narcotic) (schedules 1, 2, and 3 except marijuana and cocaine).
333.74101-C	Controlled substance - delivery to minor (non-narcotic) (substance added to schedules 1, 2, & 4 by rule).
333.74101-D	Controlled substance - delivery to minor (schedule 4 and marijuana).
333.74101-F	Controlled substance - delivery to minor (schedule 5).
333.74012C-B	Controlled substance - delivery/manufacture (added to schedule 4 by board rule).
333.74012A2	Controlled substance - delivery/manufacture (narcotic or cocaine) 225 to 649 grams.
333.74012A3	Controlled substance - delivery/manufacture (narcotic or cocaine) 50 to 224 grams.
333.74012A1	Controlled substance - delivery/manufacture (narcotic or cocaine) 650 or more grams.
333.74012A4	Controlled substance - delivery/manufacture (narcotic or cocaine) less than 50 grams.
333.74012B-A	Controlled substance - delivery/manufacture (non-narcotic) (schedules 1, 2, and 3 except marijuana and cocaine).
333.74012B-B	Controlled substance - delivery/manufacture (non-narcotic) substance added to schedules 1, 2, & 3 by rule).
333.74012C-A	Controlled substance - delivery/manufacture (schedule 4).
333.74012D	Controlled substance - delivery/manufacture (schedule 5).
333.74012D1	Controlled substance - delivery/manufacture 45 kilograms of marijuana.
333.74012D11	Controlled substance - delivery/manufacture 5-45 kilograms of marijuana.
333.74012D3	Controlled substance - delivery/manufacture of marijuana.
333.74133	Controlled substance - delivery/possession with intent to deliver on school property (narcotic or cocaine) less than 50 grams - 2nd offense notice.
333.73413	Controlled substance - imitation manufacture or distribution.
333.7416	Controlled substance - inducing a minor to commit a felony.
333.74032A1	Controlled substance - possession (narcotic or cocaine) 650 or more grams.
333.74032A2	Controlled substance - possession (narcotic or cocaine) 225 to 649 grams.
333.74032A3	Controlled substance - possession (narcotic or cocaine) 50 to 224 grams.
333.74032A4	Controlled substance - possession (narcotic or cocaine) 25 to 50 grams.
333.74032A5	Controlled substance - possession (narcotic or cocaine) less than 25 grams.
333.74032B-B	Controlled substance - possession (non-narcotic /substance added to schedules 1, 2, 3, or 4 by rule).
333.74104-A	Controlled substance - possession on school property (narcotic or cocaine) less than 25 grams.
333.74104-B	Controlled substance - possession on school property schedules 1, 2, 3, 4.
333.74103	Controlled substance - possession with intent to deliver on school property (narcotic or cocaine) less than 50 grams.
333.74032B-A	Controlled substance - possession/analogues.
333.74071G	Controlled substances - counterfeit prescription form.



Good Moral Character Offenses	
Criminal Code	Criminal Code Description
333.17766A4	Controlled substances - counterfeit steroids - delivery.
333.74071E	Controlled substances - counterfeiting implements.
333.74071F	Controlled substances - disclosing prescription information.
333.74072	Controlled substances - failure to keep records.
333.74071D	Controlled substances - false reporting.
333.74071A	Controlled substances - licensee/distribute without order form.
333.74071C	Controlled substances - obtaining by fraud.
333.17766A2-A	Controlled substances - steroids possession - 2nd offense.
333.74071B	Controlled substances - use a fictitious license number.
333.17766A3	Controlled substances - steroids - delivery.

**Crime Victim  
Services, Criminal  
Sexual Conduct**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
18.3661B1	Crime victim services - false claim award - \$200.00 or more but less than \$1,000.00.
18.3661B2	Crime victim services - false claim award - less than \$200.00 - second or subsequent offense notice.
750.520G1	Criminal sexual conduct - assault with intent to commit sexual penetration.
750.520B1D	Criminal sexual conduct - first degree (accomplices).
750.520B1C	Criminal sexual conduct - first degree (during felony).
750.520B1G	Criminal sexual conduct - first degree (injury to incapacitated victim).
750.520B1H	Criminal sexual conduct - first degree (mentally disabled - relationship).
750.520B	Criminal sexual conduct - first degree (multiple variables).
750.520B1A	Criminal sexual conduct - first degree (person under thirteen).
750.520B1F	Criminal sexual conduct - first degree (personal injury).
750.520B1B	Criminal sexual conduct - first degree (relationship).
750.520B1E	Criminal sexual conduct - first degree (weapon used).
750.520E1A-A	Criminal sexual conduct - fourth degree - victim between 13-16.
750.520E1A	Criminal sexual conduct - fourth degree (force or coercion).
750.520E1B	Criminal sexual conduct - fourth degree (incapacitated victim).
750.520E1G	Criminal sexual conduct - fourth degree (incest).
750.520E1E-A	Criminal sexual conduct - fourth degree (mental health professional).
750.520E	Criminal sexual conduct - fourth degree (multiple variables).
750.520E1F-A	Criminal sexual conduct - fourth degree (student).

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.520C1D	Criminal sexual conduct - second degree (accomplices).
750.520C1C	Criminal sexual conduct - second degree (during felony).
750.520C1G	Criminal sexual conduct - second degree (injury to incapacitated victim).
750.520C1H	Criminal sexual conduct - second degree (mentally disabled - relationship).
750.520C	Criminal sexual conduct - second degree (multiple variables).
750.520C1A	Criminal sexual conduct - second degree (person under thirteen).
750.520C1F	Criminal sexual conduct - second degree (personal injury).
750.520C1B	Criminal sexual conduct - second degree (relationship).
750.520C1E	Criminal sexual conduct - second degree (weapon used).
750.520G2	Criminal sexual conduct - second degree assault.
750.520D1B	Criminal sexual conduct - third degree (force or coercion).
750.520D1C	Criminal sexual conduct - third degree (incapacitated victim).
750.520D1D	Criminal sexual conduct - third degree (incest).
750.520D	Criminal sexual conduct - third degree (multiple variables).
750.520D1A	Criminal sexual conduct - third degree (person thirteen through fifteen).

**Disorderly Person,  
Domestic Violence,  
Drugs**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.1671B	Disorderly person - common prostitute.
750.1671C	Disorderly person - window peeper.
750.812	Domestic violence.
750.81A2	Domestic violence - aggravated.
750.81A3	Domestic violence - aggravated - second offense notice.
750.813	Domestic violence - second offense.
750.814	Domestic violence - third offense notice.
750.16	Drugs or medicine/adulterating to injure.
750.141A5	Drugs/alcohol consumption by minors - allowing on premises - 2nd offense notice.
750.141A2	Drugs/alcohol consumption by minors - allowing on premises.

**Embezzlement,  
Enticing,  
Ephedrine,  
Extortion**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.176	Embezzlement - administrator, executor, or guardian.
750.1744A	Embezzlement - agent or trustee \$1,000.00 or more but less than \$20,000.00.
750.1745B	Embezzlement - agent or trustee \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense notice.
750.1745A	Embezzlement - agent or trustee \$20,000.00 or more.
750.1743A	Embezzlement - agent or trustee \$200.00 or more but less than \$1,000.00.
750.1744B	Embezzlement - agent or trustee \$200.00 or more but less than \$1,000.00 - second or subsequent offense notice.
750.1742	Embezzlement - agent or trustee less than \$200.00.
750.1743B	Embezzlement - agent or trustee less than \$200.00 second or subsequent offense notice.
750.1773A	Embezzlement - by chattel mortgagor - \$1,000.00 or more but less than \$20,000.00.
750.1772B	Embezzlement - by chattel mortgagor - \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense notice.
750.1772A	Embezzlement - by chattel mortgagor - \$20,000.00 or more.
750.180	Embezzlement - financial institutions.
750.1814A	Embezzlement - jointly held property - \$1,000.00 or more but less than \$20,000.00.
750.1815B	Embezzlement - jointly held property - \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense notice.
750.1815A	Embezzlement - jointly held property - \$20,000.00 or more.
750.1814B	Embezzlement - jointly held property - \$200.00 or more but less than \$1,000.00 - second or subsequent offense notice.
750.1783A	Embezzlement - mortgaged/leased property - \$1,000.00 or more but less than \$20,000.00.
750.1782B	Embezzlement - mortgaged/leased property - \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense.
750.1782A	Embezzlement - mortgaged/leased property - \$20,000.00 or more.
750.1783B	Embezzlement - mortgaged/leased property - \$200.00 or more but less than \$1,000.00 - second or subsequent offense notice.
750.174A3A	Embezzlement - person in relationship of trust with vulnerable adult - \$200.00 or more but less than \$1,000.00.
750.174A2	Embezzlement - person in relationship of trust with vulnerable adult - less than \$200.00.
750.174A3B	Embezzlement - person in relationship of trust with vulnerable adult - less than \$200.00 - second or subsequent offense notice.
750.175	Embezzlement - public official over \$50.00.
750.179	Embezzlement - railroad tickets.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.182	Embezzlement - warehouses.
750.13	Enticing female under thirteen for immoral purposes.
333.17766C1	Ephedrine - possession/more than 10 grams.
750.213	Extortion.
750.214	Extortion - by public officers.

**False Pretenses,  
Financial  
Transaction  
Device, Food,  
Food Stamps**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.2184A	False pretenses - \$1,000.00 or more but less than \$20,000.00.
750.2185B	False pretenses - \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense notice.
750.2185A	False pretenses - \$20,000.00 or more.
750.2183A	False pretenses - \$200.00 or more but less than \$1,000.00.
750.2184B	False pretenses - \$200.00 or more but less than \$1,000.00 - second or subsequent offense notice.
750.2182	False pretenses - less than \$200.00.
750.2183B	False pretenses - less than \$200.00 - second or subsequent offense notice.
750.157S1B1	Financial transaction device - use of revoked or cancelled to obtain goods \$100.00 or more but less than \$500.00.
750.157S1A2	Financial transaction device - use of revoked or cancelled to obtain goods less than \$100.00 second or subsequent offense notice.
750.157W1A	Financial transaction device - fraudulent withdrawals/transfers - less than \$200.00.
750.157W1B1	Financial transaction device - fraudulent withdrawals/transfers \$200.00 or more but less than \$1,000.00.
750.157W1B2	Financial transaction device - fraudulent withdrawals/transfers less than \$200.00 - second or subsequent offense notice.
750.157S1A1	Financial transaction device - use of revoked or cancelled to obtain goods less than \$100.00.
750.397A	Food - placing harmful objects in.
750.300A1A	Food stamps - fraud \$250.00 or less.
750.300A1B	Food stamps - fraud \$250.00 - \$1000.00.
750.300A1B-A	Food stamps - fraud \$250.00 - \$1000.00 - 2nd offense notice.
750.300A1A-A	Food stamps - fraud \$250.00 or less - 2nd offense notice.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.300A1A-B	Food stamps - fraud \$250.00 or less - 3rd offense notice.
750.300A1C	Food stamps - fraud over \$1000.00.

### Franchise Investment Law, Fraud

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
445.1521	Franchise investment law - false representation.
445.1523	Franchise investment law - false statements of material fact.
445.1505	Franchise investment law - fraudulent filing/offers.
750.280	Fraud - common law.
750.279	Fraud - disposition of exhausted property.
750.271	Fraud - issue/sell of domestic securities.
750.300	Fraud - killing/injuring animals to defraud insurer.
750.273	Fraud - obtaining signature to financial document.
750.274	Fraud - purchasing/collecting on fraudulent financial document.
750.272	Fraud - sale of fraudulent stock - foreign corporations.
750.278	Fraud - warehouse receipts.
400.602-B	Fraud - welfare (failure to inform) \$500.00 or more.
400.602-A	Fraud - welfare (failure to inform) less than \$500.00.
400.601-A	Fraud - welfare, \$500.00 or less.
400.601-B	Fraud - welfare, over \$500.00.

### Health Care Fraud, Home Invasion

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
752.10034	Health care fraud - concealing information.
752.1005	Health care fraud - conspiracy.
752.10031	Health care fraud - false claim.
752.10033	Health care fraud - false statement.
752.1004-A	Health care fraud - kickbacks.
752.10032	Health care fraud - medically unnecessary.
752.1004-B	Health care fraud - referral fees.
752.1006	Health care fraud - second offense notice.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.110A2	Home invasion - 1st degree.
750.110A3	Home invasion - 2nd degree.

## Homicide

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.321-B	Homicide - abortion - death resulting.
750.91	Homicide - attempted murder.
750.328	Homicide - by explosives in or near building.
750.319	Homicide - death by duels.
750.327	Homicide - death by explosives/common carrier.
750.323	Homicide - death of mother or unborn quick child by abortion.
750.316-B	Homicide - felony murder.
750.329	Homicide - manslaughter - death by weapon aimed with intent but without malice.
750.321-C	Homicide - manslaughter - involuntary.
750.321-A	Homicide - manslaughter - statutory short form.
750.321-E	Homicide - manslaughter with motor vehicle.
750.316-A	Homicide - murder first degree - premeditated.
750.317	Homicide - murder second degree.
750.324	Homicide - negligent homicide.
750.316-C	Homicide - open murder - statutory short form.
750.322	Homicide - willful killing of unborn quick child.
750.236-B	Homicide by setting spring gun.

## Indecent Exposure, Kidnapping, Larceny, Lewd and Lascivious Conduct

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.335A	Indecent exposure.
750.349	Kidnapping.
750.350	Kidnapping - child enticement.
750.350A1	Kidnapping - custodial interference.

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.362-A	Larceny by conversion over \$100.00.
750.363-A	Larceny by false personation over \$100.00.
750.335	Lewd and lascivious conduct.

**Mayhem, Medicaid  
Fraud, Money  
Laundering, Motor  
Vehicles**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.397	Mayhem.
400.6033	Medicaid fraud - concealing information.
400.606	Medicaid fraud - conspiracy.
400.6071	Medicaid fraud - false claim.
400.6031	Medicaid fraud - false statement in benefit application.
400.605	Medicaid fraud - false statement regarding institutions.
400.6032	Medicaid fraud - false statement to determine benefit rights.
400.609	Medicaid fraud - fourth offense.
400.604	Medicaid fraud - kickback/referral fees.
400.6072	Medicaid fraud - medically unnecessary.
750.411L	Money laundering - 4th degree.
750.535A2	Motor vehicles - operating a chop shop.
750.535A3	Motor vehicles - operating a chop shop - second offense notice.

**Nursing Homes,  
Operating**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
333.217711	Nursing homes - abuse of a patient.
333.217716	Nursing homes - retaliation for reporting abuse.
257.6256D	Operating - OUIL/per se - 3rd offense notice - felony.
257.6254	Operating - under the influence causing death.
257.6255-A	Operating - under the influence causing incapacitating injury.
257.6256	Operating - under the influence third or subsequent offense.
462.3535	Operating a locomotive - under the influence - third or subsequent offense.
324.811346	ORV - OUIL - 3rd or subsequent offense notice.

**Physicians,  
Poison, Pregnant  
Individual,  
Prescription Forms**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.430	Physicians - prescribing while intoxicated.
750.437	Poison - exposing where liable to be eaten by beasts of another.
750.4362A	Poison - food/drink/medicine/water supply.
750.4362C	Poison - food/drink/medicine/water supply- causing physical injury.
750.90CD	Pregnant individual - grossly negligent act - causing physical injury to embryo/fetus.
750.90CC	Pregnant individual - grossly negligent act - causing serious injury to embryo/fetus.
333.74012F	Prescription forms - manufacture/delivery.
333.74012E	Prescription forms/official - manufacture/delivery.
333.74032E	Prescription forms/official - possession.

**Prisoner,  
Prostitution, Public  
Health/Officer/  
Utility, Pyramid/  
Chain Promotions**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.349A	Prisoner - taking a hostage.
750.451D	Prostitution - 3rd offense.
750.457	Prostitution - accepting earnings.
750.452	Prostitution - keeping house of.
750.455	Prostitution - pandering.
750.456	Prostitution - placing wife.
750.458	Prostitution/detaining female for debt.
750.459	Prostitution/transporting female.
333.20198	Public health - facility or agency - entering to engage in stalking.
750.118	Public officer - accepting bribe.
750.117	Public officer - bribery
750.282-B	Public utility - fraudulent use over \$500.00.
445.1528	Pyramid/chain promotions - offer or sell.



**Rape, Real  
Property, Retail  
Fraud, Robbery**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.520	Rape.
565.371	Real property - recording fraudulent conveyance.
750.356D	Retail fraud - second degree.
750.356D4	Retail fraud - third degree.
750.529	Robbery - armed.
750.530	Robbery - unarmed.

**Sex Offenders,  
Snowmobiles,  
Stalking, Stolen  
Property, Suicide**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
28.7292	Sex offenders - failure to comply with reporting duties.
28.7293	Sex offenders - failure to sign registration.
324.821274	Snowmobiles - operating under the influence causing death.
324.821275	Snowmobiles - operating under the influence causing incapacitating injury.
324.821281C	Snowmobiles - OUIL/UBAL - 3rd offense notice.
750.411H	Stalking.
750.5352A	Stolen property - receiving and concealing - \$20,000.00 or more.
750.5353B	Stolen property - receiving and concealing - \$200.00 or more but less than \$1,000.00 - second or subsequent offense notice.
750.5353A	Stolen property - receiving and concealing \$1,000.00 or more but less than \$20,000.00.
750.5352B	Stolen property - receiving and concealing \$1,000.00 or more but less than \$20,000.00 - third or subsequent offense notice.
750.329A	Suicide - assisting.

**Threatening DHS  
Employee,  
Unemployment  
Compensation  
Fraud**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.81C1	Threatening DHS employee with physical harm.
421.54BBI	Unemployment compensation fraud - conspiracy - \$25,000 or less.
421.54BBII	Unemployment compensation fraud - conspiracy - loss over \$25,000.
421.54BBIII	Unemployment compensation fraud - conspiracy - no actual loss.
421.54CBII	Unemployment compensation fraud - embezzlement - \$25,000 - \$100,000.
421.54CBIV	Unemployment compensation fraud - embezzlement - no actual loss.
421.54AIIB	Unemployment compensation fraud - failure to comply with act/rules - \$25,000 - \$100,000.
421.54AIIC	Unemployment compensation fraud - failure to comply with act/rules - over \$100,000.
421.54A	Unemployment compensation fraud - false statement as condition of employment.
421.54BIIB	Unemployment compensation fraud - false statement/misrepresentation - \$25,000 or more.
421.54BIIC	Unemployment compensation fraud - false statement/misrepresentation - no actual loss.
421.54AIVB	Unemployment compensation fraud - willful violation of act/rules- over \$100,000.

**Vulnerable Adult,  
Weapons**

Good Moral Character Offenses	
Criminal Code	Criminal Code Description
750.145N1	Vulnerable adult abuse - 1st degree.
750.145N2	Vulnerable adult abuse - 2nd degree.
750.145N3	Vulnerable adult abuse - 3rd degree.
750.145N4	Vulnerable adult abuse - 4th degree.
750.145O	Vulnerable adult abuse - death caused by unlicensed caretaker.
750.145P1	Vulnerable adults - caregiver commingling funds/obstructing investigations.
750.145P2	Vulnerable adults - retaliation/discrimination by caregiver.
750.145P3	Vulnerable adults - retaliation/discrimination against employee.
750.145P5	Vulnerable adults - caregiver violations - 2nd offense notice.
750.822	Weapon-fee schools - assault with a dangerous weapon.
750.535B	Weapons - firearms - receiving & concealing.