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Public Schools

Dear T.E.A.M. 21 Program Volunteer,

Thank you for your interest in volunteering in the T.E.A.M. 21 program. Your commitment to serving the youth in our community is greatly appreciated, and we are looking forward to working with you soon.

Because a volunteer position in T.E.A.M. 21 involves working directly with students in a school setting and our sites operate as licensed child care centers, we hope you understand that we are required to do certain background checks before you can begin. The documents that you need to complete are described below.

City of Wyoming Parks and Recreation Volunteer Application Form – This document provides the Parks and Recreation Department with some general information and authorizes the City of Wyoming to conduct a Michigan State Police Criminal History Check and a Michigan Public Sex Offender Registry Inquiry.

Request for Central Registry Clearance – This form authorizes the Michigan Department of Human Services to check your name against a registry of people known to the state to have committed child abuse or neglect. We will submit this form on your behalf. We ask that you check the box to have the results sent directly to the City in order to expedite the process. If you choose to have results sent to you instead, you will need to provide the letter you receive before you begin volunteering. This check also requires a photocopy of a picture ID.

Notification of Mandated Reporter Status – This form provides an overview of the Mandated Reporter section of the Michigan Child Protection Law and asserts that you understand that, as a volunteer in T.E.A.M. 21, you are a mandated reporter of child abuse and neglect. We are required to have you review this information and sign the form before you have contact with students. We will keep the form on file with your volunteer application.

Thank you for your cooperation and understanding. Our first concern is for the safety and well-being of the students enrolled in our programs. You will be contacted once your application has been processed and you may begin volunteering at that time. Please feel free to contact us with any question or concerns you may have.

Thank you,

T.E.A.M. 21 Staff
City of Wyoming Parks and Recreation
616-530-3164
team21@wyomingmi.gov
www.wyomingmi.gov/team21



REQUEST FOR CENTRAL REGISTRY CLEARANCE

State of Michigan
Michigan Department of Human Services

INSTRUCTIONS: Complete the following information and submit request to your **LOCAL** Department of Human Services (DHS) Office. See www.michigan.gov/canregistryclearance for information on central registry clearance requests and how to contact the local DHS office.

I am requesting that DHS provide me with a Central Registry Clearance on myself.

Today's Date		
Name		
Birthdate	Social Security Number	
Current Mailing Address (Street No. and Name)		
City	State	Zip Code
Current Phone Number		
Other Names By Which Known		

Indicate below how you want to receive the results of the central registry clearance:

I would like the results mailed to the address on my picture identification.

IF YOU WANT THE RESULTS MAILED TO YOU, PLEASE SUBMIT ALONG WITH THIS FORM, A COPY OF YOUR CURRENT PICTURE IDENTIFICATION. DUE TO CONFIDENTIALITY RESTRICTIONS, A COPY OF THE RESULTS WILL BE MAILED ONLY TO THE ADDRESS ON YOUR PICTURE IDENTIFICATION.

I would like to pick up the results from the local DHS office.

IF YOU ARE TEMPORARILY IN MICHIGAN AND THE ADDRESS ON YOUR PICTURE IDENTIFICATION AND YOUR TEMPORARY ADDRESS DO NOT MATCH, YOU MUST CHOOSE THIS OPTION.

I would like the results mailed to:

Employer/Potential Employer

Volunteer Agency

City of Wyoming Parks & Recreation
1155 28th St. SW
Wyoming, MI 49509

City of Wyoming Parks & Recreation
1155 28th St. SW
Wyoming, MI 49509

IF YOU ARE LISTED ON CENTRAL REGISTRY, THE RESULTS CANNOT BE MAILED TO AN EMPLOYER/POTENTIAL EMPLOYER OR VOLUNTEER AGENCY. RESULTS WILL BE MAILED TO YOU INSTEAD. A COPY OF YOUR CURRENT PICTURE IDENTIFICATION MUST BE PROVIDED.

Signature of Requestor	Signature of DHS Staff Person Completing Request
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<p>AUTHORITY: State P.A. 238 of 1975, MCL 722.627-722.627j RESPONSE: Voluntary PENALTY: Inappropriate release of this information is a misdemeanor.</p>	<p>Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.</p>
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Notification of Mandated Reporter Status

The Michigan Child Protection Law, 1975 PA 238, MCL 722.621 et. seq., requires the reporting of child abuse and neglect by certain persons (called mandated reporters) and permits the reporting of child abuse and neglect by all persons. The Child Protection Law includes the legal requirements for reporting, investigating, and responding to child abuse and neglect.

Under the law, employees and volunteers of a regulated child care provider, such as T.E.A.M. 21, are listed as mandated reporters.

Mandated reporters are always required to report suspected child abuse and neglect to the Department of Human Services (DHS)/Children's Protective Services (CPS) division.

The report must be made directly to DHS. There are civil and criminal penalties for a mandated reporter's failure to make a report. Likewise, there is a civil and criminal immunity for someone making a report in good faith.

The Child Protection Law requires mandated reporters to make an **immediate verbal report** to CPS/DHS upon suspecting child abuse and neglect, followed by a **written report within 72 hours**. The reporter is not expected to investigate the matter, know the legal definitions of child abuse and neglect, or even know the name of the perpetrator. The Child Protection Law is intended to make reporting simple and places responsibility for determining appropriate action with the Children's Protective Services (CPS) division of the Department of Human Services. The authority and actions of CPS are based on requirements in the Child Protection Law.

Mandated reporters must also notify the head of their organization of the report. Reporting the suspected allegations of child abuse and/or neglect to the head of the organization does **not** fulfill the requirement to report directly to CPS/DHS.

Notification of Mandated Reporter Status

All employees and volunteers of T.E.A.M. 21 must read and sign below. Your signature acknowledges your understanding of State mandates regarding suspected child abuse and neglect.

I am aware that abuse and neglect of children is against the law.

I have been informed of the T.E.A.M. 21 policy on child abuse and neglect.

I understand that, as an employee or volunteer of T.E.A.M. 21, I am a mandated reporter of child abuse and neglect under State law, and I am required as such to immediately report suspected child abuse and neglect to children's protective services.

PRINT NAME

POSITION/VOLUNTEER

SIGNATURE

DATE