



DEPARTMENT OF HUMAN SERVICES CLEARANCE

Dear Parents,

The State of Michigan requires all staff and parent volunteers to obtain clearance from the Department of Human Services (formerly Family Independence Agency/FIA).

If you were a volunteer last year and filled out an FIA form and returned the results to the school office, you do not need to fill out another form.

If you are new to our school or have not volunteered in the past and would like to join us this year, you have two options for obtaining a DHS clearance:

1. Fill out the attached form, and **take it in person** to your local Department of Human Services. The results will be mailed to your home or a place you designate. The DHS office closest to DHMC is located on the south side of Michigan Avenue between Beech Daly and John Daly.

Michigan Department of Human Services
Inkster District
26355 Michigan Avenue
Inkster, MI 48141

2. The **school can file the request** for you. See Gloria Johnson in the DHMC office. You will need to provide your date of birth, Social Security number, telephone number, and photo ID (driver's license). Your signature will be required on the form. The results will be mailed to DHMC.

With either method of obtaining clearance, a copy of the results must be provided to DHMC to be kept on file.

Thank you for your help! We appreciate our volunteers!