



OPENING A NEW HOME-FIRST STEPS

Step #1: Determine if opening an AFC right for you

- Understand the business considerations associated with becoming a licensee *
- Understand the definitions and expectations of an adult foster care provider **
- Confirm you have the proper qualifications and education requirements
 - HS Diploma
 - 1 year experience serving the population desired for the license
- Determine the type of home you desire to run such as a Family Home or Group Home.
- Identify financing options if purchasing a home.
- Determine the home capacity. Small Group Capacity 6 or under, Small Group Capacity 7-12 or Large Group Capacity 12-20.
- Discuss with a lawyer and/or accountant on how to structure the organization. Profit Non-profit
 - S Corp C Corp Individual/Sole Proprietor LLC Partnership
- Identify insurance provider for Business General Liability, Professional Liability and Commercial Auto Policies and level of insurance _____

Step #2: Secure your location

- Consider homes with a private water and sewer system require environmental health inspections by local county health authority. This will extend the amount of time it takes to get a license.
- Facility size of 7 or more requires an approved sprinkler system, fire inspection and other requirements.*** These rules may extend the amount of time it takes to get a license.
- Personal Home for a Family Home
- Ensure the property as the required square footage and rooms to accommodate the number of residents they plan to accept.
- Lease: Ken Watts-Helping with Mom's Home-269-217-1123, specializes in renting homes to those that want to open an AFC.
- Purchase:
 - Curt Luther-5 Star Realty-616-633-8818, curt@dolcigroup.com, specializes in finding homes that meet AFC Licensing requirements.
 - Identify addresses of previous licensed homes to determine if the location is for sale using the AFC Licensing Lookup Tool. ****

Step #3: Start preparing documents with Care Provider Solutions to complete your application.

* Additional details surrounding the business considerations associated with becoming a Licensee for AFC homes can be found at

<https://www.michigan.gov/lara/bureau-list/bchs/adult/requirements/tutorial-afc-for-application-inquiries#section2>

▶ AFC Tutorial: Part One

*** ▶ AFC Tutorial: Part Two

** Definitions and expectations of an AFC owner:

<https://www.michigan.gov/lara/bureau-list/cclb/overview/get-licensed-as-an-adult-foster-care-group-home>

***AFC Licensing Lookup Tool:<https://adultfostercare.apps.lara.state.mi.us>.

Under "License Status" click Closed.

Under "County" enter County.

Click "Search" for the names of closed AFC Homes

Check Zillow or other online real estate platforms to see if the closed AFC home address is for sale or for rent.

[Care Provider Solutions](#)

www.careprovidersolutions.com

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