



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MARLON I. BROWN, DPA  
ACTING DIRECTOR

August 29, 2023

Shannon Phelps  
Northwest Michigan Community Action Agency Inc  
3963 Three Mile Rd  
Traverse City, MI 49686

RE: License #: DC240260553  
**NMCAA Preschool - Petoskey**  
**1515 Cemetary Rd**  
**Petoskey, MI 49770**

Dear Ms. Phelps:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available, and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Per MCL 722.113g, this report must be filed in your licensing notebook.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Riebel".

Sharon Riebel, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 262-3833

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC240260553
<b>Licensee Name:</b>	Northwest Michigan Community Action Agency Inc
<b>Licensee Address:</b>	3963 Three Mile Rd Traverse City, MI 49686
<b>Licensee Telephone #:</b>	(231) 947-3780
<b>Administrator/Licensee Designee:</b>	Shannon Phelps, Designee
<b>Name of Facility:</b>	NMCAA Preschool - Petoskey
<b>Facility Address:</b>	1515 Cemetary Rd Petoskey, MI 49770
<b>Facility Telephone #:</b>	(231) 439-6876
<b>Capacity:</b>	36
<b>Program Type:</b>	CHILD CARE CENTER

**II. Purpose of Addendum**

The child care center has requested to add food service to their terms.

**III. Methodology**

08/24/2023 – Modification Request Received

08/25/2023 – Contact-Document Received: Food Service License

**IV. Description of Findings and Conclusions**

The terms of the original license were modified on August 13, 2014, December 11, 2020, August 2, 2022, September 13, 2022, July 27, 2023, and August 30, 2023.

The center is in the Taylor School in the Char-Em Intermediate School District.

The kitchen has a valid food service license issued by the State of Michigan.

**V. Recommendation**

I recommend adding food service to the terms of this license.

*Sharon Riebel*

08/30/2023

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Sharon Riebel  
Licensing Consultant

Date