



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

December 4, 2020

Toby Berry  
Community Action Agency  
1214 Greenwood Ave  
Jackson, MI 49203

RE: License #: DC380382862  
**Shahan Head Start**  
**109 Shahan Drive**  
**Jackson, MI 49203**

Dear Ms. Berry:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/07/2018. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

There were no rule violations.





***For CDC only:*** Delete everything below through the signature section. Enter autotext: interimcover.

Violations were identified at the time of the inspection. You have provided an acceptable written corrective action plan.

**OR**

Due to the violations identified in the report, **a written corrective action plan** is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

**IF NECESSARY**

A follow-up inspection may be made to verify compliance. Should the corrections not be made in the specified time, it may be necessary to reevaluate the status of your license.

**IF PROVISIONAL**

A six-month provisional license is recommended. If you do not contest the issuance of a provisional license, you must indicate so in writing; this may be included in your corrective action plan or in a separate document. If you contest the issuance of a provisional license, you must notify this office in writing and an administrative hearing will be scheduled. Even if you contest the issuance of a provisional license, you must still submit an acceptable corrective action plan.

**OR**

Your facility was found to be in compliance with the requirements of Act No. 116 of the Public Acts of 1973, as amended and the applicable Administrative Rules.

**OR**

Your facility was found to be in compliance with the requirements of Act No. 218 of the Public Acts of 1979, as amended, Act No. 258 of the Public Acts of 1974, as amended, and the applicable Administrative Rules.

The Department provides technical assistance to meet the licensing requirements and consultation to improve services.

Please 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.

Sincerely,

Stacy Wables, Licensing Consultant  
Bureau of Community and Health Systems  
301 E. Louis Glick Hwy  
Jackson, MI 49201  
(517) 899-5790