



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 30, 2023

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

RE: License #: DC400346843
NMCAA Preschool - Kalkaska St
1700 W Kalkaska St
Kalkaska, MI 49646

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

License #:	DC400346843
Licensee Name:	Northwest Michigan Community Action Agency Inc
Licensee Address:	3963 Three Mile Rd Traverse City, MI 49686
Licensee Telephone #:	(231) 947-3780
Administrator/Licensee Designee:	Shannon Phelps, Designee
Name of Facility:	NMCAA Preschool - Kalkaska St
Facility Address:	1700 W Kalkaska St Kalkaska, MI 49646
Facility Telephone #:	(231) 258-4040
Capacity:	16
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

The licensee requested a decrease in capacity from 18 to 16 children.

III. Methodology

Modification Request Received July 27, 2023.

IV. Description of Findings and Conclusions

The terms of the original license were modified on October 12, 2020, September 9, 2022, and August 30, 2023.

V. Recommendation

I recommend the capacity be decreased to 16 children.

Sharon Riebel

08/30/2023

Sharon Riebel
Licensing Consultant

Date