



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
ACTING DIRECTOR

September 12, 2023

Penny Balmer  
168 Linn Road  
Williamston, MI 48895

RE: License #: DG330060736

Penny Ann Balmer  
168 Linn Road  
Williamston, MI 48895

Dear Ms. Balmer:

This letter is to advise you that the 09/11/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
722.115n(16)	One child care staff member did not initiate fingerprinting prior to the date of expiration.	Ms. Balmer has an appointment scheduled for 09/12/2023. The licensee agrees to: <ul style="list-style-type: none"> <li>• schedule all fingerprint appointments through the CCBC system.</li> <li>• have all eligible renewal fingerprints completed.</li> <li>• connect or disconnect all individuals in the CCBC system once they receive the eligibility notice.</li> <li>• immediately disconnect an individual if they are found ineligible in the CCBC</li> </ul>	09/12/2023

		<p>system and they will not be associated with the child care license.</p> <ul style="list-style-type: none"> <li>• understand that the department may seek disciplinary action against the child care license in the form of revocation and/or summary suspension with revocation if they continue to allow an individual found ineligible to be associated with the child care license.</li> <li>• understand that if they fail to complete this corrective action plan, the department will begin the process of revoking their child care license.</li> </ul>	
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

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

The office 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, you may contact the local office at (517) 284-9730.

Sincerely,



Karen Woodman, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(517) 285-9301