



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

## Bureau of Community and Health Systems Camp Licensing Section

Many camp operators have contacted our department looking for guidance regarding camp licensing and summer camp programs during the current state of emergency. Camp operations remains at the discretion the Governors Executive Orders and when they are over, the camps own decision to operate or not operate. The most up to date information regarding the Executive Orders, CDC guidance, and other resources can be found at [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus).

### Frequently Asked Questions

**Our camp license(s) are expiring this year, do we still need to renew our licenses if we don't intend to operate this summer?** Camp operators are responsible to maintain their license through the renewal process if they want their license to stay current. The renewal process includes submission of renewal application, fee, and acceptable ratings on applicable inspections including fire safety, environmental health, and onsite licensing inspections. If a camp chooses to not operate during their renewal year, they may want to continue with the renewal process, so that they will remain current and not need to be reassessed as an original license the following year.

**How do we notify the Camp Licensing Department that we are not operating for the 2020 summer?** Camp operators must notify the department using the Camp Program Application (BCAL-3328-P) or Interim Year Notification form available on the camp licensing website at [www.michigan.gov/laracamps](http://www.michigan.gov/laracamps) within the "Licensee" section. On the Camp Program Application form (BCAL-3328-P) within field #31 indicate "not operating this summer season". If you are within your Interim Year (license expires 2021), please use the Interim Year Notification form within field #26 indicate "not operating this summer season". All forms must be mailed to:

Department of Licensing and Regulatory Affairs  
Bureau of Community and Health Systems  
Adult Foster Care and Camps Division  
P.O. Box 30664  
Lansing, MI 48909-8164

**How will camps be notified if they are not allowed to operate this summer?** The decision to temporarily suspend or place restrictions on public assemblage is made by the Governor's office with guidance from public health officials. When the Governor signs Executive Orders suspending or restriction activities, they are communicated through official and public methods. Camp operators should regularly visit [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus) to review the most up to date information about all Executive Orders, guidance, and other resources. Camp operators can also sign up for Licensing and Regulatory Affairs email subscriptions specific to camp licensing. Sign up for LARA email subscriptions by going to [www.michigan.gov/lara](http://www.michigan.gov/lara), click on LARA Email Subscriptions on the bottom of the page, and search the subtopics for camps.