GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

October 12, 2026

Melissa Bentley
Bentley Manor Inc.
P.O. Box 460
Clio, MI 48420

RE: Application #: AL250420036
Bentley Manor #8
G-5325 Detroit St.
Flint, MI 48505

Dear Melissa Bentley:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 20 is issued.

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) 643-7960.

Sincerely,

Christopher A. Holvey

Christopher Holvey, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 899-5659

enclosure

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
LICENSING STUDY REPORT

I. IDENTIFYING INFORMATION

License #:	AL250420036
Licensee Name:	Bentley Manor Inc.
Licensee Address:	P.O. Box 460 Clio, MI 48420
Licensee Telephone #:	(810) 547-1763
Administrator/Licensee Designee:	Melissa Bentley, Designee
Name of Facility:	Bentley Manor #8
Facility Address:	G-5325 Detroit St. FLINT, MI 48505
Facility Telephone #:	(810) 789-7363
Application Date:	10/31/2025
Capacity:	20
Program Type:	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED ALZHEIMERS
Special Certification:	DEVELOPMENTALLY DISABLED MENTALLY ILL

II. METHODOLOGY

01/07/2025	Inspection Completed-Fire Safety: A From AL250015880.
10/31/2025	On-Line Enrollment
11/03/2025	PSOR on Address Completed
11/03/2025	Contact - Document Sent Forms sent.
12/17/2025	Contact - Document Sent 2nd App Inc letter.
01/05/2026	Inspection Completed-Fire Safety: A From AL250015880
01/21/2026	Contact - Document Sent 10 day Letter sent via email and mail.
01/23/2026	Contact - Document Received 1326/RI030 and AFC-100.
01/30/2026	Contact - Telephone call received LD is getting the FP done again.
02/11/2026	Contact - Document Received 1326/RI030
02/11/2026	File Transferred To Field Office
02/24/2026	Application Incomplete Letter Sent
06/09/2026	Contact - Document Received Received required paperwork from applicant.
06/22/2026	Contact - Document Received Received required paperwork from applicant.
06/22/2026	SC-Application Received – Original
07/29/2026	Contact - Document Received Received required paperwork from applicant.
08/03/2026	Inspection Completed-BCAL Sub. Compliance

08/03/2026	Inspection Completed Env. Health: A
08/04/2026	Application Incomplete Letter Sent
08/28/2026	Application Complete/On-site Needed
08/28/2026	Inspection Completed-BCAL Full Compliance
10/12/2026	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Bentley Manor #8 is a ranch style brick home that is located Mt. Morris Township, MI. The home has a large parking lot for parking space for staff and visitors. The home is owned by Bentley Manor Properties (Melissa Bentley).

The main level of the home consists of a living room, dining and living room combo, three full baths, and 10 resident bedrooms. On the north end of the building is a large staff office with a full bath. The main level has a total of seven entrance/exits, with two of the rear exits leading directly to two separate wheelchair ramps. All four entrance/exits on the front of the building are at grade and are wheelchair accessible.

The basement level of the home consists of two furnaces, two water heaters, laundry facilities and a large amount of storage space. The basement level is not licensed for residents' activities.

The furnaces and water heaters are separated from residents by a fully stopped, fire rated door that is equipped with an automatic self-closing device and positive-latching hardware. The furnace was last inspected and found to be in good working condition by a certified HVAC technician on 3/2/2026. There is at least one fire extinguisher located on each level of the home. The smoke detectors are all hard-wired into the home's electrical system and are located in all sleeping and living areas. On 7/29/2026, Mt. Morris Township inspected and approved the home's electrical wiring system.

The residents' bedrooms measured as follows:

Bedroom	Square footage	# of Residents
Bedroom # 1	13' 6" x 10' 6" = 142 square feet	1
Bedroom # 2	11' 8" x 12' = 140 square feet	1
Bedroom # 3	10' 8" x 13' 6" = 144 square feet	2

Bedroom # 4	12’ x 11’ 6” = 138 square feet	2
Bedroom # 5	10’ 7” x 19’ 9” = 209 square feet	3
Bedroom # 6	17’ x 11’ 6” = 196 square feet	3
Bedroom # 7	20’ 6” x 9’ 6” = 195 square feet	3
Bedroom # 8	8’ 5” x 10’ 8 = 90 square feet	1
Bedroom # 9	11’ 6” x 17’ = 196 square feet	3
Bedroom # 10	11’ 3” x 11’ 10” = 133 square feet	1

This facility was originally licensed on 5/2/1994 and has remained in continuous effect. Per R400.659 (5), it is allowed to have three beds in bedrooms #5, #6, #7, and #9.

The living and dining room areas measure a total of 701 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement. This home is wheelchair accessible.

The home has a public water and sewage disposal system. On 8/3/2026 this home was inspected and it was determined to be in full compliance with all applicable licensing rules pertaining to environmental health.

B. Program Description

Bentley Manor #8 has the capacity to provide 24-hour supervision, protection, and personal care for up to twenty male and/or female residents aged eighteen and over, who have a diagnosis of mental illness, physically handicapped, aged, Alzheimer’s and/or developmental disabilities. The goal of this home is to provide a clean, and caring environment for the residents to enable them to live, learn, and grow as individuals. An assessment will be designed and implemented for each resident’s social and behavioral development needs. Bentley Manor #8 has transportation available for residents to access community-based resources and services.

C. Applicant and Administrator Qualifications

The applicant is Bentley Manor Inc, which is a “Domestic Profit Corporation”, was established in Michigan, on 1/21/1988. The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

The members of Bentley Manor Inc. have submitted documentation appointing Melissa Bentley as Licensee Designee and Administrator of the facility.

A licensing record clearance request was completed and approved for the licensee designee and the administrator. The licensee designee and administrator submitted a

medical clearance request with statements from a physician documenting their good health and baseline screening for all communicable diseases.

The licensee designee and administrator have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this six-bed facility is adequate and includes a minimum of one staff –to- six residents per shift. The applicant acknowledges that the staff –to- resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents. The applicant has indicated that direct care staff will be awake during sleeping hours.

The applicant acknowledged that at no time will this facility rely on "roaming" staff or other staff that are on duty and working at another facility to be considered part of this facility's staff –to- resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

The applicant acknowledges an understanding of the qualifications, suitability, and training requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff –to- resident ratio.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, "direct access" to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org) and the related documents required to be maintained in each employee's record to demonstrate compliance.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, the applicant acknowledges their responsibility to maintain all required documentation in each employee's record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee's record.

The applicant acknowledges an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the home for adult foster care.
The applicant acknowledges their responsibility to obtain the required written assessment plan, resident care agreement, and health care appraisal forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as updating and completing those forms and obtaining new signatures for each resident on an annual basis.

The applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident's file.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledges that a separate form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the residents' personal money transactions that have been agreed to be managed by the applicant.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

D. Rule/Statutory Violations

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure. Compliance with the physical plant rules has been determined. Compliance with Quality-of-care will be assessed during the period of temporary licensing via an on-site inspection.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult large group home (capacity 13-20).

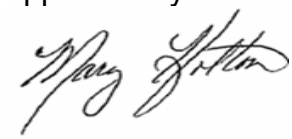


10/12/2026

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Christopher Holvey Date
Licensing Consultant

Approved By:



10/12/2026

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Mary E. Holton Date
Area Manager