

# STATE OF MICHIGAN CHILD DEVELOPMENT AND CARE (CDC) HANDBOOK



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Older Versions Should Not be Used

## Summary of Changes as of July 2019

Page Number	Item
16	Information about CDC provider instructional videos
18	New child abuse and neglect reporting method

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## **CHILD DEVELOPMENT AND CARE**

### **General Information**

#### **INTRODUCTION**

For many families, the cost of safe, quality child care can affect the family budget. The Child Development and Care (CDC) Program may offer payment assistance for child care services for families when the parent is not able to provide child care because of:

- [Employment](#)
- [High school completion](#)
- [Approved activity](#)
- [Family preservation](#)

This handbook provides:

- General information about the CDC Program for parents and providers.
- Additional provider information.

#### **CHILD DEVELOPMENT AND CARE (CDC) PROGRAM APPLICATION**

Families seeking help with child care costs must complete an application.

Families can apply online at [www.mibridges.michigan.gov](http://www.mibridges.michigan.gov) or submit a paper application at their local Michigan Department of Health and Human Services (MDHHS) office.

To get a paper application for any assistance program, use the Assistance Application. For a paper application for child care assistance only, go to [CDC Program Application](#).

A family seeking help with the application process (or ongoing eligibility), from an individual or an agency, can give permission to MDHHS to release or share their case information. A written request can be submitted to the MDHHS case worker and must include all of the following:

- Applicant/client signature
- Current date
- Person/agency to whom information can be released
- If/when the approval ends
- The information to be released (either a list of certain information, or a release of any information requested)

CDC eligibility decisions are generally made within 30 calendar days of submitting a complete application. The Department will then send a letter notifying the family of the eligibility decision.

For a list of local MDHHS offices, please see the [MDHHS Local Office List](#).

Note: Families have the option of using [MiBridges](#) to check the status of their CDC benefits and submit changes.

#### **AUTHORIZATION**

Once CDC assistance has been approved and authorized, parents and providers will be mailed an authorization notice indicating that billing can begin. This authorization notice shows:

- The child's name and ID number
- The begin date of child care assistance for each child
- The number of child care hours authorized for a pay period
- [Family Contribution](#) — The biweekly per child amount that an income eligible family has deducted from their provider's payment

- The benefit end date of child care assistance for each child. If the benefit start and end date is missing from the authorization letter, and hours shown are "0", child care is not authorized.

Note: DHS-4025 Provider Verification Form: A client may have a CDC case open and hours authorized, but the provider will not be able to bill until the DHS-4025 has been received and processed by MDHHS. The provider will not be authorized for payments back more than 60 days from when the DHS-4025 is received.

**Please note that the number of hours that have been authorized for a pay period, shown on the authorization notice, is the maximum number of hours a provider could be reimbursed by the CDC program. See [Billing Dos and Don'ts](#) for rules about billing the CDC program.**

## **PARENT AND PROVIDER RELATIONSHIP**

When a parent chooses a provider, the parent and provider are forming a business relationship with each other.

This agreement between the parent and provider may be in writing and should at least cover:

- How payment will be made
- Hours of care
- When payment is expected
- Notice of when care is no longer needed
- Child absence/withdrawal policy

The parent is responsible for any child care charges not paid by the Department. The parent must also pay for the cost of any care provided before being authorized for CDC or before the child care provider becomes eligible to receive CDC payments.

Providers who are providing care in the home of the child(ren) are employed by the parent of the child and are considered to be a household employee under federal law. In these cases, the parent is required to:

- Pay the employer's share of any employer's taxes that need to be paid, such as:
  - Social Security
  - Federal Insurance Contribution Act (FICA) taxes, and,
  - Federal Unemployment Tax Act (FUTA) taxes
  - Provide a W-2 Form to their child care provider at the end of the year for tax reporting purposes

Providers who are providing care in their own home, not the home of the child(ren), are considered self-employed. Parents are NOT required to issue a W-2 Form or Form 1099-MISC to license exempt-related (formerly known as unlicensed) providers caring for children in the provider's home.

For more information about care provided in the child's home (in-home care) and the parent/employer obligations, please see [IRS Publication 926](#), or call the Internal Revenue Service (IRS) at 800-829-1040.

All child care providers must ensure that parents/substitute parents have unlimited access to their children whenever they are in care.

A parent may choose to have more than one child care provider assigned per child. The Department will only pay up to the maximum authorized hours per pay period per child regardless of the number of providers on a parent's case. Any child care expenses not paid by the Department are the responsibility of the parent.

## **LICENSE EXEMPT (FORMERLY KNOWN AS UNLICENSED) PROVIDER TRAINING**

The following provides information on license exempt provider levels.

### **Level 1 (Required):**

License exempt-related and license exempt-unrelated CDC providers are required to complete a one-time basic training requirement. This seven-hour training called Great Start to Quality Orientation training costs \$10 and covers the following topics:

- Prevention and control of infectious diseases (including immunization).
- Prevention of Sudden Death Syndrome and use of safe sleeping practices.
- Administration of medication, consistent with standards for parental consent.
- Prevention of and response to emergencies due to food and allergic reactions.
- Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
- Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
- Precautions in transporting children (if applicable).
- Pediatric first aid and cardiopulmonary resuscitation (CPR) certification.
- Recognition and reporting of child abuse and neglect.

To find local Great Start to Quality Orientation trainings, please visit [www.miregistry.org](http://www.miregistry.org) or call 877-614-7328. You can find [step by step instructions](#) to support registering for Great Start to Quality Orientation and creating an account in the Michigan Registry.

Providers with a valid card or certificate showing completion of a pediatric first aid and cardiopulmonary resuscitation (CPR) course may be eligible to opt out of the CPR and first aid portion of the Level 1 training. Please contact the Great Start to Quality Resource Center at 877-614-7328 to provide your card or certificate for review.

Once all eligibility criteria have been met, including the Great Start to Quality Orientation training, a child care provider may be eligible to bill retroactively (back-bill) for care provided up to 30 calendar days before he or she completed training.

Note: A provider is not eligible for payment prior to the provider's application date.

### **Level 2 (Optional):**

There is an opportunity for license exempt-related and license exempt-unrelated CDC providers to earn a higher hourly rate by completing 10 more hours of approved training per year in the following topics.

- Child Development
- Interactions and Guidance

- Teaching and Learning
- Observation, Documentation and Assessment
- Health, Safety and Nutrition
- Family and Community Engagement
- Professionalism
- Management

A provider may begin taking training to count toward Level 2 after completing GSQO (Level 1). A provider will be eligible for the Level 2 rate for one year, beginning on the date the provider finishes these 10 hours of approved training.

If 10 additional hours of training are not completed each year before the provider's Level 2 expiration date, the provider's rate will return to the Level 1 rate.

Note: Training hours taken prior to GSQO (Level 1) completion do not count towards the Level 2 requirement.

**Note:** There may be a cost for some Level 2 trainings.

To find an approved Level 2 training, please visit [www.miregistry.org](http://www.miregistry.org). If you are having difficulty finding Level 2 training in your area, you may contact your local Resource Center by calling 877-614-7328.

To view completed training in your MiRegistry account, log in and click on the **Training** tab. Allow a week for training to show as **verified**. If training is missing or not showing as verified, contact MiRegistry for assistance at 833-386-9238 or via email at [support@miregistry.org](mailto:support@miregistry.org).

## FAMILY CONTRIBUTION

Family size, income level, and other eligibility factors affect whether there is a family contribution (FC), and the amount of the FC.

For families who are receiving FIP/TANF, children in foster care, homeless or migrant children, or children with open Child Protective Services (CPS) cases, income is not considered for eligibility, and the child will have a \$0 family contribution. For families who do not meet any of these criteria, please refer to the chart below to determine income eligibility.

Family contribution (FC) amounts are per child, per every two-week pay period, with a maximum amount (FC limit) per family per every two-week pay period.

Each family is responsible to pay the FC amount *based on the chart below* to the child care provider. This FC amount is subtracted from the provider payment issued by the Department.

**Chart 1: Family Contribution (FC) Based on Income Eligibility  
(Effective 10/1/2017)**

Family Size	Maximum Monthly Gross Income						Exit
		Entry					
1	\$ 1005	\$ 1,307	\$ 1,628	\$ 1,949	\$ 2,271	\$ 2,592	\$ 2,913
2	\$ 1,353	\$ 1,759	\$ 2,169	\$ 2,579	\$ 2,989	\$ 3,399	\$ 3,809
3	\$ 1,702	\$ 2,213	\$ 2,711	\$ 3,210	\$ 3,708	\$ 4,207	\$ 4,705
4	\$ 2,050	\$ 2,665	\$ 3,252	\$ 3,839	\$ 4,427	\$ 5,014	\$ 5,601
5	\$ 2,398	\$ 3,117	\$ 3,793	\$ 4,496	\$ 5,145	\$ 5,821	\$ 6,497
6	\$ 2,747	\$ 3,571	\$ 4,336	\$ 5,100	\$ 5,865	\$ 6,629	\$ 7,394
7	\$ 3,095	\$ 4,024	\$ 4,732	\$ 5,439	\$ 6,147	\$ 6,854	\$ 7,562
8	\$ 3,443	\$ 4,476	\$ 5,127	\$ 5,778	\$ 6,428	\$ 7,079	\$ 7,730
9	\$ 3,791	\$ 4,928	\$ 5,522	\$ 6,116	\$ 6,710	\$ 7,304	\$ 7,898
10	\$ 4,139	\$ 5,381	\$ 5,918	\$ 6,455	\$ 6,992	\$ 7,529	\$ 8,066
<b>FC (Per child per pay period)</b>	<b>\$0</b>	<b>\$15</b>	<b>\$30</b>	<b>\$45</b>	<b>\$60</b>	<b>\$75</b>	<b>\$90</b>
<b>FC Limit (per family per pay period)</b>	<b>N/A</b>	<b>\$45</b>	<b>\$83</b>	<b>\$121</b>	<b>\$159</b>	<b>\$197</b>	<b>\$235</b>

\* The parent is responsible for any child care charges not paid by the Department. Please refer to the Parent and Provider Relationship section for more information.

## CHILD CARE PROVIDER RATES AND PAYMENTS

The amount of the provider payment is impacted by many factors, including the child's age, the number of approved hours, the family contribution, the provider type, the provider's star rating or training level, the number of hours billed, and more. For questions regarding your payment amount, please call the CDC office at 866-990-3227.

### Star Rating and Training Level

#### Licensed Child Care Providers

The CDC program pays higher reimbursement rates to licensed child care providers with a 2-Star Rating or higher in Great Start to Quality. Additionally, children attending a 3, 4, or 5-star program will not have a family contribution amount deducted from the payment to the provider. To learn more about participating in Great Start to Quality visit [www.GreatStarttoQuality.org](http://www.GreatStarttoQuality.org) or contact 877-614-7328.

#### License Exempt (Formerly known as unlicensed) Child Care Providers

The CDC program pays higher reimbursement rates to license exempt-related and license exempt-unrelated providers who complete 10 hours of approved training per year beyond the required Great Start to Quality Orientation training. Go to [www.miregistry.org](http://www.miregistry.org) for more information about Level 2 training.

### Hourly Rate

The license exempt-related and license exempt-unrelated provider payment is calculated using the time billed multiplied by the provider's **hourly rate**, minus the family contribution amount.

### Block Reimbursement Rate

Child care centers, group homes, and family homes are eligible to receive a block reimbursement rate, calculated using the time billed, rounded by the guidelines below, and multiplied by the provider's hourly rate.

Billed Hours	Payment Amount
1-30 Hours	Hours Billed x Hourly Rate
31-60 Hours	60 Hours x Hourly Rate
61-80 Hours	80 Hours x Hourly Rate
81+ Hours	90 Hours x Hourly Rate

### Child Care Fees

Child care centers, group homes, and family homes may bill the CDC program for **child care fees**. This is intended to help cover fees that are sometimes charged to families, such as registration fees, annual fees, or field trip fees. This is **not** intended to cover late payment fees, late pick-up fees, bounced check fees, etc.

The total fees charged to the CDC program must not exceed what is charged to the general public. Payment for child care fees is limited to \$65.00 for centers, and \$40 for group and family homes, per child per fiscal year (10/1 – 9/30).

**Note:** License exempt-related and license exempt-unrelated providers (formerly known as unlicensed) are not eligible for payment of child care fees.

Provider Type	Star Rating	Birth to Age 2 1/2	Over Age 2 1/2
<b>Child Care Center</b> <b>Child Care Fee limit of \$65.00 per fiscal year (10/1 – 9/30)</b>	Base Rate (Blank Star)	\$4.00	\$2.75
	1 Star	\$4.00	\$2.75
	2 Star	\$4.25	\$3.00
	3 Star	\$4.75	\$3.50
	4 Star	\$5.00	\$3.75
	5 Star	\$5.50	\$4.25
<b>Group and Family Home</b> <b>Child Care Fee limit of \$40.00 per fiscal year (10/1 – 9/30)</b>	Base Rate (Blank Star)	\$3.15	\$2.65
	1 Star	\$3.15	\$2.65
	2 Star	\$3.40	\$2.90
	3 Star	\$3.90	\$3.40
	4 Star	\$4.15	\$3.65
	5 Star	\$4.65	\$4.15
<b>License Exempt-Related and License Exempt-Unrelated (formerly known as unlicensed)</b>	Base Rate (Level 1)	\$1.60	\$1.60
	Level 2	\$2.95	\$2.60

## PAYMENTS

Payments are based on many factors (see previous section), including the provider's billing information submitted to the Department. Payments are for a two-week period and are issued every two weeks. The estimated check mailing date and [Electronic Funds Transfer \(EFT\)](#) deposit dates are listed on the [CDC Payment Schedule](#). Provider billing information submitted after the deadline, but within 7 days of the deadline, will be issued the following week.

CDC payments will be paid after the provider's billing information has been submitted and processed.

- Payments for care provided by a child care center, group home, or family home are issued directly to the provider in the provider's name.
  - In order to receive CDC payments providers are required to register on the State of Michigan, [Vendor Self Service \(VSS\)](#). Instructions for registering can be found at the above link.
- Payments for care provided by a license exempt-related or license exempt-unrelated (formerly known as unlicensed) provider are issued directly to the parent in the parent's name. The parent is responsible for paying this type of provider.
  - Parents, license exempt-related providers, and license exempt-unrelated providers are not eligible for Direct Deposit/Electronic Funds Transfer (EFT).

## PAYMENT DELAYS

Problems in processing billings, incorrect addresses, missing or wrong information, and other unforeseen situations or events may cause payments to be made later than the anticipated dates. Providers should plan for payments to be paid later, especially after State of Michigan holidays. For the most updated information regarding payment delays, please visit the I-Billing

login screen or [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

Licensed providers are encouraged to sign up for EFT.

## OVERPAYMENTS

Providers are required to give correct information to the Department. Receiving payment for care that was not provided means the provider payment was more than it should have been.

**CDC overpayments to parents or providers, including those due to Department errors, must be reported to the CDC office at 866-990-3227.**

Send overpayments to:

State of Michigan  
Cashier Unit - Child Development and Care  
PO Box 30382  
Lansing, MI 48909

Make checks payable to "State of Michigan." Include the following information with the payment:

- Parent's name
- Case number
- Child's name
- Child's recipient ID number
- Provider's name and address
- Provider ID number
- Pay period end dates of overpayment
- Reason for overpayment

**Note: The information must be included with the payment. If this information is not included, payment may not be applied correctly to the balance.**

The Department will accept lump-sum payments or will collect repayments by taking up to 20% from future child care provider payments for those who do not make a lump-sum payment. Providers may call 866-990-3227 to arrange a monthly repayment plan.

Giving false information to the Department, including false billing information:

- May be fraud
- May be given to the MDHHS Office of Inspector General (OIG) for investigation
- May result in recoupment
- May result in disqualification from the CDC program
- Could lead to civil or criminal actions (such as going to court, paying a fine, or going to jail)

## QUESTIONS ABOUT BILLING, PAYMENTS OR PINS

Call the CDC office at 866-990-3227, option 2, Monday – Friday from 8:00 a.m. – 5:00 p.m. For security purposes, providers will be asked to provide identifying information.

## PROGRAM VIOLATIONS

In order to be eligible to participate in the CDC program, parents and providers are required to comply with the CDC program rules as outlined in this handbook.

The list below includes the rule violations which will result in a **parent's disqualification**:

1. Failure to provide accurate eligibility information.

2. Failure to verify eligibility information.
3. Failure to cooperate with a Department investigation.
4. Failure to report changes timely and accurately.

## **PROVIDER TIME AND ATTENDANCE REVIEWS**

The CDC office will request time and attendance records from randomly selected providers to determine compliance with program requirements. The CDC office will determine if provider's time and attendance records are accurate, whether a provider error has been made, or if providers have committed an intentional program violation (IPV). Provider errors will result in a violation notice being sent to the provider. The violation notice may require the provider to complete a training tutorial related to the error. Multiple violation notices or an IPV may lead to a program disqualification.

### **Provider Errors**

Examples of provider errors are:

- Caring and billing for more children than allowed
- Providing care in wrong location
- License exempt-related and license exempt-unrelated (formerly known as unlicensed) providers failing to use the required CDC Daily Time and Attendance Record
- Time and attendance records missing:
  - Parent/provider certifications
  - Day/date
  - Children's names
  - In/out times

### **Intentional Program Violations (IPV)**

Examples of IPVs:

- Billing for children while they are in school
- Two instances of failing to respond to request for time and attendance records
- Billing for children no longer in care
- Knowingly billing for children not in care or more hours than children were in care
- Maintaining records that do not accurately reflect the time children were in care

### **Disqualifications**

Providers determined to have committed an IPV will serve the following penalties:

- 6 months for the first occurrence
- 12 months for the second occurrence
- Lifetime for the third occurrence or the first welfare fraud conviction

**Note to Parents:** If a chosen child care provider is disqualified for a CDC rule violation, parents remain eligible for CDC but will need to choose another provider and notify MDHHS as soon as possible to have their case updated.

## ADDITIONAL INFORMATION FOR PROVIDERS

This part of the handbook gives information for CDC providers about the CDC program and billing procedures for children. More information about the CDC Program can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

### ELIGIBLE PROVIDERS

To be paid for the care of CDC children, care must be provided in Michigan and the provider must be a(n):

Child Care Center – A facility, other than a private home, **licensed** to care for one or more children.

Group Child Care Home – A private home **licensed** to care for up to 12 children at a time.

Family Child Care Home – A private home **licensed** to care for up to 6 children at a time.

Providers wishing to be licensed as a child care center, group child care home, or family child care home, call the Bureau of Community and Health Systems (BCHS) toll free at 866-685-0006 or visit [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). Licensed providers must comply with all Licensing and Regulatory Affairs requirements, including background checks, health and safety training, and annual monitoring visits in order to be eligible for child care subsidy reimbursement.

Health and safety required training topics include:

- Prevention and control of infectious diseases (including immunization).
- Prevention of Sudden Death Syndrome and Use of Safe Sleeping Practices.
- Administration of medication, consistent with standards for parental consent.
- Prevention of and response to emergencies due to food and allergic reactions.
- Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
- Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
- Precautions in transporting children (if applicable).
- Pediatric first aid and cardiopulmonary resuscitation (CPR) certification.
- Recognition and reporting of child abuse and neglect.

A parent who uses a licensed provider and certifies that a child is up to date on immunizations, or has a medical or religious objection, may be required to provide documentation to the licensed provider. The child may also have a shorter period of time to be in compliance under the licensing rules. Parents should discuss these requirements with their provider.

### License Exempt-Related (formerly known as unlicensed)

A license exempt-related provider must be all of the following:

- An adult who is 18 years or older.
- Provides care for no more than six children at one time.
- Related to the child(ren) by blood, marriage or adoption as one of the following:
  - (Great) Grandparent.
  - (Great) Aunt or Uncle.
  - Sibling (allowable only if the provider lives at a different residence).

Note: A divorce ends a relationship gained through marriage.

### License Exempt-Unrelated (formerly known as unlicensed)

A license exempt-unrelated provider must be all of the following:

- An adult who is 18 years or older.
- Provides care for no more than six children at one time.
- Provides care where the child(ren) lives.

Note: An entire Agricultural Labor Camp (migrant camp), licensed by the Michigan Department of Agriculture and Rural Development, pursuant to P.A. 368 of 1978 part 124, shall be considered as the child's own home.

An annual health and safety coaching visit is required at the location of care (child(ren)'s home). Failure to respond to attempts to schedule the visit will be considered a refusal to complete the visit. If the annual visit is not completed, the provider assignment to the child(ren) will end.

Note: Additional visits may be required for corrective action plans or other concerns arising out of an annual visit.

For detailed information regarding requirements by provider type for background checks, training, and health and safety visits, please see [Health and Safety Requirements by Provider Type](#) or visit [www.michigan.gov/childcare](http://www.michigan.gov/childcare) in the Providers section.

### Other License Exempt Providers:

- License Exempt-Tribal: Facilities located on tribal land.
- License Exempt-Military: Facilities located on federal land, including military installations.
- License Exempt-Parent on Site: Child care centers where all parents are on site and available for the entire time children are in care.

License-Exempt Child Care Facilities are enrolled by the Michigan Department of Education. Visit [www.michigan.gov/childcare](http://www.michigan.gov/childcare) for additional details for these three provider types.

### **Child Care Background Check (CCBC):**

For all provider types (except license exempt-related), before unsupervised access to children is permitted, a comprehensive criminal history background check is required for any staff member whose activities will involve the care or supervision of children, or who will have unsupervised access to children, including all adults living in a child care home. The CCBC system is a database used to house fingerprint background check results for child care providers and issue a status of eligible or ineligible to the child care provider or MDE. This system is maintained by LARA.

**Providers are not employed by the State of Michigan or the CDC Program and are not eligible for unemployment insurance.**

## **ENROLLING TO BE A LICENSE EXEMPT (FORMERLY KNOWN AS UNLICENSED) CHILD CARE PROVIDER**

If you want to be enrolled as a license exempt-related or license exempt-unrelated child care provider, you must do all of the following:

1. Complete the CDC License Exempt Provider Application, found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare), which:
  - Allows the Department to complete criminal background clearances on providers and adult household members, when applicable.
  - Requires you to certify that you understand and agree to all program requirements.
2. Send the CDC office your completed application and proof of age, identity, residential address, and a copy of your Social Security card.

Fax: 517-284-7529

Mail: Child Development and Care Program  
Provider Enrollment  
P.O. Box 30267  
Lansing, MI 48909

**Only submit this application to the CDC office.**

**A list of acceptable proofs can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare); click on the Providers section.**

3. Prior to the enrollment, you will be contacted at the phone number listed on the application for a mandatory phone interview.
4. If you are applying to be a license exempt-unrelated provider, a fingerprint submission must be completed prior to enrollment. A Fingerprint Request form will be mailed, giving instructions to complete fingerprinting. The application may be denied if the fingerprint is not completed within 30 days of when the form is mailed.

A person who is eligible to be a CDC provider and has not already completed the Great Start to Quality Orientation training must complete this required one-time \$10 training. Child care provided more than 30 calendar days before the training has been completed is not eligible for payment by the Department, so it's important to complete the training as soon as possible.

To find local training, please visit [www.miregistry.org](http://www.miregistry.org) or call 877-614-7328.

**Note: When Great Start to Quality Orientation training is not completed within 12 months of an approved application, or when there is no billing for 12 continuous months, the provider ID will automatically be closed, and the provider will need to re-apply following the steps above.**

## **REPORTING CHANGES**

License exempt-related and license exempt-unrelated (formerly known as unlicensed) child care providers must report the following changes to MDE by calling 866-990-3227 within 10 calendar days of the occurrence:

- A change in name
- A change in address

License exempt related providers must report a change in the adults living in the home (including when an individual living in the home turns 18).

Failure to report changes to the Department may result in disenrollment or disqualification from the CDC program.

**Note:** Licensed child care providers must report changes to their licensing consultant.

## ATTENDANCE RECORDS

All CDC providers must keep complete and accurate records of **daily** time and attendance for each CDC child in care. The [CDC Daily Time and Attendance Record](http://www.michigan.gov/childcare), which can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare), must be used by license exempt-related and license exempt-unrelated (formerly known as unlicensed) providers. Time and attendance records must be kept for **4 years** from the date of care. These records must be made available to an employee of the Department or the Auditor General if asked.

To get the CDC Daily Time and Attendance Record, and other helpful forms, visit the [Child Development and Care website](#). Please see an example of the form below.

### CHILD DEVELOPMENT AND CARE (CDC) DAILY TIME AND ATTENDANCE RECORD

Michigan Department of Education



Provider Name		Provider ID Number		Pay Period Number		Page Number	
<b>Child Information</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Date</b>							
Child Full Name							
Begin Time	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM
End Time	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Absence Hours							
Parent Initials							

I certify the following information:

The above billing information is true and accurate to the best of my knowledge based on available information.

I know I must keep complete and accurate records for each approved CDC child in care for four years, showing time of arrival and departure for each child on a daily basis.

I understand that if benefits are overpaid for any reason, the extra benefits received will have to be repaid. If intentional misrepresentation caused the overpayment, the responsible party, including any adult in the program group or the group's authorized representative or provider of goods or services, may be disqualified from the program and/or prosecuted for fraud.

Provider Signature:	Date:	Confirmation Number
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Licensed providers are not required to use the CDC Daily Time and Attendance Record, but must maintain records showing the:

- Child(ren)'s full name
- Dates for each day care was provided for the children or billed for absence hours during the pay period
- Daily care begin time and daily care end time for each child
- **The provider and the parent must certify the daily attendance records are accurate:**
  - The provider must sign the time and attendance records.
  - The parent must sign or initial daily to show that they agree with the information on the time and attendance records.

It is recommended that licensed providers also include the child(ren)'s age, pay period number, and provider ID.

**IMPORTANT: Providers must supply information to the Department when asked. Department payments may have to be returned and providers may be disqualified if requested time and attendance records are not provided during an audit or investigation by the Department.**

## PROVIDER BILLING

To be paid, billing information must be submitted to the Department for CDC children using [I-Billing](#) (Internet Billing).

Providers will need to have:

- Provider ID number
- Personal identification number (PIN)
- The pay period number (see [Payment Schedule](#))
- Accurate and complete time and attendance records

**Note:** To receive payments, billing must be submitted within 90 days of care being authorized/provided.

## PINS

A PIN for the I-Billing system will be mailed to first time providers. Providers who have been authorized previously and do not remember their PIN will need to request a replacement. The provider should be the only one who knows their PIN and will be responsible for any use of the PIN. Do not share this information with anyone.

First-time issued PINs will have to be changed. PINs must be 6 digits long.

A [Provider PIN instructional video](#) can be found on the CDC website.

### To change a PIN:

Log in to [I-Billing](#), click on the "Change PIN" button at the bottom of the main menu screen. PINs will have to be changed every 180 days in I-Billing.

### To replace PINs:

Lost or misplaced PINs may be reissued. Replacement PINs can be requested by the provider in any of the three ways outlined below:

**1.** *In I-Billing:*

The first time a provider logs-in they must select and answer three security questions. An email address may be provided so future PIN resets can be received electronically. When using the Reset PIN link in I-Billing the provider will answer their chosen security questions and select to send the PIN by email *or* regular mail. If an email is not on file, the PIN will be sent to the provider's mailing address.

Security questions or email addresses may be updated using the Change Security or Change Email buttons in I-Billing.

**2.** *By phone:*

Lost or forgotten PINs may be replaced by calling the CDC office at 866-990-3227.

**3.** *By fax:*

Providers may ask for a new PIN by faxing the CDC office at 517-284-7529. The request should be in writing and include the following:

- Provider name.
- Current address (copy of driver's license or state ID, front and back).
- Provider ID number.
- Telephone number.
- Signature.

**Note: Only the provider can request a replacement PIN. Please allow 10 business days for mail delivery.**

## **BILLING "DOs" and "DON'Ts"**

### **Billing "DOs"**

1. **DO** bill the Department only for the hours the child was ACTUALLY in care.
2. **DO** bill the Department for [child absence hours](#) ONLY if the child is not in attendance on a day the child would normally be in care.
3. **DO** remember that payment for [child absence hours](#) are limited to 360 hours per child per fiscal year (October 1 - September 30), and to no more than 10 days of absence billing when no care hours are billed. Charges for any child absence hours over this limit are the parent's responsibility.
4. **DO** keep COMPLETE time and attendance records for 4 years, including child care hours and absence hours. The Department maintains the right to request this information at any time.

### **Billing "DON'Ts"**

1. Providers cannot charge CDC clients more than they charge the general public (including their own employees). If the provider provides child care at no cost to the general public, payment cannot be authorized to the provider.
2. **DON'T** allow the parent to bill on the provider's behalf. The parent of the children in care cannot act as the provider's billing representative.
3. **DON'T** bill the Department for the hours a child is in school.
4. **DON'T** bill [child absence hours](#) after the child's last day in attendance.
5. **DON'T** bill the Department for care when the provider has already received or expects to receive reimbursement from another source (state department, a non-custodial parent, employer, etc.).

## **BILLING ACCEPTABLE CHILD ABSENCE HOURS**

- **In order to bill absence hours for a child, the child must be absent on a day the child would normally be in the provider's care.**

Normally in care means based on a historical trend or routine of when the child has been in care.

For example: If the child is normally in the provider's care on Wednesdays for 6 hours and the child is absent, the provider should only bill 6 absence hours for that child, for that day.

- **Licensed providers should have a written policy to charge families for absences, in order to bill the CDC program for absences.**

- **There are 360 Absence Hours Available Per Fiscal Year for each Child.**

360 Absence Hours are available for each child for the period of Oct. 1<sup>st</sup> – Sept. 30<sup>th</sup> (fiscal year). Only bill absence hours when a child is absent. Bill only for the number of hours the child would normally be in the provider's care.

- **Note:** Do not bill absence hours when a child is in the provider's care. Charges for any child absence hours over the 360-hour limit are the parent's responsibility.

- **Payment for absence hours is limited to 10 days, when no care hours are billed.**

When 10 days of absence hours are billed for a child, and no care hours have been billed, payment will not issue for additional absence hours until care hours are billed. This will

prevent the payment of excessive absence hours that do not reflect a child's normal attendance.

**Note:** In the event that this limit will cause unusual hardship for a family, a policy exception can be requested by the parent through MDHHS.

For additional information and examples, please see the [Absence Hour Billing Examples](#) document located on the CDC website

- **Absence Hours Should Not Be Billed After the Child's Last Day In Attendance.**

Child absence hours should not be billed after the child's last day in attendance. If a provider recognizes that they have been billing for a child that will not be returning, they should contact the CDC office at 866-990-3227. CDC will give instructions on how to return the money paid for absence hours for the child.

- **Absence Hours Should be Documented.**

In order to bill child absence hours, the hours should be clearly documented on the provider's time and attendance records. The entry should indicate the number of hours the child was absent and the date the absence occurred.

## **BILLING HELP**

To receive additional billing help, call the CDC office at 866-990-3227-- Monday – Friday from 8:00 a.m. – 5:00 p.m.

## **Provider Instructional Videos**

There are provider instructional videos available for providers to view. Providers are encouraged to view all of the videos by [registering for a free EduPaths account](#). These [instructional videos](#) have been developed as a resource for providers based on feedback received from program administrators, providers, and partners across the State of Michigan. Your EduPaths account will keep a record of the instructional videos you complete.

CDC specific training videos include:

- Child Development and Care Provider Video #1: [Building Positive Parent-Provider Relationships](#)
- Child Development and Care Provider Video #2: [Time and Attendance Records](#)
- Child Development and Care Provider Video #3: [Provider PINS for I-Billing](#)
- Child Development and Care Provider Video #4: [How to Bill with I-Billing](#)
- Child Development and Care Provider Video #5: [How to Bill for Absence Hours](#)
- Child Development and Care Provider Video #6: [How to Back-Bill with I-Billing](#)
- Child Development and Care Provider Video #7: [I-Billing - Other Functions](#)

**Note:** Providers who have committed a Program Violation may be required to complete instructional videos before future billings may be submitted. Providers will be notified of this requirement by letter.

## BI-WEEKLY HOUR LIMITS

**The Department payment amount may not cover all child care expenses. The parent is responsible for any additional charges.**

The Department limits the total number of hours for a pay period for all providers except Child Care Centers.

- License exempt-related and license exempt-unrelated (formerly known as unlicensed) providers will not be paid for more than 2,016 total hours per pay period for all children in care.
- Family Child Care Homes will not be paid for more than 2,016 total hours per pay period for all children in care.
- Group Child Care Homes will not be paid for more than 4,032 total hours per pay period for all children in care.

Parents are responsible for any hours of care that are over these limits.

**Note:** Child absence hours are limited to 360 hours per child per fiscal year and to 10 days, when no care hours are billed. Any child absence hours charged by the provider over this 360 hour limit are the parent's responsibility.

## IRS REPORTING

### Licensed Providers:

The Department reports payments made to licensed providers to the Internal Revenue Service (IRS). IRS Form 1099-MISC is mailed to these providers by early February. For IRS information, go to [www.irs.gov](http://www.irs.gov).

Requests for 1099's for Licensed Providers are to be directed to the Office of Financial Management (OFM) at 888-734-9749. Requests for duplicate 1099s issued after 2012 should be referred to OFM, as well.

Licensed Providers may request duplicate and/or **corrected** 1099s issued during the years **2004-2012** from the CDC office by calling 866-990-3227.

### License Exempt (formerly known as unlicensed) Providers:

If the child care was provided in the child(ren)'s home, not the home of the license exempt-related provider, the parent is considered to be the employer of the provider and, as such, is responsible for filing a Form W-2 and withholding Social Security and income tax. In order to help with this required tax reporting, license exempt-related and license exempt-unrelated CDC providers and the parent of the child(ren) in care are mailed an Annual Statement each January showing all CDC payments made in the previous calendar year.

If the child care was provided in the home of the license exempt-related provider, the parent is **NOT** responsible for issuing tax forms (Form 1099-MISC or Form W-2) to the provider.

**License exempt-related and license exempt-unrelated (formerly known as unlicensed) providers may request duplicate 1099s for the years 2004 up to 2013** as well as Annual Statement of Payments from CDC by calling 866-990-3227.

## DIRECT DEPOSIT

The Department encourages licensed providers to sign up for direct deposit. Direct Deposit/Electronic Funds Transfer (EFT) prevents the chance for a lost or stolen CDC check because payment is deposited directly into the provider's bank account. Parents and license exempt-related and license exempt-unrelated (formerly known as unlicensed) providers are not eligible for Direct Deposit/EFT.

Licensed providers may sign up for Direct Deposit/EFT at the State of Michigan- [Vendor Self Service](#) page.

For questions or help with this process, call the Vendor Support call center, at 888-734-9749.

## **PROVIDER DUTIES**

- Keep accurate time and attendance records for four years for all of the children in care
  - Reminder: The CDC Daily Time and Attendance Record is required for all license exempt-related and license exempt-unrelated (formerly known as unlicensed) providers. Go to [www.michigan.gov/childcare](http://www.michigan.gov/childcare) to get the form.
- Bill only for the actual hours the child(ren) is in the provider's care (see [child absence hours](#) for exceptions).
- Keep Personal Identification Numbers (PINs) private.
- Cooperate during an investigation.
- **Report fraudulent child care activity** right away by calling 800-222-8558 or by submitting an online complaint by going to the [Child Care Licensing Division](#).

## **CENTRALIZED INTAKE FOR ABUSE AND NEGLECT**

The Michigan Department of Health and Human Services' Centralized Intake accepts and processes reports of alleged abuse and neglect of children and/or adults 24 hours a day, 7 days a week. To report suspected abuse or neglect, please call 855-444-3911 or use the new online reporting system at [www.michigan.gov/mandatedreporter](http://www.michigan.gov/mandatedreporter).

**Reminder:** Providers are required by law to immediately report suspected child abuse and neglect.

## **WELFARE FRAUD**

The crime of Welfare Fraud (MCL 400.60) includes, but is not limited to:

- Intentionally billing for hours when:
  - Child care services were not provided
  - The person watching the child(ren) was not authorized
  - The child is no longer in care
  - The child(ren) was in school
  - The provider was working at another job
  - The provider provided care for more than the number of children they are supposed to during the same hours
- Selling or giving a PIN to a person who should not have it.

## RESOURCES

### Child Care Licensing (BCHS)

The Child Care Licensing Division, a part of the Department of Licensing and Regulatory Affairs (LARA), Bureau of Community and Health Systems (BCHS), conducts onsite inspections to determine compliance with state law and licensing rules, provides technical assistance and consultation to improve the quality of service and investigates complaints alleging violations of licensing rules or law. The Child Care Licensing Division regulates licensed family child care homes (1 to 6 children), group child care homes (7 to 12 children) and child care centers. Call BCHS at 866-685-0006 to get more information on becoming licensed or visit [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) for more information about licensed child care.

### Early Childhood Investment Corporation (ECIC)

Website: [www.ecic4kids.org](http://www.ecic4kids.org)

Email: [info@ecic4kids.org](mailto:info@ecic4kids.org)

Contact: 517-371-9000

The Early Childhood Investment Corporation works to promote and implement innovative, high quality, research-based early childhood practices and policies that support a comprehensive, statewide early childhood system that will ensure every child's future success and the future success of the State of Michigan. Its work is grounded in the following values: collaboration, innovation, action, family focus, community focus, equity, engagement, professionalism, and accountability.

### Great Start to Quality (Michigan's Tiered Quality Rating and Improvement System)

Website: [www.GreatStarttoQuality.org](http://www.GreatStarttoQuality.org)

Email: [GreatStarttoQuality@ecic4kids.org](mailto:GreatStarttoQuality@ecic4kids.org)

Contact: 877-614-7328

Great Start to Quality makes it easy for families to identify quality child care and preschool, helping them get the best for their child and the most for their money.

The easy-to-use website, [www.GreatStarttoQuality.org](http://www.GreatStarttoQuality.org) helps families find and compare early childhood programs and providers based on state quality standards for care, safety, professionalism and early learning. Go to [www.GreatStarttoQuality.org](http://www.GreatStarttoQuality.org) to search for child care or preschool.

Great Start to Quality Resource Centers across the state offer families and providers access to free resources through lending libraries that include books and other learning materials to use with children. Great Start to Quality Resource Centers across the state support early childhood providers in their efforts to improve their programs by providing the following services and supports:

- Professional development and training
- Quality improvement consultation and coaching
- Free resources through lending libraries, and help with the rating process

### Michigan Registry

Website: [www.miregistry.org](http://www.miregistry.org)

Email: [support@miregistry.org](mailto:support@miregistry.org)

Contact: 833-386-9238

The Michigan Registry is a website that makes it easy for child care providers to find training to meet their professional development needs. The website <http://www.miregistry.org> has a statewide calendar of training events, including Great Start to Quality Orientation, and a variety of training to meet Level 2 license exempt-related and license exempt-unrelated (formerly known as unlicensed) requirements. You can set up an online profile in the registry to easily register for training and maintain your own record of completed training. [Step by step](#)

[instructions](#) to support creating an account in the Michigan Registry are available to assist you. A [video tutorial](#) is also available.

### **Teacher Education And Compensation Helps® (T.E.A.C.H.)**

Website: [www.miaeyc.org/](http://www.miaeyc.org/)

Email: [TEACH@miaeyc.org](mailto:TEACH@miaeyc.org)

Contact: 866-MITEACH (866-648-3224)

This is a scholarship program for providers working in a licensed early childhood program. This program helps cover most of the tuition and book costs, provides a travel allowance, and offers release time and a bonus for ongoing educational attainment. Providers must continue to work in the early childhood field at their child care setting or home program. Scholarships are available for associate or bachelor degrees in Early Childhood Education or Child Development and to help cover the cost of the Child Development Associate (CDA) fees.

### **Child and Adult Care Food Program (CACFP)**

Website: [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)

Email: [MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov)

Contact: 517-241-5353

The Child and Adult Care Food Program (CACFP) is a federal program administered by the Michigan Department of Education (MDE). This program may help child care centers, group and family child care homes and license exempt-related (formerly known as unlicensed) providers who provide child care in their home (not the home of the child) with the cost of meals and snacks given to children in their care. To find the contact information for a local CACFP sponsor, go to the [Child and Adult Care Food Program](#) sponsor list.

## **GLOSSARY**

**Approved Activity:** Includes participating in Michigan Works! Agency or one-stop service center activities, approved education (other than high school completion) and other employment programs or attending compliance test activities.

**Authorized Activity:** The parent need reasons.

- Employment
- High school completion
- Approved activity
- Family preservation

**BCHS:** Bureau of Community and Health Systems (formerly BCAL – Bureau of Child and Adult Licensing)

**Child Development and Care (CDC):** The unit within the Office of Great Start that helps with child care billing and payment issues, as well as PIN resets.

**Check/EFT:** Form of payment paid by the Department for child care services provided for subsidy-eligible children.

**Child absence hours:** Child absence hours may be billed for any periods in which the child is not in care when he/she would have normally been in attendance. This includes periods when the provider is open for business, as well as when the facility is closed. Child absence hours cannot be billed after the child's last day in attendance. The CDC program limits child absence hour billing to 360 hours per child per fiscal year and limited to 10 days when no care hours are billed.

**Child Care Background Check (CCBC):** Database used to house background check results for child care providers. The system is maintained by LARA.

**Employment:** Activity where a person legally works and earns money.

**Family Contribution:** The biweekly amount that is deducted from the provider's payment per child, per pay period.

**Family preservation:** Includes participating in an approved counseling or treatment program for a physical, emotional, or mental condition.

**Fiscal year:** A period of 12 months which for the State of Michigan is from Oct. 1 of any given year to Sept. 30 of the following year.

**Health and safety coaching visit:** A required visit by a Department selected contractor for license exempt-unrelated providers at the location of care (child(ren)'s home). If the annual visit is not completed, the provider assignment to the children will end.

**Health and safety training:** Federally mandated training that providers must complete to be eligible to care for subsidy eligible children.

**High school completion:** Includes general educational development (GED), adult basic education (ABE), and English as a second language (ESL) classes.

**LARA:** Licensing and Regulatory Affairs.

**MDHHS:** Michigan Department of Health and Human Services (formerly DHS).

**Statement of Payments (DHS-1381):** A detailed report of all payment information, such as adjustments, errors, payments made and late reports, for the pay period date.

**Time and attendance records:** A written record of the day and hour care begins and end time for each authorized child in the provider's care. The records must be kept for 4 years and must be certified by the parent. License exempt-related and license exempt-unrelated (formerly known as unlicensed) providers MUST use the CDC Daily Time and Attendance Record.

## CDC 2019 PAYMENT SCHEDULE

The CDC Payment Schedule gives the Pay Period Dates, Pay Period Numbers, Billing Deadline Dates, and the estimated Check/EFT Date

Pay Period Dates	Pay Period Number	Billing Deadline Date	Check/EFT Issue Date
12/23/2018 – 1/5/2019	901	1/10/2019	1/17/2019
1/6/2019 – 1/19/2019	902	1/24/2019	1/31/2019
1/20/2019 – 2/2/2019	903	2/7/2019	2/14/2019
2/3/2019 – 2/16/2019	904	2/21/2019	2/28/2019
2/17/2019 – 3/2/2019	905	3/7/2019	3/14/2019
3/3/2019 – 3/16/2019	906	3/21/2019	3/28/2019
3/17/2019 – 3/30/2019	907	4/4/2019	4/11/2019
3/31/2019 – 4/13/2019	908	4/18/2019	4/25/2019
4/14/2019 – 4/27/2019	909	5/2/2019	5/9/2019
4/28/2019 – 5/11/2019	910	5/16/2019	5/23/2019
5/12/2019 – 5/25/2019	911	5/30/2019	6/6/2019
5/26/2019 – 6/8/2019	912	6/13/2019	6/20/2019
6/9/2019 – 6/22/2019	913	6/27/2019	<b>** 7/5/2019</b>
6/23/2019 – 7/6/2019	914	7/11/2019	7/18/2019
7/7/2019 – 7/20/2019	915	7/25/2019	8/1/2019
7/21/2019 – 8/3/2019	916	8/8/2019	8/15/2019
8/4/2019 – 8/17/2019	917	8/22/2019	8/29/2019
8/18/2019 – 8/31/2019	918	9/5/2019	9/12/2019
9/1/2019 – 9/14/2019	919	9/19/2019	9/26/2019
9/15/2019 – 9/28/2019	920	10/3/2019	10/10/2019
9/29/2019 – 10/12/2019	921	10/17/2019	10/24/2019
10/13/2019 – 10/26/2019	922	10/31/2019	11/7/2019
10/27/2019 – 11/9/2019	923	11/14/2019	11/21/2019
11/10/2019 – 11/23/2019	924	<b>* 11/26/2019</b>	12/5/2019
11/24/2019 – 12/7/2019	925	12/12/2019	12/19/2019
12/8/2019 – 12/21/2019	926	<b>* 12/23/2019</b>	<b>** 1/3/2020</b>

**Billing deadlines on days before holidays are at 4:00pm on the indicated date (\*). Otherwise, they are at the end of the day (midnight). Please plan for delays in payments (\*\*\*) during holidays when state offices and post offices are closed.**

## **I-Billing for Providers**

### **Step-By-Step Instructions for Providers**

#### **Michigan Department of Education**

These step-by-step instructions explain how to use the I-Billing system to bill for children receiving Child Development and Care (CDC) assistance.

#### **STEP 1**

Go to [www.michigan.gov/childcare](http://www.michigan.gov/childcare). Click on **GO TO PROVIDERS SECTION** in the center box titled Providers.

#### **STEP 2**

Scroll down to the link [Provider I-Billing](#) at the bottom of the page under *Provider Resources*.

#### **STEP 3**

Click on the [Login to I-Billing \(I have my password\)](#) link. Once on the CDC provider log-in screen, enter your seven-digit Provider ID number and your six-digit PIN.

**NOTE:** A PIN reset process is available in the I-Billing system. You will be asked to complete a series of security questions after accessing the online billing system your first time. You must select three security questions from the list of choices and enter a response for each. You will also have the option to enter your email address where a future PIN request can be sent; otherwise your PIN will be mailed to the address on file.

#### **STEP 4**

At the *CDC Provider Billing & Payment Inquiry Menu*, select the pay period you would like to bill for then click the “Work on Billing Invoice” button.

#### **STEP 5**

Enter the actual in and out times for each child. You will enter both regular child care hours and child absence hours, if the child was absent. Select the “More Time” button to add additional “in and out” times for activities such as before and after school care, overnight care or for appointments.

Overnight care must be entered in the appropriate days. For example, if a child was in overnight care from 9:00 PM to 5:00 AM, enter 9:00 PM to 11:59 PM in the first day, then enter 12:00 AM to 5:00 AM in the following day.

**NOTE:** You must keep complete and accurate records of daily attendance for all state-funded children in your care. Your records must show all of the following for each child: child’s name, date of care, care begin and end time, parent certification for each day of care provided (we suggest getting parent certification for absence hours as a best practice), and provider’s signature. You must retain these attendance records for four years from the date of care for auditing purposes. You may access the *CDC Daily Time and Attendance Record* at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

**NOTE:** Absence hours are limited to 360 hours per child per fiscal year and limited to 10 days when no care hours are billed. Any child absence hours exceeding this limit will be the responsibility of the parent. The fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

#### **STEP 6**

If you provided care for more children than listed on the first page, click the “Next” button under the last child listed on the current page.

**NOTE:** If a child is not listed, that child has not been authorized. If you have deselected a child, you may have to reselect the child (in Add/Remove Child) in order for the child to be listed on your billing invoice.

### STEP 7

Child care centers, group homes, and family homes may bill the CDC program for **child care fees**. This is intended to help cover fees that are sometimes charged to families, such as registration fees, annual fees, or field trip fees. This is **not** intended to cover late payment fees, late pick-up fees, bounced check fees, etc. To bill for child care fees, enter the amount in whole dollars into the box marked "Child Care Fees". Payment for child care fees is limited to \$65.00 for centers, and \$40 for group and family homes, per child per fiscal year (10/1 – 9/30).

### STEP 8

You may choose to *Save and Continue Working* or *Save and Return to Menu*. If you choose to *Save and Continue Working*, your work will be saved, but it will not be submitted. You will remain on the current page in the I-Billing system. If you choose to *Save and Return to Menu* your work will be saved, but it will not be submitted. You can go back and finish at a later time.

### STEP 9

When you have entered all of your billing information, you must check the *I Certify That* box located at the bottom of the billing screen. After you have checked the certify box, click on the *Submit to MDE* button. You must be on the last page of your billing in order to submit your hours.

**NOTE:** By checking *I Certify*, you are certifying that you have read and agree to the requirements stated in the Child Development and Care (CDC) Handbook. You may submit revised invoices up to 90 days after the end of the pay period.

### STEP 10

A completed invoice (PDF file) will be available to print for your records. This invoice does not replace your completed time and attendance records that you must retain for four years. To close the PDF file, click the "X" in the upper right-hand corner of the screen. You will then be directed to the I-Billing Main Menu where you can log out of the system.

### STEP 11

To successfully log out, you must click the *Log Out/Exit* button located at the bottom right of the main page. Do not use the red close "X" at the top of your browser or you will not log out successfully.

**NOTE:** If you have questions about I-Billing, you may view our I-Billing instructional video located at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

**For help with I-Billing, you may call Child Development and Care at 866-990-3227, Monday through Friday from 8:00 a.m. until 5:00 p.m., except during holidays when State offices are closed.**

## **I-Billing for Providers Most Frequently Asked Questions**

### **Billing System:**

#### **How do I find my Provider ID number and Personal Identification Number (PIN)?**

Your Provider ID number is located on the DHS 198, Child Development and Care (CDC) Provider Notice. Your PIN is an automatically assigned six-digit number and is mailed separately.

Note: A PIN reset process is available in the I-Billing system. This process requires you to complete a set of security questions after accessing I-Billing the first time. You must select three security questions from the list of choices and enter a response for each selection. You will also have the option to enter your email address and select whether you want a future PIN emailed or mailed; otherwise your PIN will be mailed to the address on file.

#### **What is a pay period?**

A pay period is a two-week billing period for which a unique three-digit number has been assigned. Refer to the CDC Payment Schedule in the Child Development and Care (CDC) handbook or at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

#### **How do I use the Internet for billing?**

To enter your billing information, access the I-Billing system at [www.michigan.gov/childcare](http://www.michigan.gov/childcare). Have your Provider ID number, your PIN and your time and attendance information, such as the CDC Daily Time and Attendance Record, in front of you. Enter the attendance information for the two-week pay period for each authorized child that you provided care for.

#### **How do I enter my billing information?**

Select the pay period you are billing for on the main menu and click the “*Work on Billing Invoice*” button. Enter actual in and out times for each child. I-Billing automatically rounds and calculates total hours of care.

Note: Prior to submitting your billing invoice, you must certify that you have read and agree to the requirements stated in the Child Development and Care (CDC) Handbook.

#### **How do I bill for child care fees?**

Child care centers, group homes, and family homes may bill the CDC program for **child care fees**. This is intended to help cover fees that are sometimes charged to families, such as registration fees, annual fees, or field trip fees. This is **not** intended to cover late payment fees, late pick-up fees, bounced check fees, etc. To bill for child care fees, enter the amount in whole dollars into the box marked “Child Care Fees”. Payment for child care fees is limited to \$65.00 for centers, and \$40 for group and family homes, per child per fiscal year (10/1 – 9/30).

#### **How do I report for a child who is absent?**

Child absence hours may be billed for any periods in which the child is not in care when he/she would have normally been in attendance. This includes periods when the provider is open for business, as well as when the facility is closed. Child absence hours cannot be billed after the child’s last day in attendance. Please understand that billed hours may not exceed the number of hours the child would have normally been in your care. The absent box must be selected when billing absence hours. Also, enter the IN and OUT times the child would normally be in care. Absence hours are limited to 360 per fiscal year (October 1st – September 30th), and to 10 days when no care hours are billed.

See *Billing Acceptable Child Absence Hours* in this handbook for more details.

### **How do I report corrections for this pay period or for a prior pay period?**

To report additional or revised time on an invoice that has already been submitted, select the pay period you need to update on the I-Billing Main Menu, and then select "Work on Billing Invoice." Click Proceed to continue. Enter the additional or revised time on the billing screen, then certify and submit the invoice.

Note: Once you certify and submit the information to MDE, you may submit revised invoices up to 90 days after the end of the pay period.

### **How do I bill for a child whose name is not listed?**

If a child's name is not listed on the I-Billing screen, select the "Next" button to view additional pages. If a child is not listed, **you may not be authorized to bill for this child**. If the child still does not appear and you know you have authorization to bill, call the CDC office at 866-990-3227 for assistance.

### **What are the other buttons on the I-Billing main menu?**

The options on the main menu are:

- a) Work on Billing Invoice
- b) View last payment
- c) View previous billings
- d) View payments by pay period
- e) View Statement of Payments
- f) Add/Remove Child

### **How do I successfully log-out of the I-Billing system?**

Click on the button labeled "Log Out/Exit" located at the bottom of the main page. Once you have done this, you can close your Internet browser.

### **Billing Time Frames:**

#### **When can I bill for child care with I-Billing?**

The I-Billing system is available 365 days a year, 24 hours per day, 7 days a week. Refer to the CDC Payment Schedule for billing deadlines.

### **Training and Technical Assistance:**

#### **Is there any Internet billing training available?**

The Child Development and Care (CDC) program has created new Provider instructional videos located at [www.michigan.gov/childcare](http://www.michigan.gov/childcare). The videos will assist with providing training and support to follow CDC requirements and maintain proper attendance records as specified in the CDC Handbook. If you receive a Program Violation Notice, you may be required to review one or more of these videos.

#### **How can I talk to a person about questions I have?**

If you need assistance, you can contact the CDC office at: 866-990-3227 Monday through Friday from 8:00 a.m. – 5:00 p.m.

## **SIGMA VSS: Doing business with the State**

The State of Michigan has upgraded its financial and business processes to a new system, SIGMA

SIGMA improves the way Michigan performs financial activities, including budgeting, accounting, payments, and business and grant opportunities. SIGMA Vendor Self Service (VSS) improves working with vendors, payees and grantees, replacing Contract & Payment Express (C&PE) and Buy4Michigan.

### **Key Items**

- *Quick reference guides* are available below to assist you with claiming your VSS account, registering as a new vendor with the state, or seeing your payment information.
- Additional user information, along with instructions on how to claim and validate your account, are provided on the SIGMA VSS home page access on the link below.

If you had an active account in the C&PE and were converted to the user-friendly SIGMA VSS, you should now claim your VSS account. Additional user information, along with instructions on how you can claim and validate your account, are provided on the SIGMA VSS home page.

**Go to SIGMA VSS**



### **SIGMA Help Desk**

Email: [dmb-vendor@mi.gov](mailto:dmb-vendor@mi.gov)  
Phone: 888-734-9749  
Fax number: 517-373-0297  
Mailing Address: P.O. Box 30026  
Lansing, Michigan 48909