

# CHILD DEVELOPMENT AND CARE (CDC)

## HANDBOOK



STATE OF MICHIGAN  
Department of Human Services

Revised 4-12  
Older Versions Obsolete

# TABLE OF CONTENTS

## CHILD DEVELOPMENT AND CARE (CDC) GENERAL INFORMATION

	Page
INTRODUCTION.....	1
APPLICATION FOR CHILD DEVELOPMENT AND CARE ASSISTANCE .....	1
AUTHORIZATION.....	1
PARENT AND PROVIDER RELATIONSHIP.....	2
UNLICENSED PROVIDER TRAINING REQUIREMENTS .....	2
PAYMENT RATES .....	2
PAYMENT CALCULATION .....	3
PAYMENTS .....	3
OVERPAYMENTS .....	3
QUESTIONS ABOUT BILLING, PAYMENTS OR PINS.....	4
DISQUALIFICATIONS.....	4
RESOURCES .....	4

## ADDITIONAL INFORMATION FOR PROVIDERS

ELIGIBLE PROVIDERS .....	6
ENROLLING TO BE AN UNLICENSED CHILD CARE PROVIDER .....	6
REPORTING CHANGES .....	7
ATTENDANCE RECORDS .....	7
PROVIDER BILLING.....	8
PINS .....	8
HELPFUL BILLING TIPS.....	9
PROVIDER PAYMENTS .....	10
IRS REPORTING .....	10
DIRECT DEPOSIT.....	10
PROVIDER DUTIES.....	11
CENTRALIZED INTAKE FOR ABUSE AND NEGLECT .....	11
WELFARE FRAUD .....	11
PROVIDER RESOURCES IN SPANISH AND ARABIC.....	11

### SPANISH

I-Billing para el Cuidado de Niños Instrucciones Paso a Paso para PROVEEDORES  
(DHS-Pub-125-SP)

I-Billing para Proveedores Preguntas mas Frecuentes (DHS-Pub-127-SP)

Solicitud Para El Desarrollo Y Cuidado Del Niño Proveedor Sin Licencia  
(DHS-220-SP)

ARABIC

لافطال اءى اءر اءءءل ءى نوءرءكل ال اءرءوفا

ءاءءءل اءءءءل ءووءء ءووءء ءاءءل ءءء

[http://www.michigan.gov/documents/dhs/DHS-PUB-0125-ar\\_291439\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-PUB-0125-ar_291439_7.pdf)

ءءءءل اءءءءل ءى نوءرءكل ال اءرءوفا

ءووءءوفا اءه لوء ءل واءءءل ءل ءءءل اءءءء

[http://www.michigan.gov/documents/dhs/DHS-Pub-0127-ar\\_291441\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-Pub-0127-ar_291441_7.pdf)

(رءووءءل ءبءاوو لفظل اءى اءر ءءءء ءءءء ءءءءل ءءءءل لءءء)

[http://www.michigan.gov/documents/dhs/DHS-1546-AR\\_290845\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-1546-AR_290845_7.pdf)

GLOSSARY ..... 13

EXHIBITS

Payment Schedule..... 16

Provider's Child Care Daily Time and Attendance Record ..... 17

I-Billing for Child Care - Step-by-Step Instructions ..... 20

I-Billing for Providers - FAQ ..... 22

# 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 for child care services for some 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 Child Development and Care Program for parents and providers.
- Additional provider information.

### APPLICATION FOR CHILD DEVELOPMENT AND CARE ASSISTANCE

Families asking for help with child care costs should complete an application.

You can apply online at [www.mibridges.michigan.gov](http://www.mibridges.michigan.gov) or submit a paper application at your local DHS office.

To get an application for all DHS programs, [click here](#).

To get an application for child care assistance only, [click here](#).

CDC eligibility decisions are generally made within 45 calendar days of submitting a complete application. The Department will then send a letter notifying the family of the eligibility decision.

The Department can only approve child care costs when the parent(s) are in one or more of the activities listed above.

For a list of local DHS offices, [click here](#).

### AUTHORIZATION

Once CDC has been approved and authorized, parents and providers will be mailed an authorization notice. This authorization notice shows:

- The begin date of child care assistance for each child.
- The number of child care hours authorized for a pay period.
- [The Department Pay Percent \(DP %\)](#).
- The end date of child care assistance for each child. If the authorization shows hours other than "000" and the end date shows 99/99/9999, child care goes on until changed. If there is an actual end date, such as 06/27/2012, there will be no child care assistance after that date.

Once authorized for child care, the parent's selected provider can begin billing.

Please read the authorization notice to find out the number of hours that have been authorized for a pay period.

## 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.

**The parent is responsible for any child care charges not paid by the Department.** He/she also has to pay for the cost of any care provided while the parent is not involved in [Authorized Activities](#) for child care services provided before being authorized for child care or prior to training completion.

## UNLICENSED PROVIDER TRAINING REQUIREMENTS

### Tier 1 (Required):

Unlicensed child care providers are required to complete a basic training requirement, which is a six-hour Great Start to Quality Orientation. This six-hour training is **free** and covers the following topics:

- American Heart Association first aid and CPR certification course
- Nutrition
- Health and safety
- Shaken Baby Syndrome
- Safe sleep practices

To find Great Start to Quality Orientation trainings in your area, please visit [www.greatstartconnect.com](http://www.greatstartconnect.com) or call 1-877-614-7328.

**Payment eligibility will be based on the date the provider completes the Great Start to Quality Orientation. No back payments will be made to cover child care provided before this required training.**

### Tier 2 (Optional):

There is an opportunity for unlicensed child care providers to earn a higher hourly rate by completing 10 more hours of approved training per year. More Tier 2 information and a list of approved additional training topics will be provided in the binders given when the provider attends the six-hour Great Start to Quality Orientation. More information can be found at: [http://www.michigan.gov/documents/dhs/Tier\\_2\\_flyer\\_312238\\_7.pdf](http://www.michigan.gov/documents/dhs/Tier_2_flyer_312238_7.pdf)

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

## PAYMENT RATES

The actual CDC payment amount may not cover all child care expenses. The parent is responsible for payment of all amounts not paid by the Department.

DEPARTMENT HOURLY RATES Effective October 9, 2011		
PROVIDER TYPE	CHILD'S AGE	
	0-2 1/2 Yr	2 1/2 Yr +
Child Care Center	\$3.75	\$2.50
Family & Group Homes	\$2.90	\$2.40
Unlicensed Child Care Provider - Tier 2	\$2.20	\$1.85
Unlicensed Child Care Provider - Tier 1	\$1.35	\$1.35

## PAYMENT CALCULATION

The Department pays part of the cost of child care for approved families. This part is the Department Pay Percent (DP %). The DP% can be from 70% to 100% of the Department rate. The Department does not pay the family's share of the child care payment. It is the provider's responsibility to collect what the Department does not pay from the parent.

## PAYMENTS

- Payments are processed by the Michigan Department of Treasury.
- Payments for care provided are paid to the provider, on behalf of the parent.
- Payments are based on [authorized care](#) and [provider billing](#) submitted to the Department.
- Payments are for a two-week period and are paid every two weeks.
- The estimated [check/Electronic Funds Transfer \(EFT\) dates](#) are listed on the [CDC Payment Schedule](#).
- Provider billing information submitted after the deadline, but within seven days of the deadline, will be paid the following week.

**NOTE:** Problems in processing billings, incorrect addresses, missing or wrong information, or other unforeseen situations or events may cause payments to be made later than the anticipated dates. You should plan for payments to be paid later, especially during holiday periods. The message area of I-Billing will show any information about a change or delay with billing or payments.

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

The Central Reconciliation Unit (CRU) may request information from the parent and/or provider in order to review a provider's billing. Failure to provide this information may result in a fraud referral and/or disenrollment.

## OVERPAYMENTS

Providers are required to give correct information to the Department. Getting paid for care that was not provided means the provider payment was more than it should have been. **Any overpayments, including those due to a parent or a Department error, must be reported to the specialist who handles the parent's CDC case right away.**

Send overpayments to:

State of Michigan  
DHS Cashier Unit  
**Attention: CDC Recoupment**  
PO Box 30037  
Lansing, MI 48909-9972

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

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

**Note:** The information above must be included with your check for overpayment. If you do not include this information, your payment may not be applied correctly.

The Department will accept lump-sum payments, and may **recoup** overpayments by taking up to 20% from future child care provider payments for those who do not make a lump-sum payment. You may call the **Reconciliation and Recoupment Section** at (517) 335-3674 to arrange a monthly repayment plan.

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

- May be fraud.
- May be given to the DHS Office of Inspector General (OIG) for investigation.
- Could lead to civil or criminal actions (such as going to court, paying a fine, or going to jail).

## FOR QUESTIONS ABOUT BILLING, PAYMENTS OR PINS

Call the **Central Reconciliation Unit (CRU)** at:

1-866-990-3227  
Monday - Friday from 7:30 a.m. - 5 p.m.

## DISQUALIFICATIONS

Violations of CDC program rules by the parent or provider may result in the responsible party being disqualified for a six-month, 12-month or lifetime penalty period.

## RESOURCES

### Child Care Licensing (BCAL)

The Division of Child Care Licensing, a part of the Bureau of Children and Adult Licensing (BCAL), does onsite reviews to find out if state law and licensing rules are being followed, investigates complaints alleging the breaking of administrative rules or statutes (laws), and provides consultation to both home and center child care providers to improve the quality of care children receive. Call BCAL at **1-866-685-0006** to get more information on becoming licensed, or for more information about licensed child care, including forms and publications, visit [www.michigan.gov/dhslicensing](http://www.michigan.gov/dhslicensing) and click on "Child Care."

## **Early Childhood Investment Corporation (ECIC)**

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

E-mail: [info@ecic4kids.org](mailto:info@ecic4kids.org)

Contact: (517) 371-9000

ECIC's goal is to make sure that every young child in Michigan has a Great Start, arriving at the kindergarten door safe, healthy and ready to succeed in school and in life. ECIC supports a statewide network of local Great Start Collaboratives ( <http://greatstartforkids.org/content/great-start-your-community>) and parent coalitions, and works at the state level to maximize early childhood resources. ECIC works with providers, parents, community leaders, businesses, the state legislature, state and local government, faith-based organizations, and funders to build an early childhood system of services and supports for Michigan's youngest learners.

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

Website: [www.greatstartconnect.com](http://www.greatstartconnect.com)

E-mail: [info@ecic4kids.org](mailto:info@ecic4kids.org)

Contact: 1-877-614-7328

*Great Start to Quality* supports early learning and development programs identify and improve quality through:

- Workforce Development and training that builds knowledge and competency.
- Quality Improvement Consultation from the Great Start Regional Resource Center.
- Quality Resources to enhance the early learning setting
- Self-assessments.
- Quality Improvement Plans.

Licensed early learning and development programs enter the Great Start to Quality Levels at Level One and can progress to the highest level of quality at Level Five.

The Great Start to Quality is supported by [Michigan's Great Start Regional Child Care Resource Centers](#).

To find the Great Start Regional Child Care Resource Center in your area, [click here](#).

## **Great Start CONNECT**

Website: [www.greatstartconnect.com](http://www.greatstartconnect.com)

This website connects all providers and families to the following:

- Statewide search for licensed and registered child care.
- Professional development and training (including Great Start to Quality Orientation).
- Links to statewide and local early learning supports.
- Information about child development.
- Child care provider files.

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

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

E-mail: [TEACH@miaeyc.org](mailto:TEACH@miaeyc.org)

Contact: 1-866-MITEACH (1-866-648-3224)

This is a scholarship program for providers working in a licensed or registered 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 professional development. 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)

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

Contact: (517) 373-7391

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 unlicensed providers who provide child care in their home and 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 CACFP sponsor in your area, please visit [www.michigan.gov/mde/0,1607,7-140-43092\\_25656---,00.html](http://www.michigan.gov/mde/0,1607,7-140-43092_25656---,00.html)

## ADDITIONAL INFORMATION FOR PROVIDERS

This part of the handbook gives information for Child Development and Care (CDC) providers on 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, you must provide care in Michigan and be a:

**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 **registered** to care for up to six children at a time.

**Unlicensed Child Care Provider** - An adult who is 18 years or older and enrolled to provide child care for up to four children at a time (or six children, if all children are siblings or living at the same address).

Unlicensed Child Care Providers can provide care in their own home or the child's home if they are related by blood, marriage or adoption as a:

- Grandparent/Great-grandparent.
- Aunt/Great aunt.
- Uncle/Great uncle.
- Sibling.

Unlicensed Child Care Providers who are not related to the child can only provide care in the child's home.

**Note: A divorce ends a relationship by marriage.**

License-Exempt Facilities-

- A child care facility where all parents are onsite and available, **enrolled** by the Department.
- A child care facility located on federal land, **enrolled** by the Department.

If you wish to be licensed as a child care center/group child care home or registered as a family child care home, call the Bureau of Children and Adult Licensing (BCAL) toll free at 1-866-685-0006 or visit: [www.michigan.gov/dhslicensing](http://www.michigan.gov/dhslicensing)

Please note: Providers are self-employed, not employed by the State of Michigan or the Child Development and Care Program. Providers are not eligible for unemployment insurance.

### ENROLLING TO BE AN UNLICENSED CHILD CARE PROVIDER

To be enrolled as an unlicensed child care provider, you will need to fill out a [Child Development and Care Unlicensed Provider Application \(DHS-220\)](#). This application can be printed from:

[www.michigan.gov/dhs-forms](http://www.michigan.gov/dhs-forms).

The DHS-220:

- Certifies that you understand and meet the requirements to provide child care and get payment for CDC children.
- Gives us basic information about you, including where to send payment.
- Allows us to do criminal background clearances.

Unlicensed child care providers are required to complete the free six-hour Great Start to Quality Orientation training.

To find training in your area, please visit [www.greatstartconnect.com](http://www.greatstartconnect.com) or call 1-877-614-7328.

## REPORTING CHANGES

Child care providers must report the following changes to the local DHS office within 10 calendar days of the occurrence:

- A change in address.
- A change in where the children are being watched.
- If you stop watching CDC children.
- A change in the adults living in your home.

**NOTE:** If you are a licensed or registered child care provider, you must report address changes to BCAL.

## ATTENDANCE RECORDS

All CDC providers must keep complete and accurate records of **daily** time and attendance for each CDC child in care. Below is a time and attendance record template for your use (see exhibit). This template, the CDC Time and Attendance Record, must be used by unlicensed providers. Time and attendance records must match the hours of care you bill for. You must keep these time and attendance records for **four years** from the date of care for auditing reasons. You must make these records available to an employee of the Department or the Auditor General if asked.

Licensed and registered providers are not required to use the CDC Time and Attendance Record, but must maintain records showing the:

- Child(ren)'s name and age.
- Pay period number.
- Dates for each day you watched the children during the pay period.
- Daily care begin time and daily care end time for each child.
- The total number of hours you watched the children.
- **You and the parent must certify the daily attendance records are accurate.**
  - You must sign your 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.

**IMPORTANT:** You must provide information to the Department when asked. You will have to return Department payments and may be disenrolled if an audit or investigation finds you do not have the time and attendance records the Department asks for.

An example of how to complete this form is shown below.

**CDC DAILY TIME AND ATTENDANCE RECORD**  
Michigan Department of Human Services

Required for Unlicensed Providers

Billing website: [www.michigan.gov/childcare](http://www.michigan.gov/childcare)

INSTRUCTIONS: Record the daily care begin time, the daily care end time, the child care hours, and the ill/holiday hours for each child in your care. Any changes must be initiated by the person making the change. See additional instructions on the back. **Keep this form for your records. A daily attendance record must be retained for four years for auditing purposes.**  
Round each care begin time and care end time to the nearest half hour to get the total daily child care hours.

Provider ID Number:	0123456
Provider Name:	Laura Lansing
Pay Period Number:	903
Confirmation Number:	
Page Number:	1

Day	Date	Child's Name Tommy Towers Age 9					Child's Name Tara Towers Age 5					Child's Name Tina Towers Age 10 mos				
		Care Begin Time	Care End Time	Child Care Hours	Ill/Holiday Hours	Parent Initial	Care Begin Time	Care End Time	Child Care Hours	Ill/Holiday Hours	Parent Initial	Care Begin Time	Care End Time	Child Care Hours	Ill/Holiday Hours	Parent Initial
Sun	1/18															
Mon	1/19	3:30 pm	5:30 pm	2			7:30 am	11:30 am	6			7:30 am	5:30 pm	10		
							3:30 pm	5:30 pm								
Tues	1/20	3:00 pm	5:30 pm	1.5			7:30 am	11:30 am	6.5			7:30 am	5:30 pm	10		
							3:00 pm	5:30 pm								
Wed	1/21	4:00 pm	6:00 pm	2			7:00 am	11:30 am	6.5			7:30 am	6:00 pm	10.5		
							4:00 pm	6:00 pm								
Thur	1/22				2					6					10	
Fri	1/23				2					6					10	

(Example)

To get the CDC Daily Time and Attendance Record, [click here](#).

**PROVIDER BILLING**

To be paid, you must submit billing information to the Department for the number of hours of care for CDC children using I-Billing - [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

You will need to know:

- Your provider ID number.
- Your personal identification number (PIN).
- The pay period number (see [Payment Schedule](#)).

**Provider Web Tutorial:** To learn more about how to bill for child care using the I-Billing system visit [www.mfia.state.mi.us/video/I-Billing\\_Provider\\_040309.htm](http://www.mfia.state.mi.us/video/I-Billing_Provider_040309.htm)

**Note:** You must bill within 90 days of watching the children. If the authorization is not entered by the Department until after you have provided care, the 90-day limit starts the day the authorization is entered.

**PINS**

Do not share this information with anyone. The first time you use your PIN, you will have to change it. PINS must be six characters long.

**To change your PIN:**

After you log in to I-Billing, click on the "Change PIN" button at the bottom of the main menu screen. You will have to change your PIN every 180 days in I- Billing (Internet Billing).

To go to I-Billing, click [here](#).

### To replace PINs:

#### In I-Billing:

You have the option in I-Billing to answer three security questions after your first log-in and provide an email address so that you can request a new PIN yourself if you forget or lose your PIN. Answer one of your chosen security questions and select whether you would like your new PIN sent to you by e-mail or regular mail.

#### By phone:

If you lose or forget your PIN, call the Central Reconciliation Unit (CRU) at 1-866-990-3227.

#### By fax:

You can also ask for a new PIN by faxing the CRU at 517-335-4144. When asking for a new PIN by fax include:

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

**Note: Once you ask for a new PIN, please allow up to 10 business days to receive your new PIN.**

## HELPFUL BILLING TIPS

### Billing "DOs"

1. **DO** bill the Department only for the hours you **ACTUALLY** have a child in your care **AND** the parent(s) is at their approved activity; for example, employment or high school completion.
2. **DO** bill the Department for ill hours **ONLY** if a child is not in your care due to their **OWN** illness, and it is a day the child would normally be in your care.
3. **DO** bill the Department for holiday hours **ONLY** if a child is not in care due to a holiday, and it is a day the child would normally be in your care.
4. **DO** remember that ill/holiday hours are limited to 208 hours per child per fiscal year (October 1 - September 30). Charges for any ill/holiday hours over this limit are the parent's responsibility.
5. **DO** keep time and attendance records for four years. The Department maintains the right to request this information at any time.

### Billing "DO NOTs"

1. **DO NOT** bill the Department for hours that the parent leaves a child in your care when the parent is not at his/her approved activity.
2. **DO NOT** bill the Department for the hours a child is in school.
3. **DO NOT** bill the Department for vacation times of the parent, child, or yourself.
4. **DO NOT** bill the Department for a child who is absent, or a "no show."
  - Example: When a child does not show up for a day without the provider knowing, the provider cannot bill the Department for that day.

5. **DO NOT** bill the Department if poor weather conditions cause the provider or the parent to cancel care.

- Example: When a center is closed due to snow, the provider cannot bill the Department for that day.

**For Help - - - -**

If you need more help with billing, call the CRU at 1-866-990-3227 weekdays, except holidays, from 7:30 a.m. - 5 p.m.

## **PROVIDER PAYMENTS**

**The provider 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 of care for a pay period for some providers.

- **Unlicensed Child Care Providers** will not be paid for more than 560 total hours per pay period for all children in care.
- **Family Child Care Homes** will not be paid for more than 720 total hours per pay period for all children in care.
- **Group Child Care Homes** will not be paid for more than 1,440 total hours per pay period for all children in care.
- Parents are responsible for any hours of care that are over these limits.

**Note: Ill/holiday hours are limited to 208 hours per child per fiscal year.** Any ill/holiday hours over the 208-hour limit are the parent's responsibility.

## **IRS REPORTING**

The Department reports all payments made to providers to the Internal Revenue Service (IRS). IRS Form 1099-MISC is mailed to all providers by early February.

**Note:** For another copy of your 1099-MISC, please contact the CRU at 1-866-990-3227.

For IRS information go to [www.irs.gov](http://www.irs.gov).

## **DIRECT DEPOSIT**

The Department encourages providers to sign up for direct deposit. All providers can get their CDC payments deposited directly into their bank accounts through Direct Deposit/Electronic Funds Transfer (EFT). Direct Deposit prevents the chance for a lost or stolen CDC check because payment is deposited directly into your bank account. To sign up for Direct Deposit/EFT, please visit:

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

Click on "Provider Billing and Payments." Then click on "Register to Receive Payments Electronically" and follow the instructions.

If you have questions or need help with this process, call the Department of Technology, Management and Budget, Office of Financial Management, at this toll-free number:

1-888-734-9749

## PROVIDER DUTIES

- Keep accurate **time and attendance records** for **four years** for all of the children in your care. **Reminder: The CDC Daily Time and Attendance Record is required for all Unlicensed Child Care Providers.**
- Bill only for the **actual hours the child(ren) is in your care**, with the exception of holidays or a child's illness.
- Keep your Personal Identification Number (PIN) to yourself.
- Cooperate during an investigation.
- Report fraudulent child care activity right away by calling:

1-800-222-8558

or

Visit [www.michigan.gov/childcare](http://www.michigan.gov/childcare) and;

- Click on Quick link to "Report Child Care Fraud".
- Scroll to "Welfare Fraud Complaints".
- Click on [Client Complaint](#) to report parent fraud.
- Click on [Business Complaint](#) to report provider fraud.

## CENTRALIZED INTAKE FOR ABUSE AND NEGLECT

The Department of 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 1-855-444-3911.

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

## WELFARE FRAUD

The crime of Welfare Fraud (MCL 400.60) includes **billing for** and **receiving** payment from the Department for the following unauthorized and **illegal** child care billing practices when child care services were not provided or were provided with **false** information given on purpose:

- During the hours a child(ren) was in school.
- When the person watching the child(ren) was not authorized.
- When "holding a spot" for a child.
- When a PIN is sold or given to a person who should not have it.
- During the provider's own vacation or during the vacation of the parent and child(ren).
- During the same hours the provider was working at another job and billed for child care hours.
- During weekends, evenings, and hours when the provider knew the parent was not working or in another authorized activity (and still watched the children).
- When the provider provided care for more than the number of children they are supposed to during the same hours.

## PROVIDER RESOURCES IN SPANISH AND ARABIC

### Spanish

- **I-Billing para el Cuidado de Niños Instrucciones Paso a Paso para PROVEEDORES (DHS-Pub-125-SP)**  
[www.michigan.gov/documents/dhs/DHS-PUB-0125-SP\\_285324\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-PUB-0125-SP_285324_7.pdf)
- **I-Billing for Provider, Most Frequently Asked Questions (DHS-Pub-127-SP): I-Billing para Proveedores Preguntas más Frecuentes.**  
[www.michigan.gov/documents/dhs/DHS-PUB-0127-SP\\_280287\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-PUB-0127-SP_280287_7.pdf)
- **Registro De Asistencia Y Tiempo Diario Del Proveedor De Cuidado De Niños (DHS-1546-SP).**  
[www.michigan.gov/documents/dhs/DHS-1546-SP\\_279213\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-1546-SP_279213_7.pdf)

## Arabic

- لافطألا ةياعر تامدخل ةينورتكلإلإا ةرتوفلا  
تامدخلا يمدقمل ةوطخب ةوطخ تاميلعت  
[www.michigan.gov/documents/dhs/DHS-PUB-0125-ar\\_291439\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-PUB-0125-ar_291439_7.pdf)
- ةمدخلا يمدقمل ةينورتكلإلإا ةرتوفلا  
عوضوملا اذه لوح ةلواتملا ةلئسألأا مظعم  
[www.michigan.gov/documents/dhs/DHS-Pub-0127-ar\\_291441\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-Pub-0127-ar_291441_7.pdf)
- (روضحلا ةبظاومو لفظلا ةياعر ةمدخ ميديقت تاقوال ةمدخلا مدمق لجمس)  
[www.michigan.gov/documents/dhs/DHS-1546-AR\\_290845\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-1546-AR_290845_7.pdf)

## Glossary

<b>Approved Activity:</b>	Includes participating in one-stop service center activities, approved education (other than high school completion) and other employment programs, or attending compliance test activities.
<b>Authorized Activity:</b>	The parent(s) need reasons (employment, high school completion, approved activity and/or family preservation) for which the provider is authorized to provide care.
<b>Authorized Care:</b>	Subsidy-eligible child care that has been approved by the Department.
<b>Billing Deadline Date:</b>	The date billing information needs to be submitted to the Department by the Internet billing system so that providers get timely payment.
<b>CDC Payment Schedules:</b>	A yearly schedule that lists pay period dates, pay period numbers, billing deadline dates, and the expected check/EFT date.
<b>Central Reconciliation Unit (CRU):</b>	The unit within the Office of Great Start that helps with child care billing and payment issues, as well as PIN resets.
<b>Certify:</b>	To agree that CDC information is true and correct.
<b>Check/EFT:</b>	Form of payment paid by the Department for child care services provided for subsidy-eligible children.
<b>Check/EFT dates:</b>	Expected dates of direct deposit payments or checks. Some payments may be late around the holidays.
<b>Child Care Center:</b>	A facility, other than a private home, <b>licensed</b> to care for one or more children.
<b>Department Pay Percent (DP%):</b>	The percentage of the Department payment rate that will be paid for child care.
<b>DHS-198:</b>	A notice that is mailed to the provider that details which children the provider is authorized to provide care for, the beginning and ending dates of CDC authorizations, the DP%, and the number of authorized CDC hours.
<b>DHS-198-C:</b>	A notice that is mailed to the parent that details which children on a case are authorized for CDC, the beginning and ending dates of CDC authorizations, the DP%, and the number of authorized CDC hours.
<b>Employment:</b>	Activity where a person legally works and earns money.
<b>Family Child Care Home:</b>	A private home <b>registered</b> to care for up to six children.
<b>Family preservation:</b>	Includes participating in an approved counseling or treatment program for a physical, emotional or mental condition.
<b>Fiscal year:</b>	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.

<b>Great Start Regional Child Care Resource:</b>	Organizations responsible for improving quality early learning experiences for Michigan children by bringing together supports and services for child care providers and for families who use child care.
<b>Group Child Care Home:</b>	A private home <b>licensed</b> to care for up to 12 children.
<b>High school completion:</b>	Includes general educational development (GED), adult basic education (ABE) and English as a second language (ESL) classes.
<b>I-Billing:</b>	Internet billing for daily child care hours and daily ill/holiday hours for children a provider is authorized to provide care for.
<b>Ill/Holiday Hours:</b>	The hours a child was not in care because they were sick or it was a holiday. Ill/holiday hours are limited to 208 hours per child per <b>fiscal year</b> .
<b>Payment rate:</b>	The hourly rate that the Department reimburses a provider for child care services provided.
<b>Parent:</b>	The birth or adoptive parent, substitute parent, or legal guardian of a child(ren).
<b>Pay Period dates:</b>	The beginning and ending dates of each pay period. Pay periods cover a two-week period.
<b>Pay Period number:</b>	A three-digit number chosen by the Department for each two-week billing cycle.
<b>PIN:</b>	The personal identification number, needed to submit billing to the Department through I-Billing.
<b>Provider:</b>	A person who watches eligible children as either a licensed child care center, group child care home, family child care home, or unlicensed provider.
<b>Provider Billing Information:</b>	Information a CDC provider uses to bill the Department for child care services provided.
<b>Provider ID number:</b>	An identification number that is automatically given to a provider by the Department when that person or entity enrolls as a provider.
<b>Reconciliation and Recoupment Section:</b>	The office within the Department that handles overpayments for the CDC program.
<b>Recoup:</b>	To get back CDC money that was wrongly paid.
<b>Statement of Payments (DHS-1381):</b>	A detailed report of all payment information, such as, adjustments, errors, payments made and late reports, for the pay period date.
<b>Time and Attendance Records:</b>	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 four years and must be <b>certified</b> by the parent.
<b>Total Regular Child Care Hours:</b>	The total number of hours the child(ren) were in the care of an authorized CDC provider.

**Unlicensed Child Care Provider:**

Adult who is 18 years or older and enrolled to provide child care for up to four children at a time (or six children, if all children are siblings or living at the same address).

Unlicensed Child Care Providers can provide care in their own home or the child's home if they are related by blood, marriage or adoption as a:

- Grandparent/great-grandparent.
- Aunt/great-aunt.
- Uncle/great-uncle.
- Sibling.

**EXHIBIT****CDC 2012 PAYMENT SCHEDULE**

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

<b>Pay Period Dates</b>	<b>Pay Period Number</b>	<b>Billing Deadline Date</b>	<b>Check/EFT Date</b>
01/01/12 - 01/14/12	201	01/19/12	01/26/12
01/15/12 - 01/28/12	202	02/02/12	02/09/12
01/29/12 - 02/11/12	203	02/16/12	02/24/12
02/12/12 - 02/25/12	204	03/01/12	03/08/12
02/26/12 - 03/10/12	205	03/15/12	03/22/12
03/11/12 - 03/24/12	206	03/29/12	04/05/12
03/25/12 - 04/07/12	207	04/12/12	04/19/12
04/08/12 - 04/21/12	208	04/26/12	05/03/12
04/22/12 - 05/05/12	209	05/10/12	05/17/12
05/06/12 - 05/19/12	210	05/24/12	06/01/12
05/20/12 - 06/02/12	211	06/07/12	06/14/12
06/03/12 - 06/16/12	212	06/21/12	06/28/12
06/17/12 - 06/30/12	213	07/05/12	07/12/12
07/01/12 - 07/14/12	214	07/19/12	07/26/12
07/15/12 - 07/28/12	215	08/02/12	08/09/12
07/29/12 - 08/11/12	216	08/16/12	08/23/12
08/12/12 - 08/25/12	217	08/30/12	09/07/12
08/26/12 - 09/08/12	218	09/13/12	09/20/12
09/09/12 - 09/22/12	219	09/27/12	10/04/12
09/23/12 - 10/06/12	220	10/11/12	10/18/12
10/07/12 - 10/20/12	221	10/25/12	11/01/12
10/21/12 - 11/03/12	222	11/08/12	11/17/12
11/04/12 - 11/17/12	223	11/20/12	11/29/12
11/18/12 - 12/01/12	224	12/06/12	12/13/12
12/02/12 - 12/15/12	225	12/20/12	01/02/13
12/16/12 - 12/29/12	226	01/03/13	01/10/13

**EXHIBIT****CDC 2011 PAYMENT SCHEDULE**

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

<b>Pay Period Dates</b>	<b>Pay Period Number</b>	<b>Billing Deadline Date</b>	<b>Check/EFT Date</b>
12/19/10 - 01/01/11	101	01/06/11	01/13/11
01/02/11 - 01/15/11	102	01/20/11	01/27/11
01/16/11 - 01/29/11	103	02/03/11	02/10/11
01/30/11 - 02/12/11	104	02/17/11	02/25/11
02/13/11 - 02/26/11	105	03/03/11	03/10/11
02/27/11 - 03/12/11	106	03/17/11	03/24/11
03/13/11 - 03/26/11	107	03/31/11	04/07/11
03/27/11 - 04/09/11	108	04/14/11	04/21/11
04/10/11 - 04/23/11	109	04/28/11	05/05/11
04/24/11 - 05/07/11	110	05/12/11	05/19/11
05/08/11 - 05/21/11	111	05/26/11	06/03/11
05/22/11 - 06/04/11	112	06/09/11	06/16/11
06/05/11 - 06/18/11	113	06/23/11	06/30/11
06/19/11 - 07/02/11	114	07/07/11	07/14/11
07/03/11 - 07/16/11	115	07/21/11	07/28/11
07/17/11 - 07/30/11	116	08/04/11	08/11/11
07/31/11 - 08/13/11	117	08/18/11	08/25/11
08/14/11 - 08/27/11	118	09/01/11	09/09/11
08/28/11 - 09/10/11	119	09/15/11	09/22/11
09/11/11 - 09/24/11	120	09/29/11	10/06/11
09/25/11 - 10/08/11	121	10/13/11	10/20/11
10/09/11 - 10/22/11	122	10/27/11	11/03/11
10/23/11 - 11/05/11	123	11/09/11	11/17/11
11/06/11 - 11/19/11	124	11/22/11	12/01/11
11/20/11 - 12/03/11	125	12/08/11	12/15/11
12/04/11 - 12/17/11	126	12/20/11	12/29/11

**EXHIBIT**

An example of how to complete this form is shown below.

**CDC DAILY TIME AND ATTENDANCE RECORD**

Michigan Department of Human Services

**Required for Unlicensed Providers**

**Billing website:** [www.michigan.gov/childcare](http://www.michigan.gov/childcare)

INSTRUCTIONS: Record the daily care begin time, the daily care end time, the child care hours, and the ill/holiday hours for each child in your care. Any changes must be initiated by the person making the change. See additional instructions on the back. **Keep this form for your records.** A daily attendance record must be retained for **four years** for auditing purposes.  
**Round each care begin time and care end time to the nearest half hour to get the total daily child care hours.**

Provider ID Number:	0123456
Provider Name:	Laura Lansing
Pay Period Number:	903
Confirmation Number:	
Page Number:	1

Day	Date	Child's Name Tommy Towers					Child's Name Tara Towers					Child's Name Tina Towers			
		Care Begin Time	Care End Time	Child Care Hours	Ill/Holiday Hours	Parent Initial	Care Begin Time	Care End Time	Child Care Hours	Ill/Holiday Hours	Parent Initial	Care Begin Time	Care End Time	Child Care Hours	Ill/Holiday Hours
Sun	1/18														
Mon	1/19	3:30 pm	5:30 pm	2		PT	7:30 am	11:30 am	6		PT	7:30 am	5:30 pm	10	
Tues	1/20	3:00 pm	5:30 pm	1.5		PT	7:30 am	11:30 am	6.5		PT	7:30 am	5:30 pm	10	
Wed	1/21	4:00 pm	6:00 pm	2		PT	7:00 am	11:30 am	6.5		PT	7:30 am	6:00 pm	10.5	
Thur	1/22				2	PT				6	PT				10
Fri	1/23				2	PT				6	PT				10
Sat	1/24														
Sun	1/25														
Mon	1/26	3:30 pm	5:30 pm	2		PT	7:30 am	11:30 am	6		PT	7:30 am	5:30 pm	10	
Tues	1/27	3:30 pm	6:00 pm	2.5		PT	7:30 am	11:30 am	6.5		PT	7:30 am	6:00 pm	10.5	
Wed	1/28	3:30 pm	5:30 pm	2		PT	7:00 am	11:30 am	6.5		PT	8:00 am	5:30 pm	9.5	
Thur	1/29	3:00 pm	5:30 pm	2.5		PT	8:00 am	12:00 pm	6.5		PT	7:30 am	5:00 pm	9.5	
Fri	1/30	3:30 pm	5:00 pm	1.5		PT	7:30 am	11:30 am	5.5		PT	7:30 am	5:00 pm	9.5	
Sat	1/31														

I certify that:

- The above billing information is true and accurate to the best of my knowledge based on available information.
- I keep permanent and accurate records 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 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 prosecuted for fraud.

Child Care Provider's Signature	Phone Number	Date
---------------------------------	--------------	------



# EXHIBIT

## INSTRUCTIONS:

At the end of each pay period, providers must bill for child care hours by using Internet billing at: [www.michigan.gov/childcare](http://www.michigan.gov/childcare). You will need to know the pay period number, your provider I.D. number, and PIN.

For questions about billing, refer to the Child Development and Care Handbook, DHS Pub. 230. If you still need help call the Central Reconciliation Unit at 1-866-990-3227.

**Provider ID Number:** Enter the 7-digit ID number (not license number) listed on the DHS-198, Child Development and Care Provider Certificate/Notice of Authorization.

**Provider Name:** Enter your name or the name of your facility.

**Pay Period Number:** Enter the number of the pay period that corresponds to the billing dates. See the table below. Use a separate page for each pay period.

Pay Period Dates	Pay Period Number	Billing Deadline*	Check/EFT Date	Pay Period Dates	Pay Period Number	Billing Deadline*	Check/EFT Date
01/01/12 – 01/14/12	201	01/19/12	01/26/12	07/01/12 – 07/14/12	214	07/19/12	07/26/12
01/15/12 – 01/28/12	202	02/02/12	02/09/12	07/15/12 – 07/28/12	215	08/02/12	08/09/12
01/29/12 – 02/11/12	203	02/16/12	02/24/12	07/29/12 – 08/11/12	216	08/16/12	08/23/12
02/12/12 – 02/25/12	204	03/01/12	03/08/12	08/12/12 – 08/25/12	217	08/30/12	09/07/12
02/26/12 – 03/10/12	205	03/15/12	03/22/12	08/26/12 – 09/08/12	218	09/13/12	09/20/12
03/11/12 – 03/24/12	206	03/29/12	04/05/12	09/09/12 – 09/22/12	219	09/27/12	10/04/12
03/25/12 – 04/07/12	207	04/12/12	04/19/12	09/23/12 – 10/06/12	220	10/11/12	10/18/12
04/08/12 – 04/21/12	208	04/26/12	05/03/12	10/07/12 – 10/20/12	221	10/25/12	11/01/12
04/22/12 – 05/05/12	209	05/10/12	05/17/12	10/21/12 – 11/03/12	222	11/08/12	11/17/12
05/06/12 – 05/19/12	210	05/24/12	06/01/12	11/04/12 – 11/17/12	223	11/20/12	11/29/12
05/20/12 – 06/02/12	211	06/07/12	06/14/12	11/18/12 – 12/01/12	224	12/06/12	12/13/12
06/03/12 – 06/16/12	212	06/21/12	06/28/12	12/02/12 – 12/15/12	225	12/20/12	01/02/13
06/17/12 – 06/30/12	213	07/05/12	07/12/12	12/16/12 – 12/29/12	226	01/03/13	01/10/13

\* Billing deadlines on days before holidays are at 5:00 PM on the indicated date. Otherwise, they are at the end of the day (midnight). Delays in payments should be expected during holiday periods when state offices and post offices are closed.

**Confirmation Number:** Enter the confirmation number you get at the end of your Internet billing.

**Page Number:** Enter the page number.

**Child's Name and Age:** Enter the name and age of each child for whom care has been authorized for the billing period. Place them in alphabetical order by last and first name.

**Care Begin and End Times:** Enter the times in hours and minutes, indicating if it is AM or PM.

**Child Care Hours:** Enter the number of hours of care that were actually provided, rounded to the nearest half hour. Enter half hours as .5. **This may be more or less than the number of hours authorized on the DHS-198. Leave blank any days the child did not attend.**

**Child Ill/Holiday Hours** Absences due to holidays or the child's illness (not to exceed 208 hours per fiscal year) can be billed if you charge the general public (all families) for the holiday or absences due to illness AND if the child would have normally been in care that day. If you do bill child ill/holiday hours, you may not enter more hours than the child would have normally been in care that day. In the box for the day that the holiday or the absence occurred, enter the number of hours being billed, rounded to the nearest half hour. Enter a half hour as .5. See the Child Development and Care Handbook, DHS Pub 230.

**Parent or Authorized Representative Initial:** The parent or authorized representative must initial daily for each child, for those days they were in care, to indicate that the entries are correct.

**Child Care Provider's Signature and Date:** The person authorized to complete the billings must sign and date the form.

### HOW TO ROUND TO THE NEAREST HALF HOUR:

**Round each care begin time and care end time to the nearest half hour to get the total daily child care hours.**

If the minutes in the care begin/end time are between 1-15, drop them. For example, for a care begin time of 8:15 a.m., enter 8:00 a.m.

If the minutes in the care begin/end time are between 16-45, round to X:30. For example, for a care end time of 4:45 p.m., enter 4:30 p.m.

If the minutes in the care begin/end time are between 45-59, round to the next full hour. For example, for a care begin time of 7:52 a.m., enter 8:00 a.m.

**Please note: Parents are responsible for child care expenses that are not paid by the department including expenses incurred while a parent or provider's eligibility is being determined.**

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

## EXHIBIT

### I-Billing for Child Care Step-By-Step Instructions for PROVIDERS Michigan Department of Human Services

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

#### STEP 1

Go to [www.michigan.gov/childcare](http://www.michigan.gov/childcare). On the left-hand side of the screen click on “Provider Billing and Payments” in the blue box.

#### STEP 2

Click on the link “Send Billing Form over the Internet” in the top box under “Internet Billing.”

#### STEP 3

Click on the “Login to I-Billing” link. When you enter the system, you will see the CDC Provider log-in screen.

Enter your seven-digit Provider ID number and PIN.

**NOTE:** A PIN reset process has been added to the I-Billing system. You will be asked to complete a set of security questions after accessing the online CDC system. 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

After you log in, you will be directed to the Main Menu. Select the pay period you would like to bill for, and then click the “Work on Billing Invoice” button.

#### STEP 5

Enter the child care billing hours for <child name>. You will enter both regular child care hours and ill/holiday child care hours.

Round child care hours to the nearest half-hour. For example, if you provided care for 6 hours and 35 minutes, you will enter 6.5.

Follow this step for each child you provided care for who is listed on the I-Billing screen.

**NOTE:** Ill/holiday hours are limited to 208 hours per child per fiscal year. Any ill/holiday hours exceeding this limit will be the responsibility of the parent. The fiscal year begins October 1 and ends September 30.

## EXHIBIT

### 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 order for the child to be listed on your billing invoice.

### STEP 7

You may choose to “Save and Continue” or “Save and Return to Main Menu.”

If you choose to “Save and Continue,” 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 make this selection, you will not have exited the system.

If you choose to “Save and Return to the Main Menu” your work will be saved, but it will not be submitted. You can go back and finish this at a later time. If you make this selection, you will be exiting the system.

**NOTE:** You must keep complete and accurate records of daily attendance for all state-funded children in your care. These records must show the daily care begin time and daily care end time for each child. You must retain these attendance records for four years from the date of care for auditing purposes. You may access the *Provider’s Child Care Daily Time and Attendance Record, DHS-1546*, at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

### STEP 8

When you have entered all of your billing information, you must check the “Certify” box located at the bottom of the billing screen. After you have checked the “Certify” box, click on the “Submit to DHS” button.

### STEP 9

A completed invoice (PDF file) will appear that you may 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 10

Press “Exit” located at the bottom of the main page, to successfully log out.

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

For help with I-Billing, you may speak to someone weekdays, except holidays,  
by calling: 1-866-990-3227

Monday through Friday – 7:30 a.m. – 5:00 p.m.



STATE OF MICHIGAN  
Department of Human Services

Web Only  
Authority: DHS Director

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

## EXHIBIT

### I-Billing for Providers Most Frequently Asked Questions Michigan Department of Human Services

#### 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) Certificate/Notice of Authorization. Your PIN is an automatically assigned six-digit number that is mailed separately.

Note: A PIN reset process has been added to the I-Billing system. You will be asked to complete a set of security questions after accessing the online CDC system. 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.

##### ***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 (DHS Pub-230).

##### ***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 DHS-1546, Provider's Child Care Daily Time and Attendance Record, in front of you. You will enter the information for the two-week pay period for each authorized child you provided child 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 the child care hours for each child. Round to the nearest half-hour. For example, if you provided child care for seven hours and 40 minutes on Tuesday, you will enter 7.5 for the child care hours for that day.

##### ***How do I bill for a child who is absent because of a reported illness or a holiday?***

If there is a holiday or a child listed on the I-Billing screen is ill, you can bill for that child if the child would have normally been in your care that day. Please understand that billed hours may not exceed the number of hours the child would have normally been in your care. For example, if you normally provide care for four hours, you may only bill for four ill or four holiday hours. Enter the hours in the ill/holiday hour boxes.

Note: Ill/holiday hours are limited to 208 hours per child per fiscal year. Any ill/holiday hours exceeding this limit will be the responsibility of the parent. The fiscal year begins Oct. 1 and ends Sept. 30.

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

To correct an invoice that has already been submitted, select the pay period you need to correct on the I-Billing Main Menu, and then select "Work on Billing Invoice." Make the corrections on the billing screen, then certify and submit the invoice.

Note: Billings may only be corrected 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.***

##### ***What are the other buttons on the I-Billing Main Menu?***

## EXHIBIT

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 DHS-1381
- f) Add/remove child

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

Click on the button titled "Exit" located at the bottom of the main page. Once you have done that, you can close out your Internet browser.

Note: The Child Development and Care (CDC) Handbook, Pub-230, is mandatory reading. This publication can be located at: [www.michigan.gov/childcare](http://www.michigan.gov/childcare). The handbook states that providers must keep time and attendance records. These records must be kept for four years for auditing purposes. You may use the DHS-1546, Provider's Child Care Daily Time and Attendance Record, which is also located on our website.

### **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.

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

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

Yes! You may use our I-Billing web tutorial which can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

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

If you need personal assistance, you can talk to someone:

**Monday through Friday – 7:30 a.m. to 5 p.m.**

**By calling:**

**1-866-990-3227**



STATE OF MICHIGAN  
**Department of Human Services**

Quantity: 0

Cost: \$0

Authorization: DHS Director

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

**WEB ONLY**

DHS-PUB-127 (Rev. 7-11)

2



Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

WEB ONLY

DHS-PUB-230 (Rev. 4-12) Previous edition obsolete.