

**I-Reporting for Parents  
Most Frequently Asked Questions  
Department of Human Services**

**Billing System:**

**1. How do I find my Parent ID number and Personal Identification Number (PIN)?**

Your Parent ID number will be on your Child Development and Care Client Certificate/Notice (DHS-198C) below the Authorization Information. A DHS-198C will be mailed to you when there are new or changes to child care authorizations on your case. Your PIN is an automatically assigned 6-digit number that will be mailed separately. **Keep this information.**

Note: You will be required to change your PIN every 180 days. If you forget your PIN, you can submit a PIN change request by calling 1-800-444-5364, and a new PIN will be mailed to you.

**2. What is a pay period?**

A pay period is a two-week billing period for which a unique 3-digit number has been assigned. Refer to the CDC Payment Schedule in the Child Development and Care (CDC) Parent Record (DHS-641) Instructions.

**3. How do I use the Internet for reporting?**

To enter your reporting information, you must access the I-Billing system at [www.michigan.gov/childcare](http://www.michigan.gov/childcare). Have your Parent ID number, your PIN and the CDC Parent Record (DHS-641) in front of you. You will enter the information for the two-week pay period for yourself and each child authorized for child care.

**4. How do I make reporting corrections for this pay period or for a prior pay period?**

If you are reporting for this pay period, use the navigation buttons at the bottom of the reporting screen to go to the previous screen(s). Once you certify and submit the information to DHS, you will **NOT** be able to make corrections.

**CDC Parent Record (DHS-641):**

**1. I received a CDC Parent Record (DHS-641) in the mail. What do I do with it?**

A DHS-641 form is mailed when you have been approved and authorized for child care. Complete this form and use it when you enter your reporting information. (Copies can be obtained at your local DHS office or online at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).) Instructions for filling out the CDC Parent Record (DHS-641) will be included in the mailing. Review them carefully. Because you may be audited, you need to keep the CDC Parent Record (DHS-641) for four years. **Do not mail the form to DHS.**

**2. What are “Parent Actual Activity Hours?”**

“Parent Actual Activity Hours” are the number of approved activity hours the Parent/Client engages in. These activities are limited to: Employment, High School Completion, DHS Approved Activities, Family Preservation, and Travel Time.

The number of child care hours you have been authorized is based on your total approved activity hours.

### 3. How do I enter "Parent Actual Activity Hours"?

To enter "Parent Actual Activity Hours" for the two-week pay period, use the total number rounded to the nearest half-hour. For example, if your Parent Actual Activity Hours for Monday are 8 hours and 37 minutes, you will enter 8.5.

### 4. How do I enter the Total Child Care hours for my children?

Each of your children who have been approved and authorized for child care will be listed on the billing screen. Enter the total number of child care hours for the two-week pay period for each child. Round daily totals to the nearest half-hour. If the result is a whole number, enter the whole number. Otherwise, round up to the next whole hour. For example, 35.5 hours would be entered as 36 hours.

### 5. What do I do with the CDC Parent Record (DHS-641)?

Do **NOT** mail the CDC Parent Record (DHS-641) to DHS. Complete it and use the information when you use the I-Billing system which can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare). You **MUST** save the form for your records and audit purposes for four years.

Note: You must keep accurate records of Parent Actual Activity Hours and Total Child Care Hours (DHS-641). These records must be kept for four years for auditing purposes. You may be required to provide additional documentation (check-stubs, school schedules, etc.) to support reporting entries.

## Reporting Time Frames:

### 1. When can I report the Parent Actual Activity Hours and Total Child Care Hours information?

The Internet billing system is available to you 365 days a year, 24 hours per day, 7 days a week.

## Training and Technical Assistance:

### 1. Is there any Internet billing training available?

Yes! You may use our online Parent/Client Training which can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

### 2. Is there someone I can talk to if I have questions?

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

**Monday through Friday – 8:00 a.m. to 5:00 p.m.**

**By calling:  
1-866-990-3227**



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.