

**I-Billing for Providers
Most Frequently Asked Questions
Michigan Department of Education**

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 Care Provider 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.

How do I use the Internet for billing?

To enter your billing information, access the I-Billing system at 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. 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 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 46-59, round to the next full hour. For example, for a care begin time of 7:52 a.m., enter 8:00 a.m.

How do I bill for a child who is absent?

Child absence hours (not to exceed 208 hours per fiscal year- 10/1-9/30) 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. For example, if you normally provide care for four hours, you may only bill for four child absence hours. Enter the hours in the child absence hour boxes.

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.*” Click Proceed to continue. 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?

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

Billing Time Frames:

When can I bill for child care?

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?

Yes! You may use our I-Billing web tutorial which can be found at 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 by calling: 1-866-990-3227--Monday through Friday – 7:30 a.m. – 5:00 p.m.