STATE OF MICHIGAN

CHILD DEVELOPMENT AND CARE (CDC)

HANDBOOK

MICHIGAN Department of Education

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Older Versions Obsolete

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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 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 or submit a paper application at your local DHS office.

To get a paper application for all DHS programs, click here. To get a paper 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.

Note: Families now 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.
- The Department Pay Percent (DP %) —the percentage of the CDC rate that will be paid. This amount may be less than what the provider charges.
- 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 are "000" hours shown, child care is not authorized. If there is an actual end date, such as 10/27/2012, there will be no child care assistance after that date.

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 for which a provider could be reimbursed by the CDC program. See Billing Do's 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. He/she also has to pay for the cost of any care provided while the parent is not involved in Authorized Activities and for child care services provided before being authorized for child care or prior to training completion.

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 Form W-2 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 Form W-2 or Form 1099-MISC to 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, found here, or call the Internal Revenue Service (IRS) at 1-800-829-1040.

UNLICENSED PROVIDER TRAINING

Tier 1 (Required):

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

- American Heart Association first aid and CPR certification course.
- Nutrition.
- Health and safety.
- Shaken Baby Syndrome.
- Safe sleep practices.
- Age-appropriate child development.

To find Great Start to Quality Orientation trainings in your area, please visit www.greatstartconnect.org or call 1-877-614-7328.

Providers with registered nursing certificates and those working in a licensed or registered child care facility may be eligible for a waiver from Tier 1 training. Please contact your Great Start to Quality Resource Center at 1-877-614-7328 to request a waiver.

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 CDC providers to earn a higher hourly rate by completing 10 more hours of approved training per year in the following topics.

- Child Development- Basic Ages/Stages and What You Do.
- Behavior Management and Discipline.
- Activities to Help Children Learn.
- Interactions and Relationship.
- Health, Safety and Nutrition.
- Caring for Children with Special Needs.
- Accessing Community Resources.
- Communication Skills.
- Business Basics.

Providers will be eligible for the Tier 2 rate for one year after they've completed the 10 hours of approved training.

The provider's rate will revert back to the Tier 1 rate, if an additional 10 hours of training is not completed annually.

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

To find approved Tier 2 trainings in your area, please visit www.greatstartconnect.org or call 1-877-614-7328.

DEPARTMENT PAY PERCENTAGE & PARENT COPAYMENTS

The CDC program is a subsidy program; therefore, the actual amount paid by the Department may not cover all child care expenses.

- The parent is responsible for payment of all amounts not paid by the Department, including if the provider charges a higher rate than the Department's rates.
- The provider is responsible for collecting any child care charges not covered by the Department from the parent.

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. Provider payment rates will vary based on the parent's DP% as shown in the sections below.

CHILD CARE CENTER RATES

The CDC program pays higher reimbursement rates to licensed child care centers with a 3, 4, or 5 Star rating in Great Start to Quality. Additionally, the DP% will be 100% of the Department's rate for all children attending a 3, 4, or 5 Star licensed center. To learn more about participating in Great Start to Quality visit www.greatstarttoquality.org or contact 1-877-614-7328.

Department Hourly Rates for Child Care Centers by DP%
Effective 7/27/2014

Great Start to Quality Rating	Children Birth to 2½ Years of Age					Children 2½ and Older				
	100%	95%	90%	80%	70%	100%	95%	90%	80%	70%
Empty Star, 1 Star & 2 Star	$3.75	$3.56	$3.38	$3.00	$2.63	$2.50	$2.38	$2.25	$2.00	$1.75
3 Star	$4.00					$2.75				
4 Star	$4.25					$3.00				
5 Star	$4.50					$3.25				

GROUP AND FAMILY HOME RATES

The CDC program pays higher reimbursement rates to licensed group homes and registered family homes with a 3, 4, or 5 Star rating in Great Start to Quality. Additionally, the DP% will be 100% of the Department's rate for all children attending a 3, 4, or 5 Star group or family home. To learn more about participating in Great Start to Quality visit www.greatstarttoquality.org or contact 1-877-614-7328.

Department Hourly Rates for Group and Family Homes by DP% Effective 7/27/2014										
Great Start to Quality Rating	Children Birth to 2½ Years of Age					Children 2½ and Older				
	100%	95%	90%	80%	70%	100%	95%	90%	80%	70%
Empty Star, 1 Star & 2 Star	$2.90	$2.76	$2.61	$2.32	$2.03	$2.40	$2.28	$2.16	$1.92	$1.68
3 Star	$3.15					$2.65				
4 Star	$3.40					$2.90				
5 Star	$3.65					$3.15				

UNLICENSED PROVIDER RATES

The CDC program pays higher reimbursement rates to unlicensed providers who complete 10 hours of approved training per year beyond the required Great Start to Quality Orientation training. Click here for more information about Tier 2 training.

Department Hourly Rates for Unlicensed Providers by DP% Effective 10/09/2011										
Tier	Children Birth to 2½ Years of Age					Children 2½ and Older				
	100%	95%	90%	80%	70%	100%	95%	90%	80%	70%
Tier 1	$1.35	$1.28	$1.22	$1.08	$0.95	$1.35	$1.28	$1.22	$1.08	$0.95
Tier 2	$2.20	$2.09	$1.98	$1.76	$1.54	$1.85	$1.76	$1.67	$1.48	$1.30

PAYMENTS

Payments are based on the parent's eligibility and provider's billing information submitted to the Department. Payments are for a two-week period and are paid 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 seven days of the deadline, will be paid the following week.

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

- Payments for care provided by a child care center, group home, family home, or license-exempt provider 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 website, Contract and Payment Express (C&PE) at www.michigan.gov/cpexpress. Instructions for registering can be found here.
- Payments for care provided by an unlicensed provider are issued directly to the parent in the parent's name.

The parent is responsible for paying the unlicensed provider.

- Parents and unlicensed providers are not eligible for Direct Deposit/EFT.

PAYMENT DELAYS

The Central Reconciliation Unit (CRU) conducts random reviews of the billings being done by providers in order to ensure the accuracy of the payments being made on behalf of parents. During such reviews, all or some of the provider's payments may be held until the review is completed. An analyst from the CRU will contact the provider and/or parent by letter to request certain information that is needed to conduct the review. **Failure to provide this information may result in a fraud referral and/or disqualification.**

NOTE: Because of the variety of factors involved, it cannot be known how long a review will take. Therefore, parents and providers may want to consider delays in payment when outlining the agreement made between them (see the section on Parent and Provider Relationship).

Additionally, 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. You should plan for payments to be paid later, especially during holiday periods.

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 Central Reconciliation Unit (CRU) Recoupment Analyst at 866-990-3227 right away.**

Send overpayments to:

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

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

- 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 above must be included with your check. If you do not include this information, your payment may not be applied correctly to your balance.

The Department will accept lump-sum payments, and may collect repayments by taking up to 20% from future child care provider payments for those who do not make a lump-sum payment. You may call (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.
- May result in recoupment.
- May result in your 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 Central Reconciliation Unit (CRU) at 1-866-990-3227-- Monday – Friday from 7:30 a.m. – 5 p.m. For security purposes, you will be asked to provide identifying information.

DISQUALIFICATIONS

In order to be eligible to participate in the CDC program, parents and providers are required to comply with the Child Development and Care program requirements as outlined in the program's Administrative Rules R400.5018-R400.5020 in the Michigan Administrative Code found here. Parents or providers who are found to be in violation of the rules may be disqualified for the following penalty periods:

- 6 months for the first occurrence.
- 12 months for the second occurrence.
- Lifetime for the third occurrence.

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.

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

1. Failure to respond to requests for time and attendance records.
2. Failure to maintain adequate time and attendance records.
   - Unlicensed providers MUST use the CDC Daily Time and Attendance Record (see page 18 for the required form).
3. Caring and billing for more than the maximum number of children at one time.
4. Care being provided in wrong location (e.g. unrelated provider caring for children in provider's home).
5. Inappropriate billing for:
   (a) School age children.
   (b) Child absence hours.
   (c) Children not in care.
   (d) More hours than child(ren) were actually in care.
6. Other abuses of the CDC Program not mentioned above.

Note to Parents: If your child care provider is disqualified for a CDC rule violation, you may remain eligible for CDC, but will need to choose another provider and notify your specialist in the DHS local office as soon as possible in order to avoid CDC case closure.

RESOURCES

Child Care Licensing (BCAL)

The Division of Child Care Licensing, a part of the DHS 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 visit www.michigan.gov/michildcare for more information about licensed child care.

Early Childhood Investment Corporation (ECIC)

Website: www.ecic4kids.org
E-mail: 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 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.greatstarttoquality.org
E-mail: 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 to Quality Resource Center.
- Quality Resources to enhance the early learning setting
- Self-assessments.
- Quality Improvement Plans.

The Great Start to Quality is supported by Michigan's Great Start to Quality Resource Centers.
To find the Great Start to Quality Resource Center in your area, click here.

Great Start CONNECT

Website: www.greatstartconnect.org

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.

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

Website: www.miaeyc.org/TEACH.htm
E-mail: 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 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
E-mail: 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, click here.

ADDITIONAL INFORMATION FOR PROVIDERS

This part of the handbook gives information for Child Development and Care (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.

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 CDC 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 CDC 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.

Divorce ends a relationship by marriage.

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

License-Exempt Child Care Facilities-

- A child care facility located on federal land.
- A child care facility where all parents are onsite and available.

License-Exempt Child Care Facilities are enrolled by the Michigan Department of Education.

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/michildcare.

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

ENROLLING TO BE AN UNLICENSED CHILD CARE PROVIDER

To be enrolled as an unlicensed child care provider:

1. Complete the Child Development and Care Unlicensed Provider Application.
    - The application, which can be found at www.michigan.gov/childcare or requested by calling 1-866-990-3227 and selecting the Provider Enrollment Unit option :
        - Gives the Department basic information about you.
        - Allows the Department to complete criminal background clearances on you and your adult household members.
        - Certifies that you understand and meet the requirements to provide child care and get payment for CDC children.

2. Fax the application and proof of age, identity, residence and a copy of your Social Security card to the Provider Enrollment Unit within MDE at 1-517-284-7529 or mail to the address below:

MDE-Child Development and Care Program
Provider Enrollment Unit
P.O. Box 30267
Lansing, MI 48917

3. Prior to the enrollment, you will be contacted at the phone number listed on your application for an interview.

If you are eligible to be a CDC provider and have not already completed the Great Start to Quality Orientation training, you must complete this required $10 training. Care provided before you complete this training will not be paid by the Department, so it's important that you complete it as soon as possible.

To find training in your area, please visit www.greatstartconnect.org or call 1-877-614-7328.

Note: If you have not completed the Great Start to Quality Orientation within 4 months of your enrollment or do not bill for 4 straight months, you will be closed and will need to re-apply following the steps above.

REPORTING CHANGES

Child care providers must report the following changes to MDE by calling 1-866-990-3227 and selecting the Provider Enrollment Unit option within 10 calendar days of the occurrence:

- A change in your name.
- A change in your address.
- A change in the adults living in your home (including when an individual living in your home turns 18).

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

Note: If you are a licensed or registered child care provider, you must report address changes to your 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, which can be found at www.michigan.gov/childcare, must be used by unlicensed providers. You must keep these time and attendance records for **four years** from the date of care. 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 Daily Time and Attendance Record, but must maintain records showing the:

- Child(ren)'s name.
- Dates for each day you cared for the children during the pay period.
- Daily care begin time and daily care end time for each child.
- The total number of hours you cared for the children each day.
- **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.

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

IMPORTANT: You must provide information to the Department when asked. You will have to return Department

payments and may be disqualified if an audit or investigation finds you do not have the time and attendance records requested by the Department.

EXAMPLE:

PROVIDER NAME: *Laura Lansing*			PROVIDER ID: *0123456*		PAY PERIOD NUMBER: *308*		PAGE NUMBER: *1*
DATE	4/ 7 /13	4/ 8 /13	4/ 9 /13	4/ 10 /13	4/ 11 /13	4/ 12 /13	4/ 13 /13
DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CHILD'S FULL NAME:	*Tommy Towers*						CHILD'S AGE: *2*
BEGIN TIME	: AM / PM	7:50 (AM) PM	7:50 (AM) PM	: AM / PM	8:00 (AM) PM	8:00 (AM) PM	: AM / PM
END TIME	: AM / PM	3:48 AM (PM)	3:48 AM (PM)	: AM / PM	3:46 AM (PM)	3:46 AM (PM)	: AM / PM
CHILD ABSENCE HOURS				8			
TOTAL HOURS		8	8		8	8	
PARENT INITIALS		*PT*	*PT*	*PT*	*PT*	*PT*	

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 CDC children using I-Billing (Internet Billing).

You will need to know:

- Your provider ID number.
- Your personal identification number (PIN).
- The pay period number (see Payment Schedule).
- The number of hours the child(ren) were in care while the parent attended his or her authorized activity (using your time and attendance records).

Provider Web Tutorial: To learn more about how to bill for child care using I-Billing, click here.

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

You should be the only one who knows your PIN, and you will be responsible for any use of your PIN. 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.

A Provider PIN Training webinar can be found here.

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.

To replace PINs:

If you've lost or misplaced your PIN, you may have a new PIN issued. Replacement PINs can be requested by the provider in any of the three ways outlined below:

1. *In I-Billing:*
   The first time you log-in you must select and answer three security questions and, if desired, provide an email address so you can request a new PIN if you forget or lose your PIN in the future. When using the Forgot PIN link in I-Billing you will answer your chosen security questions and select to send your PIN by e-mail *or* regular mail. If you do not have an email on file, your PIN will be sent to your home address.

   You may update your security questions or e-mail using the Change Security or Change PIN buttons in

I-Billing.

2. *By phone:*

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

3. *By fax:*

   You can also ask for a new PIN by faxing the CRU at 1-517-284-7530. Your 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 up to 10 business days to receive your PIN after requesting a new one by phone or fax.

BILLING "DOs" and "DON'Ts"

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 his/her authorized activity; for example, employment or high school completion.
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 your care.
3. **DO** remember that child absence hours are limited to 208 hours per child per fiscal year (October 1 - September 30). Charges for any child absence hours over this limit are the parent's responsibility.
4. **DO** keep COMPLETE time and attendance records for four years. The Department maintains the right to request this information at any time.

Billing **"DON'Ts"**

1. **DON'T** allow the parent to bill on your behalf. The parent of the children in your care cannot act as your billing representative.
2. **DON'T** bill the Department for hours that the parent leaves a child in your care when the parent is not at his/her authorized activity.
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 you have already received or expect 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.**

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

- **There are 208 Absence Hours Available Per Fiscal Year for each Child**

208 Absence Hours are available for each child for the period of Oct. 1st – Sept. 30th (fiscal year). Only bill absence hours when a child is absent. Bill only for the number of hours the child would normally be in your care.

Note: Do not bill absence hours when a child is in your care. Charges for any child absence hours over the 208 hour limit are the parent's responsibility.

- **Absent 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 you recognize that you have been billing for a child that will not be returning you should contact the Central Reconciliation Unit (CRU) at 1-866-990-3227. CRU will instruct you how to return the money paid for absence hours for the child.

BILLING HELP

If you need more help with billing, call the Central Reconciliation Unit (CRU) at 1-866-990-3227-- Monday – Friday from 7:30 a.m. – 5 p.m.

PROVIDER PAYMENTS

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 of care for a pay period for all providers except Child Care Centers.

- Unlicensed CDC Providers will not be paid for more than 630 total hours per pay period for all children in care.
- Family Child Care Homes will not be paid for more than 1,080 total hours per pay period for all children in care.
- Group Child Care Homes will not be paid for more than 2,160 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 208 hours per child per fiscal year. Any child absence hours charged by the provider over this 208 hour limit are the parent's responsibility.

IRS REPORTING

Licensed and Registered Providers:

The Department reports payments made to licensed and registered 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.

Unlicensed Providers:

If the child care was provided in the child(ren)'s home, not the home of the unlicensed 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, Unlicensed CDC Providers and the parent of the child(ren) in care are mailed an Annual Statement each January showing all DHS payments made in the previous calendar year.

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

Note: For another copy of your 1099-MISC or Annual Statement, please contact the Central Reconciliation Unit (CRU) at 1-866-990-3227.

DIRECT DEPOSIT

The Department encourages licensed and registered 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 your bank account. Parents and unlicensed providers are not eligible for Direct Deposit/EFT.

Licensed and registered providers may click here to sign up for Direct Deposit/EFT at the State of Michigan-Contract and Payment Express page.

If you have questions or need help with this process, call the Department of Technology, Management and Budget, Office of Financial Management, at 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 CDC Providers. See page 18 for the required form.
- Bill only for the actual hours the child(ren) is in your care and the parent is participating in an authorized activity (see child absence hours for exceptions).
- 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 by submitting an online complaint here.

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, 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 knew the parent was not working or in another authorized activity.
    - The provider provided care for more than the number of children they are supposed to during the same hours.
- Selling or giving your PIN to a person who should not have it.

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(s) need reasons for which the provider is authorized to provide care.

- Employment,
- High school completion,
- Approved activity and/or
- Family preservation.

Central Reconciliation Unit (CRU): 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 208 hours per child per fiscal year.

Department Pay Percent (DP%): The percentage of the Department payment rate that will be paid toward the provider's child care charges.

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

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.

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

Provider Enrollment Unit: The unit within the Office of Great Start that is responsible for all CDC unlicensed provider enrollments.

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 four years and must be certified by the parent. Unlicensed providers MUST use the CDC Daily Time and Attendance Record (see page 17 for the required form).

EXHIBIT

CDC 2014 PAYMENT SCHEDULE

The CDC Payment Schedule gives you 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
12/29/2013 - 01/11/2014	401	01/16/2014	01/24/2014
01/12/2014 - 01/25/2014	402	01/30/2014	02/06/2014
01/26/2014 - 02/08/2014	403	02/13/2014	02/21/2014
02/09/2014 - 02/22/2014	404	02/27/2014	03/06/2014
02/23/2014 - 03/08/2014	405	03/13/2014	03/20/2014
03/09/2014 - 03/22/2014	406	03/27/2014	04/03/2014
03/23/2014 - 04/05/2014	407	04/10/2014	04/17/2014
04/06/2014 - 04/19/2014	408	04/24/2014	05/01/2014
04/20/2014 - 05/03/2014	409	05/08/2014	05/15/2014
05/04/2014 - 05/17/2014	410	05/22/2014	05/30/2014
05/18/2014 - 05/31/2014	411	06/05/2014	06/12/2014
06/01/2014 - 06/14/2014	412	06/19/2014	06/26/2014
06/15/2014 - 06/28/2014	413	07/02/2014	07/10/2014
06/29/2014 - 07/12/2014	414	07/17/2014	07/24/2014
07/13/2014 - 07/26/2014	415	07/31/2014	08/07/2014
07/27/2014 - 08/09/2014	416	08/14/2014	08/21/2014
08/10/2014 - 08/23/2014	417	08/28/2014	09/05/2014
08/24/2014 - 09/06/2014	418	09/11/2014	09/18/2014
09/07/2014 - 09/20/2014	419	09/25/2014	10/02/2014
09/21/2014 - 10/04/2014	420	10/09/2014	10/16/2014
10/05/2014 - 10/18/2014	421	10/23/2014	10/30/2014
10/19/2014 - 11/01/2014	422	11/06/2014	11/14/2014
11/02/2014 - 11/15/2014	423	11/19/2014	11/26/2014
11/16/2014 - 11/29/2014	424	12/04/2014	12/11/2014
11/30/2014 - 12/13/2014	425	12/17/2014	12/26/2014
12/14/2014 - 12/27/2014	426	01/02/2015	01/08/2015

EXHIBIT

CDC 2015 PAYMENT SCHEDULE

The CDC Payment Schedule gives you 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
12/28/2014 - 01/10/2015	501	01/15/2015	01/23/2015
01/11/2015 - 01/24/2015	502	01/29/2015	02/05/2015
01/25/2015 - 02/07/2015	503	02/12/2015	02/20/2015
02/08/2015 - 02/21/2015	504	02/26/2015	03/05/2015
02/22/2015 - 03/07/2015	505	03/12/2015	03/19/2015
03/08/2015 - 03/21/2015	506	03/26/2015	04/02/2015
03/22/2015 - 04/04/2015	507	04/09/2015	04/16/2015
04/05/2015 - 04/18/2015	508	04/23/2015	04/30/2015
04/19/2015 - 05/02/2015	509	05/07/2015	05/14/2015
05/03/2015 - 05/16/2015	510	05/21/2015	05/29/2015
05/17/2015 - 05/30/2015	511	06/04/2015	06/11/2015
05/31/2015 - 06/13/2015	512	06/18/2015	06/25/2015
06/14/2015 - 06/27/2015	513	07/01/2015	07/09/2015
06/28/2015 - 07/11/2015	514	07/16/2015	07/23/2015
07/12/2015 - 07/25/2015	515	07/30/2015	08/06/2015
07/26/2015 - 08/08/2015	516	08/13/2015	08/20/2015
08/09/2015 - 08/22/2015	517	08/27/2015	09/03/2015
08/23/2015 - 09/05/2015	518	09/10/2015	09/17/2015
09/06/2015 - 09/19/2015	519	09/24/2015	10/01/2015
09/20/2015 - 10/03/2015	520	10/08/2015	10/15/2015
10/04/2015 - 10/17/2015	521	10/22/2015	10/29/2015
10/18/2015 - 10/31/2015	522	11/05/2015	11/13/2015
11/01/2015 - 11/14/2015	523	11/18/2015	11/25/2015
11/15/2015 - 11/28/2015	524	12/03/2015	12/10/2015
11/29/2015 - 12/12/2015	525	12/16/2015	12/23/2015
12/13/2015 - 12/26/2015	526	12/30/2015	01/07/2015

CDC DAILY TIME AND ATTENDANCE RECORD

Michigan Department of Education

PROVIDER NAME:			PROVIDER ID:		PAY PERIOD NUMBER:		PAGE NUMBER:
DATE	/ /	/ /	/ /	/ /	/ /	/ /	/ /
DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CHILD'S FULL NAME:							CHILD'S AGE:
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
CHILD ABSENCE HOURS							
TOTAL HOURS							
PARENT INITIALS							
CHILD'S FULL NAME:							CHILD'S AGE:
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
CHILD ABSENCE HOURS							
TOTAL HOURS							
PARENT INITIALS							
CHILD'S FULL NAME:							CHILD'S AGE:
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
CHILD ABSENCE HOURS							
TOTAL HOURS							
PARENT INITIALS							
CHILD'S FULL NAME:							CHILD'S AGE:
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
CHILD ABSENCE HOURS							
TOTAL HOURS							
PARENT INITIALS							

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 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 or prosecuted for fraud.

PROVIDER SIGNATURE: _____ DATE: _____ PROVIDER PHONE NUMBER: _____

CONFIRMATION NUMBER: _____

CDC DAILY TIME AND ATTENDANCE RECORD

Michigan Department of Education

EXAMPLE:

PROVIDER NAME: *Laura Lansing*			PROVIDER ID: *0123456*		PAY PERIOD NUMBER: *408*		PAGE NUMBER: *1*
DATE	4/ 6 /14	4/ 7 /14	4/ 8 /14	4/ 9 /14	4/ 10 /14	4/ 11 /14	4/ 14 /14
DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CHILD'S FULL NAME: *Tommy Towers*							CHILD'S AGE: *2*
BEGIN TIME	: AM / PM	7:50 (AM) PM	7:50 (AM) PM	: AM / PM	8:00 (AM) PM	8:00 (AM) PM	: AM / PM
END TIME	: AM / PM	3:48 AM (/ PM)	3:48 AM (/ PM)	: AM / PM	3:46 AM (/ PM)	3:46 AM (/ PM)	: AM / PM
CHILD ABSENCE HOURS				8			
TOTAL HOURS		8	8		8	8	
PARENT INITIALS		*PT*	*PT*	*PT*	*PT*	*PT*	

INSTRUCTIONS:

At the end of each pay period, providers must bill for child care hours by using Internet billing at: **www.michigan.gov/childcare**. You will need your provider ID number, and PIN. For questions about billing, refer to the Child Development and Care Handbook. If you still need help call the Central Reconciliation Unit at 1-866-990-3227.

When completing your CDC Daily Time and Attendance Record, you will need to record:

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

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

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

Confirmation Number: Enter the confirmation number found in the upper right corner of the DHS-105, Child Development and Care Billing/Attendance Invoice.

Page Number: Enter the page number. Use additional records if you care for more than four children.

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 by circling the appropriate designation.

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 Absence Hours 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. If you do bill child absence 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 absence occurred, enter the number of hours being billed, rounded to the nearest half hour. Enter a half hour as .5.

Parent or Authorized Representative Initial: The parent or authorized representative must initial daily for each child for each day that hours will be billed (care hours or child absence hours), 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., use 8:00 a.m. to calculate the total hours

If the minutes in the care begin/end time are between 16-45, round to the half hour (:30). For example, for a care end time of 4:45 p.m., use 4:30 p.m. to calculate the total hours. 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., use 8:00 a.m. to calculate the total hours.

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. Parents are also responsible for child care expenses when care is provided while the parent is not attending his/her authorized activity.

CDC PAYMENT SCHEDULE

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

Pay Period Dates	Pay Period Number	Billing Deadline*	Check/EFT Date	Pay Period Dates	Pay Period Number	Billing Deadline*	Check/EFT Date
12/29/13 - 01/11/14	401	01/16/14	01/24/14	08/24/14 - 09/06/14	418	09/11/14	09/18/14
01/12/14 - 01/25/14	402	01/30/14	02/06/14	09/07/14 - 09/20/14	419	09/25/14	10/02/14
01/26/14 - 02/08/14	403	02/13/14	02/21/14	09/21/14 - 10/04/14	420	10/09/14	10/16/14
02/09/14 - 02/22/14	404	02/27/14	03/06/14	10/05/14 - 10/18/14	421	10/23/14	10/30/14
02/23/14 - 03/08/14	405	03/13/14	03/20/14	10/19/14 - 11/01/14	422	11/06/14	11/14/14
03/09/14 - 03/22/14	406	03/27/14	04/03/14	11/02/14 - 11/15/14	423	11/19/14	11/26/14
03/23/14 - 04/05/14	407	04/10/14	04/17/14	11/16/14 - 11/29/14	424	12/04/14	12/11/14
04/06/14 - 04/19/14	408	04/24/14	05/01/14	11/30/14 - 12/13/14	425	12/17/14	12/26/14
04/20/14 - 05/03/14	409	05/08/14	05/15/14	12/14/14 - 12/27/14	426	01/02/15	01/08/15
05/04/14 - 05/17/14	410	05/22/14	05/30/14	12/28/14 - 01/10/15	501	01/15/15	01/23/15
05/18/14 - 05/31/14	411	06/05/14	06/12/14	01/11/15 – 01/24/15	502	01/29/15	02/05/15
06/01/14 - 06/14/14	412	06/19/14	06/26/14	01/25/15 – 02/07/15	503	02/12/15	02/20/15
06/15/14 - 06/28/14	413	07/02/14	07/10/14	02/08/15 – 02/21/15	504	02/26/15	03/05/15
06/29/14 - 07/12/14	414	07/17/14	07/24/14	02/22/15 – 03/07/15	505	03/12/15	03/19/15
07/13/14 - 07/26/14	415	07/31/14	08/07/14	03/08/15 – 03/21/15	506	03/26/15	04/02/15
07/27/14 - 08/09/14	416	08/14/14	08/21/14	03/22/15 – 04/04/15	507	04/09/15	04/16/15
08/10/14 - 08/23/14	417	08/28/14	09/05/14	04/05/15 – 04/18/15	508	04/23/15	04/30/15

*** Billing deadlines on days before holidays are at 4:00 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.**

EXHIBIT

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*. Click on *"Billing & Payments"* under either the Licensed or Unlicensed Providers sections in the middle of the screen.

STEP 2
Click on the link *"Provider Billing"* under *Billing Resources.*

STEP 3
Click on the *"Login to I-Billing"* link then at the CDC Provider log-in screen enter your seven-digit Provider ID number and PIN.

NOTE: A PIN reset process (Forgot PIN) is available in the I-Billing system. You will be asked to complete a set of security questions after accessing the online CDC 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 child care billing hours for each child. You will enter both regular child care hours and child absence hours.

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.

Skip the day if you have zero hours of care.

NOTE: Child Absence hours are limited to 208 hours per child per fiscal year. Any child absence hours exceeding this limit will be the responsibility of the parent. The fiscal year begins October 1 and ends September 30.

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
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.

NOTE: You must keep complete and accurate records of daily attendance for all state-funded children in your care. Your records must show the daily care begin and 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 *CDC Daily Time and Attendance Record* at www.michigan.gov/childcare.

STEP 8
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.

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
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 off successfully.

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

For help with I-Billing, you may speak to someone on weekdays, except holidays,
by calling: 1-866-990-3227
Monday through Friday – 7:30 a.m. – 5:00 p.m.

EXHIBIT

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.

EXHIBIT

STEP-BY-STEP INSTRUCTIONS FOR CONTRACT & PAYMENT EXPRESS (C&PE) REGISTRATION

★★★ *REQUIRED FOR LICENSED AND REGISTERED PROVIDERS ONLY* ★★★

1. Visit C&PE at www.michigan.gov/cpexpress and click on 'Go to C&P Express.'
- On the C&PE Home Page, click on the checkbox agreeing to the website terms and conditions, click on 'New Users' and complete the easy to follow instructions.

2. Registration will require you to create a User ID and enter a social security number (SSN) or Federal Employer Identification Number (FEIN), name, address information, and an email address.
- If correspondence generated by C&PE should be directed to a specific individual or area other than the name associated with the SSN or FEIN provided, include that information in the "Address Attention" line.
- Be sure to retain your User ID.

3. As part of the registration process, an Internal Revenue Service (IRS) W-9 form will be displayed. The form should be submitted electronically unless a paper copy is specifically required. **If no W-9 is submitted (electronically or via paper), your payments will be stopped.**

4. ***OPTIONAL***—Sign up for direct deposit on the 'Add Direct Deposit Details' page:
- Enter the banking information requested.
- Select the addresses/mail codes you would like associated with the bank account.
- Click on 'submit.'
- Review the 'Submit Direct Deposit Authorization' form and click on the box at the bottom of the form agreeing to the terms and conditions.
- Click on 'submit.'
- You will be ready to receive payments by EFT in approximately 10 business days.

You can click on the 'cancel' button at the bottom of the page to bypass signing up for direct deposit and continue with registration.

5. Once you have successfully completed registration, a link will be sent to your email address. The link can be used to create your password. If your payee record does not contain an email address, a password with be sent through the U.S. mail to the address provided and individual or area indicated on the "Address Attention" line.

6. Do not re-access C&PE again until you have a password. This will avoid accidental inactivation of the assigned password.

7. Once you have a password, you can access C&PE by entering the User ID that was created during the online registration and your password. If the password was received by U.S. mail, it will be a temporary password that must be changed within 30 days. If you receive an email link for creation of your password, the link must be used within 24 hours.

8. You can then access C&PE 7 days a week, 24 hours a day to change address or banking information or to view direct deposit remittance advice.

C&PE Pre-Registration Overview Training

- If you have general questions or concerns, view the C&PE Pre-Registration Overview Training PowerPoint located at www.michigan.gov/cpexpress. This overview is designed for payees registering for the first time in Contract & Payment Express (C&PE).

Problem Entering Your Address?

- If the C&PE site does not prompt you to enter address information, but displays an address instead, you are already enrolled on our vendor database, even though you have not registered through C&PE.

- If the address is correct, continue to complete the registration.

- If the address is incorrect, and your address information does not contain a valid email address, submit a letter explaining the address changes that are needed. This letter can be sent to the fax number, mailing address, or as an attachment to the email address listed at the bottom of this letter. The request must be signed and a phone number must be provided.

Unable to Register?

- If you are unable to register as a vendor or sign up for direct deposit on C&PE, go to www.mi.gov/ofm, click on 'vendor information/forms' and print and complete both the W9 and EFT forms. You may also contact the OFM Help Desk at the number listed below and request forms.

- Then submit the forms by email, fax, or mail to the contact information listed at the bottom of this letter.

Need Assistance Registering on C&PE?

- If you have questions that are not addressed in this correspondence, please click on the FAQ's or keywords at the top of the C&PE Welcome page.
- For additional C&PE payee registration assistance contact the Office of Financial Management (OFM) Help Desk.

OFM Help Desk

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

Billing and Payment Question

- For questions concerning billing and payments call 866-990-3227.