The Child Development and Care (CDC) program provides financial assistance with child care expenses to qualifying families when the parent(s)/substitute parent(s), is unavailable to provide child care because of employment, participation in an approved activity and/or because of a health or social condition for which treatment is being received. Refer to FOM 722-12 or BEM 703 for further information regarding eligibility for foster parents/relative caregivers.

Child care is an immediate need for many foster parent/relative caregivers when a child is placed with them. To ensure timely application and payment issuance, it is vital that staff in Children Services and Field Services communicate with one another to ensure this need is met swiftly and straightforwardly.

The following attached resources, which can be found at [http://inside.michigan.gov/dhs/Training/OTSD/Pages/Specialists(ESFISRecoupment.aspx](http://inside.michigan.gov/dhs/Training/OTSD/Pages/Specialists(ESFISRecoupment.aspx), are available to child welfare staff to become familiar with the application process:

- Child Care for Children in Foster Care Desk Aid
- Child Care for Children in Foster Care PowerPoint

As part of the MiTEAM Child Welfare Practice Model implementation, Concurrent Permanency Planning practices require an increase in parenting time expectations. This increased expectation has raised awareness of some barriers regarding child care payments. There are times when a child may need to leave a child care setting to attend parenting time. Some child care providers charge the caregiver for periods in which a child is absent from the setting for a partial amount of time. This practice at times causes a financial hardship for foster parents/relative caregivers.

Per BEM 706, there is a fiscal year (10/1-9/30) limit of 208 hours per child in care that can be paid to child care providers for ill/holiday absences. This policy stipulates that payment can only be paid if the child would normally be receiving care during that time and the child care provider charges all parents for holidays and absences due to illness. Exceptions to this policy are available on a case by case basis to allow the provider to bill for ill/holiday hours when parenting time occurs outside of the child care facility and the provider charges for these periods. Exceptions are also available if more than 208 hours are needed due to the increased parenting time expectations.

If a child care provider will charge for a child’s absence while he/she is participating in parenting time, an exception can be requested and will be reviewed on a case by case basis. The foster care worker must clarify with the caregiver whether the parenting time will be occurring at the child care facility and, if not, whether the child would normally be in care during this time and whether their child care provider will charge for these times.
**Exception Process**

Requests involving an exception of the ill/holiday billing for parenting time must be on a memo format and include the following information:

- Case name (foster parent/relative caregiver and child(ren) needing exception).
- Case number.
- Name and phone number of local office contact person (FIP worker).
- Name and phone number of foster care worker with case responsibility and DHS monitor, if applicable.
- A detailed description as to why the exception is being requested.
- What steps the agency has taken to resolve the issue.
- How the case fits into one of the following three allowable situations:
  - There is no existing policy in manuals or numbered bulletins that applies in a specific case.
  - A policy exception is needed for use in a specific case due to a new legal decision or a new law or regulation that is not yet official DHS policy.
  - A policy exception is needed based on unique and rare circumstances in a specific case to avoid extreme and unusual hardship on the client.
- Child Care Provider’s name and ID number.
- Hours taken out of care for parenting time each week and a schedule of parenting time, if available.
- Where the parenting time will be occurring.

If an exception is approved, the approval memo will be sent to the CDC provider and the CDC Central Reconciliation Unit to ensure that billings for such time are recognized as appropriate.

Exception requests must be sent to:

Department of Education  
Office of Great Start  
Child Development and Care  
Hannah Building/4th Floor  
608 W. Allegan  
Lansing, MI 48933

**Policy Exception Decisions**

When a policy exception is requested, DHS will use the DHS-1785 to issue policy decisions. Each DHS-1785 will be issued for a specific case and will be identified by case name and number. The DHS-1785 will be signed by the office director responsible for the decision. The original DHS-1785 will be sent to the appropriate local office and must be filed in the case record.
Child care is an immediate need for many foster parent/relative caregivers when a child is placed in their home. It is vital that DHS staff in Children Services and Field Services communicate with one another to ensure this need is promptly met.

This desk aid is intended to outline the responsibilities of both parties as it pertains to child care assistance.

**Foster Care Worker Responsibilities**

- Notify the foster parent/relative caregiver that he/she may be eligible for child care assistance through the Child Development and Care (CDC) Program.
  - To receive CDC, an application must be submitted/approved by DHS. Foster parents/relative caregivers can apply for CDC online at [www.michigan.gov/mibridges](http://www.michigan.gov/mibridges).
  - Or, if a paper application is preferred, applicants can submit the following to their local DHS office in the county where they live:
    - DHS-4583 (CDC only application)
    - DHS-1171 (application for all DHS assistance programs)
- Set expectations about the CDC eligibility determination process.
  - CDC eligibility determinations may take up to 45 days. It is critical that the foster parent/relative caregiver be made aware of the need to submit the application as soon as possible.
  - Foster children who receive FIP/EFIP, SSI, and those in DHS-paid placements are categorically eligible for child care, so no income determination is required.
  - If the foster child(ren) is not receiving FIP/EFIP, SSI, or in a DHS-paid placement, the income of the CDC program group will be considered. See BEM 205 for group composition details.
    - Income-eligible cases will have a small co-payment, typically around 5% of the hourly DHS rate for their chosen provider.
- Enter all information in SWSS correctly and timely.
  - Bridges will only recognize and assign a Foster Care eligibility code once the child’s placement information has been sent from SWSS.
Eligibility Specialist/Family Independence Specialist Responsibilities

- Process the CDC applications for foster children timely.
  - CDC eligibility decisions must be made within 45 days of receiving an application.
  - At the discretion of the county, local offices may prioritize CDC applications if the applicant has indicated that they are a foster parent/relative caregiver requesting child care only for foster child(ren) in Section 4 of the DHS-4583.

- Follow the CDC Eligibility Effective Date policy in BAM 115 when authorizing child care.

**NOTE:** For foster care only:
- If there is a valid need, care may be authorized 21 days prior to the CDC application receipt date. If the child is listed as a foster child, this will be done automatically in Bridges.
Child Care for Children In Foster Care

Updated: 5/2/2012
How to Take this Training

In order to access the hyperlinks in this PowerPoint, you will need to view it in **Slide Show mode**. If it opens from within PowerPoint (in Edit mode), please follow these steps to play the slide show:

- On the bottom status bar, click the **Slide Show icon**.
- If you cannot see the bottom status bar, click **Slide Show** on the top menu, and then click **From Current Slide** or **From Beginning**.
- If you cannot see the PowerPoint interface, you may be viewing the presentation in Slide Show mode already.

**Note:** the survey link at the end of this course is a hyperlink. You must view this presentation in slide show mode to click the hyperlink and take the survey in order to receive credit for taking this course.
How to Use this Training

As you move through this presentations there are several things to keep in mind.

- There are many helpful links provided throughout these presentations. These links are indicated by **BLUE** text and are **underlined**. The links may open an additional screen and take you to Online Manuals (OLMs), job aids or hand outs.

  **NOTE:** when you access a link in these modules, it may launch **BEHIND** your PPT. Hold down your Alt key and then press Tab to tab between your open programs to locate it.

- These presentations are meant to be viewed in conjunction with your OLMs. These presentations do not replace or substitute careful review of policy and the procedures within it.
After finishing this presentation you will:

- Understand your responsibilities in the Child Development and Care program application process for foster parents/relative caregivers.

- Recognize the collaborative effort that is needed between FIS/ES and FC Workers in processing a CDC application for foster parents/relative caregiver applications.

- Streamline the process for foster parents/relative caregivers applying for the CDC program.
The foster care program provides placement and supervision of children who have been abused and/or neglected and cannot remain in their family homes because they would be at risk of further harm. To help child and family services provide continuity, consistency and permanency in a family setting for the growing child the Child Development and Care (CDC) program promotes safe, affordable, accessible, quality child care for qualified Michigan families.

The Department of Human Services (DHS) may provide a subsidy for child care services for qualifying families when the parent(s)/substitute parent(s) (P/SP) is unavailable to provide the child care because of employment, participation in an approved activity and/or because of a condition for which treatment is being received and care is provided by an eligible provider.

Resources: FOM 7212-12, BEM 703
Foster Care Worker responsibilities include:

- Notifying the foster parent/relative care provider that they may be eligible for child care assistance if the foster parent/relative care provider has a valid child care need reason. These reasons include:
  - Family Preservation
  - High School Completion
  - Approved Activity
  - Employment

- Explain to the foster parents/relative caregivers they have several options to apply:
  - Online: [www.michigan.gov/mibriges](http://www.michigan.gov/mibriges)
  - CDC only application: [DHS-4583](http://DHS-4583)
  - Overall assistance application: [DHS-1171](http://DHS-1171)

- Discuss the CDC eligibility process with the foster parent/relative caregiver.
  - Eligibility determinations may take up to 45 days.
  - Foster children who receive FIP/EFIP, SSI, or are in a DHS-paid placement will not have an income determination.
  - If the child does not fall in one of the above categories, the income of the CDC program group will be considered.

- Enter all information in Services Worker Support System (SWSS) correctly and timely.

Resource: [FOM 722-12](#)
The child’s status must be “Active” AND the information has to be “Transmitted to Bridges” for the correct eligibility to be determined in Bridges.

Bridges will only recognize and assign a Foster Care Eligibility code once the child’s placement information has been sent from SWSS to Bridges.
ES/FIS Worker responsibilities include:

- Processing all CDC applications within the assigned standard of promptness (SOP) of 45 days.

- Confirming that the CDC case has the correct department pay percentage (DP%) prior to certifying the case.

- Confirming the eligibility effective date prior to certifying the case. The eligibility effective date (for foster care only) can be 21 days prior to the CDC application receipt date.

Resource: BAM 115
CDC Payments may be approved for parent/substitute parents (P/SPs) for the following need reasons:

- Family preservation.
- High school completion.
- An approved activity.
- Employment.

Please review BEM 703 for further descriptions. Each parent/substitute parent must have a valid, verified need reason before CDC can be approved. This includes foster parent/relative care providers.
When a CDC application (DHS-4583, online or DHS-1171) is received listing the child’s relationship to the head of household as “Foster Child” it is a best practice to perform a “Services Inquiry” to determine if the child is active on a foster care case.

We will follow a case through Bridges when the children he is caring for are active on a Foster Care case, and what happens when they are NOT active on a Foster care case.
Bridges will not apply policy rules appropriately if the child(ren) are not listed on an active foster care case when a Services Inquiry is performed.

STOP!

When an ES/FIS performs a Services Inquiry and none of the children are active on a Foster Care case (as seen here), follow the best practices outlined later in this presentation.
The child(ren) must be BOTH active on a services case AND have a valid need reason selected in the Bridges time block “Need Reason” to receive the 100% Department Pay as outlined in BEM 703.
If the ES/FIS had not stopped processing this application when they discovered that neither of the children were listed on an active Foster Care case and continued on to enter a need reason into the Bridges time block, the Service Results Tab in the Eligibly Summary will **not** show 100% “Department Pay”
On the other hand, if a child **is** listed on an active Foster Care case **AND** a valid need reason is selected in a Bridges time block…
... the Eligibility Summary will look more like this one. With the correct 100% listed as the “Department Pay”
In addition to ensuring that the children are active foster care by doing a services inquiry and entering a valid need reason in Bridges, an ES/FIS worker must enter the correct information in two additional screens.

The Relationship – Details screen records the correct relationships present in the household.
The Living Arrangement/Domicile screen provides specific information regarding the placement of the child(ren).

Pay special attention to the following fields:

**Living Arrangement Type**

Placed by DHS or an other public agency (excluding court wards)?

Is there a plan to for individual to return to parent’s home?
There are several suggested best practices for ensuring timely and accurate processing of child care applications for foster care children:

- **ES/FIS should double check their data collection processes and eligibility results in Bridges including selected need reason(s) and the department pay.**

- **ES/FIS should contact the Foster Care worker listed on the Services Inquiry results to discuss the status of the child on their case.**

- Discussions with the foster care parent/relative caregiver should include explanations that the child must be listed as active on the Foster Care case and have a valid need reason before CDC can be approved.

- **At the discretion of the county, local offices may prioritize applications if the applicant indicates they are a foster parent/relative caregiver requesting only CDC for only their foster child (ren).**
In order for a foster parent/relative caretaker to receive CDC for their foster child (ren), collaboration between the Foster Care Worker and the FIS/ES Worker will be needed.

For a foster parent/relative caretaker to receive the correct department pay for CDC, they must BOTH be active foster care in SWSS and have a valid need reason listed in Bridges.

Both the FIS/ES and the Foster Care Worker are responsible to discuss the CDC program requirements and timelines with the applicant.

FIS/ES workers need to ensure that the Services Results tab in the Eligibility Results show 100% before certification if these child(ren) are in a DHS paid placement, FIP/EFIP, or SSI recipients.
Thank you for completing this training. Please record your completion and receive credit on your training transcript by clicking on the picture to the right. You will need your employee ID.