

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. 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.

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.

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.

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.



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