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 ***GO TO PROVIDERS SECTION*** in the center box titled Providers.

STEP 2
Scroll down to the link *Provider I-Billing at the bottom of the page* under *Provider Resources.*

STEP 3
Click on the *Login to I-Billing (I have my password)* link. Once on the CDC provider log-in screen, enter your seven-digit Provider ID number and your six-digit PIN.

> **NOTE:** A PIN reset process is available in the I-Billing system. You will be asked to complete a series of security questions after accessing the online billing 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 actual in and out times for each child. You will enter both regular child care hours and child absence hours, if the child was absent. Select the "More Time" button to add additional "in and out" times for activities such as before and after school care, overnight care or for appointments.

Overnight care must be entered in the appropriate days. For example, if a child was in overnight care from 9:00 PM to 5:00 AM, enter 9:00 PM to 11:59 PM in the first day, then enter 12:00 AM to 5:00 AM in the following day.

> **NOTE:** You must keep complete and accurate records of daily attendance for all state-funded children in your care. Your records must show all of the following for each child: child's name, date of care, care begin and end time, parent certification for each day of care provided (we suggest getting parent certification for absence hours as a best practice), and provider's signature. 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.
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> **NOTE:** Absence hours are limited to 360 hours per child per fiscal year and limited to 10 days when no care hours are billed. Any child absence hours exceeding this limit will be the responsibility of the parent. The fiscal year begins October 1st and ends September 30th.

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
Child care centers, group homes, and family homes may bill the CDC program for **child care fees**. This is intended to help cover fees that are sometimes charged to families, such as registration fees, annual fees, or field trip fees. This is **not** intended to cover late payment fees, late pick-up fees, bounced check fees, etc. To bill for child care fees, enter the amount in whole dollars into the box marked "Child Care Fees". Payment for child care fees is limited to $65.00 for centers, and $40 for group and family homes, per child per fiscal year (10/1 – 9/30).

STEP 8
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.

STEP 9
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.

NOTE: By checking *I Certify,* you are certifying that you have read and agree to the requirements stated in the Child Development and Care (CDC) Handbook. You may submit revised invoices up to 90 days after the end of the pay period.

STEP 10
A completed invoice (PDF file) will be available to 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 11
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 out successfully.

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

For help with I-Billing, you may call Child Development and Care at 1-866-990-3227 Monday through Friday, except during holidays when state offices are closed.