

THE OFFICE OF EARLY EDUCATION AND CARE
Central Reconciliation Unit
State of Michigan

CHANGES

OFFICIAL NOTICE

**Effective April 2009, DHS child care payment and billing procedures will change.
Please read this information carefully and retain it for future reference.**

The Office of Early Education and Care is pleased to announce an improved payment and billing reporting system. The new reporting system requirements are as follows:

- Both parents and providers will report child care information.
- Parents will be assigned their own personal identification number (PIN) and will be required to report the daily need hours per pay period.
- Parents will be assigned their own personal identification number (PIN) and will be required to report their total child care hours.
- Providers will be required to report daily child care and ill/holiday hours per pay period for each child.

The easiest and most convenient reporting option is via Internet at www.michigan.gov/childcare

If you cannot access a computer you may use telephone reporting at either of these toll-free phone numbers: 1-888-779-2775 (touch-tone) or 1-888-826-1772 (voice).

Information entered by the parent and provider may be reviewed by DHS staff prior to payments being issued. When the parents' and provider's hours do not match, a representative of the Central Reconciliation Unit will resolve the difference. Parents are required to provide documentation (check stubs, school schedule, etc.) upon request that support entries into the reporting system. Parents **must** maintain their documentation for 4 years.

Providers must continue to keep accurate attendance records. Those records must be retained for 4 years.

**IF YOU HAVE ANY QUESTIONS REGARDING THESE CHANGES
PLEASE CONTACT THE CENTRAL RECONCILIATION UNIT AT
1-866-990-3227**

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

