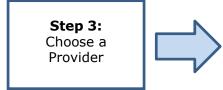
Child Development and Care – Client Application Process



Visit <u>www.michigan.gov/miBridges</u> to complete and submit an electronic application. You may also visit <u>www.michigan.gov/childcare</u> to download or print the Michigan Department of Health and Human Services (MDHHS) Assistance Application [MDHHS-1171]. Paper applications may be mailed or faxed to MDHHS or dropped off at your local MDHHS office.



After submitting your application for CDC, MDHHS will either call you to complete the interview or send an appointment notice to your mailing address. The interview may be completed by phone or in person.



While you're waiting for an interview, you can begin your search for a quality child care provider at www.GreatStartToQuality.org. Complete and sign the <u>CDC Provider</u> <u>Verification</u> [DHS-4025] form and have your selected provider sign the form as well, then return it to MDHHS. If your provider is license exempt, refer to the License Exempt Provider Registration Process.



If you receive a Verification Checklist [DHS-3503] in the mail, be sure to return the requested verifications by the due date. If you need more time to gather your verifications, call MDHHS to request extra time. Information usually needed: Applicant ID Address SSN Activity & Hours Income (work, school, etc.)

Step 5: Receive a Decision



Within 30 days of applying, you will receive a Notice of Case Action [DHS-1605] and a CDC Client Notice [DHS-198C] telling you about your CDC eligibility. The provider you selected will also receive a CDC Provider Notice [DHS-198].

Child Development and Care (CDC) Application Verification List

•

Any of the following may be submitted **to apply for Child Development and Care (CDC)**:

- www.michigan.gov/mibridges.
 - $\circ~$ Apply for benefits.
- Assistance Application [MDHHS-1171] and CDC Supplement page [MDHHS-1171-CDC].

The following must be given to MDHHS **to assign a child care provider** for payment to be issued:

- Provider Verification [DHS-4025].
 - Must be signed by both the parent and child care provider.

The following are **proofs that must be provided** for a CDC application:

- Identity of the applicant.
 - Identity of the authorized representative, if any.
- Address.
- Social Security number (SSN) of the CDC grantee (applicant/parent).
- All countable income, if CDC Income Eligible group.
- Need for child care for children over age 12.
 - \circ Copy of a court order.
 - $_{\odot}$ Statement from a D.O. or M.D.
- Alien status for each child needing care that is not a U.S. citizen.
- Verify presence of children, only if questionable.
- Need hours.

- Valid needs for CDC include:
 - Family Preservation.
 - Court-ordered activity.
 - Treatment activity.
 - Condition being treated by a physician.
 - Children's Protective Services/Foster Care plan activity.
 - High School Completion.
 - GED.
 - ABE.
 - ESL.
 - Approved Activity.
 - Employment preparation and/or training activity.
 - Post-secondary education.
 - Employment/Self-employment.