

Child Development and Care - License Exempt Provider Enrollment Process

Step 1: Application



Submit completed application. Note: Failure to provide a complete application will result in a denial.
Email, mail or fax your completed application to CDC.

- Fax number: 517-284-7529.
- Address: Child Development and Care Program
Provider Enrollment
P.O. Box 30267
Lansing, MI 48909.
- Email: MiLEAP-ApplyProvider@michigan.gov

Note: By choosing to email application, you accept the risk that unencrypted messages and attachments can be intercepted, read, and copied by persons other than the intended recipient.


Step 2: Complete Training



It is recommended that you register and complete the training while you wait for your Eligibility Interview. To register for this training, visit www.miregistry.org or call 877-614-7328 or contact the resource center in your area.

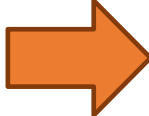
- **New applicants:** Preservice Training: Training must be completed within 30 days of providing care to be eligible for payment. All license exempt-related and unrelated child care providers are required to take a one-time License Exempt Provider Preservice Training (LEPPT), formerly known as Great Start to Quality Orientation (GSQO).
- **Previously enrolled license exempt providers:** If you have taken GSQO or LEPPT, you will need to complete the Michigan Ongoing Health & Safety Training Refresher before we can complete the enrollment process. Failing to complete this training by the time of an eligibility decision will result in a denial of your application.

Step 3: Eligibility Interview



The CDC office will contact you for a mandatory phone interview at the phone number listed on the application. Please be sure to have your driver's license/ state identification number, date of birth and social security number ready to verify with CDC staff during the call for yourself and adult household members if you are applying to be a License Exempt- Related provider. It is important that your voicemail is set up, is not full, and that you regularly check your messages in case we've tried to reach you. Interviews typically happen within 45-60 days after receipt of the application. Caller ID will show an "outgoing line" that cannot be called back please listen to your voicemail for a detailed message that includes a contact number. If we are not able to reach you by phone and our call is not returned your application will be denied.


Step 4:
Background Check
Process



Background Check Process: Applicant and household member information for background checks will be completed in the following manner:

- **License Exempt-Related applicants:** Background checks will be done on the applicant and all adult household members using Internet Criminal History Access Tool (ICHAT), Public Sex Offender Registry (PSOR), Offender Information System (OTIS), and the Child Abuse and Neglect Central Registry.
- **License Exempt-Unrelated applicants:** Background checks will be done on the applicant using Internet Criminal History Access Tool (ICHAT), Public Sex Offender Registry (PSOR), Offender Information Tracking System (OTIS), and the Child Abuse and Neglect Central Registry. In addition to the checks mentioned above, License Exempt-Unrelated applicants will also need a comprehensive FBI fingerprint check. We will contact you by phone and/or email with fingerprint instructions

Step 5:
Eligibility
Decision



Eligibility Decision: Notice, which will include your provider ID number.

- **Approved Provider:** Approved providers will receive an email with additional information on next steps along with approval notice in the mail with Provider ID. Once all eligibility criteria have been met, including the LEPT training, a child care provider may be eligible to bill retroactively (back-bill) for care provided up to 30 calendar days before he or she completed the training. A provider is not eligible for payment prior to the provider's application date.
- **Denial of a License Exempt Related/Unrelated Provider Application Due to Background Check:** If your License Exempt provider application is denied due to the background check you will be notified by mail of the denial and if the match is due to criminal conviction or pending charge and you are eligible for an Administrative Review, instructions will be included.

Denial of a License Exempt Unrelated Provider Application Due to Fingerprint Check: If your License Exempt-Unrelated provider application is denied due to the results of the fingerprint check and you believe that the results are in error, you may file a redetermination request with the Child Care Background Check (CCBC) program

More information is available:

- Resources on how to bill, how to apply and other requirements please visit [Child Development and Care \(michigan.gov\)](https://www.michigan.gov/childdevelopmentandcare) under the Provider section.
- For questions about provider enrollment, please contact CDC at 1-866-990-3227.
- Questions about a child's eligibility should be directed through the parent to their local MDHHS office.