

Unlicensed Provider Checklist

Prior to becoming eligible to receive payments as an Unlicensed Child Development and Care Provider, the provider applicant must do the following:

1. Submit an application to Michigan Department of Education (MDE) Provider Enrollment Unit, and
2. Complete the Great Start to Quality Orientation Training.

This checklist is designed as a guide to assist providers with the MDE enrollment process.

Steps for Provider

- Complete the Child Development and Care Unlicensed Provider Application located at www.michigan.gov/childcare.
- Submit the completed application along with verification of identity, age, residence, and a copy of your Social Security card to MDE Provider Enrollment Unit (fax number and address are listed on the application).
- Participate in the mandatory phone interview. The MDE Provider Enrollment Unit will contact you for this interview. Since applications are processed in the order they are received. When you receive your interview call will depend on the number of applications ahead of yours.

Tips

- To ensure you are using the correct application be sure it says Michigan Department of Education on the top of the application.
- Be sure to include a phone number where you can be reached for the required telephone interview
- Include all required verifications listed above. Failure to provide PEU with the required verifications will result in the provider's application being denied.
- If you have completed the required Great Start to Quality Orientation training and have not submitted an Unlicensed Provider Application to the MDE Provider Enrollment Unit you should do so immediately to begin the enrollment process.

What to Expect After Applying

- After all verifications have been received and the interview successfully completed, MDE will process the application and determine the provider's eligibility. Providers will receive a notice stating whether they have been approved or denied when the determination is made.
- At this time, unlicensed providers who have been approved and have completed the Great Start to Quality Orientation can be authorized for payment for any CDC eligible children in their care. To initiate this, the parent's DHHS caseworker must be provided a completed DHS-4025, Child Development and Care Provider Verification, signed by both the parent and provider.
- Once the child/children are authorized by DHHS, the provider will receive a DHS-198, Child Care Provider Authorization notifying them of the begin date of child care assistance for each child and the number of child care hours authorized for a pay period.

Tips

- DHHS has up to 30 calendar days to determine eligibility for a CDC parent applicant.
- A PIN for the billing system will only be mailed to first time providers. Providers who have been authorized previously and do not remember their PIN will need to request a replacement by calling the Central Reconciliation Unit (CRU) at 1-866-990-3227 (Press 3 at the prompt).
- All PINs are mailed in blank envelopes for security purposes.

Questions?

- ❖ For resources on how to bill, please refer to www.michigan.gov/childcare website under the Unlicensed Provider section.
- ❖ For questions about provider enrollment, please contact Provider Enrollment Unit 866-990-3227 option 1.
- ❖ Questions about a child's eligibility should be directed through the parent to their local DHHS office.