

Application Process

ROUND 4 GRANTS

PROVIDERS SHOULD RESPOND BASED ON JULY 1-31



**For Questions
Regarding:**

Being a license exempt child
care provider call 866-990-
3227, ext. 1.

Your billing or child care
payments call 866-990-3227
ext. 2.

License exempt provider
criminal history reviews call
866-990-3227, ext. 5.

For child care licensing
information call 866-685-0006
or visit



Application Process

- Child care providers apply at www.Michigan.gov/childcare.
- An application must be submitted each month to receive a grant award.
- Posting of payment file
- CDC main page:
 - Brief Description
 - Application link
 - FAQ
 - Application tools



Child Care Relief Fund Application

Who is applying for a grant?

***Provider name**

***Provider type**

***Are you a Head Start and/or GSRP provider?**

Yes

No

Previous step

Step 2/5

Next step

Tips

- Enter the name of your business in “provider name.”
- If you are a Head Start or GSRP provider, review the updated FAQ.



How can we reach you?

Providers are required to register in SIGMA to receive a grant payment (payment can be made via EFT or paper check). If you do not have a **SIGMA vendor code or SIGMA mail code**, you must request one by contacting the SIGMA Help Desk at SIGMA-Vendor@michigan.gov or **1-888-734-9749**. If you enter an invalid code, it will significantly delay processing time.

Note: License exempt providers are not required to submit a SIGMA vendor code or mail code.

*SIGMA Vendor code

SIGMA Vendor Code start with a cv,vc or vs (Total 9 characters)

SIGMA Address ID

EX: AD012 or 012

If we have questions about your SIG application, we may contact you to clarify.

*Contact Name

Your Name

*Contact Phone

XXX-XXX-XXXX

*Contact Email

Previous step

Step 3/ 5

Next step

SIGMA Tips

- Providers are required to register in SIGMA to receive a grant payment (payment can be made via EFT or paper check).
- If you do not have a SIGMA vendor code or SIGMA mail code, you must request one by contacting the SIGMA Help Desk at
 - SIGMA-Vendor@michigan.gov
 - 1-888-734-9749.
- If you enter an invalid code, it will significantly delay processing time.

Tell us more about your program

This information will be used to calculate the total amount of your grant.

***Were you open and serving children in July?**

Yes

No

Previous step

Step 4/ 5

Next step

Tuition Credit Tips

- Providers must answer “yes” to qualify.
- If they answer “no”, they will not be able to complete the application.

***How many children 0 through age 2 did you serve in the month of August? Include all children who you received payment to care for from August 1-August 31.**

15

***How many children age 3 or older did you serve in the month of August? Include all children who you received payment to care for from August 1-August 31.**

15

***What is the TOTAL amount of tuition you charged families in care from August 1-August 31? (Enter the total amount charged for the month. Do not enter your hourly or weekly rate. If you participate in the child care subsidy: Do not include tuition that is paid by the state through the child care subsidy. You may include any co-payments you have charged families.)**

1974.00

Tips

- Count all children who you received payment to care for from July 1-31.
 - Ages zero through 2
 - Ages 3 and older
- Do not count your own children, unless you pay tuition for their care.

***What is the TOTAL amount of tuition you charged families in care from July 1-July 31? (Enter the total amount charged for the month. Do not enter your hourly or weekly rate. If you participate in the child care subsidy: Do not include tuition that is paid by the state through the child care subsidy. You may include any co-payments you have charged families.)**

1974.00

Tuition Tips

- Enter the total amount of money you charged families for care in July → Remember this must be the same rate you charged in March
- Do not enter your hourly or weekly rate
- If you participate in the child care subsidy, do not include tuition that is paid by the state through the child care subsidy. You may include any co-payments you have charged families.

If necessary, enter comments about your grant application

Comments must be less than 300 characters.

Previous step

Step 4/ 5

Next step

Comment Box Tips

- Only enter comments if necessary. These are not required to submit your application.

New Assurances

“When I receive funds for the child care rate reduction program, I will use the funding to reimburse families for 30% of the tuition charged in the month of July. If the Department of Education determines that a provider did not provide the required tuition reduction, the MDE shall recoup the funds.”

Yes

“I assure that the weekly rate charged to families is not higher than the rate charged in March 2020. If my rates have increased, I assure that the additional amounts have been refunded and the tuition reported in this application is based on my March 2020 tuition rates.”

Yes



Child Care Relief Fund Application

Your Child Care Relief fund grant application has been submitted! Please print or take a picture of this confirmation page for your records.

Grant amounts vary based on provider type and amount of tuition charged.

The Michigan Department of Education (MDE) will be processing applications as quickly as possible. If the department has any questions regarding your application, we will be reaching out using the email provided in your application. MDE will be taking reasonable steps to distribute grants within 15 business days of receiving a complete application.

If you have questions about your application, please contact the Child Development and Care office (MDE) at 866-990-3227.

Confirmation Tips

- Providers should print their confirmation screen after they submit their application.
- Be sure to confirm your email address is accurate before submitting the application.
- If providers make a mistake when they apply, call the CDC Office at 866-990-3227.



Visit www.Michigan.gov/childcare to apply!

Stuck? We're here to help!

- Child Development and Care Office: 866-990-3227
- Regional Resource Centers: 877-614-7328
- SIGMA Help Desk:
 - SIGMA-Vendor@michigan.gov or
 - 1-888-734-9749