



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 1, 2022

TO: Current Licensed and Licensed Exempt Child Care Providers

FROM: Dr. Scott M. Koenigsnecht Deputy Superintendent P-20 System and Student Transitions

SUBJECT: Revised Guidance for Temporary Billing Based on Enrollment and Not Attendance

Child care programs and professionals continue to be a critical part of our state's recovery. For many programs, however, we understand that your finances are tighter than ever. That is why the Governor and Legislature agreed to temporarily allow providers to continue billing based on enrollment and not attendance for child care subsidy children.

Effective Pay Periods 122 through 320 (October 10, 2021, to September 30, 2023) child care providers accepting the subsidy will bill the state based on enrollment and not attendance. The memo below explains how to bill in this manner.

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The Following Instructions Apply to Enrollment vs Attendance Billing:

Providers are instructed to bill based on the child's enrollment (the hours agreed upon between the parent and provider) including schedule changes.

For example: If a child is enrolled to be in care for nine hours a day from 8:00am-5:00pm, Monday through Friday, the provider would bill for the **enrolled** time on each of those days.

Important: For school age children, a provider cannot bill for hours a child is in school.

The Following Instructions Apply to Absence Hour Billing:

If a child is absent for up to 10 consecutive days; providers are instructed to bill regular care hours instead of absence hours, for the enrolled time.

- The absent child must be expected to return to care.

Note: If this is not known, the provider should contact the child's parent/guardian to confirm this information.

- If the child is absent for more than 10 consecutive days, the provider must bill for absence hours beginning on Day 11.
- Payment for absence hours is limited to 360 hours per child per fiscal year (October 1 – September 30).
- Do not bill the CDC program after a child's last day in care.

For example: If a child is enrolled to be in care for nine hours a day from 8:00am-5:00pm, Monday through Friday, and the child is absent up to 10 consecutive days, the provider would bill regular care hours instead of absence hours for the **enrolled** time.

If a child is absent due to illness or quarantine related to COVID-19, and it extends beyond 20 consecutive days please contact the CDC office at 866-990-3227 for instructions on how to bill.

The Following Instructions Apply to Time and Attendance Records:

- Provider's time and attendance records must record **actual** in and out times with parent certification.
- Provider's time and attendance records must record absence hours.
- Provider's time and attendance records must indicate "Billing Enrollment vs. Attendance".