



# CDC Scholarship Handbook for License Exempt Providers

Revised 4/1/2025

Older Versions Should Not be Used



Child  
Development  
and Care

Summary of Changes as of April 1, 2025

Page Number	Item
9	Updated information on training in the Enrolling to Be a License Exempt Child Care Provider section
17	Absence hour billing guidance added.

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## Program Information

### CDC General Information

The CDC Scholarship Handbook for License Exempt Providers is a guide for processes and requirements for providers to use when a provider cares for a child that has a CDC Scholarship.

### Child Development and Care (CDC) Scholarship Application

The parent must complete an application for CDC Scholarship and submit it to their local MDHHS office or online at MiBridges. More information can be found in the [CDC Scholarship Handbook for Parents](#) or [Parents \(Michigan.gov\)](#). Eligibility decisions for the scholarship take up to 30 days once all documents are received.

### Authorization

Once the CDC Scholarship has been approved the parent must submit a [Child Development And Care \(CDC\) Provider Verification \(Michigan.gov\)](#) (DHS-4025) to MDHHS authorizing care to an enrolled license exempt provider. Once this is submitted the parent(s) and provider(s) will be mailed an authorization notice (DHS-198) indicating that billing can begin. The authorization notice shows:

- The child's name and ID number
- The begin date of child care (scholarship) for each child. This is the date the provider is authorized to begin billing.
  - If the scholarship start and end date are missing with "0" hours, child care was not approved (authorized).
  - Note: While a child scholarship is authorized for a 12-month eligibility period, the provider assignment may be for less than 12-months, depending on when the care begins and ends with the provider.
- The number of child care hours authorized for a pay period. If the number is "0", childcare was not approved (authorized).
- Family Contribution- The biweekly per child amount that an income eligible family has deducted from their provider's payment.

Note: This information is also displayed in the I-Billing system, with the End Date changing from blue to red when it is within 30 days of the end of authorizations

Child's Name: Ahhchu Blessing		Child's ID Number: 011111111		Case Number: 111111111		Child Care Fees: <input type="text"/>							
Authorized hours: 90		Start Date: 25-FEB-2024		End Date: Ongoing		Family Contribution: \$ 30							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2	3	4	5	6	7	8	9
IN:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
OUT:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:		(hh:mm)											

  

Child's Name: Nancy Drew		Child's ID Number: 123487994		Case Number: 1222514789		Child Care Fees: <input type="text"/>							
Authorized hours: 90		Start Date: 07-MAY-2023		End Date: Ongoing		Family Contribution: \$ 0							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3	4	5	6	7	8	9	10
IN:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
OUT:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### [Child Development and Care \(CDC\) Provider Verification \(Michigan.gov\)](https://www.michigan.gov/cdc)

A client may have a CDC case open, and hours authorized, but the provider will not be able to bill until they have been determined to be an eligible provider and the DHS-4025 has been processed by MDHHS.

- The provider will not be authorized for payments before the care began or back more than 60 days from when the DHS-4025 is received by MDHHS.
- If there is not a signed DHS-4025 on file for the provider MDHHS and CDC will not be able to share this information. The parent will need to reach out to MDHHS.

Questions about a child's authorizations should be directed to MDHHS: 844-464-3447.

If hours are shared by more than one provider, one or both providers may not receive full payment if the number of combined hours exceed the child's authorized hours. The parent would be responsible for payment to the provider.

## CDC Scholarship Review/Redetermination - Every 12 Months

The process for redetermination of scholarship eligibility starts the beginning of the 11th month for the parent. This allows time to complete the process by the 11th month for the parent to allow time to complete. The decision can be viewed by the parent in MiBridges and the parent, along with the provider, will be mailed a decision notice.

## Parent and License Exempt Provider Relationship

When a parent chooses a license exempt provider, the parent and provider are forming a business relationship with each other. This agreement should cover:

- How payment will be made
- Hours of care
- When payment is expected
- Notice of when care is no longer needed

The parent is responsible for any child care charges not paid by the Department, the cost of any care provided before being authorized for CDC, and the cost of care before the child care provider becomes eligible to receive CDC payments

License Exempt Unrelated Providers are employed by the parent of the child and are a household employee under federal tax law because they are required to care for the child in the child's home:

- Pay the employer's share of any employer's taxes that need to be paid, such as:
  - Social Security
  - Federal Insurance Contribution Act (FICA) taxes, and,
  - Federal Unemployment Tax Act (FUTA) taxes
  - Provide a W-2 Form to their childcare provider at the end of the year for tax reporting purposes

License Exempt – Related Providers who are providing care in their own home, not the home of the child(ren), are considered self-employed. Parents are NOT required to issue a W-2 Form or Form 1099-MISC to license exempt-related providers.

For more information about care provided in the child's home (in-home care) and the parent/employer obligations, please see [IRS Publication 926](#), or call the Internal Revenue Service (IRS) at 800-829-1040.



# Provider Requirements

## Eligible Providers

To receive payment for caring for CDC children, the care must be provided in Michigan.

The provider must be:

- License Exempt – Related – Care can be provided in provider or child’s home.
- License Exempt – Unrelated – Care provided in the child’s home.

Visit [Michigan.gov/Childcare](https://Michigan.gov/Childcare) for additional details for these provider types. Providers must comply with all requirements set by Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) Child Development and Care and MILEAP Child Care requirements, including but not limited to:

- Application requirements.
- Background checks.
- Initial and ongoing health and safety training.
- Capacity and location of care requirements.
- Participate in all requested monitoring visits and billing reviews.

Other License Exempt Providers:

- License Exempt-Tribal: Facilities located on tribal land and childcare homes located on tribal land or in their tribal service area.
- License Exempt-Military: Facilities located on federal land, including military installations.

## License Exempt-Related

A License Exempt-Related provider must meet all the following requirements:

- Be an adult who is 18 years or older.
- Must [apply](#) and/or be an enrolled provider
- Provider may care for up to six (6) children at one time.
- Provide care in the provider’s home or where the child(ren) lives.
- Be related to the child(ren) by blood, marriage, or adoption as one of the following:
  - (Great) Grandparent.
  - (Great) Aunt or Uncle.
  - Sibling (allowable only if the provider lives at a different residence).

Note: A divorce ends a relationship gained through marriage.

## Health and Safety Visit for License Exempt-Unrelated

A [health and safety coaching visit](#) is required to be conducted in the child(ren)'s home, where care must be provided. Coaches will conduct a visit using the Standards & Health and Safety Checklist that includes the [License Exempt Provider Health and Safety Standards](#).

- The first year Health and Safety Visit will be announced (scheduled).
- Annual ongoing Health and Safety Visits will be unannounced.
  - If the annual visit is not completed, the provider assignment to the child(ren) will end.
  - Additional visits may be required for corrective action plans or other concerns from an annual visit.
- Provider Requirements for Health and Safety Visit:
  - Providers must respond to communication related to the visit.

To comply with federal requirements the annual Health and Safety Visit Checklist and any Corrective Action Plans for license exempt provider - unrelated are posted online: [License Exempt Providers for Families- Great Start to Quality](#) .

## Background Checks

License exempt related providers:

- The applicant provider and all adults living in the home must pass the required background checks.

License exempt unrelated providers:

- All license exempt-unrelated providers are required to complete a criminal background check based on fingerprints.
- All license exempt-unrelated providers fingerprinted prior to April 2024 will need an additional criminal background check based on fingerprints five years after previous check was completed.
  - Note: The CDC Office will contact license exempt providers via mail or email when due for a 5-year reprint. It is important to report all address and email changes to the CDC office to ensure you get these types of correspondences.

For detailed requirement information for background checks visit [Providers \(Michigan.gov\)](#).

Note: Fees connected with the fingerprint background checks may be the responsibility of the provider/applicant.

## Enrolling to Be a License Exempt Child Care Provider

If you want to be enrolled as a license exempt-related or license exempt-unrelated childcare provider, you must do all of the following:

1. Complete the [CDC License Exempt Provider Application](#), which:
  - Allows the Department to complete criminal background clearances on providers and adult household members, when applicable.
  - Requires you to certify that you understand and agree to all program requirements.
2. Send the CDC office your completed application.
 

Email: [MiLEAP-ApplyProvider@Michigan.gov](mailto:MiLEAP-ApplyProvider@Michigan.gov)

Fax: 517-284-7529

Mail: Child Development and Care  
Program Provider Enrollment  
P.O. Box 30267  
Lansing, MI 48909
3. If information, signatures, or pages of your application are missing you will be contacted via email and/or United States Postal Service (USPS). If that information is not received by the due date your application will be denied.
4. Prior to the interview you may be contacted by Child Development and Care office via phone call to verify your identity to proceed with application process.
5. Complete the required training while you wait for your Eligibility Interview. To register for this training, visit [www.miregistry.org](http://www.miregistry.org) or contact your local Great Start to Quality Resource Center at 877-614-7328.
  - 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 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 delay of eligibility and may result in a denial of your application.

6. Prior to enrollment, you will be contacted at the phone number listed on the application for an eligibility interview. This interview is required.
  - The number that may appear on a caller ID is not a call back number. It is important to have your voicemail set up to allow the technician to leave you their name and a callback number to complete the interview. If there is not a voicemail available, the technician will send an email indicating they are trying to reach you. There will be two attempts to complete the interview if there is no response the application will be denied, and the applicant will need to reapply.
7. If you are applying to be a license exempt-unrelated provider, a fingerprint submission must be completed prior to enrollment.
  - A Fingerprint Request form will be mailed or emailed, giving instructions to complete fingerprinting after the eligibility interview. The application may be denied if the fingerprint is not completed within 30 days of when the form is mailed or emailed

## Training Topics

All license exempt providers are required to complete initial (Level 1) and annual ongoing health and safety training that covers the following topics:

1. Child Development Training.
2. Prevention and control of infectious diseases (including immunization).
3. Prevention of Sudden Infant Death Syndrome and use of safe sleeping practices.
4. Administration of medication, consistent with standards for parental consent.
5. Prevention of and response to emergencies due to food and allergic reactions.
6. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
7. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
8. Emergency preparedness and response planning.
9. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
10. Precautions in transporting children (if applicable).
11. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification.
12. Recognition and reporting of child abuse and neglect.

## LEP Training Levels and Annual Ongoing Training

License exempt related and unrelated providers enroll at a Level 1 after completing the required initial License Exempt Provider Preservice Training (LEPPT). A provider is required to complete Annual Ongoing Training each year and are encouraged to continue their training by completing a minimum of 10 hours annually. When the 10 hours are met annually, the provider moves to Level 2 and is eligible for additional pay. See requirements below:

### Level 1 Mandatory Training for All License Exempt Providers Orientation Training

LEPPT, initial training, formerly known as Great Start to Quality Orientation (GSQO), is a one-time initial training that costs \$10 and covers the topics listed under the Provider Training section.

- Providers only need to complete initial training once in their career.
  - Training and registration instructions can be found [registering for LEPPT](#) .

Note: When creating an account in MiRegistry it is important to use the same name that is on your ID that was on your LEP application. Information should be identical. This allows your training to be connected to your Provider ID. Failing to do this may cause delays in payments.

- LEPPT must be completed within 30 days of beginning care to be eligible for payment by the Department. Once training is complete the provider may be eligible to bill retroactively (back-bill) for the care provided for the 30 days. License Exempt providers will not receive CDC payments for any care provided for children before their application date, completion of background checks or more than 30 days before completion of the License Exempt Provider Preservice Training. This is based on the application date and the provider assignment date that the parent indicates on the DHS-4025 for authorization.
- Providers with a valid card or certificate showing current certification in pediatric first aid and cardiopulmonary resuscitation (CPR) may be eligible to opt out of the CPR and first aid portion of the face-to-face Level 1 training. Please contact the Great Start to Quality Resource Center at 877-614-7328 to provide your card or certificate for review.

## Annual Ongoing Training- Required to be Completed Each Year by December 16

Annual Ongoing Training (Michigan Ongoing Health & Safety Training Refresher) is a free annual training that is required for all license-exempt providers beginning the calendar year following their enrollment or when reapplying after a closure.

- Michigan Ongoing Health and Safety Training Refresher instructions and registration can be found [MiRegistry.org/Ongoing-Health-and-Safety-Training-Refresher/](https://MiRegistry.org/Ongoing-Health-and-Safety-Training-Refresher/) or call 877-614-7328. Ongoing health and safety training hours count toward Level 2 training hours.
- To access the training, providers will need to create an account in Michigan Virtual using their MiRegistry ID and the same first name, last name, and email as is reflected in their MiRegistry account.
- License exempt providers who fail to complete the annual ongoing training requirement by the December 16 due date will be closed. A provider closed for this reason will need to reapply and take the training prior to enrollment.

To review completed trainings in MiRegistry, log in and click on the Training tab. Allow one week for the online training to show as verified. If a training course is missing or not showing as verified, contact MiRegistry for assistance at 833-386-9238 or via email at [Support@MiRegistry.org](mailto:Support@MiRegistry.org).



## Level 2 (Optional – Encouraged)

### Level 2 Training Topics Include

- Child Development
- Interactions and Guidance
- Teaching and Learning
- Observation, Documentation and Assessment
- Health, Safety and Nutrition
- Family and Community Engagement
- Professionalism
- Management

### Level 2 Training Information and Requirements

- 10 hours of training must be completed annually with the following requirements.
- All Level 2 trainings must be approved through MiRegistry. To find approved training visit [MiRegistry - Event Search](#).
- There may be a cost for some Level 2 trainings. Take a look at this short video to find free trainings: [Searching for Free Training](#)
- Two hours can be from the required Annual Ongoing Training – Michigan Ongoing Health and Safety Refresher that is required each year.
- To be counted toward Level 2, each training must be one hour or longer. All training on the MiRegistry training calendar counts toward Level 2, except for LEPPT.
- A provider may begin taking training to count toward Level 2 after completing LEPPT. Training hours taken prior to LEPPT completion do not count towards the Level 2 hours.
- A provider needs to take 10 hours of Level 2 each year.
  - Level 2 rate will begin on the date the provider finishes these additional 10 hours of approved training.
  - If 10 additional hours of training are not completed each year before the provider's Level 2 expiration date, the provider's rate will return to the Level 1 rate.
  - The expiration date can be found on the MiRegistry LEP Training Record.

Each time an additional 10 hours of training is completed, the provider will get a new Level 2 expiration date.

# Billing Guidelines and Instructions

## Provider Duties

1. Keep accurate time and attendance records for four years for all of the children in care.
  - a. Reminder: [The Child Care Time and Attendance Record](#) is required for all license exempt-related and license exempt-unrelated providers.
2. Bill based on Attendance Billing rules.
3. Keep Personal Identification Numbers (PINs) private.
4. Cooperate during a review or an investigation.
5. Report fraudulent childcare activity right away by calling TOLL-FREE 855-MI-FRAUD (643-7283) or by submitting an online complaint by going to the Child Care Licensing Division.

Note: When a license-exempt provider does not bill for 5 continuous months, the provider ID will automatically be closed, and the provider will need to re-apply following the steps in this handbook.

## PINS

The I-Billing system will mail a Personal Identification Number (PIN) to first-time providers when the parent submits the DHS-4025 authorizing the enrolled provider for care and the document is processed by MDHHS. Please allow 10 business days for PIN to be delivered. Upon login, a new provider will be prompted to change the PIN.

Previously enrolled providers who do not remember their PIN or have not logged in for more than 180 days will need to replace their PIN. See the below TO REPLACE A PIN section for instructions.

Providers should keep their PIN secure and contact the CDC office immediately if someone has accessed their PIN without permission.'

### To Change a PIN

Log in to I-Billing, click on the "Change PIN" button at the bottom of the main menu screen. A prompt to change the PINs will occur every 180 days in I-Billing. A link to I-Billing is available [Provider Billing Guidance \(Michigan.gov\)](#).

## To Replace a PIN

Lost or misplaced PINs may be reissued. Replacement PINs can be requested by the provider in any of the three ways outlined below:

### 1. In I-Billing

- The first time a provider logs in, they must select and answer three security questions. An email address may be provided so future PIN resets can be received electronically.
- The PIN reset link in I-Billing requires the provider to answer their chosen security questions. The provider can select to send the PIN by email *or* regular mail.
  - If an email is not on file, the PIN will be sent to the provider's mailing address.
- Security questions or email addresses may be updated using the Change Security or Change Email buttons in I-Billing.

### 2. By phone

Lost or forgotten PINs may be replaced by calling the CDC office at 866-990-3227.

### 3. By fax

Providers may request a new PIN by faxing the CDC office at 517-284-7529.

The request should be in writing and include the following:

- Provider name.
- Current address
- Provider ID number.
- Telephone number.

## Bi-Weekly Hour Limits

The Department limits the total number of hours for a pay period for all providers except Child Care Centers.

- License exempt-related and license exempt-unrelated providers will not be paid for more than 2,016 total hours per pay period for all children in their care.
- Parents are responsible for any hours of care that are over these limits

## Required Records- Attendance and Billing

License exempt-related and unrelated providers are required to bill the department based on a child’s attendance. Attendance is defined as the actual days and times the child was in the provider’s care.

License exempt providers must keep complete and accurate records of daily time and attendance for each CDC child in care. The required Child Care Time and Attendance Record can be found at [Michigan.gov/Childcare](http://Michigan.gov/Childcare).

- Time and attendance records must be kept for 4 years from the date of care.
- These records must be made available to an employee of the Department or the Auditor General if asked.
- Required fields to be completed on the Time and Attendance Record:
  - Dates of care
  - Child’s full name
  - Time-In and Time-Out (Actual Time)
  - Absent (check box)
  - Parent Initials on each day of care
  - Provider name and Provider ID
  - Pay period number
  - Provider signature and date

MILEAP Michigan Department of Education Licensing, Administration, and Assessment		CHILD CARE TIME AND ATTENDANCE RECORD						
Day / Date	Sun mm/dd/yy	Mon mm/dd/yy	Tues mm/dd/yy	Wed mm/dd/yy	Thur mm/dd/yy	Fri mm/dd/yy	Sat mm/dd/yy	
Child Full Name								
Time In	: A/P							
Time Out	: A/P							
Absent?	Mark if Absent <input type="checkbox"/>							
CACFP Meals	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	
Parent Initials								
Child Full Name								
Time In	: A/P							
Time Out	: A/P							
Absent?	Mark if Absent <input type="checkbox"/>							
CACFP Meals	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	
Parent Initials								
Child Full Name								
Time In	: A/P							
Time Out	: A/P							
Absent?	Mark if Absent <input type="checkbox"/>							
CACFP Meals	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	B A L P D E	
Parent Initials								
Comments:								
<ul style="list-style-type: none"> <li>• I certify that the above information is correct.</li> <li>• I understand that if benefits are overpaid for any program or any reason, the extra benefits received will have to be repaid. If intentional errors caused the overpayment, any and all responsible parties may be disqualified from the program and/or prosecuted for fraud.</li> </ul>								
Provider Name:	ID #:	Pay Period Number:	Page Number: _____					
Provider Signature:	Date:	Confirmation Number:						
CACFP, CDC, and CCLB provide equal opportunity programs.								
Rev. 1.2024								

## Rules for Attendance Billing

- A provider must not have more than six children in care at one time and care must be provided in the required location; see the [Eligible Providers](#) section.
- A provider should bill for the actual days and in/out times the child is in care, as documented on time and attendance records.
  - If a child is in overnight care from 9:02 p.m. to 5:04 a.m., enter 9:02 p.m. to 11:59 p.m. for the first day, then enter 12:00 a.m. to 5:04 a.m. for the following day. Example of this billing entry can be found on the [Provider Billing Guidance \(Michigan.gov\)](#) site.
  - If a child attends care both before and after school, there should be an in and out time for before school, as well as an in and out time for after school.
- A provider may not bill for the hours a child is in school or enrolled in another program including preschool, homeschooling or virtual schooling.
  - Effective October 1, 2024, a provider who picks the child(ren) in care up from school at dismissal may bill up to 15 minutes prior to the end of the school day for school dismissal wait times.
- The parent of the children in care cannot act as the provider's billing representative.
  - Only the provider or another representative selected by provider may submit billing for care hours.
- Absence Hour Billing
  - A child is absent when they are not in care when they normally would have been in attendance. "Normally in care" is based on a historical trend or routine of when the child has been in care.
  - Absence hours are billed by selecting the absent box in the I-Billing system.
  - Absence hours may not be used before a child's first day in attendance or after the child's last day in care.
  - Payment for absences is limited to 360 hours annually each fiscal year (10/1- 9/30)
  - Payment for absences is limited to 10 consecutive days when no regular care hours are billed.

Note: If these limits cause unusual hardship for a family, a policy exception can be requested by the parent through MDHHS.

- To receive payments, billing must be submitted within 90 days of care being authorized/ provided.
- If a provider recognizes that they have been billing incorrectly, they should contact the CDC office at 866-990-3227.

## Examples of Attendance Billing

A license exempt provider was caring for Martin (age 4) Monday-Friday from about 7:00 a.m. to about 3:00 p.m.

Each pay period, the provider billed for Martin by entering in I-Billing the *actual* care begin and end times, as recorded on her time and attendance records.

Note: The actual care times varied slightly from day to day; for example, 7:14 a.m. to 2:48 p.m., or 7:11 a.m. to 2:52 p.m. The provider entered these exact times in I-Billing.

One week Martin was absent on a Wednesday, and rather than bill 8.0 absence hours from 7:00 a.m. to 3:00 p.m., the provider looked at several previous pay period records and realized that Martin is normally in care from about 7:15 a.m. to about 2:45 p.m., which equals 7.5 hours. In I-Billing the provider selected the absent box and entered 7:15 a.m. to 2:45 p.m. The 7.5 absence hours were reimbursed by the CDC program.

## I-Billing: Step by Step Instructions for Providers

These step-by-step instructions explain how to use the I-Billing system to bill for children receiving Child Development and Care (CDC) Scholarship. It is important to read the 'Messages' on the page for important updates and alerts for system updates.

### Step 1

[CDC Provider Login \(Michigan.gov\)](https://www.michigan.gov/cdc)

### Step 2

Once on the CDC provider log-in screen, enter your seven-digit Provider ID number and your six-digit PIN.

### Step 3

At the CDC Provider Billing & Payment Inquiry Menu, select the pay period you would like to bill for then click the "Work on Billing Invoice" button.

### Step 4

Enter the actual in and out times from your records for each child.

- Overnight care must be entered on the appropriate days. For example, if a child is enrolled in overnight care from 9:00 p.m. to 5:00 a.m., enter 9:00 p.m. to 11:59 p.m. on the first day, then enter 12:00 a.m. to 5:00 a.m. on the following day.

### Step 5

If you provided care for more children than listed on the first page, click the "Next" button under the last child listed on the current page.

**Step 6**

You may choose to Save and Continue Working or Save and Return to Menu. If you choose to Save and Continue Working, your work will be saved, but it will not be submitted. You will remain on the current page in the I-Billing system. If you choose to Save and Return to Menu your work will be saved, but it will not be submitted. You can go back and finish later.

**Step 7**

When you have entered all your billing information, you must check the “I Certify That” box located at the bottom of the billing screen. After you have checked the certify box, click on the “Submit” button. You must be on the last page of your billing to submit your hours.

NOTE: By checking “I Certify,” you are certifying that you have read and agree to the requirements stated in the Child Development and Care (CDC) Handbook. You may submit revised invoices up to 90 days after the end of the pay period.

**Step 8**

A completed invoice (PDF file) will be available to print for your records. This invoice does not replace your completed time and attendance records that you must retain for four years. To close the PDF file, click the “X” in the upper right-hand corner of the screen. You will then be directed to the I-Billing Main Menu where you can log out of the system.

**Step 9**

To successfully log out, you must click the Log Out/Exit button located at the bottom right of the main page. Do not use the red close “X” at the top of your browser or you will not log out successfully.

NOTE: If you have questions about I-Billing, you may view our I-Billing instructional video located at [Michigan.gov/Childcare](https://Michigan.gov/Childcare). For help with I-Billing, you may call Child Development and Care at 866-990-3227 Monday through Friday, except during holidays when State offices are closed.

## Frequently Asked Questions for Billing

- How do I find my Provider ID number and Personal Identification Number (PIN)?**  
Your Provider ID number is located on the *Child Development and Care Notice* that is received when you are enrolled as a provider. Your Provider ID number is located on the DHS-198, Child Development and Care (CDC) Provider Notice. Your PIN is an automatically assigned six-digit number and is mailed separately. (See section on [PIN](#)).
- What is a pay period?**  
A pay period is a two-week billing period for which a unique three-digit number has been assigned. Refer to the [CDC Payment Schedule](#) in the Child Development and Care (CDC) handbook or at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).
- How do I use I-Billing for electronic billing?**  
Use the I-Billing Step by Step Instructions provided in this handbook or [Provider Billing Help \(Michigan.gov\)](#). Have your Provider ID number, your PIN, and the Child Care Time and Attendance Record. Enter the information for the two-week pay period for each authorized child that you provided care for.
- How do I bill for a child who is absent?**  
The absence box must be selected in I-Billing when billing absence hours.
- How do I report corrections for this pay period or for a prior pay period?**  
To report additional or revised time on an invoice that has already been submitted, select the pay period you need to update on the I-Billing Main Menu, and then select “Work on Billing Invoice.” Click Proceed to continue. Enter the additional or revised time on the billing screen, then certify and submit the invoice.

Note: Once you certify and submit the information to the CDC office, you may submit revised invoices up to 90 days after the end of the pay period.
- How do I bill for a child whose name is not listed?**  
If a child’s name is not listed on the I-Billing screen, select the “Next” button to view additional pages. If a child is not listed and you received a DHS-198 authorizing you for care, call the CDC office at 866-990-3227 for assistance. If you have not received the DHS-198 ask the parent to contact their MDHHS office.
- When can I bill for child care with I-Billing?**  
The I-Billing system is available 365 days a year, 24 hours per day, 7 days a week. Refer to the CDC Payment for billing deadlines.
- Are there training videos available for billing?**  
The Child Development and Care (CDC) program has created provider instructional videos. A step by step on how to access the videos is located [How to access CDC videos in EduPaths](#)

The videos will assist with providing training and support to follow CDC requirements and maintain proper attendance records as specified in the CDC Handbook. If you receive a Program Violation Notice, you may be required to review one or more of these videos.

- **How can I talk to a person about questions I have?**

If you need assistance, you can contact the CDC office at 866-990-3227 during the hours of 8:30am - 12pm and 1:00p-4:30p EST Monday through Friday..

## Payments

### Child Care Provider Rates and Payments

The amount of the provider payment is impacted by many factors, including the child's age, the number of approved hours, the family contribution, the provider type, the provider's training level, the number of hours billed, and more. Refer to [Training section](#) for more information.

### Hourly Rate

The license exempt-related and license exempt-unrelated provider payment is calculated using the time billed multiplied by the provider's hourly rate, minus the family contribution amount (if applicable).

### Provider Bi-Weekly Rates

License Exempt Related and Unrelated Providers		
Child Type	Level 1	Level 2
Infant/Toddler- Birth to age 2 ½	Hours billed x \$2.95	Hours billed x \$4.95
Preschool – Ages 2 ½ to 5	Hours billed x \$2.95	Hours billed x \$4.40
School Age – Age 5 and older	Hours billed x \$2.95	Hours billed x \$4.40

## Payments

Payments are issued bi-weekly according to the hours submitted in I-Billing for each two week pay period. The estimated check mailing date is listed on the [CDC Payment Schedule](#). Provider billing information submitted after the deadline, but within 7 days of the deadline, will be issued the following week.

CDC payments will be issued after the provider's billing has been submitted and processed.

- Payments for care provided are issued directly to the parent in the form of a check in the parent's name. The parent is responsible for paying the provider.
  - The CDC Program does not intervene in monetary disputes that may arise between the parent and provider. It is the parent and provider's responsibility to work together to resolve the dispute.
  - Parents are not eligible for Direct Deposit/Electronic Funds Transfer (EFT).



## Payment Delays

Delays in processing billings or payments may occur for incorrect addresses, missing or wrong information, system issues or other unforeseen situations. State of Michigan holidays will sometimes delay payments. For the most updated information regarding payment delays, please visit the I-Billing login screen or [Michigan.gov/Childcare](https://Michigan.gov/Childcare) and refer to the payment schedule. Payments received by mail require a 10-business day grace period before a check can be reissued. Please wait to call CDC until the grace period has been met.

## Overpayments

Providers are required to report care accurately in I-Billing. If a payment error from incorrect reporting or a department error is found causing the provider payment to be more than it should have been, the amount of the overpayment to parent must be reported to CDC office, 866-990-3227 and returned to:

State of Michigan  
Cashier Unit- Child Development  
and Care PO Box 30382  
Lansing, MI 48909

Make checks payable to “State of Michigan.” Include the following information with the payment:

- Parent’s name
- Case number
- Child’s name
- Child’s recipient ID number
- Provider’s name and address
- Provider ID number
- Pay period end dates of overpayment
- Reason for overpayment

Note: The information must be included with the payment. If this information is not included, payment may not be applied correctly to the balance.

The Department will accept lump-sum payments or will collect repayments by taking up to 20% from future child care provider payments for those who do not make a lump-sum payment, or a monthly repayment plan can be arranged when it is reported.

Giving false information to the Department, including false billing information, may be considered:

- Fraud
- Referral to the MDHHS Office of Inspector General (OIG) for investigation
- For recoupment
- For disqualification from the CDC program
- For or lead to civil or criminal actions (such as going to court, paying a fine, or going to jail)

## Family Contribution

Family Contribution (FC) are determined by family size, income level, and other eligibility criteria determined by MDHHS during the family's enrollment in CDC Scholarship. The FC amount can be found on the DHS-198 that the provider receives.

### Key to Understanding Family Contributions:

- Listed on DHS-198 per child for a two-week pay period, with a maximum amount per family.
- Situations where a FC is waived the amount will be "0" on the DHS-198.
- The parent is responsible for any child care charges not paid by the Department.
- FC is subtracted from the provider's CDC payment, and the parent pays directly to the provider.

## IRS Reporting

The parent is the employer for license exempt-unrelated provider and the license exempt – related provider when care is in the child's home. The parent is responsible for filing a Form W-2 and withholding Social Security and income tax. To help with this required tax reporting, CDC providers and the parent of the child(ren) in care are mailed an Annual Statement each January showing all CDC payments made in the previous calendar year.

If the child care was provided in the home of the license exempt-related provider, the parent is NOT responsible for issuing tax forms (Form 1099-MISC or Form W-2) to the provider.

License exempt-related and license exempt-unrelated providers may request duplicate Annual Statement of Payments for the years 2014-current tax year by calling 866-990-3227.

For additional questions, please contact your tax professional.



# Program Violations

## Program Violations

To be eligible to participate in the CDC program providers are required to comply with the CDC program rules.

Providers who intentionally leave out or give any false information that causes them to receive the CDC Scholarship that they are either not qualified for or are greater than they should receive, may be determined to have committed an intentional program violation (IPV). An IPV determination may result in disqualification from the CDC program and prosecution for perjury or fraud.

Please note: The Department may request information from parents or providers to verify provider's billing information.

The CDC office may request time and attendance records from providers to determine compliance with program requirements. The CDC office will review the records to determine if the provider's time and attendance records are accurate, whether a provider error has been made, or if providers have committed an intentional program violation (IPV). Provider errors will result in a violation notice being sent to the provider. The violation notice may require the provider to complete a training tutorial related to the error. Multiple violation notices or an IPV may lead to program disqualification.

## Examples of Provider Errors

- Caring and billing for more children than allowed
- Providing care in the wrong location
- Billing after a child's last day of care
- Billing before a child's first day of attendance
- Failing to use the required Child Care Time and Attendance Record
- Time and attendance records missing:
  - Parent certifications
  - Provider name
  - Day/date
  - Children's names
  - Accurate in/out times

## Intentional Program Violations (IPV)

Examples of Provider IPVs:

- Billing for children while they are in school
- Two instances of failing to respond to request for time and attendance records
- Two instances of providing care in the wrong location
- Billing for children no longer in care
- Billing for children not in care or more hours than children were in care
- Billing after a child's last day in care
- Maintaining records that do not accurately reflect the time children were in care
- Two instances of caring and/or billing for more children than a provider type allows

## Disqualifications

Providers determined to have committed an IPV will serve the following penalties:

- 6 months for the first occurrence
- 12 months for the second occurrence
- Lifetime for the third occurrence or the first welfare fraud conviction.

IMPORTANT: If it is determined that the CDC Scholarship is overpaid for any reason, the extra scholarship funds received will have to be repaid. If intentional errors caused the overpayment, responsible parties may be disqualified from the program and/or prosecuted for fraud.

# Reporting Requirements

## Reporting Changes

License exempt-related and license exempt-unrelated childcare providers must report the following changes to the CDC office by calling 866-990-3227 within 10 calendar days of the occurrence:

- A change in provider name
- A change in provider address
- A change in provider phone number

License exempt related providers must report a change in the adults living in the home (including when an individual living in the home turns 18).

Failure to report changes to the Department, or to submit requested verifications, may result in disenrollment or disqualification from the CDC program.

## Centralized Intake for Abuse and Neglect

The Michigan Department of Health and Human Services' Centralized Intake accepts, and processes reports of alleged abuse and neglect of children and/or adults 24 hours a day, 7 days a week.

To report suspected abuse or neglect, please call 855-444-3911 within 24 hours and provide a written report on the new online reporting system within 72 hours as mandated at [Michigan.gov/MandatedReporter](https://Michigan.gov/MandatedReporter).

Providers are required by law to verbally report suspected child abuse and neglect of a child in care within 24 hours.

## Reporting Serious Injury in Childcare

Definition of "Serious Injury" means any physical harm to a child that requires emergency safety intervention. This includes, but is not limited to burns, lacerations, bone fractures, significant blood loss, and injuries to internal organs, whether self-inflicted or by someone else.

License exempt providers must report any incident of serious injury or death to the CDC Office within five days by completing the [License Exempt Provider Serious Injury Report form](#).

This information is compiled annually for public posting of aggregate data by provider type. The aggregate data report is available at [Concerns in Child Care](#).



## CDC 2024 Payment Schedule

The CDC Payment Schedule gives you the Pay Period Dates, Pay Period Numbers, Reporting Deadline Dates, and the estimated Check/EFT Date.

Pay Period Dates	Pay Period	Reporting Deadline	Check/EDT Date
12/31/2023 – 01/13/2024	401	01/18/2024	01/25/2024
01/14/2024 – 01/27/2024	402	02/01/2024	02/08/2024
01/28/2024 – 02/10/2024	403	02/15/2024	**02/23/2024
02/11/2024 – 02/24/2024	404	02/29/2024	03/07/2024
02/25/2024 – 03/09/2024	405	03/14/2024	03/21/2024
03/10/2024 – 03/23/2024	406	03/28/2024	04/04/2024
03/24/2024 – 04/06/2024	407	04/11/2024	04/18/2024
04/07/2024 – 04/20/2024	408	04/25/2024	05/02/2024
04/21/2024 – 05/04/2024	409	05/09/2024	05/16/2024
05/05/2024 – 05/18/2024	410	05/23/2024	**05/31/2024
05/19/2024 – 06/01/2024	411	06/06/2024	06/13/2024
06/02/2024 – 06/15/2024	412	06/20/2024	06/27/2024
06/16/2024 – 06/29/2024	413	07/04/2024	07/11/2024
06/30/2024 – 07/13/2024	414	07/18/2024	07/25/2024
07/14/2024 – 07/27/2024	415	08/01/2024	08/08/2024
07/28/2024 – 08/10/2024	416	08/15/2024	08/22/2024
08/11/2024 – 08/24/2024	417	08/29/2024	**09/06/2024
08/25/2024 – 09/07/2024	418	09/12/2024	09/19/2024
09/08/2024 – 09/21/2024	419	09/26/2024	10/03/2024
09/22/2024 – 10/05/2024	420	10/10/2024	10/17/2024
10/06/2024 – 10/19/2024	421	10/24/2024	10/31/2024
10/20/2024 – 11/02/2024	422	11/07/2024	**11/15/2024
11/03/2024 – 11/16/2024	423	*11/20/2024	11/27/2024
11/17/2024 – 11/30/2024	424	12/05/2024	12/12/2024
12/01/2024 – 12/14/2024	425	*12/18/2024	**12/27/2024
12/15/2024 – 12/28/2024	426	01/02/2025	01/09/2025

Billing deadlines on days before holidays are at 4:00pm on the indicated date (\*). Otherwise, they are at the end of the day (midnight). Please plan for delays in payments (\*\*) during holidays when state offices and post offices are closed.

## CDC 2025 Payment Schedule

The CDC Payment Schedule gives you the Pay Period Dates, Pay Period Numbers, Reporting Deadline Dates, and the estimated Check/EFT Date.

Pay Period Dates	Pay Period	Reporting Deadline	Check/EFT Date
12/29/2024 – 01/11/2025	501	01/16/2025	**01/24/2025
01/12/2025 – 01/25/2025	502	01/30/2025	02/06/2025
01/26/2025 – 02/08/2025	503	02/13/2025	**02/21/2025
02/09/2025 – 02/22/2025	504	02/27/2025	03/06/2025
02/23/2025 – 03/08/2025	505	03/13/2025	03/20/2025
03/09/2025 – 03/22/2025	506	03/27/2025	04/03/2025
03/23/2025 – 04/05/2025	507	04/10/2025	04/17/2025
04/06/2025 – 04/19/2025	508	04/24/2025	05/01/2025
04/20/2025 – 05/03/2025	509	05/08/2025	05/15/2025
05/04/2025 – 05/17/2025	510	05/22/2025	**05/30/2025
05/18/2025 – 05/31/2025	511	06/05/2025	06/12/2025
06/01/2025 – 06/14/2025	512	06/19/2025	06/26/2025
06/15/2025 – 06/28/2025	513	*07/02/2025	07/10/2025
06/29/2025 – 07/12/2025	514	07/17/2025	07/24/2025
07/13/2025 – 07/26/2025	515	07/31/2025	08/07/2025
07/27/2025 – 08/09/2025	516	08/14/2025	08/21/2025
08/10/2025 – 08/23/2025	517	08/28/2025	**09/05/2025
08/24/2025 – 09/06/2025	518	09/11/2025	09/18/2025
09/07/2025 – 09/20/2025	519	09/25/2025	10/02/2025
09/21/2025 – 10/04/2025	520	10/09/2025	10/16/2025
10/05/2025 – 10/18/2025	521	10/23/2025	10/30/2025
10/19/2025 – 11/01/2025	522	11/06/2025	**11/14/2025
11/02/2025 – 11/15/2025	523	*11/19/2025	11/26/2025
11/16/2025 – 11/29/2025	524	12/04/2025	12/11/2025
11/30/2025 – 12/13/2025	525	*12/17/2025	**12/26/2025
12/14/2025 – 12/27/2025	526	01/01/2026	01/08/2026

Billing deadlines on days before holidays are at 4:00pm on the indicated date (\*). Otherwise, they are at the end of the day (midnight). Please plan for delays in payments (\*\*) during holidays when state offices and post offices are closed.

## Resources

Child and Adult Care Food Program (CACFP)  
[Michigan.gov/cacfp](https://Michigan.gov/cacfp)

Great Start to Quality (Michigan's Quality  
 Recognition and Improvement System)  
[GreatStarttoQuality.org](https://GreatStarttoQuality.org)

Child Development and Care Billing Log-In  
[CDC Provider Login \(Michigan.gov\)](https://Michigan.gov/CDCProviderLogin)

Instructional Videos  
[How to access CDC videos in EduPaths  
 \(Michigan.gov\)](https://Michigan.gov/HowtoaccessCDCvideosinEduPaths)

Criminal Background Check Requirements  
 Providers (Michigan.gov)

Licensing Rules and Statutes  
[Michigan.gov/MiLEAP/Early-Childhood-  
 Education/cclb/rules](https://Michigan.gov/MiLEAP/Early-Childhood-Education/cclb/rules)

Early Childhood Investment Corporation  
 (ECIC)  
[ECIC4kids.org](https://ECIC4kids.org)

MiRegistry  
[MiRegistry.org](https://MiRegistry.org)

Eligibility Calculator  
[Eligibility Calculator-- Great Start to Quality](https://Michigan.gov/EligibilityCalculator)

Provider Billing Help  
[Provider Billing Help \(Michigan.gov\)](https://Michigan.gov/ProviderBillingHelp)

Great Start to Quality (Michigan's Quality  
 Recognition and Improvement System)  
[GreatStarttoQuality.org](https://GreatStarttoQuality.org)

Payment Schedule  
[CDC 2025 Payment Schedule  
 \(Michigan.gov\)](https://Michigan.gov/CDC2025PaymentSchedule)

Reporting Abuse or Neglect  
[Michigan.gov/MandatedReporter](https://Michigan.gov/MandatedReporter)

Teacher Education And Compensation  
 Helps® (T.E.A.C.H.)  
[Miaeyc.org/](https://Miaeyc.org/)

## Forms

Online Application  
[MI Bridges \(Michigan.gov\)](https://Michigan.gov/MIbridges)

Incident Report  
[Incident Report \(Michigan.gov\)](https://Michigan.gov/IncidentReport)

Provider Verification Form  
[Child Development and Care \(CDC\) Provider  
 Verification \(Michigan.gov\)](https://Michigan.gov/ChildDevelopmentandCare(CDC)ProviderVerification)

Time and Attendance Record  
[CDC Daily Time and Attendance Form  
 \(Michigan.gov\)](https://Michigan.gov/CDCDailyTimeandAttendanceForm)

Enrollment Agreement  
[Enrollment Agreement \(Michigan.gov\)](https://Michigan.gov/EnrollmentAgreement)