



STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

Dear Provider:

The Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP) is focused on lowering the cost of child care and ensuring all families have access to safe, high-quality, and affordable child care. Over 46,000 children from Michigan families rely on the child care scholarship to make child care affordable so they can work or go to school/training.

Additionally, over 51,000 children participate in PreK for All – saving families up to \$14,000 annually in child care costs.

Your commitment to supporting children during their most critical years of development is essential to ensuring Michigan's children have a strong start. Child care makes it possible for families to work and go to school knowing their children are safe and learning. By helping make child care more affordable for families through your participation in the child care scholarship program, you're making high-quality care for children accessible across the state. Through your commitment to safe, nurturing, and affordable care, you strengthen Michigan's economy and help ensure Michigan's future success.

As a child care provider who receives Child Development and Care (CDC) scholarship funding, you have responsibility to ensure that these funds are used to benefit children and families appropriately. When requesting child care scholarship funds for care provided you must:

- Keep accurate time and attendance records for all children in care. These records should be kept for four years.
 - Reminder: The Child Care Time and Attendance Record is required for all license exempt-related and license exempt-unrelated providers. [CDC Daily Time and Attendance Form](#)
- Bill based on attendance billing rules.
- Keep [MiLogin](#) and PIN passwords private.
 - The family members of the children in care cannot act as the billing provider's billing representative.
 - Only the provider may submit billing for care provided.
- Cooperate during a review or an investigation.
- Report suspected fraudulent child care activity right away by calling TOLL-FREE 855-MI-FRAUD (643-7283) or by submitting an online complaint at [Child Development and Care](#) or [Complaints](#).

All program requirements, including those listed above, to receive payments from the program can be found in the [CDC program handbook](#). The handbook is updated quarterly and providers receiving child care scholarship are expected to review the updated requirements prior to certifying time and attendance records to ensure the submission is accurate and in alignment with all program requirements.

The department will continue the regular practice of reviewing payments made to child care providers by monitoring time and attendance records.

You can access announcements from the department, payment information, and system notices through the Child Development and Care (CDC) website and the I-Billing system.

Providers with questions may contact the CDC Call Center at 866-990-3227 during the hours of 8:30 a.m.–12 p.m. and 1 p.m.–4:30 p.m. EST, Monday through Friday, email mileap-cdc-admin@michigan.gov, or check their I-Billing accounts for the most up-to-date information.

Sincerely,



Lisa Brewer Walraven, Director
Child Development and Care