

License Exempt Provider Checklist

To become eligible for payment as a License Exempt Child Development and Care (CDC) Provider, a provider applicant must do all of the following:

1. Submit an application to Michigan Department of Education (MDE) CDC office.
2. Complete the Great Start to Quality Orientation (GSQO) training. Register for training at www.miregistry.org
 - A Provider ID number is not needed to register and complete this \$10 training.

Note: A provider may be allowed to back-bill for child care provided up to 30 days before completing GSQO.

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

Steps for Provider

- Complete the CDC License Exempt Provider Application, located at www.michigan.gov/childcare.
- Submit the completed application, along with proof of your identity, age, residence, and a copy of your Social Security card, to MDE Child Development and Care (fax number and address are listed on the application).
- Participate in the mandatory phone interview. The CDC office will contact you for this interview. Because applications are processed in the order they are received, the date and time of 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 at the top of the application.
- Include a phone number where you can be reached for the required telephone interview.
- Include all required proofs listed above. Failure to provide CDC with the required proofs will result in the provider's application being denied.
- If you have completed the required GSQO training and have not submitted a License Exempt Provider Application to CDC, 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, the CDC office will process the application and determine the provider's eligibility. The provider will receive a notice of approval or denial when the determination is made.
- License Exempt – Unrelated providers must provide care in the child's home, must complete a fingerprint-based national background check through the Federal Bureau of Investigation every 5 years, and must submit to an annual health and safety visit.
- At this time, license exempt (unlicensed) providers who have been approved and have completed GSQO can be approved for payment for any CDC eligible children in their care. To initiate this, the Michigan Department of Health and Human Services (MDHHS) must be given a completed and signed Child Development and Care Provider Verification [DHS-4025].
- Once the child(ren) is authorized by MDHHS, the provider will receive a Child Care Provider Authorization [DHS-198], which includes the begin date of child care assistance for each child and the number of child care hours authorized for each pay period.

Tips

- MDHHS 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 CDC at 1-866-990-3227.
- All PINs are mailed in blank envelopes for security purposes.

Questions?

- ❖ For resources on how to bill, please visit www.michigan.gov/childcare under the Provider section.
- ❖ For questions about provider enrollment, please contact CDC at 1-866-990-3227.
- ❖ Questions about a child's eligibility should be directed through the parent to their local MDHHS office.