

CDC Subsidy: Child Development & Care

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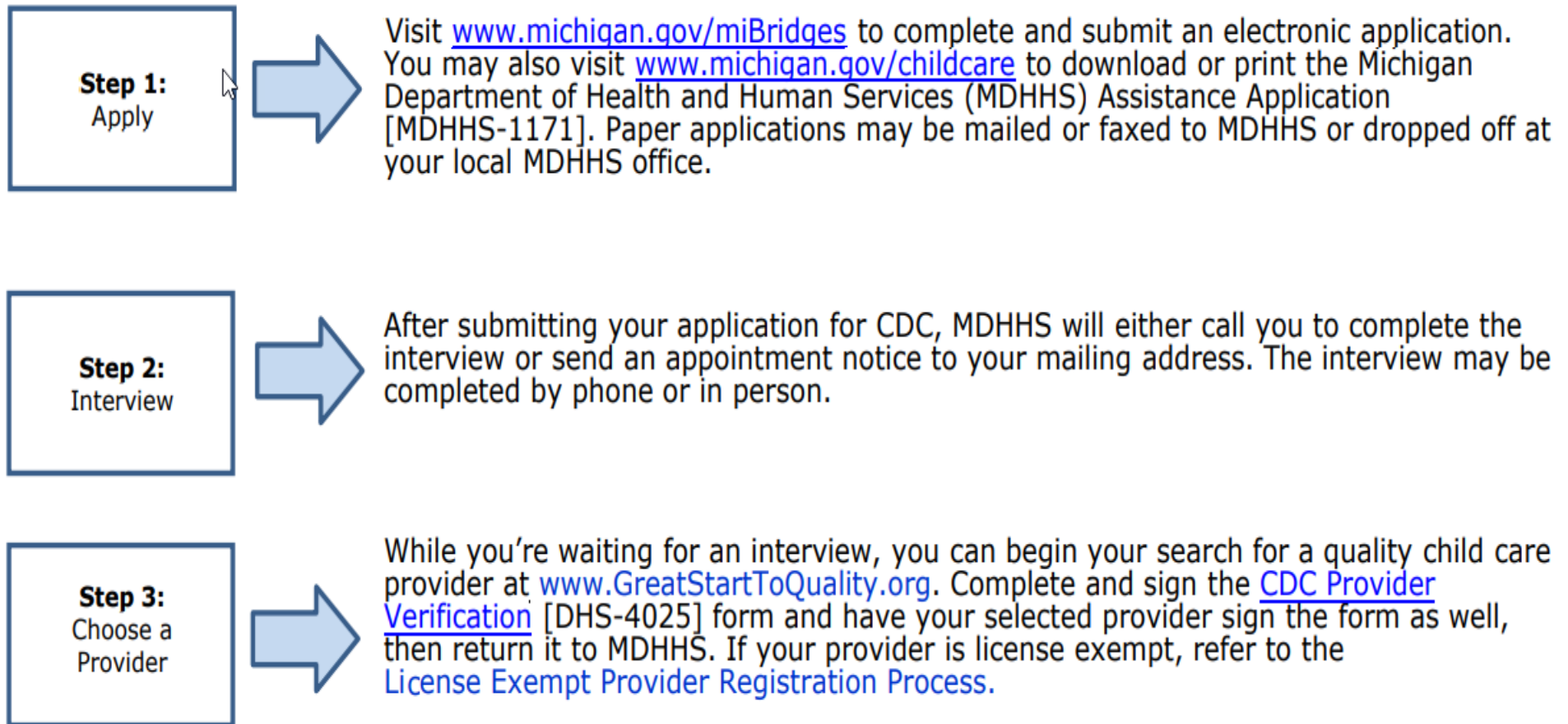
Michigan Department of Health and Human Services





Client Application Process

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Client Application Process, Cont.

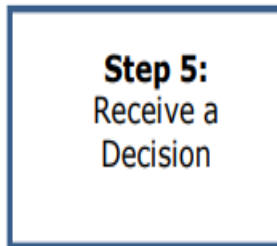
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If you receive a Verification Checklist [DHS-3503] in the mail, be sure to return the requested verifications by the due date. If you need more time to gather your verifications, call MDHHS to request extra time.

Information usually needed:

Applicant ID Address SSN Activity & Hours Income
(work, school, etc.)



Within 30 days of applying, you will receive a Notice of Case Action [DHS-1605] and a CDC Client Notice [DHS-198C] telling you about your CDC eligibility. The provider you selected will also receive a CDC Provider Notice [DHS-198].



Applications

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Parents can apply for the child care assistance program two ways:

1. The Online Application: www.michigan.gov/mibridges.
2. MDHHS-1171, Assistance Application (paper).

Paper applications can be mailed, faxed to MDHHS, or physically dropped off to the local office.

Both applications include the CDC program, plus the option to apply for Cash, Food, and Medical Assistance, and Emergency Relief.



Application Assistance

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There is help with completing your application for assistance at [MI Bridges \(michigan.gov\)](https://michigan.gov).



Connect with a Navigator

If you need extra help using MI Bridges, there are hundreds of community partners trained to assist you.

Search for Community Partners

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Valid CDC Need Reasons

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- Employment
 - Includes self-employment.
- High School Completion programs, and the following:
 - GED-General Equivalency Diploma.
 - ABE-Adult Basic Education.
 - ESL-English as a Second Language.
- Family Preservation
 - Participation in an approved treatment program for a physical, mental, or emotional condition.
- Approved Activity Participation
 - Training activity.
 - Employment preparation.
 - Post-secondary education.



Income Eligibility Scale

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Family Size	Maximum Monthly Gross Income						
		Entry					Exit
1	\$1,133	\$2,266	\$2,502	\$2,737	\$2,973	\$3,208	\$3,444
2	\$1,526	\$3,052	\$3,342	\$3,632	\$3,923	\$4,213	\$4,503
3	\$1,919	\$3,838	\$4,183	\$4,528	\$4,873	\$5,218	\$5,563
4	\$2,313	\$4,626	\$5,025	\$5,424	\$5,824	\$6,223	\$6,622
5	\$2,706	\$5,412	\$5,866	\$6,320	\$6,774	\$7,228	\$7,682
6	\$3,099	\$6,198	\$6,707	\$7,216	\$7,724	\$8,233	\$8,742
7	\$3,493	\$6,986	\$7,377	\$7,768	\$8,158	\$8,549	\$8,940
8	\$3,886	\$7,772	\$8,045	\$8,319	\$8,592	\$8,866	\$9,139
9	\$4,279	\$8,558	\$8,714	\$8,870	\$9,026	\$9,182	\$9,338
10	\$4,673	\$9,346	\$9,384	\$9,422	\$9,460	\$9,498	\$9,536
FC (Per child per pay period)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FC Limit (per family per pay period)	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Verifications and Interview

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Requested verifications may include:

- Proof of a valid child care need.
- Proof of income.
- Proof of residence/address.

Requested verifications must be returned within 10 calendar days of the date requested.

- Parents may request an extension if the initial deadline cannot be met.

An **interview** with the parent will be held by phone or in person before eligibility is determined.



Finding An Eligible Provider

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Child care providers eligible to receive CDC subsidy payment:

- Licensed Providers.
- License Exempt Providers who are enrolled through the Michigan Department of Education (MDE).

The advantages of using an eligible provider:

- Criminal background checks
- Health and safety training
- Child development training
- Monitored



Licensed Providers

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Parent's can search for licensed centers, family homes, or group homes and their level of quality using the **Great Start to Quality** website: www.GreatStartToQuality.org.



www.michigan.gov/mde



Resource Center Map

Each Resource Center provides support programs, providers, and families with child care resources.

[Resource Centers - Great Start to Quality](#)

Contact: 887-614-7328





License Exempt Providers

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License Exempt Providers:

- License Exempt-Related (Related adult who provides care in their own home or the child's home).
- License Exempt-Unrelated (Unrelated adult who provides all care in the child's home).

Provider Enrollment: provider application, background checks, interview, initial and ongoing training, monitoring visits (unrelated only).

- Provider Application: www.Michigan.gov/childcare.



Provider Assignment

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Provider Assignment DHS-4025

The parent must submit a completed DHS-4025 Provider Verification form to DHHS to have a provider assigned.

CHILD DEVELOPMENT AND CARE PROVIDER VERIFICATION

INSTRUCTIONS:

- Complete the form below.
- Read and certify that you agree to the statements on page 2. Both the parent and provider **MUST** sign and date the form on page 2.
- Return the completed form to your specialist in the local DHS office.
- You will be sent notification if care is authorized.
- The parent is responsible for child care expenses that are not paid by DHS, including expenses incurred while a parent's or provider's eligibility is being determined.

Due Date:

TO BE COMPLETED BY PROVIDER:

Child Care Provider or Child Care Center Director Name	Child Care Center Name (Centers Only)	County	
Address (Number and Street)	City	State MI	Zip Code
Provider ID Number	Telephone Number ()		
Do you receive any other reimbursement for caring for any of the children listed below?			
<input type="checkbox"/> NO <input type="checkbox"/> YES → If yes, for whom? _____ From whom? _____			
Where do you provide the child care? (Check one box only.) <i>If you are an unlicensed child care provider who is not related to the children in care, you MUST only provide care in the home where the child lives.</i>			
<input type="checkbox"/> CHILD CARE CENTER	<input type="checkbox"/> GROUP CHILD CARE HOME	<input type="checkbox"/> FAMILY CHILD CARE HOME	
<input type="checkbox"/> HOME WHERE THE CHILD LIVES	<input type="checkbox"/> MY HOME		



Parent Resources

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The parent section of the CDC website found at: www.Michigan.gov/childcare is full of information and resources to assist with all aspects of child care.

The parent section can be found on the site by scrolling down until the box to the right is reached.

PARENTS

MDE CD

IMPORTANT LINKS

[Am I Eligible?](#)

[How do I apply?](#)

[Finding Quality Child Care](#)

[GO TO PARENTS SECTION](#)



RESOURCES AND CONTACT INFORMATION

The CDC website has resources and information for parents and providers:

- www.Michigan.gov/childcare.

Provider enrollment, billing, or other CDC related questions?

- Contact the CDC office at 866-990-3227.

Parent eligibility questions?

- The parent should contact their local MDHHS office.
- Great Start to Quality Resource Center
- www.GreatStartToQuality.org

