

Child Care Changes How to talk to Parents

Effective May 2009, it is a mandatory requirement for providers and parents to submit billing information in order for DHS to pay approved Child Care benefits.

Discuss the following points:

- Both, parents and providers will be required to enter hours needed for child care in order for DHS to review information and authorize payments.
- Parents currently have a 10-digit Parent ID and will be assigned a 6-digit PIN. (PIN will need to be changed every 180 days for I-Billing).
- Parents will be able to choose between I-Billing (Internet billing), the recommended and easiest way, or telephone reporting.
- Parents will be required to enter their need and child care hours for each pay period.
- Hours on the **Child Development and Care Parent Record (DHS-641)** should match the hours the parent reports. **Need Hours include:** Employment, high school completion, DHS approved activity, family preservation, and travel time (limited to one-half hour to and from destination for a total of one hour per day).
- **The DHS-641, Child Development and Care Parent Record and supporting documentation is *mandatory* and must be kept for *four* years.** Supporting documents include the following: Check stubs, school schedules, work schedules, etc...) A recommended best practice is to keep supporting documentation and Parent Record (DHS 641) in a file together.
- Parents need to be aware that information not entered correctly and timely may result in their provider not being paid for child care services provided.

Information will be sent to parents prior to the implementation of changes and can be accessed on the DHS public Web site. Parents may also refer to the “Step-by-Step Instructions for Child Care for I-Billing” and the “Step-by-Step Instructions for Child Care for Telephone (IVR) Reporting”. A web-based training module will be available on the DHS public website at www.michigan.gov/childcare. This site may be accessed by both providers and parents.

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