

## OVERVIEW

**NOTE: Policy updates related to provider verifications are effective February 1, 2024.**

Parent/substitute parents (P/SP) have the right to choose the type of child care provider they wish to use. Also, P/SPs have the right to full access to their children at any time while they are in care.

## ELIGIBLE PROVIDERS

Care must be provided in Michigan by an eligible provider. Eligible providers are:

- Licensed Providers:
  - Child care centers.
  - Group homes.
  - Family homes.
- License Exempt Providers:
  - License exempt-tribal.
  - License exempt-military.
  - License exempt-related.
  - License exempt-unrelated.

**Note:** If the client identifies an individual who is not currently enrolled as a license exempt provider, instruct the client that provider applications can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare) in the *Providers* section. The application should be completed by the provider applicant and submitted to the Child Development and Care (CDC) office.

## PROVIDER DEFINITIONS

### Licensed

Child care centers, group homes and family homes must be licensed by the Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP) Child Care Licensing Bureau (CCLB) in order to bill and receive payment for Child Development and Care (CDC) subsidy eligible children. CCLB ensures that all required background checks are completed, and that initial and ongoing health and safety training is completed pursuant to The

Child Care Organizations Act, as amended (1973 P.A. 116) and the rules promulgated under this act.

As part of MiLEAP's broader work to assure that each licensed child care setting is and remains conducive to the welfare of children, MiLEAP maintains documentation for providers with known system matches that were previously approved and are allowed to stay open. This pertains to providers who were licensed prior to reauthorization of the Child Care and Development Block Grant (CCDBG), who would have become ineligible due to non-mandatory, exclusionary crimes. MiLEAP allows these providers to continue to provide care and is responsible for oversight to ensure the setting remains conducive to the welfare of children. These providers remain eligible to receive CDC subsidy.

Clients who request assistance with finding a licensed provider should be referred to Great Start to Quality, the online early learning resource site, at [www.greatstarttoquality.org](http://www.greatstarttoquality.org). All active licensed providers are searchable. If additional assistance is needed, clients can be referred to 877-614-7328 to reach the Great Start to Quality Resource Center serving their county. Resource centers can provide personal consultation to families in need of child care.

In instances where the local office identifies a licensed child care center or a group or family home that does not have a provider ID number, and one is needed in order to authorize payments to that provider, the local office must request assistance from the Provider Management Unit using the JIRA Portal: <https://brg-jira-prd.state.mi.us/servicedesk/customer/portal/141>.

## **License Exempt**

Certain child care centers, homes and individuals that provide child care do not require licensure under The Child Care Organizations Act, as amended (1973 P.A. 116). These include the following provider types:

### **License Exempt-Tribal**

Facilities located on tribal land and child care 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 be all of the following:

- An adult who is 18 years or older.
- Provides care for no more than six children at one time.
- Provides care in the provider's home or where the child(ren) lives.
- 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.

### **License Exempt-Unrelated**

A license exempt-unrelated provider must be all of the following:

- An adult who is 18 years or older.
- Provides care for no more than six children at one time.
- Provides care where the child(ren) lives.

**Note:** An entire Agricultural Labor Camp (migrant camp), licensed by the Michigan Department of Agriculture and Rural Development, pursuant to P.A. 368 of 1978 part 124, shall be considered as the child's own home.

## **PROVIDER ENROLLMENT**

### **Licensed**

Licensed child care centers, group homes, and family homes can bill and receive payment for CDC subsidy eligible children, as long as the provider is not under disciplinary action, as defined in this policy item. No further enrollment activity is necessary for the CDC program.

## License Exempt Enrollment Process

### All License Exempt

To receive CDC subsidy payment for care of eligible children, a provider must complete and submit the appropriate application to be enrolled by the CDC office. Additional requirements may apply.

Each required application can be found at [www.michigan.gov/childcare](http://www.michigan.gov/childcare) in the Providers section.

Applications must be submitted to the CDC office using one of the following:

**Mail:** Child Development and Care  
Provider Enrollment  
P.O. Box 30267  
Lansing, MI 48909

**Fax:** 517-284-7529

**Email:** MiLEAP-ApplyProvider@michigan.gov

**Note:** If choosing to email documentation, the applicant accepts the risk that unencrypted messages and any attachments could be intercepted.

If the Michigan Department of Health and Human Services (MDHHS) receives an application or a request for a facility or individual to be enrolled as a license exempt child care provider, date stamp any documents and forward to [CDCProviderEnrollment@michigan.gov](mailto:CDCProviderEnrollment@michigan.gov). All documents must be date stamped and forwarded within 48 hours of the receipt. The CDC office will check the applications for completeness and follow-up with the provider if additional information is required.

### License Exempt-Tribal

Complete the CDC License Exempt-Tribal Child Care Center Provider Application or the CDC License Exempt-Tribal Group and Family Home Provider Application. If there are questions about applying, call the CDC office at 866-990-3227.

Each license exempt-tribal provider is monitored by a tribal oversight agency, which ensures that all required background checks, health and safety training (both initial and ongoing), and health and safety monitoring visits are completed.

### **License Exempt-Military**

Complete the Child Development and Care (CDC) License Exempt Military Provider Application. To request an application, call the CDC office at 866-990-3227.

Each license exempt-military provider is monitored by a military oversight agency, which ensures that all required background checks, health and safety training (both initial and ongoing), and health and safety monitoring visits are completed.

### **License Exempt-Related**

Complete the Child Development and Care (CDC) License Exempt Provider Application, available at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

Prior to enrollment, provider applicants must complete a telephone interview with CDC staff. During the interview the applicant's age, identity, and place of residence will be confirmed. Verification(s) may be requested if information does not match State of Michigan systems. The provider applicant may also be subject to an address inquiry. An address inquiry is not required for a provider who is living in a shelter or a migrant camp.

**Note:** A license exempt-related provider living in a shelter must provide all care in the home of the child until permanent housing is found.

License exempt-related providers and their household members are subject to the following background check clearances prior to enrollment:

- Central Registry.
- ICHAT.
- OTIS.
- PSOR.

Clearances are completed on the provider/applicant. If no match is found clearances are completed on any confirmed adult household members entered in Bridges on the Provider Associated Household People screen.

**Note:** This includes parents requesting child care and living in the same household as the provider. Providers denied from a background clearance result on a parent will be required to provide a written statement that the provider will only provide care for the children of the parent who does not meet program requirements and that the provider will not be eligible to receive CDC payment for any other children, regardless of where care is provided. This statement must be provided to the CDC office.

Enrollment is complete when the completed application has been received, the telephone interview has been conducted, all background check clearances have been returned, and the provider applicant meets all criteria to be a license exempt-related provider. Failure to complete any portion of the enrollment process will result in the denial of the provider application.

**Note:** To be eligible to receive the CDC subsidy, a provider applicant must also complete an initial health and safety training called License Exempt Provider Pre-service Training (LEPPT); see BEM 706 *payment issuance requirements*.

### **License Exempt-Unrelated**

Complete the Child Development and Care (CDC) License Exempt Provider Application, available at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

Prior to enrollment, provider applicants must complete a telephone interview with CDC office staff. During the interview the applicant's age, identity, and place of residence will be confirmed. Verification(s) may be requested if information does not match State of Michigan systems.

License exempt-unrelated providers are subject to the following background check clearances prior to enrollment:

- Central Registry.
- ICHAT.
- OTIS.
- PSOR.

The following clearances require fingerprint submission. The cost of background checks is the responsibility of the provider applicant.

- MSP Criminal History Records.
- FBI Identity History Summary.
- NCIC NSOR.

- Inter-state clearances.

Enrollment is complete when the completed application has been received, the telephone interview has been conducted, all background check clearances have been returned, and the provider applicant meets all criteria to be a license exempt-unrelated provider. Failure to complete any portion of the enrollment process will result in the denial of the provider application.

**Note:** To be eligible to receive the CDC subsidy, a provider applicant must also complete an initial health and safety training called License Exempt Provider Pre-service Training (LEPPT) see **BEM 706 payment issuance requirements**.

The provider applicant may be denied if the fingerprint submission is not completed within 30 days of the Fingerprint Request Form mailing date.

Background check clearances based on fingerprints remain valid 180 days from the date the provider stops providing care.

A **new** fingerprint submission is required in the following situations:

- Re-enrollment after provider closure if more than 180 days from the date the provider was closed.
- An out of state move (voids previous clearances).
- A provider's 5-year renewal of eligibility.

**Note:** Failure to complete 5-year renewal of eligibility will result in a provider's closure.

## Service Begin Date

### License Exempt-Related and License Exempt-Unrelated

The service begin date for an eligible license exempt provider is one of the following:

- The receipt date of the application.
- An adjusted date based on the end date of the exclusionary period for a previous conviction if the applicant or adult household member has an exclusionary period that ends between the receipt of application and the background check.

**Exception:** The service begin date is the day after the closure if the provider:

- Was closed in error.
- The provider appeals a denial/closure within 30 days, and the denial/closure is overturned.
- The provider requests a reconsideration of his/her disqualification, and the disqualification is reversed.

**Exception:** The service begin date will be the first day of the pay period after a provider and/or household member's expungement, whichever is later, if the provider is approved after a Central Registry related denial/closure.

## Provider Notices

### License Exempt-Related and License Exempt-Unrelated

When an eligible provider is enrolled, Bridges will send a DHS-4481-D, CDC License Exempt Provider Confirmation, to the provider.

### All Child Care Providers

When a provider is authorized to provide care for a CDC eligible child, Bridges will send a DHS-198, Child Development and Care (CDC) Provider Notice, to the provider. The client will receive a DHS-198-C, Child Development and Care (CDC) Client Notice.

Bridges will send a DHS-4807, Notice of Child Development and Care Provider Ineligibility, to a provider if he/she is denied or closed. Bridges will send the DHS-4807-C to the client and end the authorizations if the provider is associated with a CDC case.

## Closure for Training

### License Exempt-Related and License Exempt-Unrelated

A provider who has not completed the License Exempt Provider Pre-service Training (LEPPT) within 5 months after enrollment may be closed due to failure to complete the required training.

**Note:** To be eligible to receive CDC payment, a provider must complete LEPPT; see BEM 706 *payment issuance requirements*.

A provider who fails to complete the ongoing training requirement by December 16th of the current calendar year may be closed; see *ongoing provider training* in this item.

### Closure for Inactivity

#### **License Exempt-Related and License Exempt-Unrelated**

A provider who has not submitted billing in the past 5 months may be closed due to inactivity.

**Note:** A license exempt-unrelated provider who is closed for inactivity will require a new fingerprint submission at re-enrollment.

### Re-enrollment After Closure

#### **All License Exempt**

Providers who want to re-enroll after closure must submit a new provider application to the CDC office.

**Note:** Completion of the current year's ongoing training, or LEPPT if not already completed, will be required prior to re-enrollment.

### Health and Safety Coaching Visits

#### **License Exempt-Unrelated**

A license exempt-unrelated provider must provide care where the child(ren) lives. An annual health and safety coaching visit at this location is required. The visit will include a check for compliance with the required health and safety standards. This visit may be announced or unannounced. License exempt-unrelated providers must respond to the health and safety coach when they are contacted to set up this visit or when the coach arrives for an unannounced visit. Failure to respond to repeated, documented, contact attempts shall be considered refusal to complete the health and safety visit.

An additional unannounced visit(s) may be required for corrective action plans or other concerns arising out of an annual visit, when health and safety compliance is not demonstrated.

The provider assignment to the child(ren) will end if the coaching visit is not completed, or when health and safety compliance cannot be demonstrated after a corrective action plan. A provider will not be re-assigned to care for the child(ren) until the visit has been completed.

## Provider Training

### All Child Care Providers

All providers are required to complete an initial health and safety training and child development training that covers the topics below. Each training topic includes detailed standards that providers must meet to be eligible for CDC payment:

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 for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills;

communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

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.

## **Ongoing Provider Training**

### **All Child Care Providers**

All providers are required to complete annual ongoing health and safety and child development training that includes review of the *provider training* topics in this item.

Failure to comply with ongoing training requirements will result in the provider being ineligible to receive the CDC subsidy.

### **Licensed**

Required ongoing health and safety training for child care centers, group homes and family homes is monitored by MILEAP.

### **License Exempt-Tribal**

Required ongoing health and safety training for license exempt-tribal providers is monitored by each tribal oversight agency.

### **License Exempt-Military**

Required ongoing health and safety training for license exempt-military providers is monitored by each military oversight agency.

### **License Exempt-Related and License Exempt-Unrelated**

Ongoing health and safety training is developed annually by the CDC office to meet health and safety requirements. The training is

called the Michigan Health & Safety Refresher. Each year the training includes the following:

- Review of a subset of the provider training topics; see *provider training* topics listed in this policy item.
- New guidance published by the CDC office based on health and safety updates.

Each year the CDC office's approved ongoing health and safety training is available to providers in the Michigan Registry system ([www.miregistry.org](http://www.miregistry.org)) in both online and face to face formats. Each format includes knowledge checks and opportunities for providers to reflect on and process the content.

Providers must complete the ongoing training by December 16th of the current calendar year, **unless** exempt from the requirement until the following year based on one of the following:

- The provider completed LEPPT during the current calendar year.  
**Note:** LEPPT was formerly called Great Start to Quality Orientation (GSQO).
- The provider has not yet completed LEPPT.
- The CDC office determines that the ongoing training requirement was met during the re-enrollment process.

## Provider Changes

### All Child Care Providers

The following changes shall be reported within 10 calendar days to avoid unnecessary closures and disruptions to child care enrollment and services.

- Name.
- Address.
- Staff (when applicable).
- Adult household members (when applicable).
- Social Security Number or Tax ID.

**Note:** When the local office receives a request for an address change from a license exempt provider, send an email with all pertinent information to [CDCProviderEnrollment@michigan.gov](mailto:CDCProviderEnrollment@michigan.gov).

## Information Shared with Providers

Bridges sends a DHS-198 to the provider when CDC services are authorized, or when the authorization changes or ends.

Information may also be shared with the provider when an application is filed, withdrawn denied, or when the CDC case is closed.

The MiBridges online application and the MDHHS-1171, Assistance Application include a release of information allowing the department to provide this information. All other provider concerns should be directed to the client.

If the client has questions about the denial of the provider enrollment, the client should be told to discuss the issue with the provider applicant.

## BACKGROUND CLEARANCES

A child care provider must undergo specific background clearances based on provider type. When an individual applies to be enrolled, and exclusionary background information or disciplinary action is discovered, this information will be utilized for all future enrollment attempts for the individual, including when subsequent enrollment attempts would not otherwise require such background information.

The following are definitions of previously identified required background checks, applicable by provider type.

**Note:** Background check clearances based on fingerprints remain valid 180 days from the date employment with a child care provider ends, or the date a provider stops providing child care. An out of state move voids background check clearances based on fingerprints. A background check clearance based on fingerprints is required every 5 years and the failure to comply will result in the provider being ineligible to receive the CDC subsidy.

## Disciplinary Action

An individual may not be eligible to receive CDC subsidy payment as a child care provider if one of the following actions has been taken against a license or registration, and the license or registration has not been restored.

MiLEAP CCLB or MDHHS:

- Revoked.
- Suspended.
- Refusal to renew.
- Denial of issuance.
- Other closure under disciplinary action.

**Note:** A provisional license does not constitute disciplinary action for these purposes.

**Note:** If the action was based on a Central Registry match that has since been expunged, a license exempt-related or unrelated provider/applicant may be considered for enrollment through an Administrative Review; see *administrative review process* in this policy item.

## Child Abuse and Neglect Central Registry

The MDHHS Child Abuse and Neglect Central Registry is reviewed daily for all providers and applicable household members over the age of 18 who are identified as perpetrators of child abuse or neglect, as confirmed by Children's Protective Services (CPS).

**Note:** Central Registry information is confidential and cannot be released. No other clearances will be completed if there is a Central Registry match.

## ICHAT

ICHAT is a public resource maintained by MSP for name-based Michigan criminal history background checks.

## OTIS

OTIS provides information about criminal offenders previously or currently under the jurisdiction or supervision of the Michigan

Department of Corrections (MDOC). Information is provided on any offender who is, or was, in a Michigan prison, on parole or probation under the supervision of the MDOC, has transferred in or out of Michigan under the Michigan Interstate Compact, or who has escaped or absconded from their sentence.

## PSOR

PSOR is developed and maintained by MSP to better assist the public in preventing and protecting against the commission of future criminal sexual acts by convicted sex offenders.

## MSP Criminal History Records

Criminal history background checks are performed through a search using fingerprints. A criminal history record includes information on misdemeanor convictions and felony arrests and convictions.

For providers, this background check is administered by MiLEAP through the Child Care Background Check (CCBC) system. Results are provided by the Michigan State Police, and decisions may only be appealed to MiLEAP.

## FBI Identity History Summary

The FBI provides an Identity History Summary, often referred to as a criminal history record or a rap sheet, listing certain information taken from fingerprint submissions kept by the FBI and related to arrests.

All arrest information included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by authorized criminal justice agencies.

For providers, this background check is administered by MiLEAP through the CCBC system. Results are provided through the Michigan State Police, and decisions may only be appealed to MiLEAP.

## NCIC NSOR

The NCIC database includes a NSOR file of nationwide records on individuals who are required to register in a jurisdiction's sex offender registry.

For providers, this background check is administered by MiLEAP through the CCBC system. Results are provided through the Michigan State Police, and decisions may only be appealed to MiLEAP.

## Inter-State Clearances

For any individual required to submit to Michigan and national background clearances, who has resided in any other state in the past five years, the criminal background clearance shall include a check of all the following systems in each state of residence:

- The criminal registry or repository.
- The sex offender registry or repository.
- The child abuse and neglect registry and database.

For providers, this background check is administered by MiLEAP through the CCBC system. Decisions may only be appealed to the Child Care Licensing Bureau (CCLB) at MiLEAP.

## Automated Background Clearances

For determining continued eligibility, automated clearances are completed for providers and adult household members. These monthly automated processes match providers and applicable household members.

For confirmed Michigan system matches, the CDC office will verify the information is correct and close the provider with the appropriate closure reason. Bridges will send the DHS-4807 and the DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment, to the provider, if the provider is active. A DHS-994, Michigan State Police Criminal Notice, will also be sent if the match is on ICHAT. Bridges will send the DHS-4807-C to the client and end the authorizations if the provider is associated with a CDC case.

## Mandatory Denial

There are crimes in the following categories for which arrests and convictions may result in the mandatory denial or closure of a provider's enrollment:

- Arson.
- Assault or battery.
- Child and vulnerable adult abuse/neglect.
- Crime against a child, including child pornography.
- Criminal sexual conduct.
- Homicide.
- Kidnapping.
- Spousal abuse.

## Administrative Review Process

### All Providers

Child care providers or applicants who have been denied or closed as a result of a criminal conviction, arrest or pending charge record based on results not housed in the CCBC system (the CDC office findings from ICHAT, OTIS, and/or PSOR) may request an administrative review by following the instructions on the DHS-759 when applicable. This form instructs providers to send all documentation to the CDC office.

**Note:** For findings housed in the CCBC system, appeal to the CCLB at MiLEAP only.

If the local office receives a request for an administrative review the information should be faxed to 517-284-7529. The CDC office will:

- Make a determination to approve or deny the provider/applicant.
- Notify the provider/applicant of the approval or denial.
- Remove the closure reason and re-enroll the provider, if applicable.

**Note:** The following convictions will not be overturned in an administrative review:

- A felony conviction for a crime on the mandatory denial list; see mandatory denial in this item.

- A violent misdemeanor conviction; committed as an adult against a child.
- A misdemeanor conviction involving child pornography.

## Central Registry Clearance

### License Exempt-Related and License Exempt-Unrelated

An applicant, provider, or household member denied or closed due to a Central Registry match may request to have the individual's name expunged from Central Registry by submitting a DHS-1929, Central Registry Clearance Request, to the local MDHHS Children's Services office. When an individual has been expunged, the CDC office can verify the information using State of Michigan systems or with written proof of the expungement forwarded to the CDC office by the provider. The date of any enrollment may not precede the first day of the pay period after the expungement was effective.

## Administrative Hearings

### All Providers

Neither child care providers nor CDC recipients are entitled to administrative hearings based on a provider's denial or closure.

## Suspected Child Abuse or Neglect

### All Providers

Child Care providers are required by law to report suspected child abuse or neglect. A referral to CPS can be made to the MDHHS Centralized Intake Unit by calling at 855-444-3911 or through the online reporting system at [www.michigan.gov/mandatedreporter](http://www.michigan.gov/mandatedreporter). CPS will make a determination of whether a child(ren) is at risk.

If substantiated abuse results in closure of a child care setting, Bridges will send the DHS-4807 and DHS-4807-C to notify the provider and the client of the closure.

## Reporting Serious Injury or Death

### Licensed

Child care providers must report a serious injury or death of a child in care according to requirements specified by MiLEAP pursuant to The Child Care Organizations Act, as amended (1973 P.A. 116) and the rules promulgated under this act. Details of each incident should be reported to the provider's child care licensing consultant within 24 hours.

### License Exempt

Child care providers must report a serious injury or death of a child in care within five days. Details of each incident should be reported to the CDC office by completing the License Exempt Provider Serious Injury Report form (MDE-4590). This information is compiled annually for public posting of aggregate data by provider type. The aggregate data report is available at [www.michigan.gov/mikidsmatter](http://www.michigan.gov/mikidsmatter).

## Provider Questions

If a child care provider contacts the local office regarding questions about enrollment or billing, refer him/her to 866-990-3227.

## LEGAL BASE

The Child Care and Development Block Grant (CCDBG) Act (42 USC § 9858 et seq.), as amended by the CCDBG Act of 2014 (Pub. L. 113-186).

45 CFR Parts 98 and 99.

Social Security Act, as amended 2016.

P.A. 368 of 1978 part 124.

P.A. 116 of 1973, as amended 2018.