
**DEPARTMENT
POLICY****CDC**

Group composition is the determination of which persons living together are included in the Child Development and Care (CDC) program group. Use the definitions in this item to determine CDC group composition.

DEFINITIONS

Program group means those persons living together whose income and assets must be counted in determining eligibility; see BEM 703, Eligibility Groups.

Living together means sharing a home except for temporary absences.

Temporary absence: A person's absence is temporary if:

- The person's location is known.
- The person plans to return.
- The person lived with the group before the absence.

Note: A person in the U.S. Military whose absence exists solely due to military service is considered to be living in the home.

A temporarily absent person is considered to be living in the home.

See BEM 702 for required verifications.

**DETERMINING THE
PROGRAM GROUP**

When CDC is requested for a child, each of the following persons who **live together** must be in the program group:

- Each child for whom care is requested.
- Each child's legal and/or biological parent(s) or stepparent.
- Each child's unmarried, under age 18, sibling(s), stepsiblings or half sibling(s).

- The parent(s) or stepparent of any of the above sibling(s).
- Any other unmarried child(ren) under age 18 whose parent, stepparent or legal guardian is a member of the program group.

Note: In some circumstances, when you determine who is in the program group, the applicant is not included; see **Applicant** in this item. For example, if a legal guardian requests care for a child, the legal guardian is not included in the program group if there are no other children for whom care is requested.

APPLICANT

The **applicant/client** is the person who signs the application and who serves as primary contact with the Michigan Department of Health and Human Services (MDHHS). This person must live with the child(ren) for whom care is requested, and be one of the following in relation to the child(ren) needing care:

- Parent, stepparent or foster parent of the child.
- Another related person acting as caretaker to the child.
- Legal guardian of the child.
- An unrelated adult who is at least age 21 and whose petition for legal guardianship of the child is pending.
- An unrelated adult with whom MDHHS Children's Services has placed a child, subsequent to a court order identifying MDHHS as responsible for the child's care and supervision.
- The FIP grantee for the child.

A minor parent (unmarried and under age 18) may be the applicant **only** if his/her parent or legal guardian does **not** live in the home. If the minor parent's parent or legal guardian lives in the home, he/she must be the applicant.

Exception: If the child needing care receives FIP, the FIP grantee must be the applicant.

When an application is received and it is determined that another CDC household member must be the applicant, send or give a new

application to that person. If the signed, completed application is returned within 10 calendar days of the date the specialist requested the new application, use the date of the original application as the receipt date. The original application must be filed and kept in the correct applicant's case record.

SHARED/JOINT CUSTODY

If a child's parents do not live together but have shared/joint custody of the child, authorize care only for the time periods when the parent who is applying has physical custody of the child.

The parent's statement of shared/joint custody is acceptable.

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.