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## POLICY

The client is responsible for obtaining any requested verifications needed to determine eligibility. Use the DHS-3503, Verification Checklist (VCL), to inform the client of what verifications are needed at application and redetermination. Include on the VCL the list of acceptable verification sources for each specific eligibility factor. Send the client any forms that are on the list of acceptable verifications sources. All verifications must be included in the case record.

**Note:** During 12-month continuous eligibility, a request for positive change must be verified. If verification has not already been received, use the DHS-5419, Child Development and Care (CDC) Request for Additional Assistance, to request verifications for an additional provider, need reason, or need hours. Use the DHS-3503 to request verifications for all other changes that would result in increased benefits.

See BAM 210 and this policy item, Redeterminations, for policy regarding verification at redetermination.

See BAM 118, CDC Expedited Service, for policy regarding verification when a group is entitled to expedited service.

### Verification Timeframes

The client is allowed a full 10 calendar days from the date verification is requested (the date of request is not counted) to provide the requested information. If requested, at least one extension must be given if the client cannot provide the verification despite a reasonable effort. For active cases, Bridges will allow timely notice if verifications are not returned.

**Note:** Beginning 10-1-2023, when a signed redetermination form is received prior to the end of the redetermination month, and verifications are missing or are incomplete, send a VCL. Verifications are due by the end of the redetermination month, or within 10 days after they are requested, which ever allows more time.

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**Verifications At Application**

All of the following are required prior to opening Child Development and Care (CDC) on Bridges, unless the group is eligible for CDC Expedited Service; see BAM 118:

- Verify the **identity** of the applicant and authorized representative, if any; see BEM 221, Identity.
- Verify the client's address; see BEM 220 for acceptable verifications.
- Obtain the **Social Security number (SSN)** of the CDC grantee. Do **not** deny eligibility solely because you are unable to obtain the SSN.
- Verify the non-citizen **status** for each child needing care that is **not a U.S. citizen**; see BEM 225.
- Verify the need for CDC; see BEM 703, including documentation of the need reason for **each** parent/substitute parent.
- Verify need for CDC services for children over age 12 with a copy of the court order or a statement from a D.O. or M.D.
- Verify all countable income, if CDC Income Eligible group; see BEM 500-504.

**Note:** When income eligibility is established in the first pay period of an application **and** a change in income is reported, the income change is not required to be verified for approval of subsequent pay periods.

- Verify presence of children, only if questionable.
- Verify need hours.

**Verifications at Redetermination**

All of the following are required prior to certification of CDC at redetermination:

- Verify the client's address **if** it has changed since the last eligibility determination **and** has not yet been verified; see BEM 220 for acceptable verifications.

- Verify the **non-citizen status** for each child needing care that **is not a U.S. citizen**; see BEM 255, Citizenship/Non-Citizen Status.
- Verify the need for CDC; see BEM 703, including documentation of the need reason for **each** parent/substitute parent.
- Verify need for CDC services for children over age 12 with a copy of the court order or a statement from a D.O. or M.D.
- Verify all countable income, if CDC income eligible group; see BEM 500-504.
- Verify presence of children, only if questionable.
- Verify need hours.

**Note:** A new MDHHS-4025 is **not** required at redetermination if the client has not reported a change in providers.

### Verification Prior to Assigning Provider to Case

Use the MDHHS-4025, Child Development and Care Provider Verification, to verify the child(ren) in care, the date care began, where care is provided and the provider's relationship to the child(ren). The MDHHS-4025 includes an optional check box for parents to give MDHHS permission to discuss additional CDC program information with their provider. If this box is left blank, information from the DHS-198 may continue to be shared with the assigned provider.

This form must be signed per the instructions on the form and is required in the following situations:

- Before adding a provider assignment to a child.
- When there is a break in a provider's assignments.

If the MDHHS-4025 is signed but missing the care begin date, provider ID, or other information needed to make the assignment, contact the parent or the provider to obtain this information. Document the information directly on the form or in Bridges Case Comments.

**Note: MDHHS-4025 dated 6/2025 is the only form accepted for use.** Older versions of the 4025 can be accepted, if signed per the instructions on the form until July 31, 2025. If an older version of the 4025 is received after July 31, 2025, the specialist needs to send the client the MDHHS-4025. No provider is to be assigned using an older version of the 4025 after 7/31/2025 unless the form came into the local office on or prior to 7/31/2025.

## 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.