

EFFECTIVE

October 1, 2026.

Subject(s)

1. Added Welfare Fraud and Expungement/Set Aside language.
2. Welfare Fraud Lifetime DQ and Expunged or Set Aside added.
3. Absence Hours Billing changes for all provider types.
4. Enrollment Agreement form name change.
5. Added Unless Expunged or Set Aside language.
6. Miscellaneous.

**1) Added Welfare
Fraud and
Expungement/Set
Aside language****BEM 704**

Household members over the age of 18 must be included in and pass the same background checks as the provider.

A license exempt-related applicant/provider living in a shelter must enroll as a license exempt-unrelated provider and follow rules of an unrelated provider including, providing all care in the home of the child until permanent housing is found. Once permanent housing is obtained, the provider may apply to enroll as a license exempt-related provider.

For related and unrelated provider applicants a welfare fraud charge/conviction is a lifetime exclusion and disqualifies the provider applicant from being enrolled as a CDC provider unless the conviction is expunged or set aside.

For household members of the provider applicant, a welfare fraud charge/conviction will disqualify the provider from being enrolled during the appropriate exclusionary period.

An enrolled LEP provider will not be paid until the License Exempt Provider Pre-service Training (LEPPT) is completed.

Providers will receive their Provider Identification Number (PIN) once a MDHHS-4025 is received by the local office and the children have been assigned to the provider. Payment will not go out until LEPPT has been completed, regardless of being assigned to children.

Reason: Clarification and Consistency

**2) Welfare Fraud
Lifetime DQ and
Expunged or Set
Aside added****BEM 705**

The CDC program office reserves the right to deny enrollment when the applicant has previous welfare fraud convictions, unless they have been expunged or set aside

Reason: Clarification and Consistency

**3) Absence Hours
Billing Changes for
All Provider Types****BEM 706**

A provider must begin billing absent hours on the first day the child is absent from care.

The provider must stop billing absent hours after the 10th consecutive day and may return to billing after the child returns to care.

If a child is absent for 11 or more days in a row the provider must reach out to CDC office at 866-990-3227 or email MiLEAP-CDC-Admin@michigan.gov to request an exception to bill due to the child having a qualified reason for excessive absence.

A qualified reason includes a chronic illness, child who is hospitalized or state declared declaration of emergency.

As part of the exception request the provider will need to provide rationale and/or documentation to verify the qualifying reason for the excessive absence.

Absence hours are limited to 360 hours per fiscal year or 20% of a child's approved hours, whichever is less (10/1-9/30).

Enrollment Agreement form changed to CDC Scholarship Service Agreement Form

Reason: Legislature Boiler Plate Change

**4) Added Unless
Expunged or Set
Aside Language****BEM 707**

The CDC program office reserves the right to deny enrollment when the applicant has a previous welfare fraud conviction, unless it has been expunged or set aside.

A lifetime disqualification will be imposed for welfare fraud convictions, unless they are expunged or set aside.

Reason: Clarification and Consistency.

5) Miscellaneous**BAM 115****CDC**

For CDC, documenting the interview using the Interview Guide is mandatory at application and must be uploaded to the client's Electronic Case File.

Reason: Change in policy.

SNAP

Changed Food Assistance Program (FAP) to Supplemental Nutrition Assistance Program (SNAP).

Reason: Federal requirements.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Changed Items ...**[BAM 115](#)[BEM 704](#)[BEM 705](#)[BEM 706](#)[BEM 707](#)