
PROGRAM OVERVIEW

The goal of the Child Development and Care (CDC) program is to preserve the family unit and to promote its economic independence and self-sufficiency by promoting safe, affordable, accessible, quality child care for qualified Michigan families. The Child Care program is intended to promote continuity of care and to extend the time an eligible child has access to child care assistance.

The CDC program provides a subsidy for child care services for qualifying families.

INTRODUCTION

Once eligibility has been determined, the child(ren) will remain eligible for the entire 12-month certification period unless income exceeds the income eligibility scale in RFT 270 and is expected to last beyond 6 months or the CDC EDG closes for one of the reasons listed in BAM 220. A change or termination in the parent/substitute parent's (P/SP) valid need reason will not affect the child's eligibility.

At application or redetermination, eligibility for CDC services exists when the department has established **all** of the following:

- There is a signed application and a request for CDC services.
- Each P/SP is a member of a valid **ELIGIBILITY GROUP**; see Parent/Substitute Parent section in this item.
- Each P/SP meets the **NEED** criteria as outlined in this item.
- All eligibility requirements are met.

ELIGIBLE CHILDREN

The child(ren) needing child care services must be:

- Under age 13.
- Age 13, but under age 18.
 - Requires constant care due to a physical/mental/psychological condition.
 - Supervision has been ordered by the court.

- Age 18 and requires constant care due to a physical/mental/psychological condition or a court order, and is:
 - A full-time high school student.
 - Reasonably expected to complete high school before reaching age 19.

Verify need for CDC services for children over age 12 with a copy of the court order or a statement by a D.O. or M.D.

Note: Eligible children who turn age 13 during a CDC pay period are eligible through the end of that pay period.

ELIGIBILITY CHART

The following chart provides the valid CDC services by eligibility group and need reason.

<p align="center">Child Development and Care Eligibility Chart Effective January 1, 2016</p>				
<p>Eligibility Groups</p> 	<p>Valid Need Reasons</p> <p>Each CDC parent/substitute parent must be unavailable due to a valid need reason.</p>			
	<p>Family Preservation</p>	<p>High School Completion</p>	<p>Approved Activity</p>	<p>Employment</p>
<p>Protective Services</p>	<p align="center">✓ If required by an active Protective Services Case plan</p>			
<p>Foster Care</p>	<p align="center">✓ If required by an active Foster Care Case plan</p>	✓	✓	✓
<p>FIP Related</p>	✓	✓	✓	✓
<p>Migrant</p>	✓	✓	✓	✓
<p>Homeless</p>	✓	✓	✓	✓
<p>Income Eligible*</p>	✓	✓	✓	✓

**Income Determination and Child Support Cooperation Required; see BEM 255*

**PARENT/
SUBSTITUTE
PARENT**

At application or redetermination, each P/SP must demonstrate a valid need reason. This section specifies who must demonstrate those valid need reasons.

Parent/substitute parents are often the same for all the children in the family. However, there are some homes where the children may not all share the same P/SP. Therefore, P/SPs must be identified separately for each child for whom CDC is requested. P/SP means the following person(s) who live in the home and are unavailable to care for the child due to a valid need reason:

- The child's legal or biological parent(s).
- The child's stepparent.
- The child's foster parent(s).
- The child's legal guardian(s).
- The applicant/client, if:
 - The child has no parent, stepparent or legal guardian who lives in the home.
 - The child's only P/SP that lives in the home is excluded from providing the care; see Need in this item.

NEED

There are four valid CDC need reasons listed below. Each P/SP of the child needing care must have a valid need reason when child care is requested. Each need reason must be verified.

1. Family preservation.
2. High school completion.
3. An approved activity.
4. Employment.

Note: A P/SP may be considered as unavailable and excluded from providing the care if a court order mandates that he/she not be alone with the child or if he/she is the person being investigated for the neglect or abuse of any child in a confirmed open Children's Protective Services case.

However, in no instance is information to be shared with the client regarding the family member's status on the central registry. If the only P/SP in the home is considered unavailable due to this reason,

the availability of the applicant/client must be considered in determining need.

Note: In two-parent households, both parents' need reasons must be verified at application and redetermination with the appropriate verification.

Multiple Eligibility/ Need Reasons May Exist

Consider each need reason (family preservation, high school completion, approved activity, employment) separately to determine the appropriate eligibility group. More than one eligibility group and/or need reason may exist in some cases.

Example: A P/SP may need child care while at work and also when attending school.

In a two-parent household, there may be instances when both are unavailable at the same time, due to different need reasons. When there is more than one need reason, enter all applicable need reasons. Bridges will select the appropriate hierarchy when the case is certified.

REQUEST FOR ADDITIONAL NEEDS

When a client requests an additional provider, need reason or need hours, during his/her 12-month continuous eligibility period, generate the MDHHS-5419, Child Development and Care (CDC) Request For Additional Assistance, from Bridges Left Navigation. The MDHHS-5419 allows the client to request additional CDC assistance (need reason, hours and/or provider).

If the MDHHS-5419 and required verifications are returned by the due date:

- Log the MDHHS-5419 into Bridges as being received.
- Process the change according to BAM 220.

Note: If only the verifications are returned, the MDHHS-5419 should be logged as being received, to prevent the MDHHS-5420, Child Development and Care (CDC) Continued Benefits Notice, from being automatically generated. The MDHHS-5420 is mailed to inform the client the additional need request will not be processed due to missing or incomplete verifications.

If the MDHHS-5419 and or verifications are not received by the due date:

- The MDHHS-5420 will be generated and sent 10 calendar days after the due date on the MDHHS-5419.
- There will be no change to the client's benefits.

Note: If the verifications are received after the due date, but before the MDHHS-5420 is generated, process the change according to BAM 220.

NEED REASONS

1. Family Preservation

Child care may be approved for a child whose P/SP is:

- Unavailable to provide care because they are participating in a court-ordered activity.
- Unavailable to provide care because they are required to participate in the treatment activity of another member of the CDC program group, the CDC applicant or the CDC applicant's spouse who lives in the home.
- Unable to provide care due to a condition for which they are being treated by a physician.
- Unavailable to provide care due to an employment or educational need that is part of the protective services/foster care services case plan.

Child care for this need reason cannot be authorized for **ongoing** 24-hour care.

Note: The family preservation need is based on the P/SP's need, not the child's need.

Allowable conditions may include, but are not limited to the following:

- Disability or mental disturbance.
- Chronic health conditions.
- Drug/alcohol abuse.
- Social isolation.

- Domestic violence.
- History of child abuse/neglect in family or poor, inadequate parenting.

Allowable treatment activities may include, but are not limited to the following:

- Hospitalization.
- Physical therapy.
- Occupational therapy.
- Speech therapy.
- Counseling sessions.
- Alcoholics Anonymous (AA) meetings.
- Narcotics Anonymous (NA) meetings.
- Parenting classes.
- Support classes.
- Food and nutrition classes.
- Court-ordered community service.
- Money management classes.

Note: Unless part of the foster care services plan, allowable treatment activities do not include elementary, secondary, post-secondary or vocational education classes under this need reason. Specialists who receive notice that an educational activity is necessary as part of the foster care services plan should use family preservation as the need reason and refer the client to the one-stop service center for approval. If the one-stop service center approves the educational activity, the specialist should change the need reason to approved activity. If the one-stop service center does not approve the activity, continue to use family preservation as the need reason for as long as indicated by the foster care worker.

Note: Child care payments may **not** be approved for respite care, as defined in BPG Glossary.

The DHS-4575, Child Development and Care (CDC) Proof of Family Preservation Need, must be used to document the family preservation child care need. The form must be signed by one of the following:

- A physician (M.D. or D.O.).
- The MDHHS children's protective services, foster care services, or preventive services worker if child care is needed to allow a parent/substitute parent to participate in a treatment

activity as a component of an active children's protective services, foster care services or preventive services case plan.

- A clinical psychologist.
- A clinical social worker.
- The clinical supervisor or director of a substance abuse treatment program.
- A substance abuse counselor.
- The specialist, if it is a MDHHS-assigned family support services (FSS) activity.

Note: Child care needed for MDHHS-assigned FSS activities may be paid using Direct Support Services (DSS) funds or the CDC program if eligibility exists. Take care to avoid duplicate payments.

The DHS-4575 must be completed at application and redetermination.

The DHS-4575 verifies:

- The reason CDC services are needed (diagnosis of condition or explanation of activity which prevents the P/SP from providing the care).
- The activities in which the P/SP is expected to participate while the child is receiving CDC services.
- How often the P/SP is being treated/seen.
- The length of time CDC services will likely be required.
- The days per week and number of hours per day that child care will be needed.
- The child(ren) needing child care.

2. High School Completion

Child care may be approved for a child whose P/SP is enrolled full- or part-time, as defined by the educational institution, in order to attend classes leading to a high school diploma or its equivalent.

Examples of this need reason would be high school completion, general educational development (GED), adult basic education (ABE) or English as a second language (ESL) classes.

At application and redetermination, verify the educational activity and number of hours of the activity with:

- A completed copy of the DHS-4578, Child Development and Care (CDC) Proof of Education.
- A copy of the class schedule.

Obtain this verification and file it in the case record at application and redetermination.

If requested, study time up to one hour for each hour of class time and required lab time may be authorized. Tutoring is considered study time.

3. Approved Activity

Child care may be approved under this need reason when a P/SP needs child care to participate in an employment preparation and/or training activity or a post-secondary education program. The activity or education program must be approved by one of the following:

- MDHHS.
- One-stop service center (OSC)/Michigan Works Association (MWA).
- Refugee services contractor.
- Tribal employment preparation program.
- Michigan Rehabilitation Services (MRS).

Note: Child care needed to enable a P/SP to attend compliance test activities, even if MDHHS-assigned, may also be approved under this need reason, if eligibility requirements are met. Or, direct support services (DSS) may be used for these activities; see BEM 232. Whatever option is used, care must be taken to avoid duplicate payments.

Hours of participation must be verified.

Training and educational programs are presumed to be occupationally relevant. If questionable, email the policy mailbox at Policy-CDC@Michigan.gov.

Online educational programs can only be approved if all of the following three requirements are met:

- Attendance is mandatory.
- The number of required hours of online attendance time is verified.
- Attendance is required at specific, regularly scheduled times. If the program is self-paced and can be completed at any time, care cannot be approved for this need reason.

Child care benefits for this need reason cannot be approved for graduate, medical or law school.

Document the activity for those P/SPs referred to the one-stop service center for participation in the case record.

For all other activities and for one-stop service center and MDHHS-assigned education activities, **verify**:

- The activity.
- The number of hours of the activity.

For verification, use a copy of a document(s) containing at least the following elements:

- The name and location of the assignment.
- The begin date of the approved activity plan.
- The schedule for the assignment (a separate printed class schedule is acceptable) or the DHS-4578, Child Development and Care (CDC) Proof of Education. A collateral contact with the one-stop service center or other employment preparation agency verifying the above elements, and documenting the same in the case record, may be used as verification.

The specialist should **obtain** this verification and **file** it in the case record at application and redetermination.

If requested, study time for up to one hour for each hour of class time and required lab time may be authorized. Tutoring is considered to be study time.

4. Employment

Child care may be approved for P/SPs who are employed or self-employed and receive money, wages, self-employment profits or sales commissions.

Note: A P/SP is not eligible for CDC if his/her only need reason is employment as an unlicensed child care provider.

P/SPs participating in the following activities are considered to meet the need criteria based on employment including:

- Jury duty.
- Residency/internship for which wages are received.
Note: If wages are not received, the need should be categorized as approved activity.
- Required to be on call.
- Required strike duty.
- Sleep periods (up to eight hours) for the employed P/SP when:
 - This person is the only P/SP available to provide care during the time period for which CDC is being requested.
 - This person works during the child's normal sleep time.
 - This person must sleep when the child is awake.
- The paid employment portion of a co-op, or work study program.

Tools to Verify Need Based on Employment/Self Employment

Use one of the following as tools to verify the **need** for CDC based on **employment**:

- A copy of a work schedule indicating the number of hours worked.
- Pay stubs indicating number of work hours.

- **DHS-38**, Verification of Employment, completed by the employer.
- TALX/Work Number and MIS (Management Information System).
- **DHS-3569**, Agricultural Worker Income Verification, completed by the employer.
- **Signed statement** by the employer that contains:
 - Employment begin date.
 - Number of hours the client works.
 - For income-eligible clients, dates and amounts of client's paychecks for the requested period.
- **Collateral contact** with the employer **if** the employer refuses or is unable to complete the DHS-38, DHS-3569, or a signed statement, or if the client is unable to obtain his/her work schedule from the employer or the pay stubs do not indicate number of work hours. Complete the DHS-38 or DHS-3569 based on the information obtained from this contact.
- DHS-431, Self-Employment Income and Expense Statement.

When to Verify Need

Verification of need must be obtained at application and redetermination.

ELIGIBILITY GROUPS

There are six eligibility groups. Five are income waived and one is income-eligible. All eligibility groups must have assets that do not exceed \$1 million.

To be eligible for CDC payments, the P/SP must:

- Apply for CDC.
- Meet the requirements of an eligibility group.
- Have a valid need reason (at application and redetermination).
- Use an eligible provider.

Each P/SP of the child needing care must have a valid need reason when child care is requested.

All children needing care must be U.S. citizens or have an acceptable alien status; see BEM 225.

For income eligible groups, see BEM 255 for child support requirements.

Determine eligibility by assessing CDC Protective Services eligibility first, then income-eligible. More than one eligibility group may exist in some cases.

CDC PROTECTIVE SERVICES

The following five eligibility groups are income waived and do not require an income determination:

- Children's protective services.
- Foster care.
- FIP-related.
- Migrant farmworkers.
- Homeless.

Children's Protective Services

CDC eligibility for the child whose family has an **open** children's protective services case may be based solely on the need (family preservation) verified in the case record with the DHS-4575, Child Development and Care Proof of Family Preservation Need .

Foster Care

CDC may be approved for all need reasons when the child needing care has an active MDHHS foster care case and the foster care payments are being paid to a:

- **Licensed foster parent.**
- **Relative placement** when:
 - There is a court order committing the child to MDHHS.
 - MDHHS placed the child with a non-parent relative.
 - The relative receives MDHHS state ward board and care funding for the child's placement.

Verify the need for both foster parents in a two-parent household at application and redetermination.

Note: The case is opened in the foster parent's/non-parent relative's name. Eligibility for CDC for the foster parent's/non-parent relative's own child(ren) is determined via another eligibility group.

Eligibility for CDC for active MDHHS foster care cases ends on the date the child(ren) is removed from the paid licensed foster parent's home or non-parent relative's home.

FIP Related

Families who need care may qualify under this eligibility group if:

- The child needing care receives FIP or SSI.
- The P/SP of the child needing care receives FIP or SSI.
- The child or the P/SP received FIP within the last six CDC biweekly pay periods (transitional CDC).
- The family has a pending application for FIP and CDC is needed to participate in a required one-stop service center/MDHHS activity.

Migrant Farmworkers

CDC may be approved for all need reasons when the P/SP states he/she is a migrant farmworker on the MDE-4583, Child Development and Care (CDC) Program Application, the DHS-1171, Assistance Application or the MI Bridges application. Eligibility based on migrant status does not need to be verified. Verification of need is required.

Homeless

CDC may be approved for all need reasons when a child is considered to be homeless based on the McKinney-Vento Homeless Assistance Act of 1987, as amended 2015. Examples of a child being homeless are:

- Sharing housing due to economic hardship or loss of housing.
- Living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations.
- Living in emergency or transitional shelters.

- Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (for example park benches, etc.)
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Below are some questions that may be used to determine if a child is homeless:

- How long have you been living with others? Is this a temporary situation?
- Are you sharing housing due to loss of housing? Economic hardship? Other?
- Is your name on the lease? Could you be asked to leave at any time?
- Where would you live if you were not sharing housing?

Eligibility based on the homeless category does not need to be verified. Verification of need is required.

INCOME ELIGIBLE

If the program group does not qualify for one of the CDC Protective Service groups, determine eligibility for the income-eligible group.

Eligibility for this group is based on program group size and non-excluded income received by any member of the program group; see program group definition in BEM 205. In order to enter the CDC program, the family's gross monthly income cannot exceed the \$15.00 flat-rate family contribution for their family size. Flat-rate family contributions are per child per biweekly pay period; see RFT 270.

CDC for Income Eligible Clients

CDC may be provided for income-eligible clients who:

- Do not qualify as a member of a CDC Protective Services group.
- Have a valid need reason.
- Pass the income eligibility test.
- Cooperate with child support requirements; see BEM 255.

**Income Eligibility
Ends**

- Have child(ren) needing care who meet the U.S. citizenship/alien status requirements as described in BEM 225.

CDC eligibility ends for this category when the program group's income exceeds the eligibility income scale; see RFT 270.

Note: Ineligibility must be expected to continue beyond two pay periods. Otherwise, benefits should be suspended and case should not be closed.

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 2016McKinney-Vento Homeless Assistance Act of 1987, amended 2015, 42 USC 11431 et seq.