
EFFECTIVE

April 1, 2016.

Subject(s)

1. New Forms
2. Request for Additional Assistance
3. Income Budgeting
4. Transitional CDC
5. CDC Administrative Rules

1) New Forms**BEM 703**

Two new forms, the MDHHS-5419, Child Development and Care (CDC) Request For Additional Assistance, and the MDHHS-5420, Child Development and Care (CDC) Continued Benefits Notice, have been created.

**2) Request for
Additional
Assistance****BAM 220, BEM 703**

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. If after 10 calendar days the MDHHS-5419 or verifications are not received, the MDHHS-5420, Child Development and Care (CDC) Continued Benefits Notice will be generated.

Reason: This process is outside EDBC to be able to sustain benefits, if the verifications are not returned.

**3) Income
Budgeting****BEM 505, 525, 702**

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

Reason: Twelve-month continuous eligibility.

**4) Transitional
CDC**

BEM 703

Transitional CDC has been eliminated.

Reason: Twelve-month continuous eligibility.

**5) CDC
Administrative
Rules**

BAM 220, BEM 505, 525, 702-704, 706-708, 710

References to Administrative Rules have been removed.

Reason: Rules were rescinded effective February 16, 2016.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 220](#)

[BEM 505](#)

[BEM 525](#)

[BEM 702](#)

[BEM 703](#)

[BEM 704](#)

[BEM 706](#)

[BEM 707](#)

[BEM 708](#)

[BEM 710](#)