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**EFFECTIVE**

January 1, 2007.

**SUBJECTS**

1. DHS-4025, CDC Provider Verification Required
2. Updated Forms and Publications
3. Schedules Updated

**1) DHS-4025, CHILD  
DEVELOPMENT AND  
CARE (CDC)  
PROVIDER  
VERIFICATION  
REQUIRED**

The begin date of care must now be verified with the DHS-4025, Child Development and Care (CDC) Provider Verification, before child care authorizations can be entered on CIMS. The form must be completed by all provider types, including centers, group and family homes, day care aides and relative care providers. It must be signed by both the provider and parent/substitute parent to certify that the information is correct.

In addition to verifying the begin date of care, the form is used to provide information about the children in care, where the care is provided, reimbursements the provider receives on behalf of the children in care, and to document relative status. It should be filed in the CDC case file.

When a client requests an application for CDC in person, the local office must give the client a DHS-4025 that same day. When a client requests an application for CDC by letter or telephone, the DHS-4025 must be mailed to the client by the end of the next workday.

*Reason:* Program integrity.

*Old Policy:* Use of the DHS-4025 was optional.

**2) UPDATED FORMS  
& PUBLICATIONS**

Exhibits, instructions or terminology is updated for the following forms and publications:

- **DHS-PUB 16**, Food Assistance Benefits in Michigan (rev. 5/06)

- **DHS-31**, Foster Care Placement Decision Notice (rev. 3/06)
- **DHS-2063A/B**, Continuing Your Food Assistance/FAP Redetermination Filing Record (rev. 3/06)
- **DHS-4025**, Child Development and Care (CDC) Provider Verification (rev. 4/05)
- **DHS-4640/4640-SP**, Child Development and Care (CDC) Applicant Instructions (rev. 1/07)

### **3) SCHEDULES UPDATED**

#### **RFS 101, 102, 103, 104, 105, 106, 107, 109, 110, 111, 205, 206**

Payroll and deadline schedules, and calendars have been updated for 2007.

The State SSI Payment Payroll Deadline Schedule has been updated with the 2007 payment dates.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

**RFF 16  
RFF 31  
RFF 278  
RFF 2063  
RFF 4025  
RFF 4640  
RFS 101  
RFS 102  
RFS 103  
RFS 104  
RFS 105  
RFS 106  
RFS 107  
RFS 109  
RFS 110  
RFS 111  
RFS 205  
RFS 206**