
EFFECTIVE

June 1, 2010.

SUBJECT

Forms and Publications

1. DHS-3380, Verification of School Enrollment.
2. DHS-4583, Child Development and Care (CDC) Application.
3. DHS-4640, Cover Letter.
4. Obsolete forms.

1) DHS-3380

The DHS-3380, Verification of School Enrollment, was updated in December 2007.

Reason: Policy update.

2) DHS-4583

The DHS-4583, Child Development and Care Application, is the application for Child Development and Care services. It provides the initial client information that the specialist uses to establish eligibility.

Send or give the form to the client upon request.

The client is responsible for completing Sections 1 through 8. The client then signs and dates the application.

Section 10 is completed by the specialist or the Michigan Works Agency staff to verify MWA-approved activities. New activities may be added to this section as assignment changes occur. Please refer to PEM 703 for other acceptable methods of verification for MWA approved activity.

Reason: Update to include training requirements.

3) DHS-4640

The DHS-4640 is a cover letter sent with the application to persons requesting Child Development and Care services. Other forms that will need to be completed by the potential applicant to request Child Development and Care services must also be enclosed.

Complete the form and send it to the potential applicant.

Mail or give the DHS-4640 to the potential applicant who is requesting Child Development and Care services.

Reason: Update to include training requirements.

4) Obsolete Forms

The following forms have been obsoleted.

- DHS 252, Food Stamp Budget Checklist.
- DHS 1143, Electronic Benefit Access Dates for Food Assistance (FAP).
- FIA-3994, Verification of Student Financial Aid.

Historical policy will be available under the prior version. To view the items historically, change the *Effective Date* in the *Open/Jump/Search* menu.

Reason: Update for Bridges.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

RFF 00INTRO

RFF 3380

RFF 4583

RFF 4640

Deleted Items ...

RFF 252

RFF 1143

RFF 3994