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**EFFECTIVE**

July 1, 2015.

**Subject(s)**

1. Reporting requirements.
2. Application processing.
3. Redeterminations.
4. Data Matches.
5. Miscellaneous

**1) Reporting requirements**

**BAM 105, 220, 802, 807 and BEM 500, 502, 505, 525, 703, 710**

**Rights and Responsibilities**

Clients who are actively receiving CDC benefits are only required to report to their specialist changes in:

- Providers or child care setting.
- Residence.
- Household members/death.
- When the program group's income exceeds 85 percent of the state median income for their family size.

During the 12-month continuous CDC eligibility period, CDC no longer requires verification of income decreasing or stopping, unless the change would positively affect the department payment or authorized hours.

Front end eligibility (FEE) referrals are no longer required for a CDC applicant whose valid need reason is self-employment.

**2) Application Processing****BAM 110****Application Filing and Registration**

A verbal request for CDC is acceptable when a client has a completed, pending DHS-1171 or MI Bridges application for another program. The case must be documented, and the additional required verifications requested, prior to authorizing benefits.

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### 3) Redetermination

#### **BAM 130**

##### **Verification and Collateral Contacts**

If CDC redetermination materials are not returned, or are returned incomplete, two extensions must be given to the client, resending VCLs after each verification due date. The client does not need to request the extensions.

#### **BAM 210**

##### **Redetermination/Ex Parte Review**

Child Development and Care (CDC) redeterminations cannot be completed earlier than the 12 month eligibility period.

There is no interview requirement at CDC redetermination.

Two additional extensions must be given to a client whose CDC redetermination materials are not returned or are returned as incomplete, resending VCLs after each verification due date. Clients are not required to request the extensions.

### 4) Data Matches

#### **BAM 802**

##### **Wage Match and UCB**

CDC has been removed from the wage match and UCB policy in this item.

#### **BAM 807**

##### **State New Hires**

Compare the client's gross income to the eligibility scale in RFT 270, to determine if the client's income exceeds 85 percent of the state median income.

### 5) Miscellaneous

#### **BAM 115, 220, 300 and BEM 100, 702, 704, 706, 707**

Minor grammatical changes were made.

CDC Program goal was revised.

Reference to the DHS-4025 has been removed from 704.

*Reason:* Reauthorization of the Child Care and Development Block Grant of 1990, as amended, Public Act 6 of 2015

Communication: Office of Workforce and Development Training

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[BAM 105](#)  
[BAM 110](#)  
[BAM 115](#)  
[BAM 130](#)  
[BAM 210](#)  
[BAM 220](#)  
[BAM 300](#)  
[BAM 802](#)  
[BAM 807](#)  
[BEM 100](#)  
[BEM 500](#)  
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[BEM 525](#)  
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