
EFFECTIVE

January 1, 2016.

Subject(s)

1. Fugitive Felon Match.
2. Categorical Eligibility for Migrant and Homeless Groups.
3. Application Processing.
4. Flat Rate Family Contribution.
5. DHS-4583.
6. DHS-5322, Notice of Potential Child Development and Care (CDC) Closure.
7. CDC Payments.
8. Wage Match and New Hire.
9. Unlicensed Child Care Providers.
10. Miscellaneous.

1) Fugitive Felon Match**BAM 800**

References to the Fugitive Felon match were removed.

Reason: Federal Court Order

2) Migrant and Homeless Groups**BEM 220**

CDC has been removed from the homeless section in this item.

BEM 703

CDC program groups with a homeless child or migrant farmworkers are included in the categorical eligibility group. The parents/substitute parents must have a verified valid need reason at application or redetermination. There is no income test. Once

categorical eligibility has been established, eligibility will continue for the entire certification period unless the group:

- Loses Michigan residency.
- Is unable to be located.
- Child ages out/is adopted.
- Provider or child care setting is not verified.
- Death.
- Parent/substitute parent requests case closure.

Sample questions have been added to this item to assist specialists with homeless clients.

Reason: Child Care and Development Fund(CCDF) Plan for 2016-2018.

3) Application Processing

BAM 115

An interview is required before denying assistance, even if it is clear from the application or other sources that the group is ineligible.

Reason: To ensure that CDC is not denied when there could potentially be eligibility based on a child being homeless.

4) Flat-Rate Family Contribution

BAM 220, 705 and BEM 525, 706

A flat-rate family contribution has replaced the department pay percentage. At initial application, income eligible families must enter the CDC program at the \$15 flat-rate family contribution level.

Child Care and Development Fund(CCDF) Plan for 2016-2018.

Communication: Office of Workforce and Development Training (OWDT).

5) DHS-4583, Child Development and Care (CDC) Application**BAM 110, 115, 125, 800, 802, 807, 809 and BEM 704**

References to the DHS-4583 have either been changed to the MDE-4583, Child Development and Care (CDC) Program Application or deleted from policy.

Reason: Michigan Department of Education (MDE) has ownership of this application.

6) DHS-5322, Notice of Potential Child Development and Care (CDC) Closure**BAM 210**

When redetermination materials have not been logged by the 10th day of the redetermination month, a new notice, the DHS-5322, Notice of Potential Child Development and Care (CDC) Closure will be mailed from Bridges informing the client that CDC will close benefits at the end of the redetermination month.

Reason: This form was developed to support continuous eligibility.

7) CDC Payments**BEM 706**

References to unlicensed providers tier training has been changed to level of training.

8) Wage Match and New Hire**BAM 802 and 807**

CDC will participate in the Wage Match and New Hire process. However, benefits cannot be reduced or the CDC EDG closed, if information is not returned, unless it is determined the group's gross income exceeds the income eligibility scale in RFT 270.

Reason: Clarification.

**9) Unlicensed
Child Care
Providers**

BEM 704

The criteria for the number of children that can be cared for by an unlicensed child care provider has changed. Unlicensed providers can provide care for up to four children at a time or up to six children, if all children live at the same address, all children are siblings or all children are sibling groups living at different addresses.

Reason: To maximize Child and Adult Care Food Program reimbursement for children.

10) Miscellaneous

BAM 110, 220, 800, 802, 807, 809 BEM 702, 703, 704, 706

Reason: Minor clarifications or changes.

Communication: Office of Workforce and Development Training (OWDT).

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 110](#)
[BAM 115](#)
[BAM 125](#)
[BAM 210](#)
[BAM 220](#)
[BAM 705](#)
[BAM 800](#)
[BAM 802](#)
[BAM 807](#)
[BAM 809](#)
[BEM 220](#)
[BEM 525](#)
[BEM 702](#)
[BEM 703](#)
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