

Case Name:
 Case Number:
 Date:
 DHS Office:
 Co: District: Section: Unit: Worker:
 Specialist:
 Phone:
 Fax:
 Specialist ID:

STATE OF MICHIGAN
Department of Human Services

If you do not understand this, call a DHS office in your area.
 DHS employees are prohibited by law from providing legal advice.
 Si usted no entiende esto, llame a una oficina de DHS en su área.
 La ley prohíbe a los empleados de DHS proporcionar asesoría legal.
 إذا واجهت صعوبة في فهم هذا الطلب، فاتصل بمكتب DHS الموجود في منطقتك.
 يحرم القانون على موظفي DHS إعطاء النصيحة القانونية.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
AUTHORITY: Public Act 280 of 1939.
COMPLETION: Mandatory.
CONSEQUENCE FOR NONCOMPLETION: Child care subsidy payments will not be authorized.

CHILD DEVELOPMENT AND CARE PROVIDER VERIFICATION

INSTRUCTIONS TO THE CHILD DEVELOPMENT AND CARE PROVIDER: Due Date:

- Complete all information requested. Read both sides of the form including certification statements. **Sign and date the form on page 2.**
- Return the completed form to the child(ren)'s parent/substitute parent.
- You will be sent a DHS-198, Child Development and Care Provider Certificate/Notice of Authorization, if you are authorized and eligible to bill as the provider for this child(ren).
- The parent is responsible for child care expenses that are not paid by DHS, including expenses incurred while a parent's or provider's eligibility is being determined.

INSTRUCTIONS TO PARENT/SUBSTITUTE PARENT:

- Read the information completed by the provider. Read the certification statements. **Sign and date the form on page 2.**
- Return the completed form to your local DHS office.
- You will be sent a DHS-198-C, Child Development and Care Client Certificate/Notice, if care is authorized for this provider.

Child Care Provider or Child Care Center Director Name	Child Care Center Name (Centers Only)	County	
Address (Number and Street)	City	State MI	Zip Code
Provider ID Number	Telephone Number ()		
Do you receive any other reimbursement for caring for any of the children listed below? <input type="checkbox"/> NO <input type="checkbox"/> YES → If yes, for whom? _____ From whom? _____			
Where do you provide the child care? (Check all that apply.)			
<input type="checkbox"/> CHILD'S HOME	<input type="checkbox"/> FAMILY CHILD CARE HOME	<input type="checkbox"/> CHILD CARE CENTER	
<input type="checkbox"/> MY HOME	<input type="checkbox"/> GROUP CHILD CARE HOME		

Case Name	Case Number	Specialist
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List all children in the parent/substitute parent's family who are in your care.	Date of Birth	Date Care Began	Are you related to this child?	If yes, what is your relationship?
			<input type="checkbox"/> NO <input type="checkbox"/> YES →	
			<input type="checkbox"/> NO <input type="checkbox"/> YES →	
			<input type="checkbox"/> NO <input type="checkbox"/> YES →	
			<input type="checkbox"/> NO <input type="checkbox"/> YES →	
			<input type="checkbox"/> NO <input type="checkbox"/> YES →	
			<input type="checkbox"/> NO <input type="checkbox"/> YES →	

PARENT/SUBSTITUTE PARENT:

- 1) I certify that my child(ren) receives care from this provider as of the date care began listed above.
- 2) I understand that the agreement for child care is an arrangement between myself and the provider.
- 3) I understand I must report my daily activity and ill/holiday child care hours each pay period.
- 4) I must keep the DHS-641 and supporting documentation for 4 years.
- 5) I understand that if my provider is a Child Development and Care aide, I am the employer and not DHS and I am responsible for any employer taxes that need to be paid.
- 6) I understand that I may be prosecuted for perjury or fraud if I intentionally leave out any information or give false information which causes child care benefits to be issued that my provider or myself are not entitled to, or more benefits than what my provider or myself are entitled to.
- 7) I understand and agree that if I receive an overpayment for any reason, the extra payments received must be repaid, and future payments can be reduced by up to 20%.
- 8) I understand DHS will not pay for care provided prior to an aide or relative provider's completion of the Great Start to Quality Orientation training.

Parent/Substitute Parent Signature

Date

PROVIDER: I agree to all of the following:

- 1) I understand if I am an aide or relative provider I will not be paid for care provided prior to the completion of the Great Start to Quality Orientation training.
- 2) I will maintain records showing the time of arrival and departure of each child served, certified by each child's parent/substitute parent on a daily basis, and I will retain these records for four years.
- 3) I may be required to return DHS payments if an audit or investigation finds that I do not have the required attendance records.
- 4) Parents of the children in care will have unlimited access to their children while in my care.
- 5) If I am overpaid for any reason, the incorrect payments received must be repaid, and the DHS may retain up to 20% of future payments and apply the retained portion to my overpayment balance until the overpayment has been repaid.
- 6) I am responsible for all use of the DHS electronic billing systems by anyone using my PIN.
- 7) I will immediately contact the DHS Customer Service Unit at (800) 444-5364 to request a PIN reset if I believe that a person not authorized by me to act as my representative has obtained my PIN.
- 8) I will only report child care hours for hours when a child is present and in care.
- 9) I may only bill for ill/holiday hours that do not exceed the 208 hour limit per child, per fiscal year.
- 10) I will not report hours for the following reasons: The hours a child is in school, absences for "no shows" such as when a child simply fails to attend or leaves child care without notice, vacation periods of the parent/substitute parent, child, or myself, "holding a spot" for a child.
- 11) I understand that I may be prosecuted for perjury or fraud if I intentionally leave out any information or give false information which causes child care benefits to be issued that the parent/substitute parent or myself are not entitled to, or are greater than what the parent/substitute parent or myself are entitled to.

Provider Signature

Date