
PARENTAL CHOICE Child care may be provided in or out of the child(ren)'s home. Clients have the right to choose where the care will be provided as well as the type of child care provider they wish to use.

Individuals Who May Not Receive Payment For Care

Clients are not eligible for CDC payments for care provided by any of the following persons:

- A member of the CDC program group (see [PEM 205](#)).
- The applicant/client.
- The applicant/client's spouse who lives in the home.
- The parent of the child(ren) or a legal guardian who is not a member of the CDC program group.
- A provider who also provides adult home help to any CDC program group member, the CDC applicant or the CDC applicant's spouse for the same period in which child care is provided.

INFORMATION TO SHARE WITH PROVIDERS

Send a DHS-198, Child Development and Care Certificate/Notice of Authorization, to the client's provider when:

- CDC services are authorized.
- An authorization changes.
- An authorization ends.
- A CDC application is denied.
- A CDC application is withdrawn.
- A CDC case is closed, if there was an authorization to the provider within 30 days of case closure.

Note: The CIMS or WORD equivalent of the DHS-198 may be used to comply with the notice requirement (see [RFF 198](#)).

The child care provider is a critical part of the child care plan. You may remind providers that they are to work through the client to resolve any CDC issues. However, you may share with providers any of the basic information listed above. Both the DHS-1171 and the DHS-4583 include a release of information that allows DHS to provide this information to the client's provider.

ELIGIBLE PROVIDERS

In order for DHS to pay, care must be provided in Michigan by an eligible provider. Eligible providers are those regulated by DHS, Bureau of Children and Adult Licensing (BCAL), or enrolled by DHS. Those regulated by the BCAL are:

- Child care centers.

- Family child care homes.
- Group child care homes.

Note: Certain facilities and child care homes which provide child care do not require licensure under P.A. 116. (See [Centers and Homes Exempt From Licensure](#), this item.)

The department also recognizes two other types of providers who are not required to be regulated. These providers are enrolled by DHS to provide Child Development and Care services. They are:

- Day care aides.
- Relative care providers.

Child Care Centers A **child care center** (see [PRG](#)) must be **licensed** by BCAL for the age group(s) of the children to be served to be eligible to receive payment from the department.

Verify that a center is licensed for the appropriate age group by using the STSM Inquiry Transaction to check the MPS Provider File (see [RFT 296](#) for instructions). Use the License Inquiry option to access licensing information on the provider. A provider is currently licensed if there are zeroes in the Reason, Cause and Date fields under the Close heading on the Licensed Facility Information Inquiry screen and there is both an effective date and expiration date present.

A provider is still currently licensed even though the License Expiration Date may have passed as long as there is no date in the Close Date field. The Age Ranges field indicates the age ranges for which the center is licensed.

Family and Group Homes A **family child care home** (see [PRG](#)) must be **registered** by BCAL to be eligible to receive department payment.

A **group child care home** (see [PRG](#)) must be **licensed** by BCAL to be eligible to receive department payment.

Verify that a home is licensed or registered by using the STSM Inquiry Transaction to check the MPS Provider File (see [RFT 296](#) for instructions).

Use the License Inquiry option to access licensing information on the provider. A provider is currently licensed if there are zeroes in the Reason, Cause and Date fields under the Close heading on the Licensed Facility Information Inquiry screen and there is both an effective date and expiration date present. A provider is still currently licensed even though the License Expiration Date may have passed as long as there is no date in the Close Date field.

Centers and Homes Exempt from Licensure

Certain child care centers and homes which provide child care do not require licensure under P.A. 116. They are:

- Child care centers where all parents are on site and readily available.
- Child care centers, group child care homes and family child care homes located on federal land.

These centers and homes will not be enrolled automatically on the department's Model Payments System (MPS) unless they apply for a license and are registered or licensed. If exempt centers or homes are not licensed, the local office may enroll them on MPS after receiving appropriate documentation from the facility or home.

Centers and Homes On Federal Land

If the facility is a child care center, group child care home or family child care home located on **federal land**, i.e., military installation or Indian reservation, a [DHS-2032A](#), Application for Provider ID Number for Child Care Centers and Homes Located on Federal Land, is to be sent to the facility or home or given to the client to take to the provider, **unless** the facility is licensed by BCAL. The [DHS-2032A](#) is to be completed and signed by the military base commander or the head of the Indian tribe and returned to the specialist.

Family child care homes may care for up to six unrelated children and group child care homes may care for up to 12 unrelated children. They may not care for more than two children, including their own, under the age of 12 months.

Centers With Parents On-Site and Available

If the facility is a child care center where the **parents** of all of the children in care are **on site and available** during the complete time period that their children are in care, a [DHS-2032B](#), Application for Provider ID Number for Child Care Centers with Parents On Site and Available, is to be sent to the child care center or given to the client to take to the provider, **unless** the facility is licensed by BCAL. The DHS-2032B is to be completed and signed by the child care center owner or administrator and returned to the specialist.

DHS-2032A and DHS-2032B

Once the completed [DHS-2032A](#) or [DHS-2032B](#) is returned to the specialist and the information is reviewed and completed, the provider may be enrolled on MPS using the [DHS-2351\(X\)](#). (See MPS Provider Enrollment, this item.) The effective date of enrollment should be the date care began or the date the client became eligible for CDC, whichever is latest. If it is questionable as to whether or not the centers or homes are indeed exempt from licensure, they should be referred to BCAL for a determination.

To be eligible to receive department payment, child care centers and homes who meet the above criteria to be exempt from licensure must:

- Complete a [DHS-2032A](#) or [DHS-2032B](#).
- Have a valid tax ID or Social Security number.
- Be enrolled by the department.

An unlicensed CDC provider inquiry ([see RFT 296](#)) is used to determine the MPS status of these exempt centers and homes. The Eligibility End Date should contain 9s when the provider is active on the provider file.

Day Care Aides/ Relative Care Providers

A **day care aide** (see [PRG](#)) is an individual (including a relative) who provides care in the home where the child lives (see PRG, [In-Home Child Care](#)).

A **relative care provider** (see [PRG](#)) is related to the child needing care by blood, marriage or adoption as a:

- Grandparent/step-grandparent.
- Great-grandparent/step-great-grandparent.
- Aunt/step-aunt/great-aunt/step-great-aunt
- Uncle/step-uncle/great-uncle/step-great-uncle.
- Sibling/step-sibling.

A relative care provider provides care in the relative's home, and does **not** live in the same home as the child. Relative status must be verified if questionable. A divorce severs/terminates a relationship gained through marriage.

Note: Relative care providers who are also licensed or registered by BCAL as family or group child care homes, should be handled as family or group child care homes, not as relative care providers. Relatives who provide care in the home where the child lives are enrolled as day care aides and must complete a DHS-220-A, Day Care Aide Application, unless the child lives with them **and** they are licensed or registered by BCAL.

Day Care Aide/ Relative Care Provider Enrollment Process

Prior to enrollment, verify if the day care aide or relative care provider is currently active by using the STSM inquiry transaction (see [RFT 296](#) for instructions). An active day care aide or relative care provider will have 9s in the eligibility end date field.

To begin the enrollment process, day care aides and relative care providers must:

- Complete the [DHS-220-A/220-A-SP](#), Day Care Aide Provider Application or the [DHS-220-R/220-R-SP](#), Relative Care Provider Application, certifying the applicant meets all of the requirements listed on the application. The provider applicant must provide the following verifications within 6 workdays of the application receipt date:

- Proof of identity.
- Proof of age.
- A copy of a valid Social Security number (the Social Security number must be verified with a copy of the card). If the Social Security card states that it is not valid for employment, the prospective aide/relative may not be enrolled. The name on the Social Security card must match the provider's name on the DHS-220-A/R.

Note: Once enrolled, a provider's Social Security number can only be changed by Child Development and Care in central office. Local offices are able to make name and address changes or corrections.

- Proof of residence and/or mailing address if requested (specialist must verify if information is unclear, inconsistent or questionable).
- A DHS-4025, Child Care Provider Verification.

Within 6 workdays of receiving the DHS-220-A/R the local office must:

- Review the provider application to determine if the provider applicant has self reported a crime.
- Complete all background clearances (central registry, ICHAT, OTIS, PSOR, NSOPR, FIL).
- Determine eligibility of the provider applicant.
- Send the DHS-4807, Notice of Child Care Provider Eligibility to the client and provider applicant informing the client and applicant whether the provider application is approved or denied. If the application is denied due to a criminal conviction or pending crime, send a DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment.

If all required verifications are not received by the 6th workday from the application receipt date:

- Deny enrollment.
- Send the DHS-4807, Notice of Child Care Provider Eligibility.
- Create a provider file.
- File the provider application and a copy of the DHS-4807 in the provider file.

If the client has questions about the denial of the provider applicant's enrollment, the client should be told to discuss the issue with the day care aide/relative care provider.

Effective Date of Enrollment

If approved, the effective date of enrollment for a day care aide or relative care provider is the most recent of the following:

- The date care began.
- The client's effective date of eligibility.
- The first day of the pay period beginning after the day care aide or relative care provider's 18th birthday.
- The date verification is received indicating an adult household member with a central registry or criminal history match no longer resides in the home of the relative care provider.

BACKGROUND CLEARANCES

Before enrolling a day care aide or relative care provider on the Model Payments System (MPS), a central registry check and criminal history background clearances must be completed on all day care aides, relative care providers and adults, age 18 and over, living in the relative care provider's home. All names used by the applicant/provider and adult members (e.g., maiden, alias, etc.) as listed on the provider's application must be cleared.

If a person applying to be a day care aide lives in the home of the child(ren), all adult household members, age 18 and over, that would be considered to be part of the day care aide's family/household group must also have all background clearances completed. An example of family/household group would be someone who would most likely move with the day care aide, if the day care aide was to move out of the child's home.

Background clearances must also be completed when the specialist becomes aware that a new household member, age 18 and over, has moved into the relative care provider's home or when information is provided that an adult household member, age 18 and over, is on central registry as a perpetrator, has a criminal conviction or pending criminal charge.

Use the DHS-4661-P, Child Care (CDC) Request For Criminal History and Central Registry Check to complete the following required background clearances. File the completed form in the provider's file.

Central Registry.

ICHAT (Internet Criminal Access Tool).

OTIS (Offender Tracking Information Service).

PSOR (Public Sex Offender Public Registry).

NSOPR (National Sex Offender Public Registry).

FIL (Federal Inmate Locator).

**Central Registry
(CR) Check At
Provider
Application**

Complete a central registry check first. If a valid match is found, no further clearances need to be completed. Complete the DHS-4661-P. Central registry information is confidential and can not be released. File the DHS-4661-P in the provider's file and destroy any other related information.

No Central
Registry Match

Complete all other background clearances if no match is found on central registry. If a confirmed match is found on any one criminal clearance, no further criminal clearances need to be completed.

Central Registry
Match

Deny or terminate the aide or relative care provider's enrollment if the central registry clearance indicates a valid match.

- Send the DHS-4807 to the provider and client. File a copy in the case record and the provider file.
- Fax the DHS-220-A/R with a cover sheet marked "central registry" to Child Development and Care in central office at 517-241-8679. Child Development and Care will add a banner at the top of the STSM Inquiry screen stating "Provider Enrollment Revoked By Central Office. Cannot Re-enroll". The banner will prevent future enrollments. File the DHS-220-A/R in the provider file.
- No further background clearances (ICHAT, OTIS, PSOR, NSOPR, FIL) need to be completed, if a valid match is found on central registry.

Notice to CPS

If the central registry clearance indicates that due process has not been given, send the DHS-835, Central Registry Clearance - No Perpetrator Record Notice, to the CPS supervisor in the county where the CPS case is located or was substantiated. The CPS unit will notify the person who the match was on, if notification has not been given in the past. This notification will also include information regarding the person's due process rights.

The DHS-835 contains confidential information. Do not retain a copy of the form.

Central Registry
Expungement

If a terminated provider re-establishes (i.e., is expunged from the central registry), fax a request to Child Development and Care at 517-241-8679 to remove the edit prior to re-enrolling. The request should include the provider's name, ID number, the reason for the request and a copy of the approved DHS-1200, Child Abuse/Neglect Action notice. Child Development and Care will remove the banner and enroll the provider with an eligibility begin date the first day of the pay period beginning after the date on the DHS-1200. Local offices must not change this

begin date. The provider is not eligible to receive payments prior to this date.

Criminal History Clearances

Links have been added to the “DHS Net” and OLM News & Tips “Quick Info Links” for easy access to the criminal history sites.

ICHAT: <http://apps.michigan.gov/ICHAT>. There is a \$10.00 access fee for the general public, however the fee is waived for government departments.

OTIS: <http://www.state.mi.us/mdoc/asp/otis2.html>. Click on “All” in the Offender Status box.

PSOR: <http://www.mipsor.state.mi.us>

NSOPR: <http://www.nsopr.gov/>. Click on National Search.

FIL: <http://www.bop.gov/iloc2/LocateInmate.jsp>.

Note: When matching against the Federal Inmate Locator (FIL), no crime codes will be listed. If there is an exact match on the name and age, deny enrollment.

Finding Codes- PDF Files

When using the online manual PDF files from the public Web site (www.michigan.gov/dhs-manuals), a specific crime code can be located quickly by clicking on the ‘binoculars’ (search across one or more PDF files) in the Adobe Acrobat toolbar. To search PDF, enter the crime code number in the field ‘What word or phrase would you like to search for?’ Be sure to include the decimal point in the code (e.g., 750.177). Click the ‘Search’ button. Click on the information returned in the results panel to go to the page with the code. To view the page full screen, click on the ‘Hide’ button at the top of the search PDF panel.

Some crime codes may not be identical to the codes listed in the crime codes exhibit. Try to match the crime descriptions to determine if the identified offense appears similar. If so, the enrollment must be denied or terminated.

No Criminal History Match

If no matches are found on any of the five registries and all other enrollment requirements are met, enroll the provider. File the completed DHS-4661-P and all criminal history matches in the provider file.

Criminal History Disclosure at Application

If the provider applicant indicates on the application that he/she or a household member, age 18 and over, have been convicted of a crime or has a pending criminal charge outside of Michigan, the code may have a different code than those listed in the exhibits. Deny the enrollment if the general description and/or title is matched. Follow the steps listed under Criminal History Match.

Criminal History Match

If a match is received on any of the clearances, compare the crime code number of the conviction or pending crime to the crime codes exhibit. If the code is listed, the provider enrollment must be denied or terminated. If a match is received on a crime code that is not listed and it is believed the crime could impact the health and safety of a child, email the mailbox at Policy-CDC-DHS Policy-CDC with all pertinent information. A decision will be made as to whether this is a terminable crime.

- Deny the provider application or terminate the enrollment.
- Send the DHS-4807 to the provider/applicant and client. The provider/applicant must also be sent the DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment notice.
- Fax the DHS-220-A/R, the criminal history record, Social Security number, identification and a cover sheet listing the specialist's and criminal clearance contact's information to Child Development and Care in central office at 517-241-8679. In order to prevent future enrollments, Child Development and Care will enter an eligibility begin and end date. A banner will be added at the top of the STSM Provider Inquiry Screen stating "Provider Not Eligible Due to Criminal Background Check. Cannot Re-Enroll". If the denial or termination is due to a match on a household member, a statement will be added to the Mailing Address section of the STSM screen stating "Match Against Household Member".
- Document on the DHS-220-A/R, that the application was submitted to Child Development and Care.
- File the DHS-220-A/R, the DHS-4661-P, a copy of the DHS-4807 and the criminal history match in the provider file.

Criminal history information received from ICHAT, OTIS, PSOR, NSOPR and FIL is public information and may be released to the provider/applicant.

If a provider disputes a criminal history match, the designated local office staff may send copies of the ICHAT, OTIS, PSOR, NSOPR or FIL match to the provider. Do not send any central registry information.

Note: If a relative care provider's enrollment is denied or terminated as a result of a criminal conviction or pending criminal charge on an adult household member, and it is reported the adult no longer resides in the home of the provider:

- Obtain a new DHS-220-R, Relative Care Provider Application.

- Request verification to show the adult household member is no longer in the home (e.g. lease, ID, utility bill, etc. showing new address).
- Fax the DHS-220-R and verifications to Child Development and Care at 517-241-8679 with a cover sheet listing the specialist's contact information and fax number.
- If it is determined that the provider is eligible for enrollment, Child Development and Care will remove "Provider Not Eligible Due To Criminal Background Check. Cannot Re-Enroll" banner and notify the specialist by sending a copy of the approval letter that is sent to the provider.

Prior to enrollment/re-enrollment, the local office must run a central registry check. If a valid match is found, no further background clearances need to be completed. If a central registry match is not found, required criminal history clearances must be completed. Once a valid criminal history match is found, no further criminal history clearances need to be completed.

The effective date of enrollment cannot be before the date the verification is received. No care can be authorized for periods prior to the effective date of enrollment.

If the above conditions are not met, the provider is not eligible to receive department payment and payment must not be authorized.

ADMINISTRATIVE REVIEW PROCESS

Providers or applicants whose enrollment is denied or terminated as a result of a criminal conviction or pending crime may request an administrative review. Instructions on the DHS-759, instructs providers to send all documentation to central office where the review is completed. Any documentation received in the local office should be faxed to Child Development and Care at 517-241-8679.

Neither child care providers or CDC recipients are entitled to DHS administrative hearings based on provider/applicant termination or denial.

If an administrative review determines a provider/applicant to be eligible, Child Development and Care will:

- Complete all criminal history clearances (ICHAT, OTIS, PSOR, NSOPR, FIL).
- Approve or reinstate the provider's enrollment back to the date the provider was denied or terminated.
- Notify the provider/applicant of the approval or reinstatement.

A new DHS-220-A/R is not needed to re-enroll a provider/applicant determined to be eligible by an administrative review. A new DHS-4025, Child Care Provider Verification, however is required, prior to the local office entering authorizations to verify the provider continued to provide care during the period which they were denied or terminated.

MODEL PAYMENTS SYSTEMS PROVIDER ENROLLMENT

All child care providers must be enrolled on the department's Model Payments System (MPS) in order to receive payment from the department.

Before enrolling a provider on MPS, complete a provider inquiry by name and tax number using the STSM Inquiry Transaction ([see RFT 296](#)).

- If the provider is already enrolled on MPS as a active provider, use the assigned provider ID number.
- If the provider has an MPS provider Id number, but is not currently active, re-enroll the provider using the original ID number.
- If the provider has never been enrolled on MPS, proceed with the new enrollment.

Licensed child care centers, family and group child care homes are enrolled on MPS automatically at the time they are assigned a license number. The local office cannot enroll these providers on MPS.

In instances where the local office identifies a licensed child care center, family or group child care home that does not have a Model Payments Provider ID number, and one is needed in order to authorize payments to that provider, the local office must send a fax to 517-335-6054 or 517-335-6236. Faxed requests must include the provider's name and license number and the specialist's signature and phone number. Customer Service will forward the request to Child Development and Care in central office to enroll the provider on MPS.

Day care aides, relative care providers and centers and homes exempt from licensure are enrolled on MPS by the local office using the MPS Provider Enrollment format on CIMS/STSM.

Providers enrolled on MPS are assigned a seven digit Provider ID Number. This number is different from the provider's tax ID or license number.

The Provider ID Number is used to authorize Child Development and Care payments on CIMS to a provider. It is also used by providers to bill for care provided to DHS-funded children.

To enroll a provider on MPS:

- Complete all required forms.
- Forward to the designated person for MPS entry.

The local office CIMS unit will enter the MPS enrollment directly onto CIMS using the STSM request, Provider Maintenance menu. Detailed instructions for enrolling providers on MPS are in the CIMS STSM manual, [CIT 102, Provider Maintenance](#).

Note: Specialists are not to enter MPS enrollments on CIMS. Only designated CIMS staff can enroll MPS providers. A turnaround DHS-2351 will be generated as a result of MPS enrollment. The turnaround DHS-2351 may be used for all subsequent MPS transactions.

Provider Type

A provider will have only one Provider ID Number no matter how many provider types that provider may be. A two digit Provider Type Code will indicate the type of care for which the provider is eligible to receive payment (see SIC for [Provider Type Codes](#)). The Provider Type Code is to be indicated on the DHS-4661-P, Child Care Request For Criminal History and Central Registry Check and is entered on CIMS at the time of MPS enrollment.

A new DHS-220-A/R must be completed by an already enrolled day care aide or relative care provider applying to be enrolled as a different type of provider. The provider's original ID number will be assigned to the new provider type.

Automated Central Office Background Clearances

For determining continued eligibility, automated clearances are done on day care aides and relative care providers. The automated clearance process does not replace or eliminate the policy requirement to complete all required background clearances prior to provider enrollment and all other required times.

Central Registry

This automated process matches central registry to the MPS provider file to identify day care aides and relative care providers who are on central registry as perpetrators on confirmed CPS cases. This process is completed weekly.

For confirmed matches, Child Development and Care will:

- Close the provider on MPS. Send a DHS-4807, Notice of Child Care Provider Eligibility, terminating provider enrollment. This notice goes to the provider, and for active cases, to the client and specialist. Send a completed DHS-835, Central Registry Clearance - No Perpetrator Notification Record Notice, to the CPS supervisor in the county where the CPS case was opened if central registry does not show that due process was given. CPS will

then notify the provider of his/her due process rights regarding central registry expungement.

Authorizations for pay periods that are after the provider's close date will automatically end. The automated process will issue notices to the client and the provider regarding the authorization end date. The specialist will receive notice by means of the CH-960 report in addition to the DHS-4807 copy for active providers.

An MPS edit, SPE-155 "Provider Enrollment Revoked by Central Office, Cannot Re-Enroll" will prevent the re-enrolling of providers closed by this process.

ICHAT, OTIS,
PSOR

The automated process for ICHAT, OTIS, and PSOR checks are run against all active day care aides and relative care providers. Effective November 2008, day care aides and relative care providers that are inactive will also be a part of the monthly automated processes.

For confirmed matches Child Development and Care will:

- Verify the information is correct.
- Close the provider on MPS.
- Send the DHS-4807 to the provider, client and specialist and a DHS-759 along with a notice that includes the state identification number (SID) to the provider. (If the provider is active).

Authorizations for pay periods after the provider's closure date will automatically end. The process will issue notices to the provider and client. The specialist will be notified by CH-960 report and a copy of the DHS-4807.

Specialists should help affected families make new child care arrangements. Such assistance may be referrals to the on site coordinators or the local 4C agency as well as expedited processing of required DHS paperwork.

AUTOMATIC INACTIVATION OF AIDE/RELATIVE FROM PROVIDER FILE

Aide/relative enrollments are automatically inactivated on the MPS provider file if:

- The aide/relative has not received a payment for four consecutive months.
- An automated check of central registry shows the aide/relative is a perpetrator on a confirmed CPS case.

- An automated check with the Michigan State Police (MSP) criminal history records database, the National Sex Offender Registry (NSOR), the Offender Tracking Information System (OTIS) or the Federal Inmate Locator (FIL) shows the aide/relative has been convicted of a crime listed in the [crime codes exhibit](#).

CENTRAL OFFICE PROVIDER TERMINATIONS

Central office will terminate the enrollment of day care aides and relative care providers when undeliverable mail is received, and when providers fail to submit verifications requested by the Office of Monitoring and Internal Control and the Office of Quality Assurance. A banner on the STSM provider enrollment screen will read "CO Closure-Undeliverable Mail, OMIC, OQA Review-Reopen With New 220A/R" when these types of closures take place. This banner will not prevent local offices from re-enrolling a provider and the banner should disappear when the end date is changed to 9's. The provider is not eligible for care to be authorized during the termination period.

When undeliverable mail is received in central office for a day care aide or relative care provider, enrollment will be terminated without notice. Mail for day care aides and relative care providers will be sent to the local office to be filed in the provider file. Undeliverable mail for regulated providers will be forwarded to BCAL for processing. This process should also be followed when undeliverable mail is received in the local office and a new address has not been reported.

Note: When central office receives undeliverable mail as a result of a mass mailing to all providers, the undeliverable mail will be recycled and will not be forwarded.

Prior to re-enrolling a provider, obtain a new DHS 220-A, Day Care Aide Application, or 220-R, Relative Care Provider Application and a DHS-4025, Child Care Provider Verification. All background clearances and central registry must also be completed.

PROVIDER ADDRESS CHANGES

It is critical that provider address changes be completed promptly to avoid unnecessary closures and disruptions in child cares services. When local offices receive a request for an address change from a day care aide or relative care provider, policy in PAM 220 regarding acting on changes should be followed.

DENIAL/ TERMINATION OF AIDE/RELATIVE ENROLLMENT

The department **must** deny or terminate the enrollment of a day care aide or relative care provider if:

- The aide/relative deliberately misrepresents, falsifies or fails to abide by the conditions as stated on the provider application.
- The aide/relative checks “No” to the question regarding convictions or pending criminal charges on the DHS-220-A/R and it is determined that there is a match (regardless of whether the conviction or charge is listed in the crime codes exhibit), on themselves or an adult household member. Follow the process in Criminal History Match.
- The aide/relative or any adult member in the relative care applicant/provider’s home is on the central registry as a perpetrator.
- The aide/relative or any adult in the relative care applicant/provider’s home has been convicted or charged with a crime listed in the [crime codes exhibit](#), unless an administrative review of the crime determines he/she is eligible.

Face-to-Face Contact

When it is believed that the aide/relative no longer meets the requirements to be enrolled, attempt face-to-face contact with the aide/relative for the purpose of investigation unless there is no question that the aide/relative fails to meet the requirements to be enrolled.

Notification of Termination

Notify the aide/relative and the client within 6 workdays of becoming aware of the termination action.

To terminate the enrollment, an appropriate end date must be entered in the “end date” field on the MPS.

SUSPECTED CHILD ABUSE OR NEGLECT

In instances where there is reasonable cause to suspect child abuse or neglect in a child care setting, make a referral to Children’s Protective Services. CPS will make a determination of whether the CDC children are at risk, as well as the child care provider’s own children.

Use the DHS-4807, Notice of Child Care Provider Eligibility, to notify the provider and the client of the termination.

If the client has questions about the termination of the aide/relative’s enrollment, he/she should be told to discuss the issue with the aide/relative provider.

REOPENING AN AIDE/RELATIVE CARE PROVIDER

To reopen an aide/relative enrollment when an aide/relative’s enrollment has been inactivated or terminated on the MPS provider file, completion of a new DHS-220-A/220-A-SP or DHS-220-R/220-R-SP, DHS-4025 and DHS-4661-P is required. Use the provider’s previous Provider ID Number when reopening a provider enrollment.

**4-C AGENCIES AND
RESOURCE AND
REFERRAL
SERVICES**

Clients who request assistance in finding a licensed or registered provider should be referred to the Community Coordinated Child Care (4C) agency serving their county. See [RFS 120](#) for a list of the 4C agencies and the counties they serve. Clients may contact the 4C agency directly to request a child care referral.

The Early Childhood Investment Corporation (ECIC) funds sixteen regional Community Coordinated Child Care (4C) agencies to help parents find child care. Each regional 4C agency maintains a data base of licensed/registered child care providers that is used to generate referrals.

The 4C agency provides parents a list of available, regulated caregivers in their areas that they believe to have vacancies. Parents can contact providers on this list to determine if they are suitable and available to care for their children. If no providers are suitable or available, parents can request another list from the 4C.

**Comprehensive
Child Care Plan for
DHS Clients**

The 4C resource and referral service has an enhanced referral component called Comprehensive Child Care Plan (CCCP) available to DHS clients. Contact the 4C on site coordinator for information regarding services included in the CCCP.

LEGAL BASE

Child Care and Development Block Grant of 1990.

45 CFR Parts 98 and 99

Social Security Act, as amended. Title IVA (42 USC 601 et. Seq.); Title IVE (42 USC 670 et. seq.); Title XX (42 USC 1397 et. seq.)

R400.5001 - 400.5015, MAC