

I certify that I meet the following requirements to be a DHS enrolled Child Development and Care aide provider:

- I am not the parent or legal guardian of the child needing care, a member of the CDC program group, the CDC applicant/client, or the CDC applicant/client's spouse living in the child's home.
- I may be terminated from or may not be authorized to care for subsidy eligible children if a Central Registry or criminal background check determines I have been responsible for the neglect or abuse of children in a confirmed Children's Protective Services case, or if I have been charged or convicted of certain disqualifying crimes.
- I am at least 18 years of age and able to read and write.
- I must only care for subsidy eligible children in their home.
- I must not have any untreatable physical or emotional impairment or other problem that would hinder me from giving adequate care and supervision to children.
- I must not have family responsibilities or other obligations that would interfere with providing child care to children.
- I must know how and when to seek help from others, i.e., how to use the telephone, how to respond to emergency situations which might arise during the provision of care to children.
- I must not have had my child care center, group home license, foster care license or family home registration revoked, or not be currently suspended.
- I must immediately report any suspected child abuse or neglect to Children's Protective Services at the local DHS office.
- I must give the parents/substitute parents of the children in my care unlimited access to their children while they are in my care.
- I must only release a child to the parent/substitute parent or persons authorized by the parent/substitute parent.
- I must report to the local DHS office, within 10 calendar days of the occurrence, a change in name, my mailing and/or residential address, and when I stop providing child care for a subsidy eligible child.
- I understand that as part of my billing/reporting requirements I must keep daily records showing the beginning and ending times of the care I provide for each subsidy eligible child. My employer (the parent/substitute parent) must certify that these records are accurate. I must keep those records for four years. If asked, I must make those records available to an employee of DHS or the auditor general.
- I understand that if I am also a home help provider, I may not provide child care for the same period in which home help is provided.
- I understand that if I have employment other than as a Child Development and Care provider, my hours of employment must not conflict or interfere with the hours that I provide child care.
- I may only bill for child care services when a subsidy eligible child is physically in my care (except for holidays and absences due to a child's illness) and the child would normally be in my care.
- I may only bill for ill/holiday hours that do not exceed the 208 hour limit per child, per fiscal year.
- I must not care for more than 4 children (including my own children) at the same time, unless all children are siblings or migrant children. The maximum number of siblings or migrant children in my care may not exceed 6 (including my own children) at any one time.
- I must not care for more than 2 children (including my own children) under the age of 12 months at the same time.
- I understand that payment for all DHS subsidy eligible children in my care is limited to 540 hours in a biweekly pay period.
- I must cooperate with the DHS in connection with an investigation.
- I understand that if I am found guilty of an intentional program violation, my enrollment may be terminated.
- I understand that I may be prosecuted for fraud if my intentional misrepresentation causes an overpayment.
- I understand that if a DHS subsidy has been overpaid to my employer (the parent/substitute parent) for any reason, extra payments received must be repaid and future payments to my employer (the parent/substitute parent) may be reduced up to 20%.
- I understand I will not be authorized payment for care of subsidy eligible children if my provider enrollment is denied or terminated.
- I understand the parent/substitute parent is my employer (not DHS) and is responsible for the employer's share of any employer's taxes that must be paid, such as Federal Insurance Contributions Act (FICA) and Federal Unemployment Tax (FUTA) taxes. My employer (parent/substitute parent) is also required to provide me with a W-2 at the end of the year for tax purposes.
- I understand that the terms and conditions of this enrollment may be changed without notice.
- I understand that this certification applies to any subsidy eligible children I care for, until my enrollment is terminated.
- I understand that my enrollment will be terminated when four months have passed without receiving a payment.
- I understand that if I have misrepresented my circumstances, or if I fail to meet and abide by the requirements as listed, the DHS may deny or terminate my enrollment as a Child Development and Care aide provider.
- I have reviewed the Child Development and Care Handbook and Reporting Instructions for Child Care Providers and the DHS Web site (www.michigan.gov/childcare).
- I have read, understand, and meet all enrollment requirements to be a DHS enrolled Child Development and Care aide provider. I have retained a copy of the requirements for my records.

Provider Signature

Date