



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

Child Development and Care (CDC) Provider Billing Changes

In an effort to make billing easier, we have been working to make changes to the Internet Billing (I-Billing) system. These changes will happen after March 20, 2016 and a notice will be included in the I-Billing system when the changes are active.

I-Billing Changes:

- The I-Billing system will now automatically round and calculate total hours of care. Enter only actual "in and out" times. *Do not enter total hours.*
- Am or pm must be entered for each "in and out" time.
- The absent box must be selected when billing absence hours. Also, enter the "in and out" times the child would normally be in care.
- Select the "more time button" to add additional "in and out" times if needed for activities such as before- and after-school care, or for a child's appointments.

Billing Reminders:

- The last billing page must be submitted in order for payment to be issued.
- Absence hours are limited to 208 per fiscal year (October 1st – September 30th).
- Billing deadlines are posted on the CDC Payment Schedules in the Child Development and Care (CDC) Handbook found at www.michigan.gov/childcare.
- Prior to submitting your billing invoice, you must certify that you have read and agree to the requirements stated in the Child Development and Care (CDC) Handbook prior to submitting your billing invoice.
- Time and attendance records must be kept for auditing purposes for four years.
- Time entered must be within the same 24-hour period. The time you enter for a day must fall within the 12:00 am to 11:59 pm range.
- Overnight care must be entered in the appropriate days. For example, you will enter 8:00 pm to 11:59 pm in the first day, then enter 12:00 am to 5:00 am in the following day for a child who is in your care overnight.

If you have questions regarding the billing changes, please call 1-866-990-3227.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Brewer Walraven".

Lisa Brewer-Walraven
Office of Great Start
Director, Child Development and Care

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