

~ "Wee" Are E.R. Preschool, Summer Kids' Club & Kids' Club ~
Elk Rapids Schools

Dear _____:

I understand that you are in the process of applying for DHS assistance for childcare. The procedure for the DHS reimbursement for childcare is as follows:

1. **Please note, while you are waiting for DHS approval your account with our program is still your responsibility to keep current.**
2. You need to contact DHS to request services/caseworker (this goes by the county in which you reside), phone #'s listed below.
3. DHS-4025-Child Development & Care Provider Verification is attached which has our Provider information completed. You will need to complete the remainder of the form with the child/ren names and your required signature. You will send this completed form to your caseworker.
4. Prior to your DHS approval there is an additional form that DHS requires when you sign in/sign out your child (DHS-1546- CDC Daily Time & Attendance Record). It is similar to the sign in sheet for the Preschool/Kids' Club/SKC sign in/out sheets. This needs to be done every time you drop off or pick up your child. Your INITIALS on this form are important along with your sign in/out time.
5. After DHS approval I receive notice in the mail from DHS giving the start date for coverage. I will be able to go back and bill from the time you have been approved, this is why the additional sign in form (from #4 above) is needed.
6. I can meet in person or phone to go over the DHS billing process. The meeting would be at most approximately ½ hour long. I am required to report your hours every 2 weeks (from the sign in sheet you have already completed).

If you have additional questions, please contact me at Mill Creek 267-9955, ext. 5153 (on Friday) or Lakeland 264-8289, ext. 4110 (on Monday). I am also available by email: wfox@erschools.com.

Thanks,

Wendy Fox, Billing Coordinator

DHS Office Phone #'s:

Antrim County 231-533-8664
Grand Traverse County 231-941-3900
Kalkaska County 231-258-8606

(Attachment)

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