

# I-Reporting for Child Care

## Step-By-Step Instructions for PARENTS

### Department of Human Services

Internet Reporting is the easiest and most convenient way to report Parent Actual Activity hours and Total Child Care hours to the Michigan Department of Human Services (DHS) for state-funded child care assistance. These step-by-step instructions explain how to use the I-Reporting system.

#### STEP 1

Go to [www.michigan.gov/childcare](http://www.michigan.gov/childcare). On the left-hand side of the screen click on “*Parent Reporting*” in the blue box.

#### STEP 2

Click on “*Log-in to I-Reporting*” in the top box under “*Parent Reporting Overview*”. I-Reporting is the Internet Reporting system for parents. When you enter I-Reporting, you will see the Parent/Client log-in screen.

Enter your ten-digit Parent/Client ID number and six-digit PIN.

**NOTE:** A PIN reset process has been added to I-Reporting. You no longer have to contact DHS for help. You will be asked to complete a set of security questions after accessing the online CDC system. You must select three security questions from the list of choices and enter a response for each. You will also have the option to enter your email address where a future PIN request can be sent; otherwise your PIN will be mailed to the address on file.

#### STEP 3

Choose the pay period you would like to report your daily Parent Actual Activity hours and Total Child Care hours for. Click on the “*Report*” button for that pay period.

#### STEP 4

Enter your daily Parent Actual Activity hours. This information is located on your DHS-641, Child Development and Care (CDC) Parent Record.

Round numbers to the nearest half hour. For example, if on Monday your Activity hours were 8 hours and 37 minutes, you would enter 8.5 for that day.

Note: Ill/holiday hours are limited to 208 hours per child per fiscal year. Any ill/holiday hours exceeding this limit will be the responsibility of the parent. The fiscal year begins October 1 and ends September 30.

#### STEP 5

Enter the Total Child Care hours for each child approved and authorized for child care. This is the total for the two week pay period. It is **not** the daily total.

#### STEP 6

You may choose to “*Save and Continue*” or “*Save and Return to Main Menu*”.

If you choose to “*Save and Continue*”, your work will be saved, but it will not be submitted to DHS. You will remain on the current page of I-Reporting. If you make this selection, you will not have exited the system.

If you choose to “*Save and Return to Main Menu*” your work will be saved, but it will not be submitted to DHS. You can go back and finish this at a later time. If you make this selection, you will be exiting the system.

## STEP 7

When you have entered **both** your daily Parent Actual Activity hours and Total Child Care hours, you must check the “*Certify*” box located at the bottom of the reporting screen.

**NOTE:** You must keep complete and accurate records of need hours. These records must show the daily Parent Actual Activity hours and Total Child Care hours for each child. You must retain these records for four years from the date of care for auditing purposes. You may access the *Child Development and Care Parent Record (DHS-641)* from the DHS public Web site at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

## STEP 8

After you have checked the “*Certify*” box, click on the “*Submit to DHS*” button.

- **Once you certify and submit your information to DHS, you will NOT be able to make corrections.**

## STEP 9

A completed invoice (PDF file) will appear that you may print for your records, but this invoice does not replace your completed Child Development and Care Parent Record (DHS-641) that you must retain for four years.

To close the PDF file, click the “X” in the upper right hand corner of the screen. You will then be directed to the I-Reporting Main Menu where you can exit the system.

**NOTE:** If you have questions about I-Reporting (Internet Reporting), you may use our online Parent web tutorial, located at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

For help with I-Reporting or Telephone Reporting, you may speak to someone weekdays, except holidays, by calling 1-866-990-3227.

Monday through Friday 7:30 a.m. – 5:00 p.m.

You may also report your hours by using the Telephone Reporting system at:

1-888-779-2775 (touch-tone)  
1-888-826-1772 (voice-activated)



**STATE OF MICHIGAN**  
**Department of Human Services**

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