**Enrolling Families in CDC Procedures and Responsibilities**

Coordinators or Family Services Specialist:

* NMCAA staff assigned to Collaborative Center programming will explain the requirement of layering funding with CDC subsidy and EHS CCP.
* NMCAA staff assigned to Collaborative Center programming will bring a CDC application to the appointment for the NMCAA application.
* Parents will be encouraged to apply at the time of NMCAA application. If time does not permit, the family will be encouraged to apply as soon as possible to help expedite the enrollment process.
* NMCAA staff assigned to Collaborative Center programming will provide a “CDC Subsidy Documentation” form for families to complete at time of NMCAA application.
	+ This form includes the following:
		- An explanation of how layered funding is necessary for EHS CCP programming.
		- How the parent will apply? Online, paper form, etc.
		- If the parent has already applied.
		- Agreement to share documentation of rejection.
		- Agreement to reapply if circumstances have changed or if they change in the future.
		- The website address to apply online. <https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US>
		- and next steps to be followed up by the center director.
* NMCAA staff assigned to Collaborative Center programming will notify the center of the progress for applying to DHHS after the application for NMCAA has been completed and share the CDC Subsidy Documentation Form

Directors or Assigned Representative from the Collaborative Center:

* As the enrollment in CDC subsidy is integral to individual centers budgeting and programming, all follow up on the application process for CDC subsidy will be through the center director or assigned representative.

**Documenting CDC Enrollment**

Directors or Assigned Representative from the Collaborative Center:

* Each child has a page in the DHHS system that can be submitted quarterly.
	+ Copy of one bi-weekly pay period will be emailed to Collaborative and EHS Center-based Manager per quarter.
		- Submit for Sept to Nov by the end of Nov.
		- Submit for Dec to Feb by the end of Feb.
		- Submit for March to May by the end of May.
		- Submit for June to Aug by the end of August.