

# FOSTER CARE PROVIDER PAYMENT HANDBOOK



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## INTRODUCTION

This handbook is designed to help you as Michigan Department of Health & Human Services (MDHHS) foster parents, placement agency foster care (PAFC) providers, child caring institutions and others who have approved paid placements. This handbook will explain:

- The process for the approval of the initial service authorization.
- How and when you will validate payment for each billing period.
- The different types of payments that may be available to you.
- What to do or whom to call if errors occur or if you have a question about a payment.

The payments referred to in this book are the **MDHHS payments** made on behalf of children funded by the state ward board and care, federal title IV-E funds, and the county child care fund. Child care fund payments are made based on the child's county of court jurisdiction. Therefore, the payment may arrive on a different schedule than the other fund sources. If you are not sure of the funding source or from where you will receive payments for a child in your care, ask the child's primary caseworker.

## TYPES OF PAYMENTS

### FAMILY FOSTER CARE RATES

The family foster care payment rates are determined from the United States Department of Agriculture (USDA) standard cost of raising a child. These rates are reviewed annually and adjusted according to changes in the cost of living standards. The payment rates include the normal expenses, such as food, replacement and maintenance of clothing, spending money, and the cost of personal items, such as diapers, deodorant, and shampoo.

### PLACEMENT SERVICE PAYMENTS

It is the primary caseworker's responsibility to record the placement of the child in the Michigan Statewide Automated Child Welfare Information System (MiSACWIS). This may include an MDHHS or a PAFC caseworker. This will pend a placement service authorization that includes the family foster care rate. This pending service authorization will pull in the appropriate fund source determined by MDHHS policy and will be routed for necessary approvals.

### ADMINISTRATIVE RATES

PAFCs and child caring institutions may receive an administrative rate based on the type of care provided and the programs offered. In MiSACWIS, the administrative rate paid to PAFCs and child caring institutions will be paid separately from the family foster care/maintenance rate, i.e., the provider will receive two electronic fund transfer (EFT) deposits or checks (warrants).

For independent living youth who are supervised by PAFCs, the administrative rate paid to the PAFC will continue to be paid separately from the youth's independent living payment. The youth's payment will continue to be payable only to the youth and can be mailed to the youth, the PAFC, or the MDHHS office based on the mail to code the primary worker chooses in the service authorization.

### **DETERMINATION OF CARE SUPPLEMENT (DOC) FOR FAMILY FOSTER CARE**

There are instances in which the age-appropriate payment rate does not cover *extraordinary* care or expenses that may be required of a foster parent. A DOC supplement may be approved by MDHHS; DOCs require the completion of documentation assessing the extraordinary tasks a foster parent must perform to meet the exceptional needs of the child.

Examples of reasons for DOC supplements include:

- Physical disabilities requiring foster parents to provide measurably greater supervision and care.
- Psychological or psychiatric needs requiring extraordinary time and attention.

**Note:** Determination of care supplements are time-limited and require MDHHS approval at the supervisor or above level both initially and at each review.

### **SEMI-ANNUAL CLOTHING ALLOWANCE AND HOLIDAY ALLOWANCE**

The semi-annual clothing allowance is sent automatically to providers for children who are in state-paid family foster care placements on August 31, and February 28. The holiday allowance is sent automatically for children who are in state-paid placements (family foster care, child caring institutions, or youth who are in an independent living placement) on November 30. These allowances will be paid in the next payroll *after* these dates.

### **CASE SERVICE PAYMENTS**

A case service payment is a request for such things as an initial clothing allowance, tutoring, graduation expenses, limited mental health, medical and dental services, and transportation expenses. Each category of case service payments has its own requirements regarding age, documentation, legal status of the youth, and necessary approvals.

A child placement service authorization must be in place for the same time period in order for a case service payment to be made. The assigned primary caseworker processes these payment requests, generally after submission of receipts. You should discuss any questions regarding a request for case service payments with the child's caseworker prior to incurring the expense. Upon approval, the payments are included with the next regularly scheduled payroll.

## **PAYMENT PROCESSING**

### **SERVICE PAYMENT AUTHORIZATION**

It is the primary caseworker's responsibility to record the placement of the child in MiSACWIS. This may include a MDHHS or a PAFC caseworker.

The length of time for receiving an initial payment may take longer due to the payment approval process after a child is placed in your care. Depending on each child's circumstances, needs, and even placement type, various approvals are required. At minimum, this will include the MDHHS caseworker and supervisor, but could extend to the county director, or MDHHS central office. If you attempt to validate payments and they are not available for validation, you should contact the child's caseworker. Payments may also be delayed due to state holidays or postal delays.

Please note, additional documentation and approvals may be necessary for child care fund payments based on local county procedures; speak with the child's caseworker if you have any questions.

### **PLACEMENT DATES**

It is important that you keep accurate records of the child's placement. Write down the child's actual placement begin date and the placement end date.

### **PAYMENT VALIDATION**

There are two ways to validate payment request in MiSACWIS. Payments can be validated either through the MiFoster interactive voice response (IVR) system or from within the MiSACWIS application.

### **VALIDATING THROUGH MiFOSTER INTERACTIVE VOICE RESPONSE (IVR)**

The following types of providers will validate their payment requests through the MiFoster IVR via a touchtone phone:

- MDHHS licensed foster parents who are supervised by MDHHS.
- Unlicensed relatives who are receiving state ward payments who are supervised by MDHHS.
- Non-contracted providers that do not have any contracted programs.
- PAFC foster homes who are supervised by MDHHS.
- Out-of-state providers (all provider types).

In order for you to receive a payment, you must validate the days in care for each child under

your care during the billing period. All payment-billing periods, except case services payments, are eligible for payment every 14 days. Reference Exhibit A, Children’s Foster Care Payment Schedule for the billing period dates.

**Note:** Youth in independent living do not need to validate their payment. Reference Exhibit B, Independent Living Payment Schedule, for the billing period dates.

The MiFoster IVR telephone number is 1-855-MiFoster or 855-643-6783.

To validate the days in care through the MiFoster IVR, providers will need two pieces of information:

- Their Bridges Provider ID.
- A unique MiFoster IVR PIN (personal identification number).

New providers will receive a correspondence when they are enrolled in Bridges that includes their provider ID. A Provider PIN Letter will be mailed separately to the provider. The letter will include the provider’s unique PIN; this PIN is the second needed piece of information needed to complete the MiFoster IVR process. See Exhibit C for a copy of the PIN letter.

A video on the MiFoster IVR process is located online at [www.michigan.gov/fostercarepayments](http://www.michigan.gov/fostercarepayments).

The IVR is a simplified process for verifying payments, and providers will be able to validate one child at a time; they will also be given at least three opportunities to correct any information entered into the IVR such as the phone-in PIN. Providers can always call back if they do not have time to validate the days in care for all of the children living with them.

As a part of the validation process, providers must certify that they have provided the days in care for the children listed on the MiFoster IVR. The certification statement reads:

This is to certify that I or the agency I represent have provided the above care. I understand that payment will be made from Federal and/or State funds, and that if I have made false statements, submitted false billings, or left out necessary information on purpose, I may be prosecuted for fraud under applicable Federal or State laws.

The MiFoster IVR will be available for payment validation on normal business days, Monday beginning at 8:00 a.m. through Friday at 5:00 p.m., normally 24-hours a day.

## VALIDATING FROM WITHIN THE MiSACWIS APPLICATION

Contracted PAFC and residential providers will complete their verification of child payment requests within MiSACWIS application. The MiSACWIS application will generate a payment roster for each organization, and a separate payment roster for any child care fund payments. Once MDHHS has approved the payment authorization, the agency's payment roster will be available for verification by the roster verifier in accordance with the payroll schedule. This will continue without interruptions, barring any changes to a child's eligibility, every two weeks until the payment authorization has ended. PAFC and residential staff will also have access to their agency's payment history, which allows for the tracking of all payments and the ability to troubleshoot any problems.

For further training materials, please visit the MDHHS Learning Management System for the Roster Verifier computer-based-training.

As a part of the validation process, providers must certify that they have provided the days in care for the children listed in MiSACWIS. The certification statement reads:

This is to certify that I or the agency I represent have provided the above care. I understand that payment will be made from Federal and/or State funds, and that if I have made false statements, submitted false billings, or left out necessary information on purpose, I may be prosecuted for fraud under applicable Federal or State laws.

The MiSACWIS application will be available for payment validation on normal business days, Monday through Friday beginning at 8:00 a.m. to 5:00 p.m. Reference Exhibit A, Children's Foster Care Payment Schedule for the payment validation dates. The MiSACWIS payroll runs after 5:00 p.m. on the last business day of every week.

**Note:** PAFCs will continue to pay their foster homes outside of MiSACWIS.

## HOW TO COUNT THE DAYS IN CARE

The MiSACWIS system will calculate payments based on the service authorization begin date and each billing period thereafter based on the payment schedule. As mentioned previously, the service authorization begin and end dates are set based on the placement record in MiSACWIS.

It is particularly important to be aware of the placement end dates when you are validating payments for the billing period. You will be paid for the first day the child is placed in your care. When the caseworker ends the placement, the payment ends effective the day the child left your care. You will not be paid for the last day the child is in your care.

If a date is included in the MiFoster IVR or on a payment roster for a child who was not in your care on that date, you should not validate the billing period. Instead, you should immediately contact the child's primary caseworker. If you validate claim periods for a period a child was not in your care, recoupment may be necessary.

**The following are examples of how to count days of care:**

**Example 1**

The 14-day billing period is February 10, 2014 to February 23, 2014: Sandy Hill has been in your care for several prior billing periods. She has been in your care the entire 14-day billing period. For this billing period, you are eligible for 14 days of payment.

**Example 2**

The 14-day billing period is February 10, 2014 to February 23, 2014: Patty Peppermint has been in your care for several prior billing periods. During this billing period, she left your care on 02/22/14. For the billing period, you are eligible for 12 days of payment.

**Example 3**

The 14-day billing period is February 10, 2014 to February 23, 2014: Tom Thumb entered your care on February 12, 2014 and he left on February 15, 2014. For the billing period, you are eligible for 3 days of payment.

**Note:** Do not count the actual day the youth left your care.

**APPROVED DAYS OF ABSENCE**

An approved absence is any planned temporary break such as attending summer camp or a home visit. MDHHS policy may allow you to receive payment for up to five days, as long as the placement is maintained, the child is returned to your care, and prior MDHHS approval is received. If the child is absent from your care more than five days, additional prior approvals are required per MDHHS policy. This may delay payment processing and validation. You must have prior approval from the child's primary caseworker **before** the leave begins.

**Example 4**

The 14-day billing period is February 10, 2014 to February 23, 2014: Sam Stone was in your care on the first day of the billing period, he went on an approved home visit for three days, and returned to your care. For the billing period, you are eligible for 14 days of payment.

## UNAPPROVED DAYS OF ABSENCE

Unapproved days of absence are also known as truancies, away without legal permission (AWOLP), or escape. These are situations when a child leaves a placement **without permission and remains absent overnight**. You must report unapproved absences to the child's caseworker as soon as possible.

Many times, after leaving a placement without permission, a child will be returned to the same placement. This could occur within the same billing period. However, the payment authorization is stopped effective the day the child left your care. If you are to receive payment for an unapproved absence, the MDHHS Federal Compliance Division will complete the payment for the unapproved leave dates. For MiFoster IVR users, there is no payment validation needed for these payments.

A contracted PAFC provider or child caring institution roster verifier must validate a payment roster to continue the processing of these payments. Specifically, the roster verifier must validate for the dates of placement when the child was not on a leave. MDHHS Federal Compliance Division will validate the days in care for the unapproved absence dates, if appropriate.

### Example 5

The 14-day billing period is February 10, 2014 to February 23, 2014: Sam Stone was in your care on the first day of the billing period, on February 12, 2014, he left your home on an unapproved leave home for three days, and returned to your care on February 14, 2014. On the payment roster or MiFoster IVR, there will be two payment billing periods February 10, 2014, to February 11, 2014 and February 14, 2014 to February 23, 2014.

Federal Compliance Division staff will approve the 02/12/14 to 02/13/14 payment dates, if appropriate.

**Note:** If the child returns to your care, the caseworker will create a new placement record. The service authorization and the DOC (if applicable) must be reapproved in order to restart payments.

### Example 6

The 14-day billing period is February 10, 2014 to February 23, 2014: Jill was in your care on the first day of the billing period, she left the placement without approval on February 15, 2014. For the billing period, you are eligible for 5 days of payment.

## RECEIVING PAYMENTS

At the end of the billing period, you will be able to validate payments through the MiFoster IVR or in MISACWIS on the payment roster. After payment validation for all fund sources except child care funds, payment requests will be sent to the state's accounting system for payment processing.

Normally, a check will be received approximately one week after the Friday payroll. The electronic fund transfer (EFT) payment will also be deposited to your account in approximately one week. Reference Exhibit A, Children's Foster Care Payment Schedule for the tentative delivery/deposit dates.

After payment validation, for county-funded placements, the foster care worker will print out the validated payment form and submit it for payment per the local county procedures.

**Note:** Federal and state holidays or postal delays can slow the payment process.

## ELECTRONIC FUNDS TRANSFER

Electronic funds transfer is available for direct deposit of State of Michigan payments to your bank account.

It is important to keep your address information current in MAIN. If your EFT fails for any reason, Treasury will issue a paper check (warrant) to the address in MAIN.

Youth who are receiving independent living payments are not eligible for EFT payments.

For more information or to signup, go to the Contract and Payment Express (C&PE) website, [http://www.michigan.gov/budget/0,4538,7-157-13404\\_37161---,00.html](http://www.michigan.gov/budget/0,4538,7-157-13404_37161---,00.html).

**Note:** If the payment funding source is child care funds, the payment may not be eligible for EFT deposit. Contact the youth's caseworker for information.

## HELPFUL TIPS

- Do not try to validate the dates of care until after the entire 14-day billing period has ended.
- Remember the placement payment rule: Always count the first day of placement but not the day the placement ends, that is, the day the child leaves your care.
- Approved leaves must have prior approval from MDHHS and your PAFC caseworker (if applicable) before the leave begins. The primary caseworker will be responsible for

updating this information in the MiSACWIS system.

- You must report unapproved absences to the child's caseworker as soon as possible. If you are eligible for a payment, the payment and approvals are processed at a higher level than your child's caseworker.

## **RECORD KEEPING**

It is suggested that you keep copies of all children's foster care State of Michigan remittance advice document (check stubs). Exhibit D contains copies of a remittance advice document for providers who receive a check (warrant). Providers who are receiving payments via EFT will receive a C&PE user name and password to view their payment history. Exhibit E contains a screen print of the payment information for providers who receive their payments via EFT.

The remittance information will help you maintain your records. If you need assistance understanding your remittance information, contact the Specialized Action Center or the child's caseworker with any questions or problems related to a particular payment.

If you need assistance from the Specialized Action Center, please contact them through the payment information hotline number **1-800-444-5364**.

## **PAYMENT ISSUES**

### **OVERPAYMENTS**

It is the responsibility of the assigned caseworker to ensure that the child's placement dates and payment authorization dates are correct. It is important that you verify payments for the correct number of days of placement for each child. The payment system is designed to avoid making overpayments. If an overpayment occurs, contact the child's assigned caseworker, who can assist in reporting the overpayment, as MDHHS requires that repayment be made to the State of Michigan. If an overpayment has occurred, you will receive a notice from the Recoupment and Reconciliation Division about the recoupment and repay process. If you have further questions regarding a repayment notice or the repayment process, please contact your case worker or the Recoupment and Reconciliation Division at 800-419-3328.

### **ADJUSTING FOR AN UNDERPAYMENT**

Occasionally an underpayment occurs. A common reason for an underpayment would be if the caseworker authorizes the standard daily rate and conditions soon indicate that a DOC is appropriate. After completion of the DOC documentation with the foster parent and completion of required approvals, the caseworker can make a retroactive payment adjustment.

You will not need to validate the payment roster or call the MiFoster IVR a second time for the same billing period. In this situation, you have already verified you provided care for the child

during the billing period. The payment adjustment for the underpayment will be included in a future EFT or check.

## REPLACING A LOST OR DESTROYED CHECK

If a check becomes lost, destroyed, stolen, or undelivered, there are certain steps that must be followed.

If received and lost, call the child's caseworker to verify that a payment was made and the status of the check. The caseworker cannot start the process to replace the check until four days have passed since the check was mailed.

If you believe your check was stolen, you must report the theft to the police.

If the check was destroyed, save the remains of the check. It must be attached to the affidavit referenced below.

Checks that are reported as lost, destroyed, not received, or stolen may be replaced/rewritten after recovery is made on the original warrant. Recovery means that the value of the warrant has been credited back to the account it was written from, or if a forged warrant has cleared Treasury, that the person who cashed the forged warrant has reimbursed the state.

*An Affidavit Claiming Lost, Destroyed, Not Received or Stolen State Treasurer's Warrant or an Affidavit Claiming Forged Endorsement* is required to replace a warrant. In most cases, the affidavit must be notarized. These forms are available at the local MDHHS office. There are several special procedures involved in a check replacement. The child's caseworker will help you with this process.

If a check is lost or destroyed, contact the child's caseworker to initiate the replacement process. To avoid lost, destroyed, or stolen warrants, foster parents are strongly encouraged to register for EFT payments directly into a designated checking account. For more information or to sign up, go to the Contract and Payment Express (C&PE) [http://www.michigan.gov/budget/0,4538,7-157-13404\\_37161---,00.html](http://www.michigan.gov/budget/0,4538,7-157-13404_37161---,00.html).

**Note:** If the payment funding source is child care funds, the payment may not be eligible for EFT deposit. Contact the youth's caseworker for information for replacing a lost or stolen check.

## PAYMENT QUESTIONS OR PROBLEMS

There are two resources available to you as a MDHHS provider. These include the child's caseworker and the Specialized Action Center.

**Call the Child's Caseworker when you:**

- Notice an error on a payment roster or on the MiFoster IVR.
- Do not know whether you should validate a payment for the child using a payment roster or the MiFoster IVR.
- Want to determine whether a check was issued and when it was mailed.
- Need to know whether the payment authorization has been approved in the system.
- Need to report a lost, destroyed, stolen, or undelivered check.

**Call the Specialized Action Center when you:**

- Forgot your MiFoster IVR PIN.
- Have non-child-specific payment questions.
- Want to determine whether a check was issued or when it was mailed.

If you need assistance from the Specialized Action Center, please contact them through the payment information hotline number **1-800-444-5364**.

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **What is a billing period?**

A billing period is a 14-day period of time; there are 26 billing periods in a year. All children's foster care billing periods begin on a Monday and end two weeks later on a Sunday. Check the Children's Foster Care Payment Schedule (Exhibit A) at the end of this document for the begin and end dates of the billing periods.

### **How often will I receive payment?**

When you verify a payment roster or a payment through the MiFoster IVR, payment will usually be deposited in your bank account via EFT or mailed to you within one week.

### **During a billing period, another child is placed into my care. When will they appear on my payment roster or the MiFoster IVR? When will I be able to validate the day in care for this child?**

The days of care will follow that same billing cycle and process as mentioned above, meaning, you should be able to validate the days in care the Monday after the billing cycle ends. However, as previously mentioned, since the service authorization requires at a minimum, the MDHHS supervisor's approval, and there is a delay in approving the service authorization, there may also be a delay in payment processing. If there is a significant delay, you should contact the child's caseworker.

As a reminder, payments may be delayed due to federal and state holidays or postal delays.

### **Several weeks ago, we had a child placed with us, but we still have not been able to validate the days in care for the child. What should we do?**

Contact the child's caseworker to inquire about the payment service authorization.

### **What should I do if I identify errors when I call the MiFoster IVR?**

You should not verify or approve a payment for a child listed on the MiFoster IVR if the days in care are incorrect. You must contact the child's caseworker. If you have more than one child listed on the MiFoster IVR, you are still able to validate the days in care for the other children as long as the information is correct.

### **What should I do if I identify errors on the payment roster?**

You should not verify or approve the payment on the roster; you can remove and delete the payment from the roster and then contact the primary caseworker. The child's

placement may need to be corrected in MiSACWIS.

### **What should I do if the check (warrant) is lost or destroyed?**

If a check is not received, lost, destroyed, or stolen, there are specific steps that you must take to replace the check. You should contact the child's caseworker.

### **Should I keep copies of the State of Michigan Remittance Advice documents?**

If you receive a check, keep all of the payment information you receive in a secure area for future reference should there be any questions on a particular payment. It is very important for providers to review every remittance advice (check stub) they receive for foster care and report errors to the child's caseworker immediately (Reference Exhibit D).

Your EFT payment history is available in C&PE (Reference Exhibit E) at their website [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us).

### **What should I do if I receive an overpayment or experience an underpayment?**

Contact the child's caseworker.

### **Do I need to ask the child's caseworker to receive the semi-annual clothing allowances, holiday allowances, or case services payments?**

Semi-annual clothing allowances and the holiday allowance are automatically sent based on payment authorizations in effect for the billing period in which these payments are made. If you do not receive these payments as expected, contact the child's caseworker.

You will need to discuss case services payments with the child's caseworker.

**EXHIBIT A**  
**CHILDREN'S FOSTER CARE PAYMENT SCHEDULE**

<b>BILLING PERIOD BEGIN END</b>	<b>PAYMENT VALIDATION BEGIN END</b>	<b>TENTATIVE CHECK/EFT APPROXIMATE DELIVERY DATE</b>
12/14/2015 – 12/27/2015	12/29/2015 – 01/01/2016 01/05/2016 – 01/08/2016	01/08/2016 01/15/2016
12/28/2015 – 01/10/2016	01/12/2016 – 01/15/2016 01/19/2016 – 01/22/2016	01/22/2016 01/29/2016
01/11/2016 – 01/24/2016	01/26/2016 – 01/29/2016 02/02/2016 – 02/05/2016	02/05/2016 02/12/2016
01/25/2016 – 02/07/2016	02/09/2016 – 02/12/2016 02/16/2016 – 02/19/2016	02/19/2016 02/26/2016
02/08/2016 – 02/21/2016	02/23/2016 – 02/26/2016 03/01/2016 – 03/04/2016	03/04/2016 03/11/2016
02/22/2016 – 03/06/2016	03/08/2016 – 03/11/2016 03/15/2016 – 03/18/2016	03/18/2016 03/25/2016
03/07/2016 – 03/20/2016	03/22/2016 – 03/25/2016 03/29/2016 – 04/01/2016	04/01/2016 04/08/2016
03/21/2016 – 04/03/2016	04/05/2016 – 04/08/2016 04/12/2016 – 04/15/2016	04/15/2016 04/22/2016
04/04/2016 – 04/17/2016	04/19/2016 – 04/22/2016 04/26/2016 – 04/29/2016	04/29/2016 05/06/2016
04/18/2016 – 05/01/2016	05/03/2016 – 05/06/2016 05/10/2016 – 05/13/2016	05/13/2016 05/20/2016
05/02/2016 – 05/15/2016	05/17/2016 – 05/20/2016 05/24/2016 – 05/27/2016	05/27/2016* 06/03/2016
05/16/2016 – 05/29/2016	05/31/2016 – 06/03/2016 06/07/2016 – 06/10/2016	06/10/2016 06/17/2016
05/30/2016 – 06/12/2016	06/14/2016 – 06/17/2016 06/21/2016 – 06/24/2016	06/24/2016 07/01/2016

\*Checks (warrants) may be delayed due to holidays.

**Note:** The tentative check dates are not applicable for child care fund payments.

**Payment validation**

Payment validation begins at 8:00 a.m. on the first business day of the week.

Payment validation end at 5:00 p.m. on last business day of the week.

The MiSACWIS payroll runs after 5:00 p.m. on the last business day of every week.

<b>BILLING PERIOD BEGIN END</b>	<b>PAYMENT VALIDATION BEGIN END</b>	<b>TENTATIVE CHECK/EFT APPROXIMATE DELIVERY DATE</b>
06/13/2016 – 06/26/2016	06/28/2016 – 07/01/2016 07/05/2016 – 07/08/2016	07/08/2016* 07/15/2016
06/27/2016 – 07/10/2016	07/12/2016 – 07/15/2016 07/19/2016 – 07/22/2016	07/22/2016 07/29/2016
07/11/2016 – 07/24/2016	07/26/2016 – 07/29/2016 08/02/2016 – 08/05/2016	08/05/2016 08/12/2016
07/25/2016 – 08/07/2016	08/09/2016 – 08/12/2016 08/16/2016 – 08/19/2016	08/19/2016 08/26/2016
08/08/2016 – 08/21/2016	08/23/2016 – 08/26/2016 08/30/2016 – 09/02/2016	09/02/2016 09/09/2016*
08/22/2016 – 09/04/2016	09/06/2016 – 09/09/2016 09/13/2016 – 09/16/2016	09/16/2016 09/23/2016
09/05/2016 – 09/18/2016	09/20/2016 – 09/23/2016 09/27/2016 – 09/30/2016	09/30/2016 10/07/2016
09/19/2016 – 10/02/2016	10/04/2016 – 10/07/2016 10/11/2016 – 10/14/2016	10/14/2016 10/21/2016
10/03/2016 – 10/16/2016	10/18/2016 – 10/21/2016 10/25/2016 – 10/28/2016	10/28/2016 11/04/2016
10/17/2016 – 10/30/2016	11/01/2016 – 11/04/2016 11/08/2016 – 11/11/2016	11/11/2016* 11/18/2016
10/31/2016 – 11/13/2016	11/15/2016 – 11/18/2016 11/22/2016 – 11/25/2016	11/25/2016* 12/02/2016
11/14/2016 – 11/27/2016	11/29/2016 – 12/02/2016 12/06/2016 – 12/09/2016	12/09/2016 12/16/2016
11/28/2016 – 12/11/2016	12/13/2016 – 12/16/2016 12/20/2016 – 12/23/2016	12/23/2016* 12/30/2016*
12/12/2016 – 12/25/2016	12/27/2016 – 12/30/2016 01/03/2017 – 01/06/2017	01/06/2017* 01/13/2017
12/26/2016 – 01/08/2017	01/10/2017 – 01/13/2017 01/17/2017 – 01/20/2017	01/20/2017 01/27/2017
01/09/2017 – 01/22/2017	01/24/2017 – 01/27/2017 01/31/2017 – 02/03/2017	02/03/2017 02/10/2017

\*Checks (warrants) may be delayed due to holidays.

**Note:** The tentative check dates are not applicable for child care fund payments.

**Payment validation**

Payment validation begins at 8:00 a.m. on the first business day of the week.

Payment validation end at 5:00 p.m. on last business day of the week.

The MiSACWIS payroll runs after 5:00 p.m. on the last business day of every week.

**EXHIBIT B  
INDEPENDENT LIVING PAYMENT SCHEDULE**

<b>PAYMENT PERIOD</b>		<b>TENTATIVE WARRANT</b>
<b>BEGIN</b>	<b>END</b>	<b>APPROXIMATE DELIVERY DATE</b>
12/14/2015	– 12/27/2015	12/11/2015
12/28/2015	– 01/10/2016	12/25/2015*
01/11/2016	– 01/24/2016	01/08/2016*
01/25/2016	– 02/07/2016	01/22/2016
02/08/2016	– 02/21/2016	02/05/2016
02/22/2016	– 03/06/2016	02/19/2016
03/07/2016	– 03/20/2016	03/04/2016
03/21/2016	– 04/03/2016	03/18/2016
04/04/2016	– 04/17/2016	04/01/2016
04/18/2016	– 05/01/2016	04/15/2016
05/02/2016	– 05/15/2016	04/29/2016
05/16/2016	– 05/29/2016	05/13/2016
05/30/2016	– 06/12/2016	05/27/2016
06/13/2016	– 06/26/2016	06/10/2016*
06/27/2016	– 07/10/2016	06/24/2016
07/11/2016	– 07/24/2016	07/08/2016
07/25/2016	– 08/07/2016	07/22/2016
08/08/2016	– 8/21/2016	08/05/2016
08/22/2016	– 09/04/2016	08/19/2016
09/05/2016	– 09/18/2016	09/02/2016
09/19/2016	– 10/02/2016	09/16/2016*
10/03/2016	– 10/16/2016	09/30/2016
10/17/2016	– 10/30/2016	10/14/2016
10/31/2016	– 11/13/2016	10/28/2016
11/14/2016	– 11/27/2016	11/11/2016*
11/28/2016	– 12/11/2016	11/25/2016*
12/12/2016	– 12/25/2016	12/09/2016
12/26/2016	– 01/08/2017	12/23/2016
01/09/2017	– 1/22/2017	01/06/2017*
01/23/2017	– 2/05/2017	01/20/2017
		* warrants may be delayed due to holidays

These delivery dates are approximate. Delays in invoices being received and/or warrants being delivered due to mail delivery delays are not accounted for in this schedule.

Payments for the Young Adult Voluntary Foster Care (YAVFC) program and child care fund payments do not follow this schedule.

**EXHIBIT C**  
**FOSTER PARENT PIN LETTER**

Susan Smith  
405 S. Anywhere St.  
Lansing, MI 48911

Date: 03/07/2014  
Phone 12345678  
In Pin  
#

Dear: SUSAN SMITH

The number listed above is your foster parent phone-in pin. You will use this number, along with your Bridges Provider ID, when you call into the phone-in process to validate all foster care children placed in your household for an identified pay period.

The foster care phone in number to call to validate your payments is 1-855-MiFoster. We recommend that you keep your phone-in pin secure and not share it with anyone. If you feel your phone-in pin has been compromised or if you have any questions, please contact your caseworker.

Thank you.



EXHIBIT D

STATE OF MICHIGAN REMITTANCE ADVICE: CHECK

000 999999999  
PAGE 1 OF 1

INVOICE NUMBER	INVOICE DATE	INVOICE DESCRIPTION	REF, DOC,	CURRENT DOC,	AMOUNT
140306CW000999	03/06/14	448 431 CHILD CARE (DSS) 20140306CW000999	CW000999	VZCW09Q	\$ 818.55

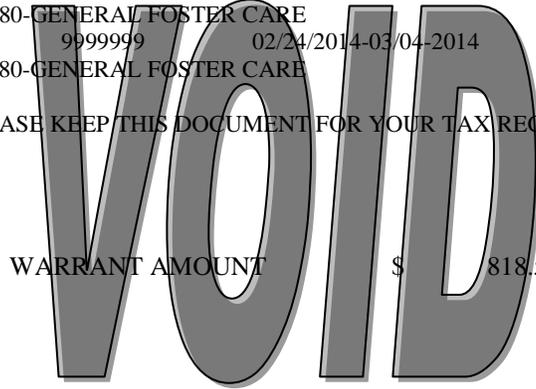
VOUCHER REFERENCE HO. 20140306CW000999      VOUCHER DATE 03/06/2014  
 PROVIDER ID NO/NAME 9999999 MISACWIS AGENCY      FOSTER CARE

CHILD	DESCRIPTION	PERIOD	AMOUNT
CHILD ONE	1234567 0780-GENERAL FOSTER CARE	02/10/2014-02/23/2014	442.26
CHILD TWO	7654321 0780-GENERAL FOSTER CARE	02/24/2014-03/02/2014	221.13
CHILD THREE	9999999 0780-GENERAL FOSTER CARE	02/24/2014-03/04-2014	155.16

PLEASE KEEP THIS DOCUMENT FOR YOUR TAX RECORDS.

WARRANT TOTAL      818.55  
 RECOUPED TOTAL      .00

WARRANT AMOUNT \$ 818.55



RICK SNYDER, GOVERNOR

001 000000000

2XXXXXXXXX	000	000	000	XXXXXXXX
<u>VENDOR NO.</u>	MC	AGENCY	BANK I.O.	ACCTG.

03/12/2014

EIGHT HUND EIGHTEEN & 55/100 \*\*\*\*\*DOLLARS

\$\*\*\*\*\*818.55.00

000018

MISACWIS Agency SERVICES INC 9999  
314 Anywhere RD.  
 Lansing MI 48911

STATE TREASURER'S WARRANT  
 LANSING, MICHIGAN 48901

**VOID**   
 KEVIN CLINTON, STATE TREASURER

## EXHIBIT E

### STATE OF MICHIGAN REMITTANCE ADVICE: EFT STATEMENT


**View Payment Details**

Review your payment details for the deposit date indicated.

**Payee**

<u>Payee number:</u>	1234567890
Payee name:	MISACWIS PROVIDER
Financial Institution:	MISACWIS BANK
Account Type:	CHECKING ACCOUNT
Routing No:	987654321
Account No:	1234567890
Payment Details Delivery Method:	Web

Transaction type	Amount	Date	EFT event key	Reason
Deposit	\$1,610.24	02/04/14	V 333 99999999	4444

**Invoice / Adjustment details**

Payment Key :	000 55555555
Address :	120 N MISACWIS ST LANSING MI 48933 USA
Mail Code:	003

Seq # /Invoice No.	Date	Amount	Agency	Description
1/140129CW000615	01/29/14	\$1,610.24	GREAT KIDS (555)111-2222	20140129CW000615 Ref #: 431 VZCW004F 002 2014

VOUCHER REFERENCE NO. 20140129CW000615	VOUCHER DATE 01/29/2014
PROVIDER ID NO/NAME 1234567 GREAT KIDS - LANSING	

JOHN SMITH	3186628	12/16/2013-12/29/2013	241.36	
		0780-GENERAL FOSTER CARE		1007
JOHNNY SMITH	7913521	12/16/2013-12/29/2013	241.36	
		0780-GENERAL FOSTER CARE		1007
JONAIH SMITH	5905745	10/21/2013-10/26/2013	103.44	
		0780-GENERAL FOSTER CARE		1007
JONIAH SMITH	5905745	12/16/2013-12/29/2013	241.36	
		0780-GENERAL FOSTER CARE		1007
JANET SMITH	388290	10/21/2013-10/26/2013	300.00	
		0780-GENERAL FOSTER CARE		1007
JONATHAN SMITH	2329230	12/16/2013-12/29/2013	241.36	
		0780-GENERAL FOSTER CARE		1007
JANICE SMITH	2135468	12/16/2013-12/29/2013	241.36	
		0780-GENERAL FOSTER CARE		1007

PLEASE KEEP THIS DOCUMENT FOR YOUR TAX RECORDS.

WARRANT TOTAL	1610.24
RECOUPED TOTAL	.00

Subtotal: \$1,610.24

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