

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
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	Contact: Christine Rehagen; rehagenc@michigan.gov	
	Originating Office: Child Welfare Field Operations	
	Subject/Title: Independent Living Youth Need to Register on MAIN	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff	
	<input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS

DHS requires all youth receiving Independent Living payments to register in MAIN by registering on the State of Michigan Contract & Payment Express (C&PE) website. The attached letter is being mailed to all Independent Living youth enrolled for payments, the first week of August. Notices have already started to be sent out with payments made during June and July. A second notice will be mailed approximately the first week of September to all Independent Living youth.

Due to this new requirement, all DHS and PAFC Foster Care staff will be required to ensure every youth signed up to Independent Living is enrolled in C&PE. Payments will no longer be able to be processed until enrollment in CP&E occurs. **No payments will be able to be made until registration is completed.** It is strongly recommended that foster care staff immediately begin to discuss this with the youth on their case loads to make sure they understand the importance of completing registration by October 1.

Enrollment in C&PE is completed online. The website, located at www.mi.gov/cpexpress, will lead the youth through the enrollment process. They will need to create a user id and request a password that will be delivered by mail. Once the youth has registered on C&PE, we strongly recommend that they also register to receive payments by direct deposit (EFT) into their bank account. This is also completed through C&PE.

Registration for direct deposit (EFT) will ensure quicker receipt of payments. Due to new US Postal Service mailing standards, we anticipate checks that are delivered in the mail will take 2 – 4 days longer to arrive while payments that are sent by EFT will not be delayed.

Please direct any questions about registering to the following:

OFM Help Desk

Phone number (888) 734-9749

Email: dmb-vendor@mi.gov

Policy updates that will incorporate this will be forthcoming. However, to ensure our Independent Living youth do not miss any payments, it is imperative that caseworkers immediately begin to work with their youth to ensure registration on C&PE.