

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 07/22/2013	Obsolete Date: none
	Response Due: none	
	Log No.: 13-087	
	Contact: Business Service Centers	
	Originating Office: Children's Services Administration	
	Subject/Title: Reimbursement for Emergency Purchases	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input type="checkbox"/> BCAL <input type="checkbox"/> Private Agency Child Welfare Staff <input type="checkbox"/> CWTI <input type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> SACWIS <input type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input checked="" type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: BSC Directors	

Local Offices have identified the need to be able to make emergency purchases for children and adult services, especially in an on-call situation. Effective immediately, CPS, Foster Care, and Adult Services staff may be reimbursed for emergency purchases on behalf of a child or adult through the MI Time and Expense system (MITES), as outlined below.

- It is expected that County Directors will assure the appropriateness of any emergency purchases made through this process, rather than the regular accounting structure.
- Emergency purchases are limited to \$50 per occurrence, supported by receipts, and subject to supervisory approval.
- CPS, Foster Care, and Adult Services staff will use the MI Time and Expense system for reimbursement of costs incurred in emergency circumstances. A comment, the case number, and item(s) purchased must be entered when requesting reimbursement. Original receipts must be provided for review and supervisory approval.
- Assistance to Local offices regarding training on the MI Time and Expense system may be provided by the BSC. County Directors should contact the BSC Director with any such requests.
- Reports will be monitored to ensure that expenditures are allowable and compliant with DHS purchasing and reimbursement guidelines.

Detailed instructions, including approved purchased and the special coding developed for these purchases, are attached and ready for your distribution to appropriate managers, supervisors, and staff.

If you have any questions about this new process, please contact your Business Service Center Director.

**Emergency Client Purchases
Instructions for Employee Reimbursement
July 15, 2013**

Effective immediately, CPS, Foster Care, and Adult Services staff may be reimbursed for emergency purchases on behalf of a child or adult through the MI Time and Expense system (MITES). Such purchases are limited to \$50 per occurrence, supported by original receipt(s), and subject to supervisory approval.

Approved Emergency Purchases:

- Unaccompanied Minor fees
- Baggage fees
- Food for a foster care child
- Emergency supplies for a child removal (diapers, food, car seat, etc.)
- Emergency adult removal/placement.

Include the reason for the purchase, item(s) purchased, name, and case number in the comment box. The worker will choose DHS-Emergency Client Purchase Non-Taxable from the drop down menu and use the appropriate Index and PCA for the emergency purchase as follows:

PCA	PCA Description	Appropriation*	Additional Description
11355	JIM CASEY YOUTH OPPORTUNITY INITIATIVE	11350	MYOI Events
32079	EMERGENCY SERVICES-LOCAL OFFICE ALLOCATION-WAYNE COUNTY	32640	
32080	EMERGENCY SERVICES-LOCAL OFFICE ALLOCATION-NON-WAYNE COUNTY	32640	
62046	EMERGENCY REMOVAL/PLACEMENT OF ADULT	32640	
72080	SF/SC FAMILY PRESERVATION-PLACEMENT PREVENTION SERVICES	72290	
72082	SF/SC FAMILY SUPPORT SERVICES	72290	
72116	FAMILY REUNIFICATION PROGRAM	72330	
72263	CSPP CHILD SAFETY/PERMANCY PLANNING	72340	
74083	CHILD WELFARE-EMERGENCY EXPENSE MITES REIMBURSEMENT	74040	Emergency purchases for child removal not covered by other coding-General Fund.

*The appropriation listed is tied to the PCA on the same line. Your office or county has a unique index, which should be used. Please see your supervisor for your index.

Remember, these are **program** purchases and travel coding should NOT be used. The coding for these expenses must be entered separately from the travel expenses under the coding tab.

In the Expense Type: Start to type DHS, and select Emergency Client Purchases-Non Tax.

Expense Details (* - Required fields)

Date: 10/11/2012 From: DETROIT Michigan To: LANSING Michigan

Round trip Departure: 6:00 PM Return: 8:00 PM

Expense Type: S-Emergency Clie
Miles: 0 Vicinity Miles: 0 Total Miles: 0 Common Miles?: NO
DHS-Emergency Client Purchases-Non Tax
Reimbursement: Travel and Other Reimbursement Rate: N/A

Comments: 255

When you enter an Emergency Client Purchase, the item purchased and the Case name and number must be entered in the comments box.

Mi Time & Expense

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Request Id: 297240 Emp ID #: 867456 Name: HOLLINGSHEAD, MARY Proc. Lvl: 4301 HRMN Dept: B2300 ACCOUNTING

ID Expenses Coding Block Liquidations Summary History

Line	Date	Expense Type	Amount
1	10/11/2012	Mileage, Premium - In State Non Taxable	102.68
3	10/11/2012	Parking Lot Fee - In State Non Taxable	6.00
4	10/11/2012	DHS-Emergency Client Purchases-Non Tax	32.75

Total expenses: 141.43
Advance Outstanding: 0.00

Expense Details (* - Required fields)

Date: 10/11/2012 From: DETROIT Michigan To: LANSING Michigan

Round trip Departure: 6:00 PM Return: 8:00 PM

Expense Type: DHS-Emergency C
Miles: 0 Vicinity Miles: 0 Total Miles: 0 Common Miles?: NO

Reimbursement amount: 32.75 Travel and Other Reimbursement Rate: N/A

Comments: car seat for Smith, J Y122222A
223

Supervisor Certifies Reviewing Supporting Documentation

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To enter special coding, (1) put a check in the box of the Emergency Client Purchase box under the Update column. (2) Type in the AY, INDEX, & PCA code for this Expense Only, then (3) Update Checked Rows.

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Request Id: 297240 Emp ID #: 867456 Name: HOLLINGSHEAD, MARY Proc. Lvl: 4301 HRMN Dept: B2300 ACCOUNTING

ID Expenses **Coding Block** Liquidations Summary History

Expense Summary Select All

Line	Date	Expense Type	Amount	Std?	Update?
1	10/11/2012	Mileage, Premium - In State Non Taxable	\$ 102.68	<input type="checkbox"/>	<input type="checkbox"/>
3	10/11/2012	Parking Lot Fee - In State Non Taxable	\$ 6.00	<input type="checkbox"/>	<input type="checkbox"/>
4	10/11/2012	DHS-Emergency Client Purchases-Non Tax	\$ 32.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Coding Block

Pct	AY	Index	PCA	Std
100.00	13	44200	72263	<input type="checkbox"/> Del

<< >> Version: 2 Update Checked Rows

If reimbursement is also being requested for travel expenses, (1) Select All and (2) REMOVE the check from the special coding, then enter the AY, Index and PCA coding for the rest of the expenses. Don't forget to (3) Update Checked Rows

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Request Id: 297240 Emp ID #: 867456 Name: HOLLINGSHEAD, MARY Proc. Lvl: 4301 HRMN Dept: B2300 ACCOUNTING

ID Expenses **Coding Block** Liquidations Summary History

Expense Summary Select All

Line	Date	Expense Type	Amount	Std?	Update?
1	10/11/2012	Mileage, Premium - In State Non Taxable	\$ 102.68	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	10/11/2012	Parking Lot Fee - In State Non Taxable	\$ 6.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	10/11/2012	DHS-Emergency Client Purchases-Non Tax	\$ 32.75	<input type="checkbox"/>	<input type="checkbox"/>

Coding Block

Pct	AY	Index	PCA	Std
100.00	13	44200	11111	<input type="checkbox"/> Del

<< >> Version: 2 Update Checked Rows

If you have any difficulty entering this information, please e-mail hollingsheadm@michigan.gov.

After you have submitted your voucher, click the Print Detail button on the summary screen. This will print the details of your voucher. TAPE ALL **itemized, original** receipts and documentation you have (in date order) onto a blank white 8 ½ x 11 sheet of paper (one side only) and give the entire voucher to your supervisor. **DO NOT HIGHLIGHT** dates or amounts on receipts. Do not put receipts on top of each other. Once your supervisor has reviewed and approved your voucher, he/she will forward the documentation to Central Office Payment Processing Unit or Accounting Service Center 6 for Wayne, Macomb and Oakland employees.