

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input checked="" type="checkbox"/> Informational Memoranda (IM) <input type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
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	Contact: Jenifer Pettibone; (517) 335-3919; PettiboneJ@michigan.gov	
	Originating Office: Federal Compliance	
	Subject/Title: Title IV-E Review Update	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input type="checkbox"/> Private Agency Child Welfare Staff <input type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input type="checkbox"/> Other:	
	<input type="checkbox"/> BCAL <input type="checkbox"/> CWTI <input type="checkbox"/> SACWIS	

The Federal Compliance Division would like to thank everyone who was involved in the case reading activity for over 7,000 cases coded as IV-E eligible. This was an enormous undertaking and we appreciate your dedication to ensuring that all eligible cases were read prior to the period under review (PUR) for the 2013 Federal on-site review.

Based upon the results of the case readings the following appeared to be the most common issues encountered:

- a. Underpayments
- b. Reconciliations & Recoupments
- c. Missing or misfiled court orders
- d. Lack of permanency findings resulting in a period of ineligibility
- e. Errors in initial eligibility determination – including lack of contrary to the welfare and reasonable efforts to prevent removal findings and verification of deprivation.

Although not specifically addressed in the DHS 436 IV-E Case Read form, case files are required to contain the child's birth certificate and a print-out of the initial funding determination, with the documents used to verify income and assets attached. Please ensure that these continue to be included in every case file.

The Federal Compliance Division (FCD) is committed to offering continued support and training as case reading activities continue in preparation for the 2013 on-site title IV-E review. FCD has continually made efforts over the last several years to answer questions and provide support to Child Welfare Financial Specialists (CWFS) regarding eligibility determinations and payment issues. To continue this commitment to field support, we will be contacting the CWFS in each county that reported a 15% or higher error rate. FCD will assist in determining what the common issues are in that county and help to develop a plan specifically to assist the individual county's needs. If your county did not have an error rate of over 15%, but you believe there are county-specific concerns or questions that FCD can help to address, please feel to contact the FCD manager, Jenifer Pettibone.

Your continued assistance is appreciated as DHS strives for consistent and accurate use of Title IV-E funding.