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|  <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p> | Type: <input checked="" type="checkbox"/> Informational Memorandum (IM) <input type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG) | |
| | Issuance Date: 6/11/12 | Obsolete Date: 9/30/13 |
| | Response Due: None | |
| | Log No.: 12-079 | |
| | Contact: Mary Somma SommaM@michigan.gov | |
| | Originating Office: BCW - Foster Care Office | |
| | Subject/Title: Pre-approval for Family Incentive Grant Fiscal Year Ending 2012 | |
| | Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input type="checkbox"/> BCAL <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input type="checkbox"/> CWTI <input type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> SACWIS <input checked="" type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input type="checkbox"/> DHS County Directors <input type="checkbox"/> Other: | |

Public Act 63 of 2011, Section 574(2) allocated \$375,000 to support family incentive grants to facilitate initial licensure of a foster home (recruitment) or licensure renewal for an existing foster family home (retention) through Department of Human Services (DHS) reimbursement for appropriate home improvement expenditures. Funds have been exhausted to a level requiring closer monitoring to decrease the chance of overspending.

All expenditures for which reimbursement is sought from the Family Incentive Grant (FIG), regardless of the amount, **must receive preapproval** from the DHS Foster Care (FC) Program Office.

The effective date for this revised process is June 11, 2012. Reimbursements submitted with receipts from this date forward will not be processed without the required preapproval confirmation from this office.

Preapproval Request Process for Foster Home Improvements

To request approval for an intended expenditure of any amount, submit an email to Mary Somma sommam@michigan.gov in the DHS FC Program Office. The email must include the following:

- Describe the intended expenditure (refer to the Informational Memorandum FY 12 Family Incentive Grant for eligible home improvement items/services).
- Specify the licensing rule that is currently in non-compliance which will be rectified by the home improvement.
- Provide the exact cost of the eligible home improvement item.
- Provide the estimated service cost of a home improvement service. If the estimated cost is over \$1,000, two estimates must be provided. Fax copies of estimates to 517-241-7047, to the attention of Mary Somma at the time the preapproved request email is sent.
- Provide the full name of the relatives/foster family (if the family is a couple, include both names).
- Indicate if the foster family is a relative family or a licensed foster family.
- Specify the number of foster children currently placed in the foster home, each child's permanency goal and progress towards that goal.
- Provide the requestor name, agency, phone number, and email address.
- Identify the preapproval request in the subject line of the email with the foster family name/DHS County Office or private agency/FIG Preapproval.

Confirmation from Foster Care Program Office

The requestor will receive an email approving or denying the preapproval request. Expect up to a 5 business day turnaround on requests under \$500, if all information is submitted as outlined in this memo. Preapproval requests over \$500 require additional review and oversight and every effort will be made to respond within 7 business days.

Reimbursement Process

The reimbursement process remains the same as outlined in Informational Memorandum FY 12 Family Incentive Grant (CI 11-013). In addition to the process outlined in CI 11-013, the email approval must be included with the required paperwork for reimbursement. For Wayne County DHS, submit preapproval requests to the Foster Care Program Office. Once approved by the Foster Care Program Office, Wayne County DHS will receive an email approval and will process the respective reimbursement from the MAIN system.

The fiscal year 2012 Family Incentive Grant ends on September 30, 2012. All DHS county offices and private foster care agencies must submit the Payment Voucher (DHS-1582) and other required documents (as outlined in CI 11-013) to the DHS FC Program Office by 5:00 p.m. on October 5, 2012 for reimbursement. Vouchers with preapprovals submitted after October 5th may become accounts payable, which will cause a delay in final FIG reimbursements.