

 <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)	
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	Contact: Jenifer Pettibone; PettiboneJ@michigan.gov Federal Compliance; DHS-FederalComplianceDivision@michigan.gov	
	Originating Office: Federal Compliance Division	
	Subject/Title: Federal Compliance email address and IV-E audit update	
	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 checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> SACWIS <input type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Other:	

Listed below are updates from the Federal Compliance Division regarding communications with our office, as well as continued 2013 federal review preparations. If you have any questions regarding the information provided below, please contact Jenifer Pettibone.

New Contact Information for the Federal Compliance Division

- All communication regarding *title IV-E questions and SWSS FAJ payments* requiring FCD approval should now be sent directly to: DHS-FederalComplianceDivision@michigan.gov.
 - o This email address should be used instead of contacting specific analysts or faxing payment requests.
 - o Please be sure to include the case name and SWSS number in the subject line.
 - o Please do not duplicate your communication by sending it to the above email address and faxing or cc'ing a specific analyst. This will only cause delays.

Preparation for the 2013 Federal IV-E Review

- Ongoing case reading may uncover title IV-E eligible cases that had periods of ineligibility, with IV-E funds having been paid in error. These title IV-E funds must be recouped or reconciled and tracked. Evidence of this activity must be kept in the case record and will be required during the 2013 onsite review.
- For any cases that had IV-E funds paid while a placement provider was on a provisional license, reconciliation must be completed for those time periods immediately.
- In cases where title IV-E funding has been deactivated, another appropriate funding source must be activated. It is critical that the new payment authorization is quickly initiated to the provider to ensure continuation of the payment. The provider must be notified of the change in fund source and any new instructions for payment processing.

CWFS Support in Preparation for the 2013 Audit

The Federal Compliance Division continues to provide assistance through review of court orders and funding determination issues. Federal Compliance Analysts are also available to provide county specific assistance. If you feel your county would benefit from additional assistance, please contact the Federal Compliance Division.