



STATE OF MICHIGAN

**Department
of Human
Services**

Memorandum

Field Operations Administration

235 S. Grand Ave., Suite 1508
P.O. Box 30037
Lansing, MI 48909
www.michigan.gov/dhs

FOA-Memo-

To: County Directors
District Managers

Date: June 26, 2012

From: Terrence M. Beurer
Director, Field Operations Administration (FOA)

Subject: Bankruptcy Notices

This memo serves to improve processes related to bankruptcy notices received by the Department of Human Services field offices. To increase efficiency and ensure that the Department is properly following up on outstanding debts, the following procedure is expected to be implemented effective upon distribution of this memo.

Each local office has staff members identified with the Designated Fraud Coordinator and Designated Backup Fraud Coordinator roles. One of the duties of the Coordinator will be to process and track bankruptcy notices. This procedure will be as follows:

Upon receipt of a bankruptcy notice and any follow-up documents the local office must do all of the following:

- Administrative Support will file clear the mail and provide the notices to the designated Fraud Hotline Coordinator within the office.
- The Fraud Coordinator will:
 - Scan the notice and send it via email **within three days of receipt** to the following email address: **DHS-RRSECT@michigan.gov**
 - Place a copy of the bankruptcy document and the email for verification purposes in the legal packet of the case record.

The Fraud Coordinator and their backup are expected to file all bankruptcy-related documents in the case file once they have been emailed to Legal Services to verify that the document was received and handled properly. To access the Coordinator lists for each county, go to the DHS-Net, Tools, Directories/Contact Info/Maps and look under Local Office Contacts.

Training for staff on the handling of Bankruptcy Documents is found at:
<http://inside.michigan.gov/dhs/Training/OTSD/Pages/RequiredTraining.aspx>.

Following the above process will assist in the expectation that the Department is established as a creditor within the 30-day allotted timeframe.

Contact Office: FOA CAB
Distribution: All Staff
Obsolete Date: 07/31/2013

c: Executive Staff
Terrence Beurer
Jane Goetschy
Sheryl Thompson