



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

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October 03, 2011

The Honorable Bruce Caswell, Chair
Senate Appropriations Subcommittee on DHS
Michigan State Senate
Lansing, MI 48933

The Honorable David Agema, Chair
House Appropriations Subcommittee on DHS
Michigan House of Representatives
Lansing, MI 48933

Dear Senator Caswell and Representative Agema:

Section 273(1) of 2010 Public Act No. 190 requires the Department of Human Services (DHS) to report policy changes made to implement provisions of enacted legislation including the DHS budget act. Attached is the report for policy released in the fourth quarter of 2011.

The report contains the bulletin number of the policy release as well as the effective date, subject and summary of the policy.

If you have any questions about the attached material, please contact Judith Galant, policy manual coordinator, at (517) 241-7084.

Sincerely,


Susan Kangas,
Chief Financial Officer

Attachment

C: Senate and House Appropriations Subcommittee
House Families, Children and Seniors Committee
Senate Families, Seniors and Human Services Committee

CHILDREN'S SERVICES PROGRAMS**Children's Foster Care****FOB 2011-007****PAYMENT FOR FOSTER FAMILY CARE BULLETIN****Issued**

July 26, 2011.

EFFECTIVE

August 1, 2011.

Subject(s)

1. Title IV-E funding denial or cancellation.
 - Notice of denial/cancellation.
 - Fair hearings.
 - Payments during an appeal.
2. Payment for foster family care.
 - Payment for foster family care.
 - Age appropriate rate for foster care.
 - Determination of care (DOC) supplements for foster care.
 - Determination of care-above Level III.
 - Request for review of determination of care.
 - Effective date of request.
 - Administrative review process.
 - Placement agency foster care (PAFC) supervised process.
 - State agency supervised process.
 - Independent living for wards age 18 or older with children.
 - Minor parents under the age of 18.
3. Michigan Works Agency (MWA) referrals for the service plan.
4. Youth In Transition (YIT) funding policy.
5. Developing the Service Plan
 - Incarcerated Parents
 - Contracted In-Home Service Providers

1) TITLE IV-E**FOM 902-5, Title IV-E Funding Denial or Cancellation****Funding Denial or Cancellation**

Policy is updated to include all reasons title IV-E funding must be denied or cancelled. The updates to policy correspond with those listed on the DHS-176, Notice of Case Action.

Notice of Denial/Cancellation

All reasons for the denial or cancellation must be listed on the DHS-176.

Fair Hearings

Relevant information regarding the fair hearings process from BAM 600 has been moved to this section of the children's foster care manual.

There will no longer be a need to refer to BAM 600 for information regarding the title IV-E fair hearings process.

Payments During an Appeal

DHS may not utilize title IV-E funds during an appeal process.

If title IV-E payments have been made that should not have been, take the following actions:

1. End the payment authorization in SWSS FAJ with title IV-E as the fund source immediately.
2. Begin a new payment authorization using the appropriate fund source of either state ward board and care or county child care funds.
3. Do **not** complete a DHS-587, Reconciliation Notice, to reconcile any payments made from title IV-E in error prior to a Michigan Administrative Hearing System (MAHS) hearing decision being made.

Following the MAHS hearing decision reconciliation can be made as needed. The Federal Compliance Division will direct the local office on what payment action may need to be taken based on the MAHS hearing decision.

2) PAYMENT FOR FOSTER FAMILY CARE

FOM 903-3 Payment for Foster Family Care

The Determination of Care (DOC) forms DHS-470, DHS-470A and DHS-1945 have also been updated. The updated versions of these forms are available as templates for DHS staff and on the public DHS website for PAFC providers. The space for documenting the foster parent activities is no longer limited on the forms. The forms will accommodate all needed written documentation without needing an attached memo.

Payment for Foster Family Care

Policy is updated to clarify the need for a provider number to make a payment. Child placing agency was changed to placement agency foster care (PAFC).

Age Appropriate Rate for Foster Care

Policy is updated to change child placing agency to placement agency foster care (PAFC).

Determination Of Care Supplements for Foster Care

Policy is updated to reinforce that the determination of care (DOC) supplements are for the foster care provider's activities. Policy is clarified to direct that a DOC assessment is to be completed for every child in a paid placement.

There is no longer a requirement of a child receiving Social Security Income (SSI) to automatically qualify for at least a level I DOC rate on a DHS-470 or DHS-470A. A child receiving SSI would receive the DOC that the completed assessment determines. This policy change currently conflicts with FOM 902-10. FOM 902-10 will be updated to be consistent with this item. If a child has already been approved for a level 1 DOC based solely on the receipt of SSI, that rate may continue to be paid through the current approval period. Following the current approval period, the child must be assessed to determine if they qualify for a DOC rate based on the foster parent's activities.

Policy is clarified that documentation supporting the child's need for a DOC and the foster parent's activities must be in the case service plans and documents in the DHS case file.

Determination of Care-above Level III

Policy is clarified that a child's DOC level must meet or exceed level III to request an exception for a level IV child specific DOC supplement. The request for a level IV DOC supplement is to be completed on the DHS-470, DHS-470A or the DHS-1945. Level IV DOC rates need to be approved by the Field Operations Director or designee and are final upon review and approval or denial by the Child Welfare Field Operations Director or designee.

Request for Review of Determination of Care

Policy is clarified that a request for review of a DOC can be initiated at any time. If approved the DOC supplement is effective on the begin date.

Effective Date of Request

Policy is updated to clarify the begin and end dates of the DOC approvals.

- The begin date for an initial DOC request if received in the DHS office within the first 30 calendar days of a child's placement with a specific foster family is the first day of that placement.
- The begin date for a renewal request is the day following the end date of the last DOC approval if the request is received in the DHS office within 30 calendar days of the begin date.

- The begin date for a request for escalation or de-escalation of the DOC that is not made at the time of renewal is the date the foster parent signed the DOC request if it is received in the DHS office within 30 calendar days of that signature.
- The end date is 6 months after the begin date. No DOC request is to be approved for longer than 6 months.

Note: If the DOC request is not received in the DHS office within these time frames the begin date will be the date the request is received in the DHS office.

Copies of the DHS-626 and approved DHS-470, DHS-470A or DHS-1945 are to be sent to the foster care provider and the PAFC provider if applicable.

Administrative Review Process

Policy is updated to include that the foster care provider or the agency can utilize this process if they are not notified timely of the outcome of a DOC request. Policy is also clarified that an administrative review can only be requested regarding DOC requests up to and including level III.

DHS and Placement Agency Foster Care (PAFC) Supervised Process

Policy is updated to clarify the documentation that must accompany a request for an administrative review.

Independent Living for Wards Age 18 or Older With Children

Policy is updated to clarify that wards age 18 or older who are in an independent living situation can receive an independent living stipend and apply for FIP for their child(ren). Wards cannot receive FIP for themselves and an independent living stipend.

Minor Parents under the Age Of 18

Policy is updated to clarify that minor parents under the age of 18 can receive an independent living stipend and FIP for their child(ren) if they are living in an adult supervised setting. Minor parents cannot receive FIP for themselves and an independent living stipend.

3) MW!A REFERRALS FOR THE SERVICE PLAN

FOM 722-6

Added information regarding Michigan Works! Agency (MW!A) referrals. The updated policy gives examples of when a youth would be

exempt from being referred. It also directs workers to report MW!A referrals and services within the Parent-Agency Treatment Plan.

4) YIT FUNDING POLICY

FOM 950

- Clarification in Youth In Transition (YIT) policy.
- Vehicle purchases and vehicle repairs: Youth are able to purchase and/or repair vehicles with YIT funding, with specific limitations.
- Bulk purchases: Local counties can make bulk purchases, such as a purchase of gas cards. Each item out of the bulk purchase must be assigned to a specific youth. County DHS offices must comply with the processes of ACM 423, Bulk Purchases.
- Gifts: Counties should not use YIT funds to purchase gifts for youth, unless the gift is a YIT approved item and it can be directly linked to a specific independent living goal for the youth.

5) DEVELOPING THE SERVICE PLAN

FOM 722-6

Incarcerated Parents

The following statement was rescinded from policy:

If the incarcerated parent has been convicted of or substantiated for criminal sexual conduct against a child; see, FOM 722-12, Expenditure of State Funds in Substantiated Sexual Abuse Cases, before proceeding with efforts to reunify a child with the parent after his or her release from incarceration. A court order may be required.

Reason: Recent Michigan Court of Appeals decisions and recommendations from DHS Legal Affairs.

Contracted In-Home Service Providers

Policy is revised to remove Contracted In-Home Service Provider Meeting All Face-to-Face Contacts. Previous policy allowed for the replacement of all foster care face-to-face contact standards through a contracted in-home service provider, in certain situations, with the approval of the county director.

FOB 2011-008

FUNDING DETERMINATIONS AND TITLE IV-E ELIGIBILITY BULLETIN

EFFECTIVE

October 1, 2011.

Issued

September 22, 2011.

Subject **FOM 902, Funding Determinations and Title IV-E Eligibility.****Financial Determinations**

The Child Welfare Funding Specialist (CWFS) must complete a redetermination prior to changing a child's placement to parental home.

Categories of Title IV-E

Policy now clarifies the differences between a child being title IV-E eligible and title IV-E reimbursable.

US Citizenship/Qualified Alien Status

Policy is clarified to reflect changes in the definition of a qualified alien.

Deprivation

Federal guidelines for redeterminations have changed. Continued deprivation is no longer required effective April 1, 2010. If a child was found to have deprivation initially it does not need to be redetermined. Title IV-E funds cannot be claimed for children who were **not** eligible due to a loss of deprivation at redetermination prior to April 1, 2010. Title IV-E eligibility may be reinstated for a child as of April 1, 2010, providing all other eligibility criteria are met.

Legal father is defined as well as how to appropriately determine if the absent parent deprivation factor is applicable.

Time frames for deprivation are clarified in the month of removal. Deprivation must be met in the month of, but prior to the child's removal from the home. Deprivation may not be based on household circumstances that occur after a child's removal.

AFDC Income and Assets

Clarifications have been provided to assist in determining the group size and removal household members when completing an initial determination.

Former AFDC Program Eligibility Requirements for the Youth

Clarifications have been provided to assist in determining the youth's income and assets when completing an initial determination.

Legal Jurisdiction

Definition of a dual ward and how this affects title IV-E eligibility have been updated.

Court Ordered Placement Exception

Details of the court requirements for a court ordered placement to allow the child to remain title IV-E eligible have been added.

Required Judicial Findings

Details are provided to explain acceptable contrary findings for juvenile justice youth. Policy also details the required steps to take if a child is not physically removed at the time the court enters an order for removal.

The signature date on any order is the date used to determine the month eligibility begins and the date that the child may lose eligibility due to court orders.

Reasonable Efforts Not Required

All requirements are listed for the child to be title IV-E eligible if the court orders that reasonable efforts to prevent removal were not required.

Finalize the Permanency Plan

Definition of the removal date to be used when determining the date the finding of reasonable efforts to finalize the permanency plan must be ordered has been added.

Title IV-E Age Requirements and Exceptions

Details regarding extending a youth's IV-E eligibility beyond age 18 have been added. The youth must be expected to complete graduation requirements prior to age 19.

Case Reading Requirements

The case reading requirements needed when completing the DHS-436, Title IV-E Case Read Instrument have been added.

Juvenile Justice Field Services

JJB 2011-004

**INTERSTATE COMPACT AND SEX OFFENDER REGISTRATION
CHANGES**

Issued

July 28, 2011.

EFFECTIVE

August 1, 2011.

**OFFENSE CLASS I-V, SEX OFFENDER REGISTRATION AND DNA
PROFILE CODES**

JJ2 263 and JJ3 300

SEX OFFENDER REGISTRATION

Items revised to reflect changes in Michigan sex offender registration law that took effect July 1, 2011. Change in law splits listed offenses into three tiers and reduces offenses which require registration by juveniles. Change in law also modifies criteria for juveniles to petition for removal from the sex offender registry.

Juvenile Justice Residential Services

JRB 2011-005

RECORD RETENTION AND REGISTRATION

EFFECTIVE

August 1, 2011.

Issued

July 28, 2011.

Subject

JR2 231

SEX OFFENDER REGISTRATION

Item revised to reflect changes in Michigan sex offender registration law that took effect July 1, 2011. Change in law splits listed offenses into three tiers of increasing severity and reduces the number of offenses which require registration by juveniles. Change in law also modified criteria for juveniles to petition for removal from the sex offender registry.

JRB 2011-006

STAFF RESOURCES, YOUTH REENTRY, AND GLOSSARY

EFFECTIVE

September 1, 2011.

Issued

August 24, 2011.

Subject

1. JR1 100, Screening, Hiring and Employment.
2. JR1 101, Volunteer Qualification and Supervision.
3. JR1 115, Staff Ethics.
4. JR2 207, Youth Reentry Overview.
5. JRG, Glossary.

JR1 100

SCREENING, HIRING AND EMPLOYMENT

Item revised to incorporate proposed draft US Department of Justice rules supporting implementation of the Prison Rape Elimination Act (PREA) regarding checks with prior institutional employers and questions about previous misconduct as part of the screening process.

JR1 101

VOLUNTEER QUALIFICATION AND SUPERVISION

Item revised to incorporate proposed draft US Department of Justice rules supporting implementation of the Prison Rape Elimination Act (PREA) regarding checks of volunteers with prior institutional employers and questions about previous misconduct as part of the screening process.

JR1 115**STAFF ETHICS**

Item revised to incorporate proposed draft US Department of Justice rules supporting implementation of the Prison Rape Elimination Act (PREA) regarding expectations and requirements for staff conduct. Revision includes minor grammatical changes.

JR2 207**YOUTH REENTRY OVERVIEW**

This is a new item added to introduce the Michigan Youth Reentry Initiative with DHS.

JRB 2011-007**IMMUNIZATION AND SEXUAL ABUSE PREVENTION****EFFECTIVE**

October 1, 2011.

Issued

September 20, 2011.

SUBJECTS

1. JR3 311, Initial Health Evaluation and Immunization.
2. JR5 560, Sexual Abuse Prevention and Response Overview.

1) JR3 311**INITIAL HEALTH EVALUATION AND IMMUNIZATION**

Text regarding Human Papilloma virus vaccination deleted based on change to the immunization schedule which now indicates that the vaccination may be provided to both females and males.

2) JR5 560**SEXUAL ABUSE PREVENTION AND RESPONSE OVERVIEW**

New overview policy developed to implement proposed US Department of Justice rules regarding the Prison Rape Elimination Act.

Services General Requirements**SRB 2011-002****CHILD DEATH REPORTING POLICY BULLETIN****EFFECTIVE**

Immediately upon receipt.

Issued

July 28, 2011.

SRM-172, Child/Ward Death Alert Procedures and Timeframes, establishes the department's procedures and timeframes regarding death alerts of children and wards, including those ages 18 or over, who are under the care and supervision of the department.

The revised policy outlines:

- Reasons for reporting.
- Types of deaths to be reported and by whom.

- Procedures and timeframes.

FINANCIAL ASSISTANCE PROGRAMS

BRIDGES

BPB 2011-011

Bridges Policy Bulletin

Issued

July 5, 2011.

EFFECTIVE

July 1, 2011.

1. Medicaid.
 - Prepaid funeral contracts.
 - Assets.
 - AD-Care and Medicare Savings program income limits.
 - Medicaid poverty levels.
 - Forms.
2. Criminal Justice Disqualifications.
3. Child Development and Care (CDC).

1) MEDICAID

Prepaid Funeral Contracts

The allowable principal value for a funeral contract to be certified irrevocable has been revised effective June 1, 2011.

ASSETS

BEM 400

Medicare Savings Program asset limits have increased.

Clarification regarding deeds has been added.

Preliminary information regarding estate recovery has been added.

2) Criminal Justice Disqualifications

BEM 203, Fugitive Felons

RAP, CDC and SER programs will be included with FIP, SDA and FAP for disqualifying fugitive felons.

3) CDC UPDATES

BEM 703

Transitional CDC

Transitional CDC policy has been changed. Only FIP/EFIP cases that close as a result of excess income are eligible for the transitional six biweekly pay periods.

BEM 704

Eligible Providers

References to aide/relative care providers has been changed to unlicensed providers.

Centers and Homes Exempt from Licensure

This section has been revised and is now called License Exempt Providers. The enrollment process has changed. These provider types must be enrolled by CDC Policy in central office.

BEM 710

Need in Two Parent Household

Clarification provided if two parents/substitute parents in the same household have valid need reasons.

BPB 2011-0016

Bridges Policy Bulletin

Issued

September 7, 2011.

EFFECTIVE

October 1, 2011.

Subject(s)

1. Cash Assistance.
 - Minor Parent.
 - General Requirements.
 - FIP Group Composition.
 - Short Term Family Support.
 - FIP Time Limits.
 - Age.
 - School Attendance and Student Status
 - FIP/RAPC/SDA Needs Budgeting.
 - FIP/RAPC/SDA Income Budgeting.
 - Extended FIP.
 - Disaster Assistance.
2. Employment activities.
 - Family Automated Screening Tool.
 - JET Referrals and Orientation.
 - Employment Related Activities: FIP.
 - Employment Related Activities: FAP.
 - Direct Support Services.
 - Employment Sanctions: FIP.
 - Employment Sanctions: FAP.

1) Cash Assistance BEM 201, Minor Parents

As a condition of eligibility, a minor parent 16 or 17 years of age who has not completed high school must attend high school full-time. Minor parents who have graduated from high school must participate in the work participation program.

BEM 209, Cash Assistance General Requirements

FIP Time Limits is added as a FIP non-financial eligibility factor.

Criminal justice disqualification and age was added to the RAPC non-financial eligibility factors.

BEM 210, FIP Group Composition

Individuals age 19 who are full-time high school students are no longer considered dependent children and no longer eligible for FIP.

FIP Time Limits and criminal justice disqualifications is added to this item.

BEM 218, Short Term Family Support (STFS)

An individual is limited as an eligible adult to the receipt of STFS twice in a lifetime.

STFS payment does not affect an individuals FIP Time Limit count.

BEM 234, FIP Time Limits

The FIP Time Limit manual has been removed from BAM and added to BEM. This manual item has been updated to reflect current legislation.

BEM 240, Age

A dependent child age 16 or 17 that is **not** attending high school full-time is disqualified from receiving FIP benefits.

Dependent children age 19 and a full-time high school student has been removed from this item. These dependent children are no longer eligible for FIP.

BEM 245, School Attendance and Student Status

A dependent child age 16 or 17 must attend high school full-time. A dependent child age 16 or 17 that is **not** attending high school full-time is disqualified from receiving FIP benefits and is no longer referred to the work participation program.

Dependent children age 19 and a full-time high school student has been removed from this item. These dependent children are no longer eligible for FIP benefits.

Minor parents age 17 or under must attend high school full-time.

BEM 515, FIP/RAPC/SDA Needs Budgeting

The disclaimer cash assistance is not to be used to purchase lottery tickets, alcohol or tobacco or for gambling, illegal activities, adult entertainment or nonessential items has been added to this item.

A person convicted of two or more drug related felonies is disqualified from receiving FIP has been added to this item.

BEM 518, FIP/RAPC/SDA Income Budgeting**FIP only**

At application, Bridges will use the qualifying deficit test and qualifying earned income disregard to determine if the group is eligible for FIP. If the group is eligible, Bridges will use the earned income disregard to determine the benefit amount the client receives.

The earned income disregard has increased. Bridges is deducting \$200 and then 50 percent of each person's countable earnings.

FIP/RAPC/SDA

Financial need exists if there is at least a \$10 deficit after income is budgeted. If the deficit is less than \$10, no financial need exists and the group is not eligible to receive benefit. Bridges will deny or close the program.

BEM 519, Extended FIP

Each month an individual receives EFIP counts towards the individual's FIP time limit.

BEM 800, Disaster Assistance

Disaster Relief Program (DRP) benefits, group composition, school and attendance has been updated to reflect the changes in FIP program.

**2) EMPLOYMENT
ACTIVITIES****BEM 228, Family Automated Screening Tool (FAST) and Family Self-Sufficiency Plan (FSSP)**

Legislation expectations for the FAST, FSSP, and employment related activities are detailed.

BEM 229, JET Referrals & Orientation

Specialists will inform clients of FIP Time Limits as a part of the application process.

**BEM 230A, Employment and/or Self-Sufficiency Related Activities:
FIP/RAP**

Children ages 16 to 17 are no longer referred to the work participation program when they are not enrolled in school.

Minor parents who have graduated from high school must participate in the work participation program.

The child welfare crisis, chronically mentally ill, physical limitations and low intellectual capacity deferrals are removed from this item.

Deferrals for lack of child care and domestic violence are limited to 90 days.

The post-partum deferral has been reduced from three months to two months.

Clarified the process for determining and defining a disability.

BEM 230B, Employment - Related Activities: FAP

DHS cannot impose penalties on clients for being fired from a job.

BEM 232, Direct Support Services

For vehicle repair, an estimate of the car repair needs to be in the case file. Car repairs should not be approved for cars that were purchased in the prior 60 days.

Second parent car purchase for employment related compliance may be completed by policy exception only.

Drivers education may be approved by policy exception only.

State of Michigan employees are not allowed to sell cars to participants utilizing DSS funds.

Worker must determine with participant that the car payments above the DSS allocated amount are realistic and affordable.

Auto insurance is limited to once a lifetime. Guidelines for auto insurance authorization are now in policy.

BEM 233A, Failure to Meet Employment and/or Self-Sufficiency-Related Requirements: FIP

Penalty periods have changed to case closure for a minimum of three months for the first episode of noncompliance, six months for the second episode of noncompliance or a lifetime closure for the third episode of noncompliance. For a lifetime sanction, a new review process is required.

The first excuse offer is removed from policy for the first episode of non-compliance.

BEM 233B, Failure to Meet Employment Requirements: FAP

Policy has been updated to reflect budgeting the Last FIP grant amount into the FAP budget. For individuals serving a lifetime sanction, Bridges

will remove the FIP income from the FAP budget once the individual reaches their FIP lifetime time limit.

BPB 2011-017**Bridges October Policy Bulletin****Issued**

September 14, 2011.

EFFECTIVE

October 1, 2011.

1. Assets.
2. Hearings.
3. Criminal justice disqualifications.
4. Medicaid Health Plan.
5. Cash.
 - Residence.
 - Identity.
 - Child support participation payments.
6. Recoupment.
7. Child Development and Care.
 - Eligible providers.
 - Unlicensed provider enrollment process.
 - Payments.
 - Payment limits.
 - Need calculation.

1) ASSETS**BEM 400, Assets****FIP, RAPC and SDA**

Real property has an asset limit of \$500,000 based on the fair market Asset Test

BEM 212, 213, 226, 400, 556, 610**FAP**

There is a \$5,000 asset limit for FAP households. Active FAP households will have their assets updated at the next change, or at the latest, by the next redetermination.

Exception: FAP groups whose members are all FIP and/or SDA and/or SSI do **not** require an asset/vehicle test.

Vehicle Test

There is a \$15,000 limit on countable vehicles owned by the FAP group. Enter the fair market value of all licensed and unlicensed vehicles. Do not allow for options such as low mileage, automatic transmission, power windows and power locks. Bridges will subtract \$15,000 from the

total fair market value(s) of all vehicles which are not excluded. The remainder is then counted toward the asset limit of \$5,000.

Example: Client has two vehicles. One has a countable fair market value of \$8,000 and the other has a countable fair market value of \$10,000. They also have \$1,000 in their savings account. Bridges adds the total fair market value of the vehicles together (\$18,000) and subtracts \$15,000. The amount in excess of \$15,000 (\$3,000) is added to their savings account balance of \$1,000 resulting in total countable assets of \$4,000.

2) HEARINGS

BAM 600, Hearings

All Programs

Final action on hearing requests, including implementation of the Decision and Order (D & O), must be completed within 90 days. The standard of promptness begins on the date the hearing request was first received by any local office or at DHS or DCH central office.

For FAP only, final action on hearing requests involving only FAP or FAP and a cash assistance program (FIP or SDA) must be completed within 60 days of receipt of the written or oral request.

3) CRIMINAL JUSTICE DISQUALIFICATION S

BEM 203

Fugitive Felons

FIP, SDA, RAPC, CDC and FAP

Law enforcement officers are entitled to receive addresses for clients via DHS match or when a written statement is provided.

Drug-Related Felony

FIP and FAP

A person convicted two or more times for the use, possession, or distribution of controlled substances occurring after August 22, 1996 is disqualified.

4) MEDICAID

Medicaid Health Plan

BAM 402, Individuals who may voluntarily enroll in a Health Plan

Individuals who qualify for both Medicare and Medicaid, as well as individuals eligible for a Medicare Savings Program, may voluntarily

choose to enroll in a Medicaid Health Plan. Under the old rules they are excluded.

5) CASH

BEM 220, Residence

FIP and SDA

Residence must be verified unless homeless.

BEM 221, Identity

FIP and SDA

If an individual presents identification issued by another state, verify the person is not receiving benefits from that state.

BEM 503, Unearned Income

FIP

Child Support Participation Payments have been discontinued. Families will no longer receive the first \$50 of court-ordered child support collected on behalf of children who are eligible for FIP.

6) RECOUPMENT

BAM 725, Collection Actions

DRS-100 report

The DRS-100 is a new report. Recoupment specialists are expected to take action to correct IPV disqualifications that could not be sent to the eDRS subsystem.

**7) Child
Development and
Care**

Providers

BEM 704

Eligible Providers

Definition of unlicensed provider has been modified.

Unlicensed Provider Enrollment Process

Verification must be provided when an unlicensed provider provides a Social Security card that indicates it is valid for work with Immigration and Naturalization Service (INS) authorization, only.

Payments

BEM 706

References to parent reporting have been removed. Parents were no longer required to report their child care hours effective with the pay period that began August 14, 2011.

Payments Limits/Caps

The maximum number of hours DHS will authorize for a recipient will be reduced from 90 to 80 hours per pay period effective October 9, 2011.

The total number of hours providers can be paid in a biweekly pay period was reduced to:

- Unlicensed providers - 560 hours per pay period.
- Family child care homes - 720 hours per pay period.
- Group child care homes - 1440 hours per pay period.
- Child care centers - No limit.

CDC Need Calculation

BEM 710

Travel Time

Effective October 9, 2011, DHS will no longer authorize child care for a parent's travel time.

At the next case action, the specialist must check the number of authorized hours for accuracy.

BEM 271

Updated advocates and county assignments.

State Emergency Relief Program

ERB 2011-005

State Emergency Relief Policy Bulletin

Issued

July 27, 2011.

EFFECTIVE

August 1, 2011.

Subject

Unearned Income

ERM 206

The following income types are now countable income:

- Adoption subsidy.
- Guardianship Assistance Program.

ERB 2011-005

State Emergency Relief Policy Bulletin

Issued

August 13, 2011.

EFFECTIVE	October 1, 2011.
SUBJECTS	<ol style="list-style-type: none">1. Fugitive felons.2. Emergency Services (ES) funds.3. Energy services.4. Food.5. Disposition of an unclaimed body.6. Payments.
1) Fugitive felons	ERM 202 Fugitive felons are not eligible for State Emergency Relief and their presence disqualifies the group.
2) Emergency Services (ES) funds	ERM 209 Eligibility for SER must be determined prior to the use of ES funds. Policy has been updated to include additional services that are not covered under ES. ES Program Standards can be found on the DHS Net under Department Sites/Central Office/Financial and Administrative Services/Logistics and Rate Setting Division/Program Standards/ES.
3) Energy services	ERM 301 Policy has been corrected and the following section has been moved from Eligibility Criteria to Categorical Eligibility requirements: The name on the energy account bill must match the head of household name or the head of household's spouse's name. It is not sufficient to be in the name of a living-together partner. The spouse must be active on the head of household's case. Services not covered by SER now include language which excludes payments for energy services which is in violation of the federal law. An example has also been added to policy for further clarification. Verifications of monthly required payments has been updated to include the electronic interface data that is returned by the energy provider for an online application.
4) Food	ERM 305 Food is no longer an SER covered service and the policy item has been removed. See BAM 502 for food benefit replacement policy.
5) Disposition of an unclaimed body	ERM 306 Burial policy for unclaimed bodies now requires that the deceased individual was an eligible recipient in order to receive burial assistance.

The new payment maximum for the final disposition of an unclaimed body is \$800. In addition, new service types have been added to allow for mileage costs for an eligible cremation of an unclaimed body as well as a cremation permit fee, which has a maximum payment of \$75.

An application for burial assistance must be made no later than 10 business days after the date of burial, cremation, or donation takes place.

6) Payments

ERM 401

A scanned copy of the shut off notice, bill or invoice is acceptable for counties using Electronic Document Management (EDM). The emergency and need amount should continue to be verified by the worker.

Payment for wood deliveries will continue to pend until the worker completes the payment by accessing the Benefit Issuance/Pending SER screen and completes the question regarding the wood delivery.

When an over issuance is found, the specialist is required to determine the amount and contact the provider to obtain a refund. The worker must provide supporting documentation of the over issuance to the local fiscal office who will proceed with the collection letters.

Note: When a refund is being requested from DTE, please send the request to the following email address: agencies_info@dteenergy.com.

Manual issuance will not be completed unless there is a valid DHS 849 and budget. In most cases, an exception must be requested so that supporting eligibility is retained in Bridges. If a manual issuance is required, the supervisor may email the policy mailbox with the request.

ERB 2011-008

State Emergency Relief Policy Bulletin

Issued

September 22, 2011.

EFFECTIVE

October 1, 2011.

Subject

ERM 301; Energy Services

Payment Limits

Payment limits for energy services are as follows:

- Natural gas and wood - \$450.
- Deliverable fuel- \$850.
- Other fuel (fuel oil, propane, coal) - \$450.
- Residential electric (not used for heat) - \$450.
- All-electric home (combined heat & residential use) - \$450.

OCS Memorandum Report

July – September 2011

Excerpt from OCS Memorandum 2011-013 announcing an end to Client Participation Payments (CPPs) October 1, 2011.

MEMORANDUM 2011-013

EFFECTIVE: July 25, 2011

SUBJECT: Client Participation Payments (CPPs) Ending October 1, 2011

PURPOSE:

The purpose of this IV-D Memorandum is to provide notice that custodial parties will not receive CPPs after October 1, 2011. OCS has developed a plan to communicate the CPP changes to IV-D staff, IV-D partners, Department of Human Services (DHS) staff, and IV-D customers.

In addition, this memorandum introduces:

- A temporary update to the *Michigan Child Support Enforcement System Assigned Support Statement (FEN852)*. A notice informing custodial parties about the end of CPP has been added to this form; and
- An updated set of CPP Frequently Asked Questions (FAQs) that has been developed to address questions or concerns regarding the end of CPP (Ref: Exhibit 2011-013E1). The updated FAQs will be posted to OCS websites.

Excerpt from OCS Memorandum 2011-014 introducing revisions to *Michigan IV-D Child Support Manual* Section 6.42 and the DHS-986.

MEMORANDUM 2011-014

EFFECTIVE: August 2, 2011

SUBJECT: Updates to *Michigan IV-D Child Support Manual* Section 6.42, "Payment Plans" and the *Arrears Payment Plan Information Summary* (DHS-986)

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PURPOSE:

The purpose of this IV-D Memorandum is to announce revisions to the *Michigan IV-D Child Support Manual* Section 6.42, "Payment Plans." This manual section has been updated to reflect legislative changes to arrears payment plans in Michigan Compiled Law (MCL) 552.605e.

The *Arrears Payment Plan Information Summary* (DHS-986) has also been updated as a result of the legislative change, as well as to indicate that copies of the completed DHS-986 must be provided to all parties on the case, per Michigan Court Rule (MCR) 2.107.

Excerpt from OCS Memorandum 2011-010 regarding updates to policy on fees.

MEMORANDUM 2011-010

EFFECTIVE: August 16, 2011

SUBJECT: Updates to Michigan IV-D Child Support Manual Section 5.70, "Fees (SF/PF, OSR and FFEE)"

PURPOSE:

This IV-D Memorandum announces revisions to Section 5.70, "Fees (SF/PF, OSR and FFEE)" of the *Michigan IV-D Child Support Manual*. This manual section has been updated to:

- Reflect the legislative change that combines Service Fees (SF) and Processing Fees (PF) into a single statutory fee;
- Provide further explanation regarding IV-D workers no longer needing to manually exclude IV-D cases receiving Food Assistance Program (FAP) from retention of the mandatory federal \$25 fee (FED fee) in the Michigan Child Support Enforcement System (MiCSES);
- Explain the removal of provisions for retaining the FED fee from the custodial party (CP); and
- Provide continuity in the use of the term "TANF assistance"¹ regarding the FED fee within the manual section.

¹ TANF is Temporary Assistance for Needy Families.

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Excerpt from OCS Memorandum 2011-017 regarding escheatment changes.

**MEMORANDUM
2011-017**

EFFECTIVE: August 23, 2011

SUBJECT: 2011 Escheatment Changes

PURPOSE:

The purpose of this IV-D Memorandum is to introduce changes to Section 5.65, “Escheatment” of the *Michigan IV-D Child Support Manual*. These changes were made as a result of Public Act 197 of 2010.

Public Act 197 of 2010 made several amendments to the Uniform Unclaimed Property Act. However, only the following directly affect the IV-D program:

- The dormancy period ending date for abandoned property was accelerated from June 30 to March 31 of each year; and
- All escheatable funds must be transferred to the Michigan Department of Treasury’s Unclaimed Property Division on or before July 1 (rather than November 1) of each year.

Excerpt from OCS Memorandum 2011-019 regarding noncooperation processing improvements.

**MEMORANDUM
2011-019**

EFFECTIVE: September 12, 2011

SUBJECT: Noncooperation Processing Improvements and Transfer of Court Action Referrals (CARs) Using the “Z” CAR Status Code

PURPOSE:

This IV-D Memorandum explains changes in child support policy related to the Michigan Child Support Enforcement System (MiCSES) 7.4 Release (September 16, 2011). These changes improve the automated transmission of determinations of noncooperation, cooperation, and good cause between MiCSES and Bridges.

Two sections of the *Michigan IV-D Child Support Manual* have been revised to reflect these changes:

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- Section 2.15, “Cooperation/Noncooperation/Good Cause”; and
- Section 2.20, “Court Action Referrals (CARs).”

In addition, this IV-D Memorandum clarifies the appropriate CAR status code for IV-D staff to use when transferring a CAR from one county to another. Exhibit 2.20E1, CAR – Court Action Referral Status has been updated to show a change in the “Z” CAR status code.

Excerpt from OCS Memorandum 2011-012 regarding updates to income withholding and lump sum/bonus policy.

MEMORANDUM 2011-012

EFFECTIVE: September 20, 2011

SUBJECT: Updates to *Michigan IV-D Child Support Manual* Section 6.03, “Income Withholding,” and Publication of Section 6.09, “Lump Sum/Bonus”

PURPOSE:

The purpose of this IV-D Memorandum is to announce updates to the *Michigan IV-D Child Support Manual* Section 6.03, “Income Withholding” and its corresponding exhibit 6.03E4, *Income Withholding Information for the Defense Finance and Accounting Service (DFAS) and the Coast Guard*.

This memorandum also announces the publication of Section 6.09, “Lump Sum/Bonus” and updates to bonus/lump-sum policy as well as updates to form DHS-1425, *Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments*.

In addition, this memorandum introduces an updated table of contents for the *Michigan IV-D Child Support Manual*. The title of Section 6.09 has been changed from “Bonus” to “Lump Sum/Bonus.”

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Excerpt from OCS Memorandum 2011-009 regarding security incident reporting and password security of IV-D data systems.

MEMORANDUM 2011-009

EFFECTIVE: September 28, 2011

SUBJECT: Incident Reporting and Password Security

PURPOSE:

This IV-D Memorandum announces the publication of Section 1.10, “Confidentiality/Security” of the *Michigan IV-D Child Support Manual*. With this initial publication, Section 1.10 discusses policy and procedures for MiCSES incident reporting and password security.

Section 1.10 discusses incidents that involve the potential or confirmed compromise of federal tax information (FTI) or the confirmed compromise of confidential information. It describes the process for reporting these incidents.

Additionally, Section 1.10 discusses the use of MiCSES passwords and incorporates Action Transmittal (AT) 2007-013, *Michigan Child Support Enforcement System (MiCSES) Password Security Standards for the MiCSES 4.7 Release*. This content has been updated to include information about the case-sensitivity of passwords. Also, the password practices have been reorganized to better highlight that passwords are not to be shared with others.
