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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

MAURA D. CORRIGAN
DIRECTOR

August 10, 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 third 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, online 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 2011-006****FOSTER CARE POLICY: MEDICAID, FCTMA, DURABLE POWER OF ATTORNEY, INTERSTATE COMPACT****Issued**

June 16, 2011.

EFFECTIVE

June 1, 2011.

Subject(s)

1. Durable power of attorney for foster care youth.
2. Foster care requirements for Medicaid.
3. Foster care transitional Medicaid (FCTMA).
4. Interstate Compact cases and relative licensing requirements.
5. Medical assistance for interstate cases.

**I1) HEALTH CARE
DURABLE POWER
OF ATTORNEY****FOM 722-6 Developing the Service Plan**

Policy is updated to include amendments from the Patient Protection and Affordable Care Act (P.L. 111-148). Workers must educate youth aging out of foster care on the importance of designating a durable power of attorney for health care. Workers are to ensure that the components of the 90-day transition plan development process relating to the health care needs of youth include:

- Information about a health care power of attorney, health care proxy, or other similar document recognized under state law.
- Assurances that youth are provided with information about the importance of designating another individual to make health care treatment decisions on behalf of the youth if the youth becomes unable to participate in such decisions.
- Providing the youth with:
 - The option to execute such a document.
 - DHS Pub-161, Durable Power of Attorney for Health Care.
- Information is documented in the youth's:
 - DHS-901, Annual Transition Plan Report.
 - DHS-902, 90 day Discharge Plan Report.
 - Case service plan within the progress summary section.

2) FOSTER CARE REQUIREMENTS FOR MEDICAID

FOM 902-11 Payment Resources - Determination of Medical Assistance Eligibility

Policy is revised to clarify foster care requirements for the Medicaid program, including policy updates and additions on:

- Opening Medicaid in Services Worker Support System - Foster Care, Adoption and Juvenile Justice (SWSS-FAJ) for all children entering foster care, unless the child is placed with a parent or receives Medicaid under Supplemental Security Income (SSI-MA).
- Opening Medicaid in SWSS-FAJ for all foster children placed with an unlicensed relative (unless receiving SSI), regardless of whether the relative plans to apply for FIP program as an ineligible grantee.
- The role of title IV-E eligibility in out-of-state placements.
- Clarification on when to close Medicaid in SWSS-FAJ for Michigan children placed out-of-state.
- Foster care requirements to maintain an active Supplemental Security Income (SSI) case.
- Location of the required Department of Community Health (DCH) forms necessary to report private health insurance coverage for foster children receiving Medicaid benefits and the termination of the same private insurance to DCH Third Party Liability. Policy referring to accessing the forms in SWSS-FAJ is deleted.
- New requirement to include copy of the court order terminating parental rights when reporting the closure or termination of private insurance coverage to DCH Third Party Liability for a foster child due to the termination of parental rights.

3) FOSTER CARE TRANSITIONAL MEDICAID

The Foster Care Transitional Medicaid (FCTMA) policy is revised to provide clarification on the FCTMA process including policy revisions and additions for:

- Absent without legal permission (AWOLP) youth.
- Juvenile justice youth.
- Automatic FCTMA referral within SWSS.
- Manual FCTMA referrals.
- FCTMA referral exclusions.
- Process to assist youth with Medicaid Health Plan preference.

**4) INTERSTATE
CASES AND
RELATIVE
LICENSING****FOM 931 Interstate Services Overview, FOM 932 Interstate Services Program Requirements, FOM 932-2- Interstate Foster Care Procedures**

Policy has been updated regarding placement of children with unlicensed relatives prior to a foster care license being completed. In some cases, a foster child may be placed in an out-of-state relative home prior to a foster home license being completed. Foster care workers must use the DHS-972, Relative Agreement for Placement and Licensure, to discuss foster home licensure and include a signed copy with the interstate home study request. If foster home licensing is not possible before the placement of a child, a request must be made for a foster home study within 14 days of placement. In interstate cases, where a relative licensing waiver has been approved, the foster care worker must forward a copy of the approved waivers at initial and annual approvals to the ICPC office.

**5) MEDICAL
ASSISTANCE FOR
ICPC CASES**

Policy has been updated regarding Medicaid for Michigan foster children placed out-of-state. The foster care worker must verify that Medicaid has been opened for the foster child in the receiving state. Once verification of Medicaid coverage is received, the Michigan Medicaid must be closed in SWSS-FAJ.

CHILDREN'S PROTECTIVE SERVICES**CPB 2011-002****CPS Policy Bulletin****Issued**

June 15, 20110

EFFECTIVE

Effective immediately.

Subjects

1. Incarcerated Parents.
2. Documenting Incarcerated Parents' Information.
3. Notification of Permanency Planning Conferences (PPCs) to Incarcerated Parents.
4. Court Participation of Incarcerated Parents.

**1) INCARCERATED
PARENTS****PSM 713-8**

If a legal parent is incarcerated, the CPS worker must confirm:

- The parent's prison or jail number.
- The prison or jail facility.
- The charge or conviction offense.
- The parole or release eligibility date.

When the worker is aware that a parent associated with the complaint is incarcerated, the following resources may be used to locate them at a jail or prison:

- For parents under the jurisdiction of the Michigan Department of Corrections, <http://www.michigan.gov/corrections>.
- For parents with prison/parole/probation records; see PSM 713-2, Law-Enforcement Information Network (LEIN).
- For parents in federal prisons, <http://www.bop.gov/>.
- For parents in out-of-state facilities, <http://www.vinelink.com> or by contacting the facility.
- For parents in county jails, contact the county facilities directly.

2) DOCUMENTING INCARCERATED PARENTS' INFORMATION

PSM 713-10

The CPS worker **must** make reasonable efforts to identify and locate an incarcerated parent. If a legal parent is incarcerated, the CPS worker must confirm:

- The parent's prison or jail number.
- The prison or jail facility.
- The charge or conviction offense.
- The parole or release eligibility date.

This information must be documented in the DHS-154, Investigation Report, social work contacts, and in any petition filed with the court.

3) NOTIFICATION OF PPCS TO INCARCERATED PARENTS

PSM 715-2

CPS workers are required to provide prior notice of a scheduled PPC to an incarcerated parent only in the case of a considered removal.

The CPS worker must provide notice to the incarcerated parent by mail or telephone. The worker must contact the DHS contact person at the facility and ask that the parent be allowed to participate in the PPC by

phone. If time allows, the worker must send a copy of the DHS-968, Permanency Planning Conference Attendance Report, and ask the parent to sign and return it. The worker must also notify the parent's attorney of the PPC and the attorney must be allowed to attend the PPC.

The CPS worker must also ensure that the incarcerated parent receives copies of the DHS-969, Permanency Planning Conference Facilitator Report, the DHS-971, Permanency Planning Conference Activity Report, and the DHS-968, Permanency Planning Conference Attendance Report, after all PPCs.

4) COURT PARTICIPATION OF INCARCERATED PARENTS

PSM 715-2

If a legal parent is incarcerated by the Michigan Department of Corrections (MDOC), the court must allow the parent to participate in all court hearings via telephone. The original or an amended petition filed by the CPS worker or the department's legal representative notifies the court that a parent is under MDOC jurisdiction and the court is responsible for arranging the parent's telephonic participation in the hearings.

Note: When a CPS worker or the department's legal representative files a petition in a case involving a parent incarcerated by the MDOC, the petition must include a clause stating "A telephonic hearing is required pursuant to MCR 2.004." The clause must also contain the parent's prisoner number and location. If a parent is incarcerated in a county jail or a prison or jail in another state, the court may determine how the parent will participate in the hearing, but the supervising agency is not required to raise the issue in the petition.

FINANCIAL ASSISTANCE PROGRAMS

BRIDGES

BPB 2011-007

Bridges Policy Bulletin

Issued

April 19, 2011.

EFFECTIVE

May 1, 2011

Subject

1. Family Independence Program (FIP).
2. Food Assistance Program (FAP).

1) FIP

BEM 230A

Family Independence Program (FIP)

The local office discretion to provide a temporary deferral for persons experiencing a temporary critical event or persons actively participating in the Early On program are longer to be used for deferral from employment-related activities for Family Independence Program (FIP). Policy will be updated to reflect this change.

Bridges will end the local office (LO) and the Early On (EO) deferral in time with the negative action period for April 2011. The current LO or EO deferral will be ended and the worker will need to run EDBC to change the participant's code to mandatory participant (MP) prior to determining what, if any, other deferral the participant is eligible. If the participant meets another deferral criteria, the worker will need to input the appropriate information and verification into data collection in order to defer the client. If the client does not meet the criteria for a different deferral per policy, they will then need to be referred to JET and sent a DHS-4785, JET Appointment Notice.

The Bridges programming team will provide two reports for the field, which will be dispersed to the JET coordinators. The first report will identify all individuals who had either the LO and the EO code that was ended. The JET coordinators will work with their partner Michigan Works! Agency to arrange for the referral of the now work mandatory participants. The second report will identify cases in which the LO or EO deferral code erred out and was not corrected. This report will also contain instructions on how to correct these exception cases.

As the LO deferral code is no longer an option, a policy exception may be granted for individuals who have an active Children's Protective Services (CPS) case where the child(ren) remain in the home and the CPS case manager is requesting participant deferral from Jobs, Education and Training (JET) participation to allow for the Child Welfare (CW) deferral to be placed on the case. In order for the policy exception to be granted, the family independence manager (FIM) must supply, in an e-mail to the employment and training mailbox, the case name and number, the individual identification number and written verification from the CPS case manager documenting the need for the deferral. This policy exception will be allowed in a 90 day time period, and will need to be reviewed and requested again at the end of the 90 day period if the need for deferral remains and is documented. The address for the employment and training policy mailbox is policy-employment@michigan.gov.

2) FAP**EFFECTIVE****Immediately****DHS Pub-16, Food Assistance Benefits in Michigan****BAM 110, RFF 16**

Applicants no longer must be given or sent DHS Pub-16, Food Assistance Benefits in Michigan. If any interested party requests this publication, refer them to www.michigan.gov/dhs.

Reason: All of the information included in Pub-16 is included in the DHS-1171, Assistance Application and the MiBridges online application. Cost/time savings.

EFFECTIVE**May 1, 2011****MiCAP Benefit Change****BEM 618**

The amount of FAP benefits a MiCAP individual receives is determined by their total shelter, heat and utility expenses. If an individual's total expenses are below \$1000, the FAP benefit is \$186 per month. If the total expenses are equal to or exceed \$1000, the benefit amount is \$200 per month.

All existing MiCAP cases will have their benefits increased via mass update.

Reason: Food and Nutrition Service recalculation of benefit and shelter amounts.

BPB 2011-009**Bridges Policy Bulletin****Issued**

June 16, 2011.

EFFECTIVE**June 20, 2011.****DEPARTMENT
POLICY****FIP, SDA, CDC, MA, AMP and FAP**

The Department of Human Services (DHS) routinely matches recipient data with other agencies through automated computer data exchanges. Acknowledgments in DHS applications inform clients of the data exchange processes.

New Hires is a daily data exchange with Michigan Department of Treasury. New Hires information is used to determine current income sources for active DHS clients.

OVERVIEW

The New Hire data base is established from the W-4 tax records submitted to Michigan Department of Treasury by employers. Michigan employers are required to report all new employees to Treasury within 20 days of the date of hire. All W-4's completed by an employee for changes to tax dependents or filing status are also reported.

The New Hires process matches the Social Security number (SSN) for all active recipients to the data base. If a SSN match is found on Bridges and the New Hires data base, a new hires match is created if there is no earned income reflected in the budget. Specialists receive one task and reminder listing all the matches for the previous week each Monday. The task and reminder is removed when all matches have been disposed.

The standard of promptness for resolving information obtained from a new hire report is 21 calendar days from the date the match is reported to the load number in Bridges Tasks and Reminders.

Verifying Earned Income

Contact the client immediately if the employment has not been previously reported. Request verification by generating a DHS-4635, New Hire Notice, and DHS-4635A, New Hire Employment Report, from Bridges.

When a DHS-4635/DHS-4635A is requested, Bridges automatically gives the client 10 calendar days to provide verification from the date the forms were requested.

Specialist Action

Dispose of each recipient identified on the new hire alert.

Cae Action

When income verification is returned make the appropriate changes in Bridges, then run eligibility determination benefit calculation (EDBC) to reduce or close the benefits.

Failure to Provide

If the household fails to provide verification by the due date, update the status and the case will automatically pend to close.

REPORTS

Supervisory monitoring reports and management statistical reports are available to any user.

There are different management reports available for New Hires data. The Summary Listing and Aging Report are management statistical data roll-up reports. The Pending/Overdue Report and Disposition Reports are supervisory monitoring tools and contain specific case information.

State level reports detail statistics by counties. County level reports detail data by office. Office reports detail data by unit. Unit reports detail data by specialist.

Summary Report

This report provides statistics at the state, county and office level and contains counts of:

- Number of W-4s reported on New Hires.
- Number of pending matches.
- Number of overdue matches.
- Number of dispositions broken out by disposition code.

Aging Report	This report counts all W-4s on New Hires that have not been disposed of. This report can be requested for state, county, office and unit level.
Pending/Overdue Report	This report can be requested only at the unit level.
Disposition Report	This report can be requested at the unit level and can be requested for a specific disposition code or for all dispositions.

BPB 2011-007 Bridges Interim Policy Bulletin**Issued** April 19, 2011.**EFFECTIVE** **May 1, 2011****Subject** 1. Family Independence Program (FIP).
2. Food Assistance Program (FAP).**1) FIP BEM 230A****Family Independence Program (FIP)**

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All existing MiCAP cases will have their benefits increased via mass update.

BPB 2011- 008

Bridges Policy Bulletin

Issued

May 26, 2011.

EFFECTIVE

June 1, 2011.

- SUBJECTS**
1. Citizenship and alien status.
 2. Deceased recipient match.
 3. Reporting changes.
 4. School attendance.

**1) CITIZENSHIP/
ALIEN STATUS**

BEM 225

All Types of Assistance

This item now includes the criteria that must be met for a person born abroad to U.S. citizens to meet U.S citizenship.

The I-688, Employment Authorization Card is no longer acceptable verification of alien status.

**2) DECEASED
RECIPIENT MATCH**

BAM 808

All Types of Assistance

The new Deceased Recipient Match will be an automated process through data received by Bridges.

Instances where Bridges cannot determine a match will result in a new alert and report DM-304.

**3) REPORTING
CHANGES**

BAM 105

FIP

FIP exception was added to the 10 day reporting changes rule:

A parent or other FIP caretaker must notify the department of a child's absence from the home within **five** days of the date it becomes clear to the caretaker that the child will be absent for 30 days or more. This does not meet temporary absence requirements.

**4) SCHOOL
ATTENDANCE**

BEM 245

FIP Only

Report cards are no longer acceptable verification of current school attendance.

FIP age requirements for school attendance are as follows:

Children ages 16 through 19 must meet one of the conditions described below:

- A child age 16 or 17 must be a full-time student or participate with JET.
- A child age 18 must attend high school full-time.
- A child age 19 must be a full-time high school student and graduate (or complete the requirements to graduate) before age 20.

BPB 2011-010**BRIDGES ADOPTION SUBSIDY AND GUARDIANSHIP INCOME INTERIM POLICY BULLETIN****Issued**

June 22, 2011.

EFFECTIVE

July 1, 2011

Subject

1. Adoption subsidy income.
2. Guardianship Assistance Program (GAP) income.

**1) Adoption
Subsidy Income****FIP, SDA, RAPC, CDC**

Adoption subsidy is a payment to the adopting parent of an adopted child who would remain in foster care without the subsidy incentive. Effective July 1, 2011, adoption subsidy income is countable unearned income in the Family Independence Program (FIP), State Disability Assistance (SDA), Refugee Assistance Program Cash (RAPC), and Child Development and Care (CDC) programs.

All cases that receive adoption subsidy unearned income must have an income record in Bridges. These cases will have the unearned income budgeted in the FIP, SDA, RAPC, and CDC programs at the June Bridges release to effect benefits starting July 1, 2011.

Exception: A medical subsidy continues to be excluded as income.

**2) Guardianship
Assistance
Program (GAP)
Income****FIP, SDA, RAPC, FAP, CDC**

GAP provides financial support to ensure permanency for children who may otherwise remain in foster care until reaching the age of majority when reunification and adoption are not viable permanency goals.

GAP is a new unearned income type. Effective July 1, 2011, GAP income is countable unearned income towards FIP, SDA, RAPC, Food Assistance Program (FAP) and CDC programs. Any case that receives this unearned income requires the GAP income type selected in Bridges. These cases will have the unearned income budgeted in the

FIP, SDA, RAPC, FAP and CDC programs at the June Bridges release to effect benefits starting July 1, 2011.

State Emergency Relief

ERB 2011-002 **Interim Policy Bulletin for Categorical Eligibility and Payment Increase**

Issued April 19, 2011.

EFFECTIVE April 22, 2011.

ERM 301

Energy Services

Beginning April 22, 2011, the maximum yearly payment limits for the following State Emergency Relief (SER) energy services are increased. The new cap amounts are:

- Natural gas, wood and all other fuel types - \$850.
- Electricity - \$850.
- All-electric household - \$850.
- Deliverable fuel (propane, fuel oil and coal) - \$1500.

Caps may decrease depending on LIHEAP funding. Local offices will be notified of any decrease.

Office of Child Support

Excerpt from OCS Memorandum 2011-007 introducing revisions to Michigan IV-D Child Support Manual Section 2.05 and 3.03

MEMORANDUM 2011-007.

EFFECTIVE April 4, 2011

SUBJECT New RESR Resolver Role

PURPOSE This IV-D Memorandum announces updates to Section 2.05, "Referrals and Applications," and Section 3.03, "Case Updates and Member Demographics" of the Michigan IV-D Child Support Manual. These sections have been revised to incorporate the new RESR Resolver role. This role gives IV-D workers the ability to work member exceptions and closed case exceptions.

The RESR Resolver role is granted to:

- IV-D workers who successfully complete the training requirements to obtain the roles of Assistance Adjuster, IV-A / IV-D Matchmaker, and RESR Resolver; and

- IV-D workers who have already successfully completed the training requirements and have the Assistance Adjuster and IV-A / IV-D Matchmaker roles.

Excerpt from OCS Memorandum 2011-008 introducing revisions to Michigan IV-D Child Support Manual Section 4.25, 5.10, 5.35, 6.21, 6.24, 6.27

MEMORANDUM

2011-008.

EFFECTIVE

June 6, 2011.

SUBJECT

Updates to the Michigan IV-D Child Support Manual and Changes Related to the Michigan Child Support Enforcement System (MiCSES) 7.3 Release

Changes to the Table of Contents for the Michigan IV-D Child Support Manual

PURPOSE

This memorandum announces the publication of six sections of the Michigan IV-D Child Support Manual:

- Section 4.25, "Birth Expenses";
- Section 5.10, "Debt Types";
- Section 5.35, "Allocation/Distribution";
- Section 6.21, "Tax Refund Offset";
- Section 6.24, "Passport Denial/Restriction"; and
- Section 6.27, "Lien – FIDM/MSFIDM."

Sections 4.25, 5.10, and 6.21 are new sections that incorporate content from previously published Action Transmittals (ATs) as well as new policy information introduced by the MiCSES 7.3 Release (June 10, 2011). Section 5.35 is a previously published section that has been revised to reflect changes in child support policy due to the release. Sections 6.24 and 6.27 are new sections including new policy; however, the changes are not a result of the release.

This memorandum also explains changes in the table of contents for the Michigan IV-D Child Support Manual, which is located on mi-support.

Note: As part of the 7.3 release, MiCSES passwords will become case-sensitive. (Reference the MiCSES 7.3 system release information for details.) Policy regarding passwords will be incorporated with the publication of Section 1.10, "Confidentiality/Security" of the Michigan IV-D Child Support Manual later this month.

Excerpt from OCS Memorandum 2011-011

MEMORANDUM

2011-011.

EFFECTIVE

June 14, 2011.

SUBJECT

Issues With the Processing of Noncooperation

PURPOSE

This IV-D Memorandum describes issues with the automated two-way interface between Bridges and the Michigan Child Support Enforcement System (MiCSES) and describes actions for IV-D workers to improve the communication of determinations of noncooperation and subsequent cooperation.