

MICHILD / HEALTHY KIDS / MOMS / PLAN FIRST INTERNET APPLICATION TRAINING FOR AGENCIES

The Michigan Department of Community Health (DCH) certifies agencies to assist families who want to apply for four DCH programs – MICHild, Healthy Kids, MOMS and Plan First. DCH trains and certifies agencies as either “Qualified” or “Assisting.” This training includes an overview of the four programs, what information applicants need to provide, and instructions for submitting an application that is accurate and complete.

A **Qualified** Agency is an agency, such as a local health department, that provides medical services. Becoming a Qualified Agency benefits the families you serve. When applicants who are eligible for Healthy Kids or MOMS apply from a Qualified Agency, they are eligible for presumptive eligibility – or up to 2 months of coverage.

An **Assisting** Agency is an agency, such as a YMCA, that is not a medical provider, but provides assistance to families. If your agency does not provide medical services, we still encourage you to participate in a training and become an Assisting Agency. While the family would not be eligible for presumptive eligibility, Assisting Agencies can help families fill out an application quickly and accurately.

The Michigan Department of Community Health conducts Internet Application training sessions via conference call. At least one person from each location is required to participate in a training session in order to become a Qualified or Assisting Agency. **Note: If someone at your agency has already been trained, that person may train other staff at that location. Trained staff should participate in a refresher if they have not submitted applications for month than 12 months.**

Trainings are typically scheduled on the second Monday of each month. Planned training dates and times are listed below. You can contact Al Bay with DCH, baya@michigan.gov or 517-241-7451, to schedule an alternate training date.

Date	Time
March 14, 2011	2:00 - 4:00 p.m.
April 11, 2011	2:00 - 4:00 p.m.
May 9, 2011	2:00 - 4:00 p.m.
June 13, 2011	2:00 - 4:00 p.m.
July 11, 2011	2:00 - 4:00 p.m.
August 8, 2011	2:00 - 4:00 p.m.
September 12, 2011	2:00 - 4:00 p.m.
October 10, 2011	2:00 - 4:00 p.m.
November 14, 2011	2:00 - 4:00 p.m.
December 12, 2011	2:00 - 4:00 p.m.

To participate in a training, please send an email to Laurthel Hayes (laurthelhayes@maximus.com) with the following information:

- the date of the training session (see chart above)
- your name
- your agency
- your agency’s address (including satellite sites if you work at more than one location)
- your phone number
- your email address