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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



ISMAEL AHMED
DIRECTOR

August 17, 2010

The Honorable Bill Hardiman, Chair
Senate Appropriations Subcommittee on DHS
Michigan State Senate
Lansing, MI 48933

The Honorable Dudley Spade, Chair
House Appropriations Subcommittee on DHS
Michigan House of Representatives
Lansing, MI 48933

Dear Senator Hardiman and Representative Spade:

Section 273(1) of 2009 Public Act No. 129 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 July 2010.

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,

for

Ismael Ahmed

Attachment

C: DHS Senate and House Appropriations Subcommittee
Senate and House Fiscal Agencies
Senate and House Policy Offices
State Budget Office

FINANCIAL ASSISTANCE PROGRAMS

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| BPB 2010-014 | Bridges Policy Bulletin. |
| EFFECTIVE | September 1, 2010. |
| Issued | July 28, 2010. |
| SUBJECT | BEM 503 |
| Filipino Veterans Equity Compensation Fund | All Types of Assistance (TOA) The American Recovery and Reinvestment Act of 2009 created the Filipino Veterans Equity Compensation Fund. These one-time payments of up to \$15,000 are awarded to certain veterans and spouses of veterans who served in the military of the Government of the Commonwealth of the Philippines during World War II. Bridges excludes the payments as income and assets. |
| TANF-Funded Subsidized Employment Income | BEM 501 FIP, CDC and FAP All TANF-funded subsidized employment income in the form of wages, regardless of the source of TANF funding, is countable earned income. |
| Expedited Processing | BAM 117 FAP For pending FAP expedited service applications, determination of fault for not meeting standard of promptness must be made at six day intervals after the date of application. When the client is at fault for a delay in processing, the standard of promptness (SOP) is extended to 29 days after the date of application. When the client is denied expedited service but appears eligible for food assistance benefits, the SOP is extended to 29 days. |
| SSI Clarifications | BAM 600 and BEM 660 All Types of Assistance (TOA) State SSI payments are made for only those months the recipient received a regular monthly federal benefit. This is shown on SOLQ as a recurring payment dated the first of the month. State SSI payments are not issued for retroactive or supplemental federal benefits. |

**DHS PUB-859,
Domestic Violence
Waivers
Informational
Brochure**

BAM 116, BEM 200, BEM 212, BEM 213, BEM 226

All Types of Assistance (TOA)

It is no longer required to provide DHS-PUB-859, Domestic Violence Waivers Informational Brochure, when clients apply for assistance. The information in the brochure is now added to the DHS-1605, Notice of Case Action.

FOSTER CARE

EFFECTIVE

Immediately, upon receipt.

Issued

July 28, 2010.

SUBJECTS

Interim Policy Bulletin: Home Visits, Transportation Assistance

**Basic Assessment
Process for
Relative Placement**

FOM 722-3

The basic assessment process for placing a child into the home of a relative is revised to include time frames for completion of the Home Study Outline (DHS-197) at the initial placement and for replacements (**see #4 and #5 below**).

When the relative meets initial considerations for placement, a basic assessment of the relative home must be completed by the foster care worker or other designated child welfare staff prior to placing the child in the home. The basic assessment process for a relative placement consists of the following requirements:

sists of the following requirements:

1. Complete an Initial Relative Safety Screen, DHS-588, which includes the initial safety requirements for the home.
2. Conduct a statewide criminal history clearance on all members of the household including adolescents and children.
3. Conduct a Central Registry clearance on all adult household members 18 years of age and older.
4. For initial placements, at the time the child first enters foster care, complete the Home Study Outline (DHS-197) within 30 days of the child's placement in the relative home.
5. For replacements, complete the home study outline **prior to** placement in the relative home.
6. Upon placement, the relative must receive a copy of Relative Caregiver Resources & Responsibilities, DHS-Pub-457.

Caseworker Home Visits with Foster Children**FOM 722-6**

Federal law requires states to “describe standards for the content and frequency of caseworker visits for children in foster care, that, at a minimum, ensure that the children are visited on a monthly basis, and that the visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the children’s safety, permanency and well-being.” Quality visits between the worker and child have been found to produce positive outcomes for children in foster care. A quality visit is defined as one in which the worker:

- Meets with each child individually without the presence of other individuals to give the child/youth an opportunity to ask questions.
- Assesses each child’s needs and takes appropriate action or offers services in response to the identified need of each child.
- Shows interest in the individual child to build trust and establish rapport.
- Shares and explains the case plan in a developmentally appropriate way while allowing the child to ask questions and express viewpoints.

Visit Requirements

To ensure that children in care receive the quality visits necessary to assess their evolving needs and ensure their safety, permanency and well-being, workers must visit each child in foster care according to the requirements described below:

- A face-to-face visit with the worker must occur at a **minimum of once each calendar month**.
- The visit must take place in the child’s placement at least every other month.
- Each visit must include a private meeting between the child and the foster care worker.
- The following must be discussed at the monthly visit:

Child Visit:

- Child’s medical, dental, and mental health and worker’s observation of the child’s physical appearance.
- Child’s feelings/observations about the placement.
- Education.
- Parenting time.

- Sibling/relative visitation plans.
- Extracurricular/cultural activities/hobbies since last visit.
- Permanency plan.
- Any issues or concerns expressed by the child.

Caregiver (foster parent/relative/unrelated) Visit:

- Date of child's last physical and dental exam.
- Medication dosages and diagnoses for the child.
- Medical/dental/mental health concerns, appointments, treatment, follow-up care and therapy updates.
- Child behaviors, concerns, developmental milestones.
- Educational/school status, performance, behaviors and services provided.
- Caregiver tasks to meet child's needs.
- Caregiver family's adjustment to the child's placement.
- Permanency plan.
- Any Children's Protective Services (CPS) complaints made regarding the placement since the last visit.
- For relative (or unrelated) placements, if the caregiver is pursuing licensure, provide an update on licensing progress.

Documenting Visit Information

The information gathered during the monthly child visit is used to develop the case service plan, to assess the child on the Child Assessment of Needs and Strengths (CANS) form, as a reference for needed service referrals and to justify determination of care rates. The information obtained must be documented in the appropriate sections of the case service plan.

General Information:

- Type of visit.
- Visit location.
- Names of all persons present at the visit.
- The worker's observation of the child's bedroom.

Caseworker Visit Tools

Two foster care/adoption/juvenile justice caseworker visit tools have been developed to assist workers in gathering the above required information during a monthly visit. The tools are:

- DHS-904, Foster Care/Adoption/Juvenile Justice Caseworker Visit Quick Reference Guide. This is a guide that contains the information that must be covered in a monthly visit but is not intended for recording notes.
- DHS-904A, Foster Care/Adoption/Juvenile Justice Caseworker Visit Tool. This form may be used to take notes during the visit.

The caseworker visit tools provide structure and reminders of required topics. The forms must not be used as the documentation of the foster care worker home visit requirements in the case record, but as a tool to complete the case service plans.

**School
Transportation
Payment Process**

FOM 903-9

Pursuant to Fostering Connections to Success and Increasing Adoptions Act of 2008 (PL 110-351), children in foster care must have an opportunity to maintain school enrollment in the school they attended prior to removal from their home. When it has been determined to be in their best interest to remain in their school, the assigned foster care worker must first access transportation resources made available through the school district and the McKinney-Vento Act (refer to FOM 722-6, Educational Services in Foster Care).

When transportation provisions are no longer available through McKinney-Vento Act, reimbursement or payment for cost of this special transportation must be completed utilizing the Children's Services Payment Authorization (DHS-1582-CS). Caregiver expenses for reasonable travel accommodations (such as public transportation, taxi, etc.) will be reimbursed at actual cost. Mileage rates will be reimbursed at the Department of Technology, Management and Budget standard mileage rate in effect at the time the transportation was provided.

The foster care provider must submit documentation of the costs associated with this special educational transportation on a monthly basis to the foster care worker. The documentation must contain the following:

- Number of miles round trip to the child's school.
- Number of trips to the child's school; or actual cost of the alternate means of transportation (receipts required).
- Dates of transportation.

OFFICE OF CHILD SUPPORT

Excerpt from OCS Memorandum 2010-013

MEMORANDUM 2010-013

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|-----------------------|---|
| EFFECTIVE | July 12, 2010 |
| SUBJECT | Escheatment |
| PURPOSE | <p>This memorandum introduces Section 5.65, "Escheatment" of the Michigan IV-D Child Support Manual. It also introduces the revised Notice of Unclaimed Property (Money) (FEN804).</p> <p>Note: The FEN804 is also referred to as the Unclaimed Property Notice and the Due Diligence Notice.</p> |
| DISCUSSION: | <p>Section 5.65, "Escheatment"</p> <p>Manual section 5.65 consolidates escheatment policy from existing Action Transmittals (ATs). Content from the ATs has been reorganized to fit the manual format. The manual section does not introduce any new escheatment policy or policy changes; however, changes to procedures as a result of system enhancements are identified with a change bar in the right margin.</p> |
| Revised FEN804 | <p>The Michigan Child Support Enforcement System (MiCSES) sends the FEN804 to distribution and disbursement recipients with a valid address who have been selected for escheatment. OCS updated the FEN804 to reflect the proper Department of Human Services form header and footer format, and removed the asterisk noting a change in Midland County FOC's telephone number on the Interactive Voice Response (IVR) Directory.</p> <p>Additionally, the FEN804 and the Interactive Voice Response (IVR) Directory (FEN804 Insert) have been combined into one form in the FEN804. The revised FEN804 has a revision date of May 2010 (5/10).</p> |