MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES
Adoption and Guardianship Assistance Office - Suite 612, PO Box 30037 - Lansing, MI 48909
Website: www.michigan.gov/mdhhs

MAIN LINE: 517-335-7801
FAX: open cases 517-241-7042
FAX: eligibility unit 517-335-4019

Program Manager: Dawn Ritter 517-241-6849 RitterD@michigan.gov
Departmental Analyst: Dick Solomon 517-335-3898 SolomonR@michigan.gov
Admin Support/ICAMA: Kim Kesanen 517-241-9772 KesanenK@michigan.gov

ADMINISTRATIVE SUPPORT (alphabetical assignment by parent’s last name)

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtney Russman</td>
<td>Check Re-writes: A – L NRE Processing: A – Z</td>
<td>517-335-6443</td>
<td><a href="mailto:RussmanC@michigan.gov">RussmanC@michigan.gov</a></td>
</tr>
<tr>
<td>Stephanie Warner</td>
<td>Address changes/ Foster Care credit checks</td>
<td>517-335-3790</td>
<td><a href="mailto:WarnerS6@michigan.gov">WarnerS6@michigan.gov</a></td>
</tr>
</tbody>
</table>

ADOPTION AND GUARDIANSHIP ASSISTANCE CASE MANAGEMENT

SUPERVISORS:

Pedro Alvarez 517-241-3273 AlvarezP@michigan.gov
Kathonya Triplett 517-335-3399 TriplettK@michigan.gov

CASELOAD ANALYSTS
Payments, Medical Subsidy, Annual Reports, Extensions

(Alphabetical assignment by parent’s last name)

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
<th>Phone</th>
<th>Email</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Zupan</td>
<td>A - BL</td>
<td>517-241-9771</td>
<td><a href="mailto:ZupanL@michigan.gov">ZupanL@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Lauren Potter</td>
<td>BM - CA</td>
<td>517-335-6602</td>
<td><a href="mailto:PotterL1@michigan.gov">PotterL1@michigan.gov</a></td>
<td>Kathonya Triplett</td>
</tr>
<tr>
<td>Laveda Hoskins</td>
<td>CB - DE</td>
<td>517-241-9770</td>
<td><a href="mailto:HoskinsL@michigan.gov">HoskinsL@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Jennifer Perez</td>
<td>DF - FO</td>
<td>517-335-3549</td>
<td><a href="mailto:PerezJ3@michigan.gov">PerezJ3@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Kristy Simon</td>
<td>FP - HA</td>
<td>517-335-6852</td>
<td><a href="mailto:SimonK4@michigan.gov">SimonK4@michigan.gov</a></td>
<td>Kathonya Triplett</td>
</tr>
<tr>
<td>Lacey Smith</td>
<td>HB - JA</td>
<td>517-241-9768</td>
<td><a href="mailto:SmithL97@michigan.gov">SmithL97@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Amy Stephenson</td>
<td>JB - LA</td>
<td>517-241-8979</td>
<td><a href="mailto:StephensonA@michigan.gov">StephensonA@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Areka Maki</td>
<td>LB - MC</td>
<td>517-241-9759</td>
<td><a href="mailto:MakiA1@michigan.gov">MakiA1@michigan.gov</a></td>
<td>Kathonya Triplett</td>
</tr>
<tr>
<td>Julie Wineland</td>
<td>MD - NI</td>
<td>517-241-7413</td>
<td><a href="mailto:WinelandJ@michigan.gov">WinelandJ@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Tamiko Jones</td>
<td>NJ - RA</td>
<td>517-241-9765</td>
<td><a href="mailto:JonesT2@michigan.gov">JonesT2@michigan.gov</a></td>
<td>Kathonya Triplett</td>
</tr>
<tr>
<td>Stacy Zwolensky</td>
<td>RB - SC</td>
<td>517-241-8854</td>
<td><a href="mailto:zwolensks1@michigan.gov">zwolensks1@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Daphne Taylor</td>
<td>SD - SW</td>
<td>517-241-5496</td>
<td><a href="mailto:TaylorD14@michigan.gov">TaylorD14@michigan.gov</a></td>
<td>Kathonya Triplett</td>
</tr>
<tr>
<td>Kobia Scruggs</td>
<td>SX - WA</td>
<td>517-335-5842</td>
<td><a href="mailto:ScruggsK@michigan.gov">ScruggsK@michigan.gov</a></td>
<td>Pedro Alvarez</td>
</tr>
<tr>
<td>Tiffany Eldridge</td>
<td>WB - ZZ</td>
<td>517-241-9760</td>
<td><a href="mailto:EldridgeT1@michigan.gov">EldridgeT1@michigan.gov</a></td>
<td>Kathonya Triplett</td>
</tr>
</tbody>
</table>

Revised 3/19/2019 Ritter
### Interstate Compact on Adoption and Medical Assistance (ICAMA Medicaid)

Kim Kesanen 517-241-9772  
KesanenK@michigan.gov

### Residential Treatment/Behavioral Care Analyst

Alyssa Stuparek 517-335-6194  
StuparekA@michigan.gov

### Department of Technology, Management, and Budget

For Direct Deposit information:

- Phone: 1-888-734-9749
- Fax: 517-373-0297
- [www.michigan.gov/sigmavss](http://www.michigan.gov/sigmavss)

### MEDICAID COVERAGE

- Michigan Enrolls  
  Phone: 1-888-367-6557

- MI Health Card  
  Phone: 1-800-642-3195

- Medicaid Website  
  [www.michigan.gov/mdhhs](http://www.michigan.gov/mdhhs)

### 2019 ADOPTION AND GUARDIANSHIP ASSISTANCE PAYMENT SCHEDULE

<table>
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<th>Pay Period</th>
<th>Tentative Warrant Date</th>
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<tbody>
<tr>
<td>January</td>
<td>Thursday, January 10, 2019</td>
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<tr>
<td>February</td>
<td>Thursday, February 07, 2019</td>
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<tr>
<td>March</td>
<td>Thursday, March 07, 2019</td>
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<tr>
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<td>Thursday, April 04, 2019</td>
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<tr>
<td>May</td>
<td>Thursday, May 09, 2019</td>
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<td>June</td>
<td>Thursday, June 06, 2019</td>
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<tr>
<td>July</td>
<td>Friday, July 05, 2019</td>
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<tr>
<td>August</td>
<td>Thursday, August 8, 2019</td>
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<td>September</td>
<td>Friday, September 6, 2019</td>
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<td>October</td>
<td>Thursday, October 10, 2019</td>
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<td>November</td>
<td>Thursday, November 07, 2019</td>
</tr>
<tr>
<td>December</td>
<td>Thursday, December 05, 2019</td>
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**ALL DATES ARE SUBJECT TO CHANGE.**

For the most up to date information please check: [www.michigan.gov/mdhhs](http://www.michigan.gov/mdhhs)

Please allow for normal mailing time after the issue date. Please wait at least 5 business days after the tentative warrant date to report that you did not receive your check.

Please remember that if you elect to use EFT, and you move, you will need to update your address change with the Department of Technology, Management, and Budget at [www.michigan.gov/sigmavss](http://www.michigan.gov/sigmavss) AND send a written change of address request with the payee signature to the Adoption and Guardianship Assistance Office.

To arrange for EFT you must sign-up through the Michigan Department of Technology, Management, and Budget (DTMB). This can be done online through the “State of Michigan SIGMA Vendor Self Service (VSS)” at [www.michigan.gov/sigmavss](http://www.michigan.gov/sigmavss). If you have problems with the online enrollment, please call 517-373-4111 for the Lansing area or 888-734-9749 for statewide assistance.
ADOPTION/GUARDIANSHIP ASSISTANCE ELIGIBILITY UNIT

ELIGIBILITY SUPERVISOR:
Erin Setla
517-241-9040
SetlaE@michigan.gov

ADMINISTRATIVE SUPPORT
*Statewide Adoption Assistance and Medical Subsidy openings

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carman Foster</td>
<td>517-335-6304</td>
<td><a href="mailto:FosterC3@michigan.gov">FosterC3@michigan.gov</a></td>
</tr>
</tbody>
</table>

ELIGIBILITY ANALYSTS

Megan Melvin
517-241-7643
MelvinM2@michigan.gov

Agencies:
- All DHHS Apps
- Child Safe
- Judson Center
- Judson Child Safe
- Lutheran Adoption Services, Inc.
- Spectrum Human Services Livingston County DHHS

Sarah Maxa
517-241-1780
MaxaS@michigan.gov

Agencies:
- Adoption Option, Inc.
- Adoption Specialists Family & Children’s Services, Inc.
- Arbor Circle
- Catholic Charities of Genesee/Shiawassee
- Catholic Charities of Jackson/Lenawee/Hillsdale
- Catholic Charities of SE MI - St Francis Center
- Catholic Charities West MI
- Catholic Family Services - Saginaw
- Catholic Social Services of U.P.
- Catholic Social Services of Washtenaw County
- Family & Children’s Services, Inc.
- Family and Community Services
- Growing Hope Through Love
- Livingston County Catholic Charities
- Oakland Family Services
- Open Door Adoption Agency
- Orchards Children’s Services
- St. Vincent Catholic Charities
- Youth Guidance Foster Care

Lauren Kushion
517-241-1019
KushionL@michigan.gov

Agencies:
- All Tribes
- Bethany Christian Services
- Child & Family Charities (Capital Area)
- Fostering Futures
- Fostering Solutions
- Hands Across the Water
- Homes for Black Children
- Lutheran SS of Wisconsin & U.P., MI
- New Light Child & Family Institute
- Sault Tribe of Binogii Placing Agency
- UP Kids
- Upper Peninsula Family Solutions
Agencies:

Child & Family Services of Northeastern Michigan (Alpena)  Methodist Children's Home
Child & Family Services of Northwestern Michigan (Traverse City)  Spaulding for Children
Child & Family Services of the U.P.     Vista Maria
D.A. Blodgett               West Michigan Partnership Children
Eagle Village               Wolverine Human Services
Ennis
Family Services & Child Aid of Jackson
Forever Families

POST-ADOPTION MEDICAL SUBSIDY ELIGIBILITY ANALYSTS
(Alphabetical assignment by parent's last name)

Sarah Hawes      A - I      517-241-1323    HawesS@michigan.gov
Dawn Ray         J - Z      517-241-6570     RayD@michigan.gov

GUARDIANSHIP ASSISTANCE PROGRAM (GAP) ELIGIBILITY ANALYSTS

Dawn Ray      517-241-6570     RayD@michigan.gov
Statewide eligibility determinations for Guardianship Assistance and Successor Guardianship Assistance program.
Statewide Guardianship Assistance and Medical Subsidy openings.

Sarah Hawes      517-241-1323    HawesS@michigan.gov
Statewide eligibility determinations for Guardianship Assistance program.

NOTIFICATION EMAIL BOXES

<table>
<thead>
<tr>
<th>Adoption Assistance and Medical Subsidy Applications Case Openings</th>
<th><a href="mailto:MDHHS-AGAO-apps-and-openings@michigan.gov">MDHHS-AGAO-apps-and-openings@michigan.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-recurring Adoption Expenses Claims (NRE)</td>
<td><a href="mailto:MDHHS-AGAO-NREmailbox@michigan.gov">MDHHS-AGAO-NREmailbox@michigan.gov</a></td>
</tr>
</tbody>
</table>

**Please include your child’s name and Person ID (PID) in your email.

CLOSED ADOPTION RECORDS STAFF

SUPERVISOR: Kathonya Triplett      517-335-3399    TripletK@michigan.gov

| Betty Curry | 517-241-9758 | CurryB@michigan.gov |
| Tyon Harris | 517-241-5504 | HarrisT@michigan.gov |
| Ashleigh Boyd | 517-335-0916 | BoydA4@michigan.gov |
| Teresa Sikes | 517-335-7390 | SikesT@michigan.gov |
| SaDonna Croff | 517-241-9760 | CroffS@michigan.gov |
| Tara Hettler | 517-241-8757 | hettlert@michigan.gov |