

**MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**Adoption and Guardianship Assistance Office - Suite 612, PO Box 30037 - Lansing, MI 48909**  
**Website: [www.michigan.gov/mdhhs](http://www.michigan.gov/mdhhs)**  
**MAIN LINE: 517-335-7801**

**Program Manager:** Dawn Ritter 517-241-6849 [RitterD@michigan.gov](mailto:RitterD@michigan.gov)  
**Admin Support/ICAMA:** Amy Parker 517-373-2824 [ParkerA10@michigan.gov](mailto:ParkerA10@michigan.gov)  
**Departmental Analyst:** Dick Solomon 517-335-3898 [SolomonR@michigan.gov](mailto:SolomonR@michigan.gov)

**ADOPTION ASSISTANCE ONGOING AND ANNUAL REPORT STAFF – FAX 517-241-7042**

**ADMINISTRATIVE SPECIALISTS** (alphabetical assignment by **parent's** last name)

Courtney Russman	Check Re-writes: A – L NRE Processing: A – Z	517-335-6443	<a href="mailto:RussmanC@michigan.gov">RussmanC@michigan.gov</a>
Daniel Conklin	Re-writes: M – Z Verification Requests: A – Z Affidavits Requests : A – Z	517-373-3247	<a href="mailto:ConklinD2@michigan.gov">ConklinD2@michigan.gov</a>

**ONGOING SUPERVISOR:** Pedro Alvarez 517-241-3273 [AlvarezP@michigan.gov](mailto:AlvarezP@michigan.gov)

**CREDIT CHECKS/ADDRESS CHANGE SPECIALIST**

Stephanie Warner	517-335-3790	WarnerS6@michigan.gov
------------------	--------------	-----------------------

**ADOPTION ASSISTANCE ANALYSTS** (alphabetical assignment by **parent's** last name)

\*Payment issues, Medicaid issues, or General questions

Lisa Zupan	A – L	517-373-3566	<a href="mailto:ZupanL@michigan.gov">ZupanL@michigan.gov</a>
Julie Wineland	M – Z	517-241-7413	<a href="mailto:WinelandJ@michigan.gov">WinelandJ@michigan.gov</a>

**MEDICAL SUBSIDY ANALYSTS** (alphabetical assignment by **parent's** last name)

\*Prior approvals, Counseling, Tutoring, Orthodontics, or Prescriptions

Laveda Hoskins	Medical Claims A – F	517-373-6212	<a href="mailto:HoskinsL@michigan.gov">HoskinsL@michigan.gov</a>
Lacey Wilson	Medical Claims G – P	517-373-3235	<a href="mailto:WilsonL4@michigan.gov">WilsonL4@michigan.gov</a>
Stacy Wieske	Medical Claims Q – Z	517-241-8854	<a href="mailto:WieskeS@michigan.gov">WieskeS@michigan.gov</a>

**EXTENSION ANALYSTS** (alphabetical assignment by **parent's** last name)

\*Child turning 18 and still in high school

Jennifer Perez	Extension A – F	517-335-3549	<a href="mailto:PerezJ3@michigan.gov">PerezJ3@michigan.gov</a>
Amy Stephenson	Extension G – M	517-241-8979	<a href="mailto:StephensonA@michigan.gov">StephensonA@michigan.gov</a>
Kobia Scruggs	Extension N – Z	517-335-5842	<a href="mailto:ScruggsK@michigan.gov">ScruggsK@michigan.gov</a>

**ANNUAL REPORT/INVESTIGATION SUPERVISOR:** Kathonya Triplett 517-335-3399 [TriplettK@michigan.gov](mailto:TriplettK@michigan.gov)

**YOUNG ADULT EXTENSION/GUARDIANSHIP ASSISTANCE ANNUAL REPORT ANALYST**

Daphne Shane	Adoption Assistance and Guardianship Young Adult Extensions	517-241-5496	<a href="mailto:ShaneD@michigan.gov">ShaneD@michigan.gov</a>
--------------	---	--------------	--

**ANNUAL REPORT/INVESTIGATION ANALYSTS** (alphabetical assignment by **parent's** last name)

Lauren Potter	A – C	517-335-6602	<a href="mailto:PotterL1@michigan.gov">PotterL1@michigan.gov</a>
Kristy Simon	D – J	517-335-6852	<a href="mailto:SimonK4@michigan.gov">SimonK4@michigan.gov</a>
Tamiko Jones	K – RI	517-373-3586	<a href="mailto:JonesT2@michigan.gov">JonesT2@michigan.gov</a>
Tiffany Eldridge	RJ-V	517-373-7544	<a href="mailto:EldridgeT1@michigan.gov">EldridgeT1@michigan.gov</a>
Areka Maki	W-Z	517-373-4188	<a href="mailto:MakiA1@michigan.gov">MakiA1@michigan.gov</a>

<p align="center"><b>Interstate Compact on Adoption and Medical Assistance (ICAMA Medicaid)</b> Amy Parker 517-373-2824 <a href="mailto:ParkerA10@michigan.gov">ParkerA10@michigan.gov</a></p>	<p align="center"><b>MEDICAID COVERAGE</b></p> <p align="center"><b>Michigan Enrolls</b> Phone: 1-888-367-6557</p> <p align="center"><b>MI Health Card</b> Phone: 1-800-642-3195</p> <p align="center"><b>Medicaid Website</b> <a href="http://www.michigan.gov/mdhhs">www.michigan.gov/mdhhs</a></p>
<p align="center"><b>Residential Treatment</b> Alyssa Stuparek 517-335-6194 <a href="mailto:StuparekA@michigan.gov">StuparekA@michigan.gov</a></p>	
<p align="center"><b>Department of Technology, Management, and Budget</b> For Direct Deposit information: Phone: 1-888-734-9749 Fax: 517-373-0297 <a href="http://www.michigan.gov/sigmavss">www.michigan.gov/sigmavss</a></p>	

**2018 ADOPTION AND GUARDIANSHIP ASSISTANCE PAYMENT SCHEDULE**

Pay Period	Tentative Warrant Date
January	Friday, January 05, 2018
February	Thursday, February 08, 2018
March	Thursday, March 08, 2018
April	Thursday, April 05, 2018
May	Thursday, May 10, 2018
June	Thursday, June 07, 2018
July	Friday, July 06, 2018
August	Thursday, August 09, 2018
September	Friday, September 07, 2018
October	Thursday, October 04, 2018
November	Friday, November 09, 2018
December	Thursday, December 06, 2018

**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 ELIGIBILITY UNIT – FAX 517-335-4019**

**ELIGIBILITY/GAP SUPERVISOR:** Erin Setla 517-241-9040 [SetlaE@michigan.gov](mailto:SetlaE@michigan.gov)

**ADMINISTRATIVE SUPPORT SPECIALISTS**

\*Statewide Adoption Assistance and Medical Subsidy openings

Carman Foster	517-335-6304	<a href="mailto:FosterC3@michigan.gov">FosterC3@michigan.gov</a>
---------------	--------------	--

**DEPARTMENTAL ANALYSTS/ELIGIBILITY SPECIALISTS**

**Megan Melvin** 517-241-7643 [MelvinM2@michigan.gov](mailto:MelvinM2@michigan.gov)  
Agencies:

<b>Alcona County DHHS</b>	<b>Livingston County DHHS</b>
<b>All DHHS Apps</b>	<b>Lutheran Adoption Services, Inc.</b>
<b>Cheboygan County DHHS</b>	<b>Macomb County DHHS</b>
<b>Children's Center of Wayne County</b>	<b>Oakland County DHHS</b>
<b>Clinton County DHHS</b>	<b>Spectrum Human Services Livingston County DHHS</b>
<b>Delta County DHHS</b>	
<b>Homes for Black Children</b>	
<b>Judson Center</b>	

**Sarah Maxa** 517-241-1780 [MaxaS@michigan.gov](mailto:MaxaS@michigan.gov)  
Agencies:

<b>Adoption Option, Inc.</b>	<b>Family &amp; Children's Services, Inc.</b>
<b>Adoption Specialists</b>	<b>Growing Hope Through Love</b>
<b>Arbor Circle</b>	<b>Livingston County Catholic Charities</b>
<b>Catholic Charities of Genesee/Shiawassee</b>	<b>Open Door Adoption Agency</b>
<b>Catholic Charities of Jackson/Lenawee/Hillsdale</b>	<b>Orchards Children's Services</b>
<b>Catholic Charities of SE MI - St Francis Center</b>	<b>St. Vincent Catholic Charities</b>
<b>Catholic Charities West MI</b>	<b>Youth Guidance Foster Care</b>
<b>Catholic Family Services - Saginaw</b>	
<b>Catholic Social Services of U.P.</b>	
<b>Catholic Social Services of Washtenaw County</b>	
<b>Ennis</b>	

**Lauren Kushion** 517-241-1019 [KushionL@michigan.gov](mailto:KushionL@michigan.gov)  
Agencies:

<b>All Tribes</b>	<b>Sault Tribe of Binogii Placing Agency</b>
<b>Bethany Christian Services</b>	<b>Teaching Family Homes</b>
<b>Child &amp; Family Services of the U.P.</b>	<b>UP Kids</b>
<b>Hands Across the Water</b>	<b>Upper Peninsula Family Solutions</b>
<b>Lutheran SS of Wisconsin &amp; U.P., MI</b>	
<b>New Light Child &amp; Family Institute</b>	

**Mark Prelesnik** 517-241-9126 [PrelesnikM@michigan.gov](mailto:PrelesnikM@michigan.gov)

Agencies:

<b>Child Safe</b>	<b>Forever Families</b>
<b>Child &amp; Family Charities (Capital Area)</b>	<b>Fostering Solutions</b>
<b>Child &amp; Family Services of Northeastern Michigan (Alpena)</b>	<b>Fostering Futures</b>
<b>Child &amp; Family Services of Northwestern Michigan (Traverse City)</b>	<b>Methodist Children's Home</b>

<b>D.A. Blodgett</b>	<b>Oakland Family Services</b>
<b>Eagle Village</b>	<b>Spaulding for Children</b>

**POST-ADOPTION MEDICAL SUBSIDY DETERMINATION AND PROCESSING** (alphabetical assignment by **parent's** last name)

**Alyssa Stuparek**    A – L    517-335-6194    [Stupareka@michigan.gov](mailto:Stupareka@michigan.gov)  
**Sarah Hawes**        M – Z    517-241-1323    [HawesS@michigan.gov](mailto:HawesS@michigan.gov)

**GUARDIANSHIP ASSISTANCE PROGRAM (GAP) AND GUARDIANSHIP ASSISTANCE EXTENSION**

**Dawn Ray**                      517-241-6570                      [RayD@michigan.gov](mailto:RayD@michigan.gov)  
Statewide Guardianship Assistance and Medical Subsidy openings.  
Statewide ongoing case management for Guardianship Assistance Program.

**Sarah Hawes**                      517-241-1323                      [HawesS@michigan.gov](mailto:HawesS@michigan.gov)  
Statewide eligibility determinations for Guardianship Assistance program.

**NOTIFICATION MAIL BOXES**

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

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

**CLOSED ADOPTION RECORDS SPECIALISTS**

**SUPERVISOR:**    Kathonya Triplett                      517-335-3399                      [TriplettK@michigan.gov](mailto:TriplettK@michigan.gov)

Betty Curry	517-373-2023	<a href="mailto:CurryB@michigan.gov">CurryB@michigan.gov</a>
Tyon Harris	517-241-5504	<a href="mailto:HarrisT5@michigan.gov">HarrisT5@michigan.gov</a>
Ashleigh Boyd	517-335-0916	<a href="mailto:BoydA4@michigan.gov">BoydA4@michigan.gov</a>
Teresa Sikes	517-335-7390	<a href="mailto:SikesT@michigan.gov">SikesT@michigan.gov</a>
Kim Kesanen	517-373-3256	<a href="mailto:KesanenK@michigan.gov">KesanenK@michigan.gov</a>
SaDonna Croff	517-373-2924	<a href="mailto:CroffS@michigan.gov">CroffS@michigan.gov</a>