

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

Program Manager: Dawn Ritter 517-241-6849 RitterD@michigan.gov
Admin Support/ICAMA: Amy Parker 517-373-2824 ParkerA10@michigan.gov
Departmental Analyst: Dick Solomon 517-335-3898 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	RussmanC@michigan.gov
Daniel Conklin	Re-writes: M – Z Verification Requests: A – Z Affidavits Requests : A – Z	517-373-3247	ConklinD2@michigan.gov

ONGOING SUPERVISOR: Pedro Alvarez 517-241-3273 AlvarezP@michigan.gov

CREDIT CHECKS/ADDRESS CHANGE SPECIALIST

Kobia Scruggs	517-335-3790	ScruggsK@michigan.gov
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ADOPTION ASSISTANCE ANALYSTS (alphabetical assignment by **parent's** last name)

*Payment issues, Medicaid issues, or General questions

Ashleigh Sunderlin	A – L	517-373-3566	SunderlinA1@michigan.gov
Julie Wineland	M – Z	517-241-7413	WinelandJ@michigan.gov

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	HoskinsL@michigan.gov
Lacey Wilson	Medical Claims G – M	517-373-3235	WilsonL4@michigan.gov
Stacy Wieske	Medical Claims N – Z	517-241-8854	WieskeS@michigan.gov

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	PerezJ3@michigan.gov
Amy Stephenson	Extension G – M	517-241-8979	StephensonA@michigan.gov
Areka Maki	Extension N – Z	517-335-5842	MakiA1@michigan.gov

ANNUAL REPORT/INVESTIGATION SUPERVISOR: Kathonya Triplett 517-335-3399 TriplettK@michigan.gov

YOUNG ADULT EXTENSION/GUARDIANSHIP ASSISTANCE ANNUAL REPORT ANALYST

Daphne Shane	Young Adult Extensions	517-241-5496	ShaneD@michigan.gov
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ANNUAL REPORT/INVESTIGATION ANALYSTS (alphabetical assignment by **parent's** last name)

Lauren Potter	A – C	517-335-6602	PotterL1@michigan.gov
Kristy Simon	D – J	517-335-6852	SimonK4@michigan.gov
Tamiko Jones	K – RE	517-373-3586	JonesT2@michigan.gov
Tiffany Eldridge	RF – Z	517-373-7544	EldridgeT1@michigan.gov
Abigail McElhone	Investigation Specialist	517-373-4188	McElhoneA1@michigan.gov

Interstate Compact on Adoption and Medical Assistance (ICAMA Medicaid) Amy Parker 517-373-2824 ParkerA10@michigan.gov	MEDICAID COVERAGE Michigan Enrolls Phone: 1-888-367-6557 MI Health Card Phone: 1-800-642-3195 Medicaid Website www.michigan.gov/mdch
Residential Treatment 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/cpexpress	

2017 ADOPTION AND GUARDIANSHIP ASSISTANCE PAYMENT SCHEDULE

Pay Period	Tentative Warrant Date
January	Friday, January 6, 2017
February	Thursday, February 9, 2017
March	Thursday, March 9, 2017
April	Thursday, April 6, 2017
May	Thursday, May 4, 2017
June	Thursday, June 8, 2017
July	Friday, July 7, 2017
August	Thursday, August 10, 2017
September	Friday, September 8, 2017
October	Thursday, October 5, 2017
November	Thursday, November 9, 2017
December	Thursday, December 7, 2017

ALL DATES ARE SUBJECT TO CHANGE.

For the most up to date information please check: 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/cpexpress 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 "Contract & Payment Express" at www.michigan.gov/cpexpress. 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

ADMINISTRATIVE SUPPORT SPECIALISTS

*Statewide Adoption Assistance and Medical Subsidy openings

Carman Foster	517-335-6304	FosterC3@michigan.gov
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DEPARTMENTAL ANALYSTS/ELIGIBILITY SPECIALISTS

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

**Children's Center of Wayne County
Homes for Black Children
Judson Center
Lutheran Adoption Services, Inc.
Spaulding for Children
Spectrum Human Services
Vista Maria
Alcona County DHS
Clinton County DHS**

**Delta County DHS
Livingston County DHS
Oakland County DHS
Macomb County DHS
Cheboygan county DHS
All DHS apps**

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

**Adoption Option, Inc.
Adoption Specialists
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
Ennis**

**Family & Children's Services, Inc.
Growing Hope Through Love
Livingston County Catholic Charities
Methodist Children's Home
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:

**Bethany Christian Services
Child & Family Charities (Capital Area)
Child & Family Services of Northeastern Michigan
Child & Family Services of Northwestern Michigan
Child & Family Services of the U.P.
Eagle Village
Family Services & Child Aid of Jackson**

**Goodwill Farms/UP Kids
Hands Across the Water
Lutheran SS of Wisconsin & U.P., MI
New Light Child & Family Institute
Sault Tribe of Binogii Placing Agency
Teaching Family Homes
Upper Peninsula Family Solutions
All Tribes**

Mark Prelesnik 517-241-9126 PrelesnikM@michigan.gov
Statewide Post-Adoption Medical Subsidy eligibility determination and processing.
Agencies:

**Fostering Futures
Forever Families
Fostering Solutions
D.A. Blodgett**

**Family Community Services – Family Adoption Consultants
Wolverine Human Service
Child Safe**

GUARDIANSHIP ASSISTANCE PROGRAM (GAP) AND GUARDIANSHIP ASSISTANCE EXTENSION

Dawn Ray 517-241-6570 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
 Statewide eligibility determinations for Guardianship Assistance program.
 Statewide eligibility determination and case management for the Guardianship Assistance Program YAVFC.

NOTIFICATION MAIL BOXES

Adoption Assistance and Medical Subsidy Applications Case Openings	MDHHS-AGAO-apps-and-openings@michigan.gov
Non-recurring Adoption Expenses Claims (NRE)	MDHHS-AGAO-NREmailbox@michigan.gov

**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

Vacant		
Stephanie Warner	517-241-5504	WarnerS6@michigan.gov
Ashleigh Boyd	517-335-0916	BoydA4@michigan.gov
Teresa Adams	517-335-7390	AdamsT10@michigan.gov
Kim Kesanen	517-373-3256	KesanenK@michigan.gov
SaDonna Croff	517-373-2924	CroffS@michigan.gov