

Annual Cost Report Handbook - Child Placing Agencies

Revisions for Reporting 9-30-22

The following list identifies the changes in the Child Placing Agency (CPA) Handbook for State of Michigan fiscal year 2022 reporting.

PART 2: FISCAL FACTORS (page 8 -9)

We added descriptions for Aftercare (Trial Reunification) and Paycheck Protection Program (PPP) Loans. All revenues, expenses and statistics must be attributable to MDHHS-provided days of care only.

Starting in FY22, Aftercare (Trial Reunification) revenues and PPP loan amounts are included as part of Other Contract Revenues. Agencies should report the revenues as follows:

- Aftercare/Trial Reunification (Gray, Locked for MDHHS Official Use Only): Agencies do not need to report Trial Reunification revenues as we will gather the revenue data directly from MiSACWIS.
- PPP Loans (Blue, Unlocked): Agencies should enter PPP loan amounts attributable to FY22 Contract activities.

PART 3: REPORT PROCEDURE (page 10)

Report Due Date: We have extended the due date to submit cost reports from November 31 to **December 15**.

PART 4: EXPLANATION OF COMMON TERMS (page 11)

Unlike other programs, the (Per-Diem) Revenue for Adoption is unlocked for agencies to report the State revenues. We have re-enabled the cell due to the difficulty of collecting days of care data for Adoption and the delay in Adoption case approvals. Please enter FY22 Adoption State Revenues in cell C22, Tab-3 Direct CPA.

PART 7: STATUTES AND REGULATORY AUTHORITIES (page 42)

We have added hyperlinks for Paycheck Protection Program (PPP) Loans.