

## PRE-TEN WAIVERS

- Residential placement of any child under the age of 10 requires Central Office approval from the Pre-Ten Unit.
- Pre-Ten Waivers are required, regardless of funding source.
- Include results of the Fetal Alcohol Spectrum (FAS) Pre-screen (See FOM 722-6 ).
- Emergency residential placement for a period not to exceed 30 days from date of placement can be made with prior request by telephone. If approved, the written documentation must be submitted within that first 30 days.
- Refer to Manual Item **FOM 722-3** for the details on **submitting a Pre-Ten Waiver request**.

### **The following steps, in addition to the manual item, are suggested:**

- **When considering making referrals for residential, contact the CWFOA Specialists at 517-373-3983 by phone and the fax is 517-241-2555, Suite 415, Grand Tower Building (or reference page 2 for your specific specialist). Placement resource information is available upon request.**
- Complete a DHS 396 form. Also included what has been done to avoid residential placement, (Assisted Care and Wraparound services must be exhausted if available), child's current behaviors, foster home placement efforts and attach all supporting documents such as USP, Psychological Reports, School Reports and doctor/therapist letter or TDM report recommending the need for residential placement.
- If two or more of the five identifiers listed in the FAS Pre-screen are noted, and are not associated with another known syndrome, the child should be referred for a full FASD screen.
- If a **Child Placing Agency** is involved with the child and family, be sure to include the contact person at that agency. They may be contacted if more specific information about the child and need for placement are required. Where siblings are placed is also taken into consideration when approving a Pre-Ten Waiver.
- **DHS:** Have your County Director for the 77 Counties or District Manager for the Big six Counties sign the recommendation. Support of your management is required before a Pre-Ten Waiver request will be considered.
- **Private Agency:** request must come through DHS Management.
- **Time Frames:** Pre-Ten Waivers are granted for a period of 3 months and may be granted for lesser periods of time. A request for extension must be made if the placement lasts over 3 months. The extension request includes a current USP for the entire family, any reports from the residential facility and a memo outlining the need for continued treatment.
- **Payments:** for Pre-Ten placements made from IVE or SWBC funds require the payment to Pend in SWSS FAJ. Fax a SWSS FAJ produced, signed DHS-626 to the Federal Compliance Unit, fax number 517-335-0122 for the payment to be processed. (SWSS FAJ Message is self- explanatory)<sup>1</sup>

## Child Welfare Field Operations Specialist Coverage Listing

### LeeAnn Barrett – 517-335-6853 – [BarrettL1@michigan.gov](mailto:BarrettL1@michigan.gov) (Northern non-urban)

Alcona	Crawford	Keweenaw	Ontonagon
Alger	Delta	Leelanau	Oscoda
Alpena	Dickinson	Luce	Otsego
Antrim	Emmet	Mackinac	Presque Isle
Baraga	Gogebic	Manistee	Roscommon
Benzie	Grand Traverse	Marquette	Schoolcraft
Charlevoix	Houghton	Menominee	Wexford
Cheboygan	Iosco	Missaukee	
Chippewa	Iron	Montmorency	
Clare	Kalkaska	Ogemaw	

### Renee Kalich – 517-373-1125 – [KalichR@michigan.gov](mailto:KalichR@michigan.gov) (Eastern non-urban)

Arenac	Gratiot	Midland	Tuscola
Bay	Huron	Saginaw	
Clinton	Isabella	Sanilac	
Gladwin	Lapeer	St. Clair	

### Tim Crittenden – 517-599-4285 – [CrittendenT2@michigan.gov](mailto:CrittendenT2@michigan.gov) (Western non-urban)

Ionia	Mecosta	Newaygo	Ottawa
Lake	Montcalm	Oceana	
Mason	Muskegon	Osceola	

### Wendy Odlum – 517-373-3913 – [OdlumW@michigan.gov](mailto:OdlumW@michigan.gov) (Southwestern non-urban)

Allegan	Berrien	Eaton	St. Joseph
Barry	Cass	Kalamazoo	Van Buren

### Kasey Bryant – 517-241-6622 – [BryantK@michigan.gov](mailto:BryantK@michigan.gov) (Southeastern non-urban)

Branch	Jackson	Monroe	
Calhoun	Lenawee	Shiawassee	
Hillsdale	Livingston	Washtenaw	

### Magdalen Thomas – 517-241-5535 – [ThomasM12@michigan.gov](mailto:ThomasM12@michigan.gov) (Urban East)

Macomb  
Oakland  
Wayne

### Tunisha Smith – 517-335-9678 – [SmithT12@michigan.gov](mailto:SmithT12@michigan.gov) (Urban West)

Genesee  
Ingham  
Kent