

**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**  
 FAX: open cases 517-241-7042  
 FAX: eligibility unit 517-335-4019

**Program Manager:** Kathonya Rice 517-256-1060 [RiceK5@michigan.gov](mailto:RiceK5@michigan.gov)  
**Departmental Analyst:** Areka Maki 517-335-3898 [MakiA1@michigan.gov](mailto:MakiA1@michigan.gov)  
**Admin Support/ICAMA:** Kim Kesanen 517-241-9772 [KesanenK@michigan.gov](mailto:KesanenK@michigan.gov)

**ADOPTION AND GUARDIANSHIP ASSISTANCE CASE MANAGEMENT**

**SUPERVISORS:**

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

**ADOPTION ASSISTANCE CASELOAD ANALYSTS**

Payments, Medical Subsidy, Annual Reports, Extensions  
 (Alphabetical assignment by **parent's** last name)

SUPERVISOR

				SUPERVISOR
Lisa Zupan	A - BORN	517-241-9771	<a href="mailto:ZupanL@michigan.gov">ZupanL@michigan.gov</a>	Pedro Alvarez
Lauren Potter	BORO - CLE	517-335-6602	<a href="mailto:PotterL1@michigan.gov">PotterL1@michigan.gov</a>	Vacant
Amber Shaw	CLF - DUL	517-241-9770	<a href="mailto:Shawa7@michigan.gov">Shawa7@michigan.gov</a>	Pedro Alvarez
Jennifer Perez	DUM - GIN	517-335-3549	<a href="mailto:PerezJ3@michigan.gov">PerezJ3@michigan.gov</a>	Pedro Alvarez
Kristy Simon	GIO - HIS	517-335-6852	<a href="mailto:SimonK4@michigan.gov">SimonK4@michigan.gov</a>	Vacant
Lacey Smith	HIT - KER	517-241-9768	<a href="mailto:SmithL97@michigan.gov">SmithL97@michigan.gov</a>	Vacant
Amy Stephenson	KES - MAL	517-241-8979	<a href="mailto:StephensonA@michigan.gov">StephensonA@michigan.gov</a>	Pedro Alvarez
LaToya McCants	MAM - MORL	517-241-9759	<a href="mailto:MccantsL2@michigan.gov">MccantsL2@michigan.gov</a>	Vacant
Julie Wineland	MORM-PIC	517-241-7413	<a href="mailto:WinelandJ@michigan.gov">WinelandJ@michigan.gov</a>	Pedro Alvarez
Tamiko Jones	PID - SAP	517-241-9765	<a href="mailto:JonesT2@michigan.gov">JonesT2@michigan.gov</a>	Pedro Alvarez
Carlos Rubio	SAQ - STIE	517-241-8854	<a href="mailto:Rubioc1@michigan.gov">Rubioc1@michigan.gov</a>	Pedro Alvarez
Kobia Scruggs	STIF-WAK	517-335-5842	<a href="mailto:ScruggsK@michigan.gov">ScruggsK@michigan.gov</a>	Pedro Alvarez
Candice Durr	WAL - ZZ	517-241-9760	<a href="mailto:Durrc@michigan.gov">Durrc@michigan.gov</a>	Vacant

**YOUNG ADULT AND GUARDIANSHIP ASSISTANCE CASELOAD ANALYST**

Payments, Medical Subsidy, Annual Reports, Extensions

Daphne Taylor	Guardianship and Young Adult Extensions	517-241-5496	<a href="mailto:TaylorD14@michigan.gov">TaylorD14@michigan.gov</a>	Vacant
---------------	---	--------------	--	--------

**ADMINISTRATIVE SUPPORT** (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>	Erin Setla
Daniel Conklin	Re-writes: M – Z Verification Requests: A – Z Affidavits Requests : A – Z	517-241-9767	<a href="mailto:ConklinD2@michigan.gov">ConklinD2@michigan.gov</a>	Erin Setla
Stephanie Warner	Address changes/ Foster Care credit checks	517-335-3790	<a href="mailto:WarnerS6@michigan.gov">WarnerS6@michigan.gov</a>	Pedro Alvarez

<b>Interstate Compact on Adoption and Medical Assistance (ICAMA Medicaid)</b> <b>Kim Kesanen 517-241-9772</b> <a href="mailto:KesanenK@michigan.gov">KesanenK@michigan.gov</a>	<b>MEDICAID COVERAGE</b>  <b>Michigan Enrolls</b> Phone: 1-888-367-6557  <b>MI Health Card</b> Phone: 1-800-642-3195  <b>Medicaid Website</b> <a href="http://www.michigan.gov/mdhhs">www.michigan.gov/mdhhs</a>
<b>Residential Treatment/Behavioral Analyst</b> <b>Felicia O'Connor 517-335-6194</b> <a href="mailto:OConnorF@michigan.gov">OConnorF@michigan.gov</a>	
<b>Department of Technology, Management, and Budget</b> For Direct Deposit information: Phone: 1-888-734-9749 Fax: 517-763-0300 <a href="http://www.michigan.gov/sigmavss">www.michigan.gov/sigmavss</a>	

**2022 ADOPTION AND GUARDIANSHIP ASSISTANCE PAYMENT SCHEDULE**

Pay Period	Tentative Warrant Date
January	Thursday, January 6, 2022
February	Thursday, February 10, 2022
March	Thursday, March 10, 2022
April	Thursday, April 7, 2022
May	Thursday, May 5, 2022
June	Thursday, June 9, 2022
July	Friday, July 8, 2022
August	Thursday, August 4, 2022
September	Friday, September 9, 2022
October	Thursday, October 6, 2022
November	Thursday, November 10, 2022
December	Thursday, December 8, 2022

**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 MANAGER:**

**Erin Setla**

517-241-9040

[SetlaE@michigan.gov](mailto:SetlaE@michigan.gov)

**ADMINISTRATIVE SUPPORT:**

\*Statewide Adoption Assistance and Medical Subsidy openings

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

**ADOPTION ASSISTANCE ELIGIBILITY ANALYSTS: Assignment by Agency**

**Megan Melvin**

517-241-7643

[MelvinM2@michigan.gov](mailto:MelvinM2@michigan.gov)

Agencies:

All DHHS Apps  
Adoption and Foster Care Specialists, Inc.  
Child & Family Services of Northeastern Michigan (Alpena)  
Child & Family Services of Northwestern Michigan (Harbor Springs)  
Child & Family Services of the U.P.  
Children Center's of Wayne County

D.A. Blodgett  
Judson Center  
Judson Child Safe  
Lutheran Adoption Services  
Spectrum Human Services  
Wolverine Human Services

**Sarah Maxa**

517-241-1780

[MaxaS@michigan.gov](mailto:MaxaS@michigan.gov)

Agencies:

Adoption Option, Inc.  
Catholic Charities of Genesee/Shiawassee  
Catholic Charities of Jackson/Lenawee/Hillsdale  
Catholic Charities of SE MI  
Catholic Charities West MI  
Catholic Social Services of U.P.  
Catholic Social Services of Washtenaw County  
Family and Community Services  
Ennis Center

Growing Hope Through Love  
Holy Cross  
Livingston County Catholic Charities  
Methodist Children's Home  
Oakland Family Services  
Open Door Adoption Services  
Orchards Children's Services  
St. Vincent Catholic Charities  
Youth Guidance Foster Care

**Lauren Kushion**

517-241-1019

[KushionL@michigan.gov](mailto:KushionL@michigan.gov)

Agencies:

All Tribes  
Bethany Christian Services  
Child & Family Charities (Capital Area)  
Family and Children's Services, Inc.  
Family Services & Child Aid of Jackson  
Forever Families  
Fostering Futures  
Fostering Solutions  
Guiding Harbor (Girlistown Foundation)

Hands Across the Water  
Homes for Black Children  
New Light Child & Family Institute  
Sault Tribe of Binogii Placing Agency  
Spaulding for Children  
UP Kids  
Upper Peninsula Family Solutions  
Vista Maria

**Areka Maki**

517-335-3898

[MakiA1@michigan.gov](mailto:MakiA1@michigan.gov)

Agencies:

Arbor Circle  
Child & Family Services of Northwestern Michigan (Traverse City)  
Eagle Village

**ADOPTION ASSISTANCE RENEGOTIATION REQUEST ELIGIBILITY ANALYSTS**

(Alphabetical assignment by **parent's** last name)

<b>Megan Melvin</b>	<b>A-I</b>	517-241-7643	<a href="mailto:MelvinM2@michigan.gov">MelvinM2@michigan.gov</a>
<b>Sarah Maxa</b>	<b>J-Q</b>	517-241-1780	<a href="mailto:MaxaS@michigan.gov">MaxaS@michigan.gov</a>
<b>Lauren Kushion</b>	<b>R-Z</b>	517-241-1019	<a href="mailto:KushionL@michigan.gov">KushionL@michigan.gov</a>

Note: The above assignment applies to SSI private adoption inquires, adoption by a guardian after death of adoptive parent, second adoption of child who were eligible for title IV-E adoption assistance in prior adoption & GAP to adoption cases.

**POST-ADOPTION MEDICAL SUBSIDY ELIGIBILITY ANALYSTS**

(Alphabetical assignment by **parent's** last name)

<b>Sarah Hawes</b>	<b>A - J</b>	517-241-1323	<a href="mailto:HawesS@michigan.gov">HawesS@michigan.gov</a>
<b>Dawn Ray</b>	<b>K- Z</b>	517-241-6570	<a href="mailto:RayD@michigan.gov">RayD@michigan.gov</a>

**GUARDIANSHIP ASSISTANCE PROGRAM (GAP) ELIGIBILITY ANALYSTS**

<b>Dawn Ray</b>	517-241-6570	<a href="mailto:RayD@michigan.gov">RayD@michigan.gov</a>
-----------------	--------------	--

Statewide eligibility determinations for Guardianship Assistance and Successor Guardianship Assistance program.  
Statewide Guardianship Assistance and Medical Subsidy openings.

<b>Sarah Hawes</b>	517-241-1323	<a href="mailto:HawesS@michigan.gov">HawesS@michigan.gov</a>
--------------------	--------------	--

Statewide eligibility determinations for Guardianship Assistance program.  
Statewide Guardianship Assistance and Medical Subsidy openings.

**GUARDIANSHIP ASSISTANCE RENEGOTIATION REQUEST ELIGIBILITY ANALYSTS**

(Alphabetical assignment by **parent's** last name)

<b>Sarah Hawes</b>	<b>A - K</b>	517-241-1323	<a href="mailto:HawesS@michigan.gov">HawesS@michigan.gov</a>
<b>Dawn Ray</b>	<b>L- Z</b>	517-241-6570	<a href="mailto:RayD@michigan.gov">RayD@michigan.gov</a>

**NOTIFICATION EMAIL BOXES**

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

**SUPERVISOR: Vacant 517-335-3399**

<b>Lindsay Coffey</b>	517-241-9758	<a href="mailto:CoffeyL1@michigan.gov">CoffeyL1@michigan.gov</a>
<b>Tyon Harris</b>	517-241-5504	<a href="mailto:HarrisT5@michigan.gov">HarrisT5@michigan.gov</a>
<b>Kenyada Smither</b>	517-335-0916	<a href="mailto:SmithersK3@michigan.gov">SmithersK3@michigan.gov</a>
<b>Teresa Sikes</b>	517-335-7390	<a href="mailto:SikesT@michigan.gov">SikesT@michigan.gov</a>
<b>Roxxanne Ellis</b>	517-241-9760	<a href="mailto:EllisR10@michigan.gov">EllisR10@michigan.gov</a>
<b>Tara Hettler</b>	517-241-9757	<a href="mailto:hettlert@michigan.gov">hettlert@michigan.gov</a>

**To request information from a closed adoption record, you must submit a written request to:  
Central Adoption Registry, PO Box 30037, Suite 514, Lansing, MI 48909.**

**Connie Stevens**      Central Adoption Registry      517-335-6075      Supervisor: Kathonya Rice