

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES

Adoption and Guardianship Assistance Office

PO Box 30037, Suite 612 - Lansing, MI 48909

Website: www.michigan.gov/agao

MAIN LINE: 517-335-7801

FAX: Open cases 517-241-7042

FAX: Eligibility unit 517-335-4019

Program Manager: Kathonya Rice 517-335-7801 RiceK5@michigan.gov
Secretary: Lynn Caudy-VanEpps 517-241-9779 Caudy-VanEppsL@michigan.gov

ADOPTION AND GUARDIANSHIP ONGOING CASE MANAGEMENT

Please submit all PRIOR AUTHORIZATION requests and MEDICAL SUBSIDY claims to the following INBOX:

MDHHS-MedicalSubsidyClaims@michigan.gov

For general inquiries and submission of documentation and annual reports please submit to the following INBOX:

MDHHS-CSA-AGAO-Ongoing-General@michigan.gov

Please submit extensions to the following INBOX:

MDHHS-CSA-AGAO-Ongoing-General@michigan.gov

Assigned Analyst	Phone Number	Email Address	Supervisor
Sarah Huizenga	517-241-9759	HuizengaS@michigan.gov	VACANT
Lauren Potter	517-335-6602	PotterL1@michigan.gov	VACANT
Tamiko Jones	517-241-9765	JonesT2@michigan.gov	VACANT
Kristy Simon	517-335-6852	SimonK4@michigan.gov	VACANT
Daphne Taylor	517-241-5496	TaylorD14@michigan.gov	VACANT
Michael Tschirley	517-241-9768	TschirleyM2@michigan.gov	VACANT
Jessica Hettel	517-241-9771	HettelJ@michigan.gov	VACANT
Jacey Fowler	517-335-3549	FowlerJ11@michigan.gov	Megan Webster
Amber Shaw	517-241-9770	ShawA7@michigan.gov	Megan Webster
Julie Wineland	517-241-7413	WinelandJ@michigan.gov	Megan Webster
Carlos Rubio	517-241-8854	RubioC1@michigan.gov	Megan Webster
Kobia Scruggs	517-335-5842	ScruggsK@michigan.gov	Megan Webster
Courtney Schroeder	517-241-8979	SchroederC5@michigan.gov	Megan Webster

YOUNG ADULT PROGRAM

Candice Durr	Young Adult	517-241-9760	DurrC@michigan.gov	Megan Webster
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ONGOING UNIT MANAGERS:

Megan Webster 517-328-8891 WebsterM7@michigan.gov
VACANT 517-328-8980 VACANT

ADMINISTRATIVE SUPPORT

(Alphabetical assignment by parent's last name)

Courtney Russman	Check re-writes and check cancelations: A – L NRE Processing: A – Z	517-335-6443	RussmanC@michigan.gov	Erin Setla
Daniel Conklin	Check re-writes and check cancelations: M – Z Verification Requests Affidavits Requests	517-241-9767	ConklinD2@michigan.gov	Erin Setla

ICAMA & Address Changes

(Alphabetical assignment by parent's last name)

Kim Kesanen	A-LA	517-241-9772	KesanenK@michigan.gov	Tanisha Outland
Stephanie Warner	LB-Z	517-335-3790	WarnerS6@michigan.gov	Tanisha Outland

Residential Treatment/Behavioral Analyst Felicia O'Connor 517-230-3798 OConnorF@michigan.gov Supervisor: Kathonya Rice System Liaison/Post Adoption Resource Center/Prevention/Expedited Medical Subsidy Applications Areka Maki 517-243-6647 Makia1@michigan.gov Supervisor: Kathonya Rice	Department of Technology, Management, and Budget For Direct Deposit information: Phone: 1-888-734-9749 Fax: 517-763-0300 www.michigan.gov/sigmavss Medicaid Coverage: Michigan Enrolls Phone: 1-888-367-6557 MI Health Card Phone: 1-800-642-3195 Medicaid Website www.michigan.gov/mdhhs
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2025 ADOPTION AND GUARDIANSHIP ASSISTANCE PAYMENT SCHEDULE

Pay Period	Tentative Warrant Date
January	Thursday, January 9, 2025
February	Thursday, February 6, 2025
March	Thursday, March 6, 2025
April	Thursday, April 10, 2025
May	Thursday, May 8, 2025
June	Thursday, June 5, 2025
July	Thursday, July 10, 2025
August	Thursday, August 7, 2025
September	Friday, September 5, 2025
October	Thursday, October 9, 2025
November	Thursday, November 6, 2025
December	Thursday, December 4, 2025

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/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. 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

517-328-8977

SetlaE@michigan.gov

ADMINISTRATIVE SUPPORT:

*Statewide Adoption Assistance and Medical Subsidy openings

Carman Foster	517-335-6304	FosterC3@michigan.gov
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ADOPTION ASSISTANCE ELIGIBILITY ANALYSTS:

Assignment by Agency

Lacey Smith 517-335-8687

SmithL97@michigan.gov

Agencies:

All DHHS Apps

Adoption and Foster Care Specialists, Inc. (Adoption Specialist)

Child & Family Services of Northeastern Michigan (Alpena)

Child & Family Services of Northwestern Michigan (Traverse City)

Child & Family Services of the U.P.

Children Center's of Wayne County

Judson Center

Judson Child Safe

Legacy Adoption Services

Spectrum Child & Family

Wolverine Human Services

Sarah Maxa 517-241-1780

MaxaS@michigan.gov

Agencies:

Adoption Option, Inc.

Arbor Circle

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

Ennis Center

Family and Community Services

Growing Hope Through Love

Holy Cross

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

Agencies:

All Tribes

Bethany Christian Services

Child & Family Charities (Capital Area)

D.A. Blodgett

Eagle Village

Family and Children's Services, Inc.

Family Services & Child Aid of Jackson

Forever Families

Fostering Futures

Fostering Solutions

Guiding Harbor (Giristown 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

ADOPTION ASSISTANCE RENEGOTIATION REQUEST ELIGIBILITY ANALYSTS

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

Assigned Eligibility Analyst	Phone Number	Email Address	Supervisor
Lacey Smith	517-335-8687	SmithL97@michigan.gov	Erin Setla

**SSI PRIVATE ADOPTION, STEPPARENT ADOPTIONS,
SECOND ADOPTION OF CHILD WHO IS ELIGIBLE FOR TITLE IV-E ADOPTION ASSISTANCE IN PRIOR ADOPTION & GAP
TO ADOPTION ELIGIBILITY, NON-CONTRACTED TRIBAL APPLICATIONS, SUCCESSOR GUARDIANSHIPS**

(Alphabetical assignment by new **pre-adoptive parent's** last name)

Assigned Eligibility Analyst	Phone Number	Email Address	Supervisor
Lacey Smith	517-335-8687	SmithL97@michigan.gov	Erin Setla

POST-ADOPTION & POST GUARDIANSHIP MEDICAL SUBSIDY ELIGIBILITY ANALYSTS

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

Sarah Hawes	A - J	517-241-1323	HawesS@michigan.gov
Dawn Ray	K- Z	517-241-6570	RayD@michigan.gov

GUARDIANSHIP ASSISTANCE PROGRAM (GAP) ELIGIBILITY ANALYSTS

Dawn Ray	517-241-6570	RayD@michigan.gov
Statewide eligibility determinations for Guardianship Assistance Program. Statewide Guardianship Assistance and Medical Subsidy openings.		
Sarah Hawes	517-241-1323	HawesS@michigan.gov
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)

Sarah Hawes	A - J	517-241-1323	HawesS@michigan.gov
Dawn Ray	K- Z	517-241-6570	RayD@michigan.gov

NOTIFICATION EMAIL 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 STAFF

SUPERVISOR: Tanisha Outland 517-243-4912

Tyon Harris	517-241-5504	HarrisT5@michigan.gov
Kenyada Smithers	517-335-0916	SmithersK3@michigan.gov
Roxanne Ellis	517-241-9760	EllisR10@michigan.gov
William "Tate" Lowe	517-241-9764	LoweW1@michigan.gov
Kayla Fall	517-335-7390	FallK2@michigan.gov
Teresa Recker	517-241-9757	ReckerT5@michigan.gov

SUPERVISOR: Kathonya Rice 517-335-7801

Central Adoption Registry/Post Adoption Inquiry Analyst Connie Stevens 517-335-6075

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.