

 <p><b>Children's Services Agency</b></p> <p><b>Communication Issuance</b></p> <p><b>20-056</b></p>	Subject/Title	COVID-19 Response: Alternate Signatures UPDATED
	Type	<input type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
	Issuance Date	07/09/2020
	Obsolete Date	N/A
	Contact Name	See below for email contact listing
	Email	See below for email contact listing
	Phone	N/A
	Due Date	N/A
Due to	N/A	
<i>Distribution</i>	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

**This version replaces prior versions of communication issuance (CI) 20-056.**

The following provides guidance for Michigan Department of Health and Human Services (MDHHS) and contracted child placing agency children's protective services (CPS), foster care, juvenile justice and licensing caseworkers regarding alternate signatures in response to current COVID-19 health concerns. Details regarding the required signature process for adoption and guardianship agreements will be provided by the Adoption & Guardianship Assistance Office (AGAO) on a case-by-case basis.

Alternate signatures (noted below) are acceptable for all forms during this interim period, with the exception of the forms noted below which specifically require an electronic signature. Caseworkers must document all alternate signatures in a social work contact. Social work contacts must clearly outline the type of the alternate signature and indicate that the approval is a result of the current COVID-19 health crisis. The alternate signature must be uploaded as a document in the appropriate area of MiSACWIS.

### Acceptable Forms of Alternate Signature

#### Electronic signatures.

- Instructions for signing a PDF:
  - Open the PDF file in Adobe Acrobat Reader.
  - Click on Fill & Sign in the Tools pane on the right.
  - Click Sign, and then select Add Signature.
  - A popup will open, giving you three options – Type, Draw, and Image. Once you're done, click the Apply button.
  - Drag, resize, and position the signature inside your PDF file.

**Email/text signatures.**

- Example: I, Jane Doe, have reviewed and approve the DHS-668, Notification of Determination of Care (DOC) decision, with a DOC rate of \$5 on 3/25/2020.
  - Staff must ensure documents emailed to entities outside of the State of Michigan email network are securely sent using MiEncrypt.
- Text signatures/approvals may also be utilized if email is not an option. The text message must include the key points in the first bullet point and a screen shot can be uploaded as evidence of the approval.

**Signatures via United States Postal Service.**

- Signatures from providers, parents and youth may be obtained by US mail with a pre-stamped envelope sent for return signatures. This option may only be utilized if supported by resources within the local office.

Electronic signatures are the **only** acceptable alternative on the following documents:

- RI-030, Live Scan Fingerprint Background Check Request.
- CWL-1326, Licensing Record Clearance Request Foster Home/Adoptive Home.
- CWL-1326AH, Licensing Record Clearance Request Foster Home/Adoptive Home – for Household Member.
- CWL-3889, Children’s Foster Home License Application.
- DHS-1476, Early Discharge of MCI Ward.
- DHS-1929, Central Registry Clearance Request.
- DHS-5770, Relative Placement Safety Screen.

**Questions or Concerns**

- Adoption & Guardianship Assistance Office (AGAO) questions should be directed to the assigned analyst.
- CPS and Foster Care – [Child-Welfare-Policy@michigan.gov](mailto:Child-Welfare-Policy@michigan.gov)
- Foster Homes, Licensing, Child Placing Agencies and Child Caring Institutions – [MDHHS-DCWL-TA@michigan.gov](mailto:MDHHS-DCWL-TA@michigan.gov)
- Funding and Payments – [MDHHS-Federalcompliance@michigan.gov](mailto:MDHHS-Federalcompliance@michigan.gov)
- Juvenile Justice – [Juvenile-Justice-Policy@michigan.gov](mailto:Juvenile-Justice-Policy@michigan.gov)
- Young Adult Voluntary Foster Care (YAVFC) – [MDHHS-YAVFC@michigan.gov](mailto:MDHHS-YAVFC@michigan.gov)
- Youth in Transition (YIT) – [MDHHS-YouthInTransition@michigan.gov](mailto:MDHHS-YouthInTransition@michigan.gov)