

Michigan Department of Health and Human Services

Authorized Official Free Clinics Fiscal Year 2025

This must be signed by an authorized official certifying the below as well as to certify the application has been completed. This must be emailed to Juliette Rousseau at rousseauj@michigan.gov

Important Information for Grantees: Electronic Funds Transfer

All clinics participating in the MDHHS Free Clinic Funding Program must be registered for electronic funds transfer (EFT) in Michigan's SIGMA Vendor Self Service (VSS) system. This system allows payments to be electronically deposited into your entity or agency's account. **No payments will be made until the applicant has successfully registered for EFT in the SIGMA system.**

For new and existing users:

1. Please visit [AdvantageVSS - SIGMA VSS \(michigan.gov\)](http://AdvantageVSS-SIGMAVSS.michigan.gov).
2. Click on "Download Vendor Guides" on the welcome page and scroll down to choose from the four downloadable PDFs to help you activate or update your VSS account.
3. Log into the system to ensure information is complete, accurate, and up to date.

Please note: Clinic information in the application must match the information entered in the SIGMA System

Helpful resources:

1. Additional support for SIGMA VSS is available by contacting the Vendor Support Call Center at (888)734-9749 or via email at SIGMA-Vendor@Michigan.gov

Required Signature from Authorized Organizational Representative

Your signature below certifies the following:

- The information provided in the application you completed at this link: [MDHHS Application for Free Clinic Funding Program](#) and all attachments are accurate and complete to the best of your knowledge.
- Your free clinic organization meets the following eligibility requirements:
 - The clinic is located within Michigan and provides health care services to the uninsured population of Michigan.
 - The clinic or the organization under which it operates has 501(c)(3) or other nonprofit status.
 - The majority of free services provided are primary care services.
 - The majority of clinic care comes from volunteer health care professionals.
 - Services provided by the clinic are free of charge.
 - Clients served do not have insurance for the services provided.
 - The clinic or organization under which it operates must be providing the health care services. Providing venue alone does not qualify the organization.
 - The clinic or organization must be in good standing with MDHHS.
- Submission of this application indicates your free clinic organization is prepared to accept an award and will complete all necessary steps to ensure receipt of award, if chosen as a successful applicant.

Signature:

Date:

Printed Name:

Title of Signee: