
EFFECTIVE

June 1, 2015.

Subject(s)

1. Documentation requirements and clarification.
2. Removed SWSS reference.
3. Clarification.
4. Documentation requirements.
5. Additional parent responsibilities and reporting timeframes.
6. Miscellaneous

1) Documentation requirements and clarification**AAM 400, Medical Subsidy Eligibility****Documentation Requirements**

All documentation (with the exception of medical birth records of prenatal drug exposure) must be signed and dated within 12 months of the application date by the appropriate diagnosing professional.

Reason: Adoption Subsidy Office request and clarification.

2) Removed SWSS reference**AAM 610, Post Placement - Case Opening**

Reference to the child's SWSS record was changed to the child's MiSAWIS record.

3) Clarification**AAM 620, Post Placement Adoption Subsidy Duration - All Programs:****Adoption Medical Subsidy Duration**

The adoptee is removed from the home as a temporary court ward due to delinquency or due to a child protective proceeding (MCL 712A.2(a) or.2(b), including when an adoptee is residing with his/her parents and under the jurisdiction of the court.

Adoption Medical Subsidy

When a child is either removed from the home or remains in the home as a temporary court ward due to delinquency or a child protective proceeding, medical subsidy shall not pay for the following services:

- Behavioral services.
- Temporary out-of-home placement.
- Placement outside of a family home.
- Step-up services.
- Residential services.
- Step-down services.

Note: Medical subsidy may continue to pay for counseling services for a child who had existing counseling services being paid for through the medical subsidy program with an established provider.

The medical subsidy services listed above may be reopened once the child is no longer a temporary court ward or under court supervision. The Adoption Subsidy office will need copies of the court's disposition, discharge, and probationary terms to determine whether the child is eligible for the above medical subsidy services to be reopened.

Reason: Request for clarification by Legal Services.

4) Documentation requirements

AAM 630, Post Placement - Extensions for Children Adopted at Ages 0-15:

Extension Documentation Requirements

Adoptive parent(s)/legal guardian(s) (if adoptive parent(s) is/are deceased) may request an extension by providing required documentation to the Adoption Subsidy Office. The appropriate application(s) and documentation forms will be provided to the adoptive parent(s)/legal guardian(s) (if adoptive parent(s) is/are deceased) with the termination letter prior to the child's 18th birthday. The required documentation must be received by the Adoption Subsidy Office within 30 calendar days following the child's 18th birthday. In all cases, an extension will not be granted if all of the required documentation is not received by the Adoption Subsidy Office within 30 calendar days following the child's 18th

birthday or 30 calendar days of the DHS-900, Adoption Assistance Extension Missing Documentation Notice, whichever is later.

Title IV-E-Funded Adoption Assistance Extension Application & Non- title IV-E Funded Adoption Assistance and Adoption Medical Subsidy Extension Application

The DHS-900, Adoption Assistance Extension Missing Documentation Notice, was created and the following was added to policy:

If an incomplete adoption assistance extension application is submitted to the Adoption Subsidy Office, the adoption subsidy specialist must respond in writing with the DHS-900, Adoption Assistance Extension Missing Documentation Notice, within 30 calendar days of receipt of the application. The DHS-900, Adoption Assistance Extension Missing Documentation Notice, will clarify the documentation requirements and notify the adoptive parent(s)/guardian of any missing application or verification information. The adoptive parent(s)/ legal guardian(s) (if adoptive parent(s) is/are deceased) will have 30 calendar days from the child's 18th birthday or 30 calendar days from the date of the DHS-900, whichever is later, to provide the missing documentation.

Reason: Clarification needed and request from Legal Services and the Adoption Subsidy Office.

Non- title IV-E Funded Adoption Assistance and Adoption Medical Subsidy Extension Application

Removed requirement for adoptive parents who home school their children to register with the Department of Education.

Reason: Not a requirement of the Michigan Department of Education and no oversight provided.

AAM 631, Extension for Youth Adopted at Ages 16-17

Verification of Eligibility

Removed requirement for adoptive parents who home school their children to register with the Department of Education.

Reason: Not a requirement of the Michigan Department of Education and no oversight provided.

5) Additional parent responsibilities and reporting timeframes**AAM 650, Post Placement - Parent Responsibilities****Parent Responsibilities**

The required reporting time frame was changed to within two weeks after an event occurs and the following parent responsibilities were added:

- Change of family's address.
- The child is placed in a legal guardianship.
- The child becomes a ward of the Juvenile Court through voluntary or involuntary actions.

Reason: Align with adoption assistance agreement requirements.

6) Miscellaneous**AAM 660, Post Placement - Address Changes and Interstate Moves****Medicaid**

Removed RFF references from policy section and obsolete form.

Reason: Clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[AAM 400](#)

[AAM 610](#)

[AAM 620](#)

[AAM 630](#)

[AAM 631](#)

[AAM 650](#)

[AAM 660](#)