
EFFECTIVE

April 1, 2009.

SUBJECTS

1. Michigan Combined Application Project (MiCAP) Follow-Up.
2. MiCAP Policy.
3. MiCAP Eligibility Determination.
4. Eligibility for Other Programs.
5. Referrals to MiCAP.

MICAP FOLLOW-UP

PPB 2009-003, an Interim Bulletin announcing the MiCAP Project, lacked sufficient detail to permit offices to administer the program. This bulletin conveys that needed information. Department policy on the MiCAP Project will be released in OLM on 07/01/2009 in a new manual item, BEM 618.

MICAP POLICY**FAP Only**

The Michigan Combined Application Project (MiCAP) is a Food Assistance demonstration project approved by the Food and Nutrition Service (FNS). MiCAP is a series of waivers that allows DHS to issue Food Assistance Program (FAP) benefits to Supplemental Security Income (SSI) individuals who qualify for this program.

The program is administered by the centrally located MiCAP Unit. Final eligibility determination and redeterminations are the responsibility of the MiCAP Unit.

All eligibility factors outlined in this bulletin must be met.

MiCap Targeted Population

The targeted MiCAP population are SSI individuals with the following characteristics:

- Age 18 or older.
- Receives the maximum SSI amount but does not receive any other income.
- Meet the Social Security Administration's (SSA) definition of independent living.

- Are not currently active Food Assistance.
- Reside in Michigan.

Application for MiCAP

Two application forms have been developed for MiCAP:

- The DHS-513, MiCAP Outreach Application.
- The DHS-514, MiCAP Application.

As of April 2009, the MiCAP unit will automatically open FAP for all qualified SSI individuals when their case is opened in Bridges. However, no expenses will be budgeted unless a DHS-514, MiCAP Application, which will be sent to the new FAP individuals, is returned with expense information.

to inform them of the program and give them an opportunity to provide information regarding their shelter expenses.

The DHS-513, MiCAP Outreach Application, will be sent to all qualified SSI individuals who do not receive FAP benefits beginning April 1, 2009.

ELIGIBILITY DETERMINATION

The MiCAP Unit will determine eligibility for MiCAP whenever they receive any of the following:

- An HR-660, MiCAP SSI openings report.
- A DHS-513, MiCAP Outreach Application.
- A DHS-514, MiCAP Application.

The MiCAP Unit will register the application and determine FAP eligibility at application and redetermination. Once an individual has been determined eligible, a Bridge card will be issued if an individual has never received one.

The MiCAP Unit is responsible for:

- Completing a file clearance to determine if an individual has a FAP case. If so, the MiCAP application is denied.
- Registering the application on Bridges.

- Completing the case actions and certification of eligibility in Bridges.
- Sending a DHS-514, MiCAP Application, upon case approval.
- Sending a DHS-176, Benefit Notice, when FAP benefits change or end.
- Referring individuals to customer service at 1-888-678-8914 to assign a Bridge card personal identification number and for Bridge card replacements.
- Maintaining the case record.

NONFINANCIAL ELIGIBILITY FACTORS

Residence

An individual must be a resident of the state of Michigan. A person is considered a resident if they live in Michigan and intend to remain in Michigan.

Age

An individual must be age 18 or older.

FINANCIAL ELIGIBILITY FACTORS

Group Composition

The MiCAP group is always a group of one.

Assets

There is no asset test.

Income

There is no income test.

BENEFITS

Benefit Period

Once an individual is determined eligible for MiCAP, eligibility will be for a 36 month benefit period. A redetermination of eligibility will be completed every 36 months. Food Assistance benefits continue for the duration of the benefits period unless an individual is no longer eligible for MiCAP.

Eligibility for MiCAP begins the first day of the month the application is received in the MiCAP unit via the SDX report, U.S. mail, fax or local office referral. The begin date of the benefit period for MiCAP is always the first day of the application month. There is no proration of benefits.

Benefit Amount

The amount of FAP benefits a MiCAP individual receives is determined by their total shelter, heat and utility expenses. If an individual's total expenses are below \$600, the FAP benefit is \$84 per month. If the total expenses are equal to or exceed \$600, the benefit amount is \$129 per month.

ONGOING ELIGIBILITY

Once eligible, eligibility continues until redetermination unless an individual:

- Loses SSI eligibility.
- Moves out of state.
- Is ineligible due to a change in the SSA living arrangement code.
- Dies.
- Becomes a mandatory member of a relative's FAP case.

Example: SSI individual has a baby and applies for Food Assistance benefits at a DHS local office. The SSI individual is a mandatory member of the baby's FAP group.

ELIGIBILITY FOR OTHER PROGRAMS

When a MiCAP individual applies for FAP at a DHS local office, contact the MiCAP specialist to request case closure. The MiCAP phone number is 1-877-416-4227.

**REFERRALS TO
MICAP**

The DHS local offices may refer an individual to MiCAP **upon an individual's request**. The DHS-514, MiCAP Application, must be completed and signed by an individual and sent to the MiCAP unit at:

MiCAP
PO Box 30784
Lansing, MI 48909-4561

Applications may also be FAXED to MiCAP at 517-335-6454.

Do not transfer case records to the MiCAP unit.

**MANUAL
MAINTENANCE
INSTRUCTIONS**