
EFFECTIVE

January 1, 2011.

Subject

1. Medicaid (MA).
 - MA for incarcerated individuals.
 - Ex parte mid-certification semi-annual contact.
 - Special MA asset group.
 - MA divestment
 - MA for post partum individuals.
2. Non-emergency medical transportation.
3. Food Assistance.
 - Simplified reporting.
 - Food assistance agreements.
 - Child support payments.
4. State Disability Assistance (SDA).
5. Hearings.
6. Child Development and Care (CDC).

1) MA**Incarcerated
Individuals and
Institutional Status****BAM 110 and BEM 265**

MA applications for incarcerated individuals must be handled by the county of residence prior to incarceration.

Contact the MA exception unit to enter or remove a level of care code to identify a person who is incarcerated.

The case file of an incarcerated individual should be maintained in the county in which the individual resided prior to incarceration. When the provider ID is 9999980, the local office specialist may change the level of care 32 without contacting the exception unit at DCH.

Reason: No new policy, clarification was provided in response to a local office request.

Ex parte mid-certification reviews**BAM 210**

DHS-2240-A, Mid-Certification Contact Notice, may be used to complete an ex parte review of MA and certify a second 12 month period when the group has a 24-month food assistance certification.

Reason: Policy clarification.

Third Party Resource Liability**BEM 257**

Email addresses were updated with the correct contact information. Bridges language was added and CIMS instructions were removed.

Reason: Policy clarification.

Special MA Asset Groups**BEM 402**

Use SSI-related fiscal group policy in BEM 211 to determine fiscal groups for MA assets. Use SSI-related MA policy in BEM 400 to determine countable assets.

Reason: Policy clarification.

MA Divestment**BEM 405**

If a past unreported divestment is discovered or an agency error is made which should have resulted in a penalty, a penalty must be determined under the policy in place at the time of discovery.

Reason: Policy clarification.

Post Partum MA**BEM 545****HKP Only**

Income eligibility exists for the remainder of the pregnancy and two months post partum after the first doctors visit.

Reason: Policy clarification.

**2) Non-Emergency
Medical
Transportation****BAM 825****FIP, SSI and MA****Medicaid Non-Emergency Medical Transportation (NEMT) Brokerage Contract in Wayne, Oakland and Macomb Counties**

The Michigan Department of Community Health has contracted with LogistiCare Solutions, L.L. C. to administer non-emergency medical transportation in Wayne, Oakland and Macomb counties for dates of service on and after January 1, 2011.

Effective for dates of service on and after January 1, 2011, Wayne, Oakland and Macomb County DHS offices will no longer be reimbursed for Medicaid non-emergency medical transportation.

All beneficiaries residing in Wayne, Oakland, and Macomb will be receiving a letter informing them of this change.

Beneficiaries who are currently receiving or need to request NEMT in the future should be referred to LogistiCare. LogistiCare may be reached at (866) 569-1902.

Reminder: In all other counties, each County DHS office is responsible for NEMT for the beneficiaries who reside in that county.

3) FAP

Simplified Reporting

BAM 200

Discuss the simplified reporting (SR) requirements and send the DHS 1605, Notice of Case Action, to ensure the client's understanding of the SR procedures.

Reason: Food and Nutrition Service clarification.

Food Assistance Agreements

BAM 118

New address for food assistance agreements is added.

Reason: Policy update.

Child Support Payments

BEM 554

Do not allow more than the household's legal obligation for current child support payments. There is no limit on the amount of child support arrearage payments as long as it is verified the child support is court ordered. The original court order also serves as verification of the arrearage.

Reason: Clarification.

4) SDA

BAM 815, Medical Determination And Obtaining Medical

Update to reflect new Medical Review Team's and Muskegon County assignment change.

BEM 261, Disability SDA

Michigan Rehabilitation Services has changed the definition of when an individual is considered active for their services.

5) Hearings

BAM 600, Hearings - All Types of Assistance

All references to State Review Team have been removed as the Medical Review Team makes all decisions regarding both disability and blindness.

Self-Serve Processing Center information has been added.

Bridges processing added.

State-funded FIP references added to Interim Assistance Reimbursements have been added.

Reason: Policy update.

6) CDC

BAM 110, BEM 704

References to the DHS-220-A/R have been changed to DHS-220, Child Development and Care Unlicensed Provider Application.

Reason: The DHS-220-A, Child Development and Care Aide Application and the DHS-220-R, Child Development and Care Relative Care Provider Application have been combined into one application.

BAM 115, BEM 704

The standard of promptness to determine eligibility for a CDC provider has been changed from 6 workdays to 10 workdays.

Reason: Policy enhancement.

REDETERMINATION EXPARTE REVIEW

BAM 210

The sentence was removed regarding the need for a telephone interview for CDC.

Reason: Telephone interviews are only required at initial application not at redeterminations.

BAM 300

**Child Development
and Care Provider
File**

The following forms have been included under Child Development and Care provider file.

- DHS-4481, CDC Unlicensed Provider Confirmation.
- DHS-220, Child Development and Care Unlicensed Provider Application.
- DHS-2032B, Application for Provider ID Number for Child Care Facilities with Parents on Site and Available.

Reason: Revised/renamed forms.

BAM 700**CDC Provider
Error**

Unlicensed providers (aides and relatives) subsection was added to this section.

The statement that it is considered a client error when clients do not use funds sent to them to pay their aide for care provided and billed by the aide has been removed.

Reason: Aides and relatives are now called unlicensed providers. Both provider types are considered to be self-employed and will receive direct pay.

BAM 705**Agency Errors
Related to the
Client**

Bullet stating aide provider not eligible was removed.

Reason: Aides are now considered to be self-employed, not an employee of the parent of the child for whom they are providing care.

BAM 715

**Client/CDC
Provider Error
Overissuance**

Note was removed stating payments to aides are issued in the name of the client. Treat overissuances involving this type of a payment as a client overissuance unless Office of the Inspector General determines an intentional program violation occurred by the aide.

Reason: Payments to aides are now direct pay and mailed directly to the aide's address

BEM 221**Verification
Sources**

Acceptable verifications for CDC have changed. CDC has been removed from the section with FIP, SDA and FAP and added to the section with MA and Adult Medical Program.

Reason: Program integrity.

BEM 223

Reference to day care aides and relative care providers have been changed to unlicensed providers.

Reason: Aides and relatives are now referred to as unlicensed providers.

BEM 230B

Reference to the DHS-4749, Support Service Request and/or Education Plan Approval, has been removed.

Reason: This form is no longer required for any program.

BEM 232

**Child Care for
Orientation,
Compliance
Activity, or to
Attend Family
Support Service
Activity**

Providers who are eligible for DHS payment has been modified.

Reason: Policy update.

BEM 500**Reimbursements**

Bullet stating CDC payments for care billed by an aide issued as a two party check in the name of the client and provider's names is a reimbursement to the client has been removed.

Reason: Incorrect policy. Unlicensed provider payments issued to an aide are direct pay to the aide.

BEM 501**Aide Income**

This section has been removed.

Reason: Income for an aide is no different than income from any other provider type.

BEM 502**Self-Employment**

Policy now reflects that a person who provides child care is considered to be self-employed, whether the care is provided in the home of the child or in the provider's home. This includes unlicensed (aide/relative) providers.

Reason: Change in policy.

BEM 525

Grammatical changes.

Reason: Policy clean-up.

BEM 220, 702**Verifications At Application**

The client's address must be verified at application. BEM 220 has a list of acceptable verifications.

Reason: Program integrity.

BEM 703

This item has been revised and reorganized.

Eligibility Chart

The eligibility chart has been revised. Preventive Services has been removed from the categorically eligible group.

Reason: Program integrity.

Family Preservation

Policy has been updated.

High School Completion

Study time and required lab time may now be included in the authorized hours of care.

Approved Activity

Policy has been broadened and is less restrictive.

Study time and required lab time can now be included in the authorized hours of care.

Employment

If wages are not received for a residency/internship, the need should be categorized as an approved activity.

Reason: Clarification.

**Tools to Verify
Need Based on
Employment**

TALX/Work Number and Management Information System may be used for verification of starting income.

Reason: Policy enhancement.

**Preventive
Services**

Preventive Services has been removed from the categorically eligible group.

Foster Care

If there are two foster parents in the household, the need for both parents must be verified.

Reason: Clarification.

Transitional CDC

Policy now states:

- FIP eligibility follows the child.
- Transitional CDC eligibility continues for the six biweekly pay periods, even if the client is in employment/training and child support non-cooperation status, as long as a valid need reason exists. Child support non-cooperation only applies to income eligible.

Reason: Clarification.

BEM 704

This item has been revised and reorganized.

**Information Shared
With Providers**

This section lists what client information the local office can share with provider.

Reason: Policy enhancement.

**Centers With
Parents On Site
and Available**

This item and the DHS-2032B have been changed to Facilities With Parents On Site and Available.

Reason: Policy enhancement.

**Aide/Relative Care
Providers**

This item is now called unlicensed providers.

Reason: Policy change.

**Aides/Relative
Care Provider
Enrollment
Process**

This item is now called unlicensed provider enrollment process.

Acceptable verifications to verify proof of identity for unlicensed providers have been added.

Proof of residence is now required when enrolling an unlicensed provider. Acceptable verifications have been added.

All required verifications to enroll an unlicensed provider must match the provider's name as listed on the application. Verifications must be copied and maintained in the provider file.

A note was added that the DHS-4025, Child Care Provider Verification is not required prior to enrolling an unlicensed provider. The completed form is required prior to assigning the provider to a particular child in Bridges.

Local offices now have 10 days to complete the address inquiry, background clearances and enrollment process for an unlicensed provider after the provider submits a DHS-220.

Process to enroll an unlicensed provider has been revised.

- Newly enrolled providers who have not completed the training are not eligible for any payment until the pay period containing the training completion date. No back payments will be issued.

- Bridges will send the DHS-4807, Notice of Child Development and Care Provider Eligibility, when a provider is denied. Local offices are required to manually generate the DHS-4807-C, Client Notice of Child Development and Care Provider Eligibility, from Bridges, and mail to the client when the provider is denied.

Service Begin Date (Effective Date of Enrollment)

If approved, the service begin date for an unlicensed provider who is 18 years of age or older, is the date of the client or provider application, whichever is received first.

If a service begin date for a provider needs to be modified, the local office should fax the client and provider application, along with a cover sheet with the specialist's name and phone number, to CDC Policy at 517-241-8679.

If an unlicensed provider has been denied as a result of a household member and the member leaves the home, the service begin date cannot be before the date the new DHS-220 is received.

Background Clearances

If a provider or household member has an out of state ID, a central registry clearance should be requested from the state where the ID was issued.

Closure reasons have been revised for the numerous reasons a provider may be closed.

Reason: Program integrity.

BEM 705

References to aides/relatives have been removed from this item.

Reason: Aide and relative care providers are now called unlicensed providers.

BEM 706, 710

These items have been revised and reorganized.

Reason: Program clarity.

BEM 711

The department hourly chart has been added.

The Child Development and Care Eligibility Chart has been added.

FOM 722-12

**Foster Parent/Paid
Relative Eligibility
for Child
Development and
Care (CDC)
Services**

Item has been updated with current Child Development and Care information.

Reason: Policy update.

Miscellaneous

Minor corrections have been made to:

- BAM 105, 220 and 725.
- BEM 110, 135, 200, 201, 211, 230A and 630.
- Glossary.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

BEM 800

Changed Items (content changes) ...

BAM 105

BAM 110

BAM 115

BAM 118

BAM 130

BAM 200

BAM 210

BAM 220

BAM 300

BAM 600

BAM 700

BAM 705

BAM 715

BAM 720

BAM 725

BAM 815

BAM 825

BEM 110

BEM 135

BEM 200

BEM 201

BEM 211

BEM 220

BEM 221

BEM 223

BEM 230A

BEM 230B

BEM 232

BEM 233A

BEM 257

BEM 261

BEM 265

BEM 402

BEM 405

BEM 500

BEM 501

BEM 502
BEM 503
BEM 525
BEM 541
BEM 545
BEM 554
BEM 617
BEM 618
BEM 630
BEM 647
BEM 702
BEM 703
BEM 704
BEM 705
BEM 706
BEM 710
BEM 711
BPG GLOSSARY

Changed Items (link changes only) ...

BAM 802

Deleted Items ...

BAM 435
BAM 506
BAM 909