

EFFECTIVE

October 1, 2011.

SUBJECTS

1. Fugitive felons.
2. Asset test for energy services.
3. Budget procedures.
4. Emergency Services (ES) funds.
5. Energy services.
6. Food.
7. Disposition of an unclaimed body.
8. Payments.

1) Fugitive felons**ERM 202**

Fugitive felons are not eligible for State Emergency Relief and their presence disqualifies the group.

Reason: Policy change.

2) Asset test for energy services**ERM 205**

Verify and count all non-excluded assets of SER group members for all services, including energy services.

Reason: Policy change.

3) Budget procedures**ERM 208**

Policy has been updated to remove reference to the asset test exclusion for energy related services.

Count the income and assets of all household members. Bridges will determine how much the ineligible group member(s) may pay to help resolve the payment and prorate the benefit for the U.S. citizens and legal aliens only.

Reason: Policy change.

4) Emergency Services (ES) funds**ERM 209**

Eligibility for SER must be determined prior to the use of ES funds. Policy has been updated to include additional services that are not covered under ES.

ES Program Standards can be found on the DHS Net under Department Sites/Central Office/Financial and Administrative Services/Logistics and Rate Setting Division/Program Standards/ES.

Reason: Policy clarification.

5) Energy services**ERM 301**

Policy has been corrected and the following section has been moved from Eligibility Criteria to Categorical Eligibility requirements:

The name on the energy account bill must match the head of household name or the head of household's spouse's name. It is not sufficient to be in the name of a living-together partner. The spouse must be active on the head of household's case.

Services not covered by SER now include language which excludes payments for energy services which is in violation of the federal law. An example has also been added to policy for further clarification.

Verifications of monthly required payments has been updated to include the electronic interface data that is returned by the energy provider for an online application.

Reason: Policy clarification.

6) Food**ERM 305**

Food is no longer an SER covered service and the policy item has been removed. See BAM 502 for food benefit replacement policy.

Reason: Policy change.

7) Disposition of an unclaimed body

ERM 306

Burial policy for unclaimed bodies now requires that the deceased individual was an **eligible recipient** in order to receive burial assistance. The new payment maximum for the final disposition of an unclaimed body is \$800. In addition, new service types have been added to allow for mileage costs for an eligible cremation of an unclaimed body as well as a cremation permit fee, which has a maximum payment of \$75.

An application for burial assistance must be made no later than 10 business days after the date of burial, cremation, or donation takes place.

Reason: Change in law.

8) Payments

ERM 401

A scanned copy of the shut off notice, bill or invoice is acceptable for counties using Electronic Document Management (EDM). The emergency and need amount should continue to be verified by the worker.

Payment for wood deliveries will continue to pend until the worker completes the payment by accessing the Benefit Issuance/Pending SER screen and completes the question regarding the wood delivery.

When an over issuance is found, the specialist is required to determine the amount and contact the provider to obtain a refund. The worker must provide supporting documentation of the over issuance to the local fiscal office who will proceed with the collection letters.

Note: When a refund is being requested from DTE, please send the request to the following email address: agencies_info@dteen-ergy.com.

Manual issuance will not be completed unless there is a valid DHS 849 and budget. In most cases, an exception must be requested so that supporting eligibility is retained in Bridges. If a manual issuance is required, the supervisor may email the policy mailbox with the request.

Reason: Policy change.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

**ERM 202
ERM 205
ERM 208
ERM 209
ERM 301
ERM 306
ERM 401**

Changed Items (link changes only) ...

ERM 103

Deleted Items ...

ERM 305