

EFFECTIVE

October 1, 2000.

SUBJECT

1. Kinship Care Pilot Project
2. Orientation Power Point Presentation
3. Miscellaneous Changes

**1. KINSHIP CARE
PILOT PROJECT**

The CIS Project code field and CIS edits has been revised to identify FIP cases participating in the new Kinship Care Pilot Project. See the October, 2000 Program Policy Bulletin (PPB) for further information concerning the Kinship Care Pilot Project.

CIS Coding

FIP cases participating in the project must have a project code **K**. Cases coded with a **K** are paid at the Deferred and/or SSI Adult living arrangement standard. Use of code **K** is limited to those offices participating in the project.

**Reference Edits
Manual (RFE)**

A new CIS edit 2050 has been created to ensure only cases in the participating offices have project code **K**. Existing project code edits have been revised to allow the use of code **K**.

**Reference Codes
Manual (RFC)**

Project code policy has been moved from the RFC, Item S, **Special Project** to RFC, Item P, **Project Code** to match the CIS header that appears on the CIS screen. If your CIS screen displays the header **TSMF** on the FPOS, FNEG or ICMD screen you must load your CIS Data Dictionary.

**Reference Forms
Manual (RFF)**

Both the electronic and paper versions of Form FIA-13, Supplemental Payment Authorization, have been revised to identify supplemental payments to Kinship Care cases. Previous editions of the form may be used.

2. ORIENTATION POWER POINT PRESENTATION

Non-Custodial parent policy is enhanced on page 29 of the FIP Orientation Power Point presentation (FIA-Pub. 250). The revised presentation must be used for orientations and for client handouts beginning 10/1/2000 but may be used sooner. The updated version is now available for ITTs to download from the FIA-Net as a self-extracting zip file, which may be loaded on laptop computers for use offsite. The presentation may be customized only as allowed in **Helpful Hints** in the presentation.

Note: Both the slide and the notes have changed on page 29. You may copy and paste only page 29 rather than replacing the entire presentation if the version you are currently using has been customized. The new page must be used for presentations and customer handouts beginning 10/1/00 but may be used sooner.

3. MISCELLANEOUS CHANGES

RFF

The following forms have been revised to add information regarding Electronic Benefit Transfer (EBT):

- FIA-195, EBT & Food Stamp Cash Out
- FIA-3992, Food Stamp Cash Out Information

FIA-1171MR & MR-S have been updated in MSWord and new exhibits added to the form instructions.

The FIA-1188, Assignment of Support Payments, is now obsolete. Language regarding support assignment and returning court-ordered support was added to the FIA-176, Client Notice, the FIA-1150, Application Eligibility Notice, and LOA2-generated client notices in July 1997, allowing the FIA-1188 to be eliminated.

July 2000 form revisions were made to the FIA-1551, Notice to Apply, due to the SSA reconsideration process being eliminated.

A revised exhibit was added to the FIA-2439, Michigan Works Referral. In addition, misspellings of many cities have been corrected in the List of Cities chart and the chart no longer page breaks incorrectly.

The FIA-3688, Shelter Verification, is revised to only require shelter verification at application and when a change is reported. A copy of this form will be sent to the group and the specialist when a change of address is sent to CIS from ASSIST. The specialist must monitor for return by the due date of the form or acceptable verification.

The FIA-3925, Restoration of Lost Food Stamp Benefits, form is now available on MSWord for FS restorations. The layout of the form required updating to make it usable on Word.

A corrected exhibit was added to the FIA-4701A, Client Error/IPV Overissuance Referral Disposition form.

Information about the following forms may be found in the Child & Family Services Bulletin for October 1, 2000:

- FIA-90, Placement Outline/Child and Family History;
- FIA-91C, Victim Notification Letter;
- FIA-113, Notification to FIS Worker Memo;
- FIA-713, Request for Report Card Letter;
- FIA-714, School Enrollment Letter;
- FIA-715, Notice of Hearing to Caretaker Letter;
- FIA-716, Notice of Voluntary Release Memo;
- FIA-717, Charge Back Memo;
- FIA-719, Child Placing Agency Case Report.

RFE

The following are new edits:

50032 - CANNOT ENTER CHANGES WHEN DELETING A PENDED NEGATIVE ACTION

SPE155 - PROVIDER ENROLLMENT REVOKED BY CENTRAL OFFICE. CANNOT RE-ENROLL

The following ASSIST and CIS edits were added or changed for the August 7, 2000 implementation of the 4E/DW Determination code and the recipient Program Type code of 7:

- ASSIST edits - 1327, 1328, 1329, 1330, 1331, 1333, 1337, 2374, and 2375.
- CIS edits - 3002, 3051, 5023, 5062 and 7100.

RFS

Changes to the RFS 102, Payroll Deadline Schedule for C, I, R and G Programs (FIS/ES) include a manual reference for information concerning openings, retroactive payment, reopening and grant changes after opening. A clarification of the Positive Transaction Deadline (PTD) is also included in the update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

**RFF 90
RFF 91
RFF 113
RFF 0373D
RFF 713
RFF 714
RFF 715
RFF 716
RFF 717
RFF 719**

Changed Items ...

**RFC P
RFC S
RFE 1000
RFE 2000
RFE 3000
RFE 5000
RFE 7000
RFE 50000
RFE SAU
RFE SPE
RFF 13
RFF 195
RFF 250
RFF 1171MR
RFF 1551
RFF 2439
RFF 3688
RFF 3925
RFF 3992
RFF 4701A
RFS 102**

Deleted Items ...

**RFF 0373
RFF 1188**