EFFECTIVE

October 1, 2015.

Subject(s)

1. ERM 103, Application Procedures
2. ERM 104, SER Policy Exceptions
3. ERM 201, Group Composition
4. ERM 205, Assets
5. ERM 207, Housing Affordability
6. ERM 301, Energy Services
7. ERM 303, Relocation Services
8. ERM 304, Home Ownership
9. ERM 306, Burials

1) Application Procedures

If an applicant cannot be reached by phone and no interview has been scheduled, the DHS-0170, Appointment Notice, must be sent informing the applicant of the interview requirement.

Reason: Policy Clarification.

2) Policy Exceptions

The supervisor must review the SER before approving the exception request to ensure that the case information has been updated and verified as required by policy. Any case that has not been updated with current eligibility information will be denied by Central Office.

Reason: Policy Clarification.

3) Group Composition

The link to Fair Market Rents has been updated.

Reason: Policy Update.

4) Assets

Cash assets have been updated to include pre-paid debit cards, (examples: Direct Express, ReliaCard, etc.).

Reason: Policy Clarification.

5) Housing Affordability

Homeless assistance programs that meet housing affordability requirements has been updated.

Reason: Policy Clarification.

6) Energy Services

Item has been updated to include additional information regarding the Michigan Energy Assistance Program (MEAP).

Reason: Policy Clarification.

7) Relocation Services

Referral information for the Housing Assessment and Resource Agency (HARA) has been added to policy.

Homeless assistance programs and documentation of needs have also been updated.

Reason: Policy Update.

8) Home Ownership

The link used to verify that the home repair contractor holds a valid license through the Department of Liscensing and Regulatory Affairs' Bureau of Constructions Codes has been updated.

Reason: Policy Update.

9) Burials

In instances where the county medical examiner has appointed someone else to make arrangements for the final disposition of the unclaimed body, verification of the designation must be made in writing. Verification requirements have also been updated to reflect this change.

Reason: Policy Update.

MANUAL MAINTENANCE INSTRUCTIONS

Changed Items ...

ERM 103
ERM 104
ERM 201
ERM 205
ERM 207
ERM 209
ERM 301
ERM 303
ERM 304
ERM 306