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## CASE SERVICE PAYMENTS

Several special services may be authorized for payment as specified in this policy item. Payments for these items will in most cases be made to the foster parents, agency providing care for the child, or provider of the service and are to be authorized in MiSACWIS and printed on the DHS-659, Foster Care Payment Authorization.

The following procedures are for state issued payments from MiSACWIS.

All case service authorizations must be approved by a supervisor. Some may also require local office director or designee approval. Only those case service payments that require Federal Compliance Division (FCD) approval must be forwarded to FCD in MiSACWIS for payment authorization. All others must be processed locally, using the case service payment authorization in MiSACWIS.

**Note:** Most case service authorizations require a maintenance or placement service authorization for the same time period to be authorized.

### Reasons For Case Service Payments

Unless otherwise specified, the case service payment categories are applicable to all children who are placed with or committed to DHS by the court and those children who are voluntarily placed with DHS.

### Initial Clothing Payment Authorization

A DHS-3377, Clothing Inventory Checklist, must be completed within 30 calendar days of the youth's entry into DHS foster care. The foster care worker must make every effort to obtain available clothing from the child's own home or previous placement. If the clothing inventory reflects that the child is in need of clothing items, an initial clothing allowance may be authorized within the first six months of the child's first out-of-home placement. The amount of the clothing allowance request must not exceed the maximum found in FOM 905-3 and listed below. MiSACWIS will compute age and generate the correct service code based on the age of the youth. The maximum clothing allowance will be issued unless a lesser amount is authorized.

Age of Child	Initial Clothing Allowance Maximum	Service Description 0800
00 - 05 years	\$210	0801
06 - 12 years	\$310	0802
Ages 13 +	\$500	0803
Ward child	\$210	0804

Initial clothing payments are to be a supplement only. It is **not** an automatic allowance for every youth entering care. The DHS-3377, Clothing Inventory Checklist, must be completed, attached to the case service authorization and filed in the youth's case record to document need.

The portion of the placement's daily maintenance rate intended for clothing is for incidental clothing needs through the year; see FOM 905-3 for amounts. This amount is provided to the placement to maintain the standards listed on the DHS-3377, Clothing Inventory Checklist.

### The Semiannual Clothing Payment

The semiannual clothing payment is made automatically each March and September to provide for seasonal clothing needs for children in family foster care. Both rates have been established on the premise that a child has a basic wardrobe established.

- Semiannual clothing payments are not made to children in an independent living arrangement or in residential care. Their basic daily rate includes the full clothing allowance.
- Semiannual clothing payments are sent with the regularly scheduled foster care payments. The statement of payments lists the name and amount of the clothing allowance for each child whose clothing needs are included on the warrant. Each child in foster family care whose board and care payment is authorized for February 28 and August 31, respectively, will receive this clothing allowance in the first payroll following these dates.

**Note:** The worker does **not** need to initiate a case service authorization for this automatic authorization.

## Special Clothing Authorizations

Special clothing authorizations are approved only in exceptional situations and for emergencies. Some allowable circumstances are:

- Fire, flood or other natural disaster.
- Excessive weight gain or loss with a documented explanation. This includes due to pregnancy and/or following the birth of a child.
- Re-removal or placement change without sufficient clothing. This requires a new DHS-3377 to be completed within 30 calendar days of the new placement begin date.
- Loss of clothing during an absent without legal permission (AWOLP) episode.
- Required school uniforms.

**Note:** Growth spurts and wear and tear on clothing are expected reasons that children will require upkeep of their clothing. These clothing needs are met in the incidental portion of the board and care rate.

The DHS-3377, Clothing Inventory Checklist, must be attached to the case service authorization and filed in the youth's record. The case service authorization must also contain the reason for the special need.

Special clothing authorizations must not exceed the maximum amounts listed in FOM 905-3, and require FCD approval. MiS-ACWIS will compute the youth's age and assign the correct code. Attach the DHS-3377 and route the case service authorization to FCD in MiSACWIS for approval and processing.

Age of Child	Special Clothing Allowance Maximum	Service Description 0820
00 - 05 years	\$210	0821
06 - 12 years	\$310	0822
Ages 13 +	\$500	0823
Ward child	\$210	0824

Both child caring institutions (CCI) and placement agency foster care (PAFC) providers shall assure that each child has an adequate wardrobe which includes at least those items as defined by the Clothing Inventory checklist, DHS-3377, while in placement and upon leaving placement. A DHS-3377 must be completed within the first 30 calendar days of every placement. If the DHS-3377 shows a clothing need a request can be submitted to the local DHS office in MiSACWIS.

**Note: Appropriate clothing must be considered the property of the youth and a concerted effort must be made to move all clothing with the youth when a change in placement is made.**

## School Tutoring

### Service Description 0805

**School tutoring cannot be paid from title IV-E funds.**

Educational services must be provided by the local school district.

Some tutoring that the school district is not required to provide under the Special Education Act may be provided to children, age seven and older, in family foster care. This tutoring must be for the purpose of assisting a student with a class(es) he or she may be at risk of failing and recommended in writing by the child's teacher. The teacher must identify the subject(s) in which the student needs assistance and an estimate of the length of time tutoring will be needed.

Tutoring must occur outside of regular school hours, and must not exceed 10 hours per week, with a maximum rate of \$30 per hour. The foster parent or placement cannot be the person providing the tutoring. For a tutor not connected to the school or district to be approved, he/she must have, at minimum, a high school diploma and some college courses in the area he/she is tutoring and pass a Central Registry check.

A request by a foster parent or placement agency foster care provider for the case service authorization of tutoring must be submitted and approved by a supervisor in the local DHS office in advance of the provision of the tutoring. After such approval, the case service may be authorized from the child's maintenance funding source, upon receipt of a bill or invoice from the tutor which itemizes dates, hours of tutoring and rate. Payment is authorized in MiSACWIS. The billing document must be filed attached to the case service authorization and filed in the case record.

**Reimbursement is made directly to the foster parent or placement agency foster care provider, not the person providing the tutoring.**

Tutoring services may be approved for a maximum of one school term/semester at a time. A progress report from the child's teacher which evaluates the results of, and need for, continued tutoring must be provided to the local DHS office. Additional tutoring services may be approved if the teacher's progress report indicates the need for continued remedial assistance and an estimate of the additional amount of time needed.

The costs of private school tuition, advanced placement fees, etc. are not tutoring and are not a non-scheduled payment reason. If the expense is beyond the financial scope of the child and the provider, efforts must be made to obtain funding through community resources or FOM 950, Youth in Transition.

### **Summer School (State Wards Only)**

#### **Service Description 0836**

**Summer school cannot be paid from title IV-E funds.**

Only state wards are eligible for summer school payment authorizations. Summer school must be for the purpose of making up a failed class or to gain the appropriate credits for grade completion and/or graduation. This must be recommended in writing by the youth's school, detailing the subject and/or credit the student needs.

Payment is authorized in MiSACWIS. The supporting documents must be attached to the case service authorization in MiSACWIS and be routed to FCD. **Reimbursement is made directly to the foster parent, placement agency foster care provider or the child caring institution.**

### **Driver's Education (State Wards Only)**

#### **Service Description 0832**

**Driver's education cannot be paid from title IV-E funds.**

The expense of a driver's education course may be paid for a **state ward who is at least 15 years of age**. The fund source is state ward board and care, and it only requires a supervisor's approval in

MiSACWIS. The request must be authorized to the foster parent, placement agency foster care provider or the youth. Payments for driver's training cannot be authorized directly to the driving school. The maximum amount the local office can authorize is \$300. Only one authorization may be completed by the local office. The documentation from the driving school detailing the cost of the service must be attached to the case service authorization and filed in the child's case file.

**Note:** If the local office completes an authorization for \$250 for segment 1 and now needs to authorize \$50 for segment 2, route the segment 2 to FCD in MiSACWIS with documentation regarding the cost.

Temporary and court wards driver's education may be available through county child care funds, other community resources, or Youth in Transition (YIT) funds after all other potential resources have been exhausted, and the youth meets the eligibility requirements; see FOM 950, Youth in Transition.

### Enrichment Expenses

Preschool, summer camp, school trips, karate, skating, dancing lessons, band instrument rental or sports programs are included in the child's daily maintenance rate and therefore are **not** a case service payment item. However, if the expense of the above is beyond the financial scope of the child and the provider, efforts should be made to obtain funding via community resources. FOM 903-13, Children's Benefit Fund, may be available and is for state wards only.

### Graduation Expenses

#### Service Description 0806

Most if not all, educational needs should be provided by the school district. However, graduation expenses, such as class rings, senior pictures, prom attire, and announcements, may be reimbursed by authorizing the case service in MiSACWIS. Each of the following requests are completed separately. Only two requests can be completed for a maximum of \$100 per request.

- **Tuxedo rentals and dress purchases** under \$100 are foster care fund reimbursable for wards attending their senior prom. This can be processed by the local office in MiSACWIS up to \$100. For expenses over that amount, Youth in Transition (YIT)

funds may be utilized provided the youth meets the eligibility requirements; see FOM 950.

- Senior cap and gown rental and other incidental graduation expenses, including announcements, can be reimbursed up to a total of \$100. This can be processed by the local office in MiSACWIS up to \$100. For expenses over \$100, Youth in Transition (YIT) funds may be utilized provided the youth meets the eligibility requirements; see FOM 950, Youth In Transition (YIT) Program.

### Service Description 0830

- **Class rings** are reimbursable for a youth in grades 10-12 up to a limit of \$100. This can be processed by the local office in MiSACWIS up to \$100. Youth in Transition (YIT) funds may be utilized for amounts over \$100, provided the youth meets the eligibility requirements; see FOM 950, Youth In Transition (YIT) Program.

**Note: Senior pictures** are covered under Youth in Transition funds provided the ward is YIT program eligible; see FOM 950, Youth In Transition (YIT) Program. The request for payment is made on a DHS-1291; see ACM 426. The DHS-4713, Service Youth Profile Report, must accompany the request for payment through the local accounting unit.

## Medical Expense - (State Wards Only)

### Service Description 0825

Most medical treatment for children in foster care is covered by the Medicaid (MA) program. Some medical services not covered by MA may be available to state wards committed under Act 150, Act 220 or Act 296.

**Note: Medical needs not covered by MA cannot be paid from title IV-E funds.** Court wards are to be referred for payment of non-MA covered medical expenses from county child care funds. State ward board and care must be used for non-MA covered medical expenses for state wards (MCI, Act 296, MCI-O, Act 150).

Prior to submitting requests for reimbursement of any medical expenditures, other resources such as private medical insurance, Children's Special Health Care or MA should **always** be pursued. Prior approval from FCD is required for any expense exceeding

\$250. These are two examples of common medical expenses for state wards:

- **Glasses** - (and other non-MA approved corrective appliances). This is not to be used for frame upgrades, contact lenses, etc. This can be used for replacement glasses needed beyond the number that MA will supply.
- **Prescriptions** - Reimbursement is available for individual prescriptions of over \$15 and other incidental medical costs unavailable through MA or other resources. The efforts to try an alternative prescription or obtain an MA exception by the prescribing doctor must also be documented in the case service authorization. This is not intended to be a monthly expense; efforts must be made to utilize MA covered prescriptions.

Documentation of the following must be attached to the case service authorization routed to FCD in MiSACWIS and maintained in the case record:

- Need for the medical service and/or item.
- Reason why other resources could not be utilized; such as MA denial/rejection reason notice.
- Receipt for item purchased or estimate detailing cost.

**Note:** Reimbursement to the foster parent directly is only available if the item has already been purchased and requires a paid receipt. The preferred avenue of payment is to authorize payment to the medical provider or PAFC directly.

### **Dental Treatment Including Orthodontics- (State Wards Only)**

#### **Service Description 0826**

Most dental treatment for children in foster care is covered by the MA program. Some dental services not covered by MA may be available to state wards committed under Act 150, Act 220 or Act 296.

**Dental needs not covered by MA cannot be paid from title IV-E funds.** Court wards are to be referred for payment of non-MA cov-

ered dental expenses from county child care funds. State ward board and care must be used for non-MA covered dental expenses for state wards (MCI, MCI-O, Act 150).

When needed dental services for state wards cannot be provided through MA funding, prior approval from FCD is necessary for expenses that exceed \$250. This request and the following documentation are to be submitted at [dhs-federalcompliance@mi.gov](mailto:dhs-federalcompliance@mi.gov):

- Narrative by the worker explaining the effect the dental need has on the child's physical, psychological and social functioning.
- Documentation from the dental provider detailing the need for the dental service and/or item.
- Reason why other resources could not be utilized, such as a MA denial/rejection reason notice.
- Estimate detailing cost.

### **Orthodontic Treatment (State Wards Only)**

#### **Orthodontic treatment cannot be paid from title IV-E funds.**

Orthodontic treatment may be covered by MA if the child is enrolled in the Department of Community Health's Children's Special Health Care Program.

Payment to cover the cost of obtaining an estimate and/or records for orthodontic treatment may be authorized without prior approval in MiSACWIS. This cost needs to be separated from the total amount of the orthodontic treatment if the costs are itemized to show this expense. The case service authorization must be routed with a bill to FCD in MiSACWIS.

A treatment plan from the proposed orthodontic provider must be provided that includes:

- The presenting dental condition.
- How the treatment will correct the presenting condition.
- Timeline for treatment.
- The expected treatment outcome.
- Statement of total cost (including any extractions).

A written memo must be submitted that includes a narrative by the worker addressing the following:

- The effect the orthodontic need has on the child's physical, psychological and social functioning.
- The permanency plan for the child.
- How treatment will continue if the child is adopted, changes placement or is discharged from the system.
- Payment arrangements must be negotiated with the orthodontist and included if not detailed on the treatment plan from the dental provider. The payment arrangements must include:
  - Breakdown of down payment due after the initial treatment has begun. The down payment is typically 20-25 percent of the total cost. Quarterly payments due to the provider, with amounts spaced over the length of the expected treatment.

**Example:** The total cost of the orthodontic treatment is \$4,500 in addition to \$250 records charge. The treatment is expected to take two years. Once the bill is received for the \$250 records charge, this payment can be authorized in MiSACWIS with a manager's approval even if the orthodontic treatment is not approved. The orthodontist should be asked to agree to the following payment plan:

- \$250 records charge to be authorized by the DHS worker and supervisor with bill.
- \$1,000 down payment following the appliances being placed on the child.
- Seven quarterly payments of \$500.

The memo **must** contain a typed name and title for signature by the local office director or designee and FCD if the request is for \$5,000 or higher. If approving this request as the local office director designee, this must be indicated on the memo. The approval memo must be attached to the case service authorization.

**Note:** Do not initiate orthodontic treatment until written approval is given. Once approved, no payment should be authorized without

the receipt of a bill that details services provided for the previous quarter.

If the request is \$4,999 or lower, the above memo must be approved by the local office director or designee.

If the request is for \$5,000 or higher, the above memo must be approved by the local office director or designee, **then** submitted at [dhs-federalcompliancedivision@michigan.gov](mailto:dhs-federalcompliancedivision@michigan.gov) for approval.

The dental provider must be enrolled in Bridges by submitting the DHS 2351, Provider Enrollment/Change Request, to the Federal Compliance Division prior to payment(s) being authorized.

A copy of the memo must be given to the orthodontist once approved.

If a state ward is expected to be adopted during the course of the orthodontic treatment, the worker must consult with the adoption worker about the remaining payment. If the child is eligible for adoption subsidy, medical subsidy may cover the amount owed to the orthodontic provider, after the child is adopted, if the remaining amount does not exceed \$3,500 at the time of the adoption prior to the foster care case being closed. If the child's medical subsidy is approved to cover the orthodontic treatment, a case service authorization in MiSACWIS will need to be created to pay down the remaining balance to \$3,500. These discussions must occur at the beginning of orthodontic treatment to ensure that the necessary application is made and processed for medical subsidy. Otherwise, the foster care worker must continue to submit the remaining case service authorization requests, quarterly, even if the foster care case is closed.

### **Mental Health - Psychological Evaluation for the Child**

#### **Service Description 0808**

**Psychological evaluations for anyone but the child cannot be paid with title IV-E funds.** The maximum allowable amount for a psychological evaluation is \$300. The case service authorization request must have the worker and supervisor approval. An exception to the \$300 maximum may be granted based on specific child needs and supervisor approval up to \$500.

**Note:** The DHS-93, Medical Service Authorization, may also be used for other case members; see PSM 713-5, Psychological or Psychiatric Assessments and Examinations.

The service provider is paid directly and must be enrolled in Bridges by submitting the DHS 2351, Provider Enrollment/Change Request, to FCD prior to the case service being authorized.

For YIT eligible youth seeking services after their foster care case closed, but before age 21; see FOM 950, Youth In Transition (YIT) Program.

No payments are available through the state foster care account for the evaluation or treatment of parents of a child defined above or for a child whose maintenance payments are not funded through foster care payments.

## Transportation

### Service Description 0809

**Note:** Payment of transportation cost of a parent to attend parenting time with a child in a DHS supervised placement is paid via a DHS-1582CS at state rates.

- All reimbursable transportation expenses and rates are to be based on Michigan Standardized Travel Regulations currently in effect. Predictable ongoing transportation costs are covered through the process of completing a Determination of Care (DOC) Supplement form, DHS-470, 470A or 1945. Transportation expenses related to the child are detailed below.
- **Medical transportation** must meet the definition of Essential Medical Transportation to be funded by Medicaid; see BAM 825, MA transportation. This is available for any child in family foster care purchased from a placement agency foster care provider.

When billing the MA program for child welfare cases, the following payment procedures apply:

- The worker verifies the need for medical transportation in the service plan.
- The worker completes the DHS-1291, Local Payment Authorization, the MSA-4674(A), Medical Transportation

Certification, and forwards it to the local office accounting unit for payment to the transportation provider.

- **Routine Transportation** which a parent would normally provide for his/her own child, such as medical and dental appointments or school conferences, is covered in the age appropriate per diem reimbursement rate. No additional reimbursement is available.

**Note:** For school-related transportation payment assistance refer to School Transportation Payment Process later in FOM 903-09.

### **DHS Supervised Foster Parent Transportation**

Transportation provided for a child to parental visits (parenting time), special long distance medical appointments (not covered by MA), and preparatory visits for a child's replacement which are required as part of the service plan are reimbursable.

**Note:** Indicate in the comments section of the case service authorization the reason for foster parent transportation must include the reason MA will not cover the cost of the transportation.

Mileage, meals and lodging costs are reimbursable for one foster parent if a child placed in his/her home must stay overnight in a facility when care is needed away from the regular placement. These costs are reimbursed to the foster parent as a case service authorization in MiSACWIS with a service description of 0827, Exception Request. Such reimbursement for one foster parent and the foster child cannot exceed established Michigan Standardized Travel Regulations.

### **Placement agency foster care (PAFC) family foster care transportation**

Transportation for a child placed in family foster care purchased from a placement agency foster care provider must follow the following guidelines.

The cost for transportation for parental visits (parenting time) is the placement agency foster care provider's responsibility since this is a requirement in the master contract.

Routine transportation which a parent would normally provide for his/her own child (for example, medical and dental appointments, school conferences) is covered in the age appropriate per diem reimbursement rate. No additional reimbursement is available.

If the transportation is a one-time need and the foster parent does not provide the transportation, there is no additional payment available. This cost is included in the establishment of the agency's administrative per diem rate.

Mileage, meals and lodging costs are reimbursed for one foster parent if a child placed in his/her home must stay overnight in a facility when care is needed away from the regular placement. These costs are reimbursed to the PAFC as a case service authorization in MiSACWIS with a service description of 0827, Exception Request, and routed to FCD for final approval.

### **Child Caring Institution (CCI) Transportation**

If the transportation is for a child placed in a CCI, that CCI is responsible for **all** costs of transportation within its geographical area of service. The cost is included in the established per diem reimbursement rate.

In placement change transportation situations, an hourly wage may be authorized when a state ward or title IV-E funded court ward must be moved from one residential setting to another. When an hourly wage is paid, the person is a paid conveyor. Depending on the specific placements involved, payment is through either the Delinquency Services Conveyance Program Cost Account (for example, movement from detention to training school) or the County CSS&M Program Cost Account (for example, movement from one private child caring institution to another) and is to be authorized using the DHS-1582CS. Attendant services may also be authorized if necessary. These vouchers are to be submitted directly to DHS Accounting/Payment Processing Unit. They are **not** paid through the foster care payment system.

If the DHS-1582CS is not signed by the transportation provider, a statement or bill is to be attached. A federal ID or Social Security number must be shown. Indicate in item #11 of the DHS-1582CS in bold letters, "Planned Foster Care Transportation," the child's name and MiSACWIS person ID and the reason, such as placement change.

### **Bus and Air Tickets**

When appropriate, public transportation must be used. If bus or air tickets are deemed appropriate by the local DHS office, a case service authorization with the service description 0827, Exceptional

Request, must be routed to FCD with documentation of the estimated costs prior to purchasing a ticket attached.

### **Travel for Out-of-State Placement**

This travel must be arranged through the Interstate Operations and Assignment Unit in the Children's Services Administration.

### **Transportation Not Covered**

If there are other transportation needs not covered, contact the local volunteer services unit. Funds may be available for volunteers to meet other transportation needs.

## **Assisted Care**

### **Service Description 0810**

#### **Assisted care cannot be paid from title IV-E funds.**

Assisted care payments are available for crisis intervention and stabilization in situations where a foster parent or relative requires help in managing a child's medical care or behavior. Assisted care is to be based on the care needs of the child.

Assisted care payments may be authorized to assist a foster parent or licensed relative to provide care for a child with complex and continuing medical maintenance issues until ongoing care and/or service can be obtained through the Medical Assistance program. Assisted care can also be utilized to prevent hospitalization or a residential care placement of the child.

Assisted care is available for youth with a determination of care (DOC) Level II or above. Local office director approval is required. This case service can be authorized in MiSACWIS by the local office. Payment is to be authorized directly to the foster parent or placement agency foster care agency, **not** to the assisted care provider.

Unlicensed relatives may receive assisted care payments when they meet all the eligibility criteria. To receive state ward board and care (SWBC), they must be authorized for payment. Assisted care for relatives not authorized for title IV-E or SWBC payments may be covered by the county child care fund, if the child is a court ward and the county approves the service.

Other examples of a child's needs that would be appropriate for assisted care are:

- A pattern of broken placements or indications that a child may have a pattern of broken placements.
- Severe attachment issues.
- Severe oppositional/defiant behaviors.
- Ongoing risk of destruction of property.
- Self-injury.
- Severe enuresis, encopresis, or fecal smearing.
- Fire-setting.
- Violence toward foster parents or other children.
- In school educational assistance until available through the school district.
- Other ongoing behaviors not manageable by only the foster family.

A written case plan must be in place which explains the:

- Care needs of the child and the services provided to meet those needs.
- How the assisted care is meeting the needs of the child.
- A log of times and places of the assisted care activity.
- Narrative description of the success or failure of the assisted care.
- Process and procedures used to phase out assisted care.

Assisted care is **not** an appropriate substitute service for child care needed, because the foster parent or licensed relative works, goes to school or volunteers. Child care payments may be available through DHS's child care program for employment or education leading to a high school diploma, when a completed application is submitted and all eligibility criteria are met.

Examples of other situations in which payment would **not** be appropriate:

- For a caregiver who provides care while foster parents run errands, or other activities outside of the home.
- Foster home **A** provides temporary relief to foster home **B**. This could be a day, night, weekend, or week. This would be handled by foster home **B** paying foster home **A** the daily rate for the time involved.
- Planned foster parent vacation, such as a scheduled two-week period per year.

### **Payment For Assisted Care**

The criteria for approval of assisted care is as follows:

- The child scores level II or above on the appropriate determination of care (DOC) assessment form (DHS-470, DHS-470A or DHS-1945).
- Prior approval by the local office director (not designee) has been obtained.
- Payments for assisted care are **not** to be included in the determination of care (DOC) supplement.
- The case service is authorized in MiSACWIS upon receipt of billing statement(s) and the daily logs from the assisted care provider and written confirmation from the foster parent of the actual dates and hours of assistance. This documentation must be attached to the case service authorization.
- Payment(s) is made to the provider receiving a maintenance payment. Assisted care payments cannot be made directly to the assisted care provider.
- Maximum allowable payment amounts are \$15 per hour for up to eight hours per day.
- A local office review for assisted care is to be completed every six months or at the time of the determination of care (DOC) review and at every placement change.
- Exception to the maximum allowable payment amounts and hours per day require prior FCD approval.

**One-to-One  
Supervision****Service Description 0834****One-to-one supervision cannot be paid from title IV-E funds.**

One-to-one supervision is expected to be short-term in order to maintain a residential placement and stabilize the youth's behaviors.

One-to-one supervision can only be authorized to a child caring institution (CCI) with an exception approval from the local office director, Business Service Center (BSC) director (only required if the youth has been in the CCI for 12 months or longer) and the Bureau of Child and Adult Licensing (BCAL).

The one-to-one staff person must track the child's behaviors and activities on an hourly basis, document the information in writing and provide to the local DHS worker monthly.

The case service is authorized monthly in MiSACWIS upon receipt of billing statement(s) from the provider. Route the case service authorization with the approval memo from BCAL and the bill from the provider to FCD in MiSACWIS.

**Adult Foster Care  
(AFC) Placement  
(State Wards Only)****Service Description 0837****Adult foster care (AFC) placements cannot be paid from title IV-E funds.**

Payment for the basic AFC rate will be made for youth placed in adult foster care (AFC) homes. Payments that exceed the AFC rates established in ASM-377, Monthly Provider Rates, are **not** covered. Route the case service authorization with a monthly bill from the provider to FCD in MiSACWIS for approval.

**Exceptional  
Request****Service Description 0827**

This service description can be used to authorize case service payments for other unique situations which require FCD approval, such

as psychiatric hospital overstay or payment of foster parent legal fees. This does not include home remodeling, damages, or excessive phone bills, etc. Route the case service authorization with details in the comments section and any supporting documentation attached. **Many of these expenses cannot be paid from title IV-E funds; the alternate fund source must be used.**

## REIMBURSEMENT TO FOSTER PARENTS OF PRIVATE ATTORNEY FEES

### **Reimbursement to foster parents of private attorney fees cannot be paid from title IV-E funds.**

The Department of Human Services may reimburse a foster parent for the costs of legal counsel (such as attorney fees) when legal action is taken against the foster parent for injury or damage which:

- Resulted from an action(s) of the foster child.
- Was sustained by the foster child.

The foster parent must be licensed under 1973 PA 116 and must be acting within the scope of his or her authority as a foster parent. Payment may be made:

- In a civil action only if a judgment for damages is not awarded against the foster parent(s).
- In a criminal action if the foster parent:
  - Is not convicted.
  - Does not plead nolo contendere.
  - Is not found guilty but mentally ill or guilty by reason of insanity.

This provision does not apply to administrative hearings or the appeal of an administrative hearing decision.

Payment is initiated by the local office using a case service authorization as an exceptional request, service description 0827. The funding is 100 percent state funded through the limited term and emergency foster care funding. A copy of the acquittal order or civil court decision, the bill for the attorney fee(s), and a written justification of the reasons for the request must be attached. The local office director must approve and route the case service

authorization and all attached documents to FCD for approval and processing.

**Out-of-State  
School Tuition  
(State Wards Only)**

**Service Description 0831**

**Out-of-state school tuition cannot be paid from title IV-E funds.**

Some states require payment of school tuition for non-resident children placed in child caring institutions or foster care. Tuition for state wards placed out-of-state may be paid only if the child's current local school district requests a tuition payment. In most cases the school district the child resides in (out-of-state) covers the cost of the youth's education. These requests must be done in MiSACWIS as a case service authorization with manager approval, then routed to FCD with a bill from the school district attached. The school must be enrolled in Bridges by submitting the DHS 2351, Provider Enrollment/Change Request, at [dhs-federalcompliance@michigan.gov](mailto:dhs-federalcompliance@Michigan.gov) prior to payment(s) being authorized.

**OTHER PAYMENT  
REIMBURSEMENTS**

The following payments are not processed in MiSACWIS.

**SCHOOL  
TRANSPORTATION  
PAYMENT PROCESS**

Pursuant to the Fostering Connections to Success and Increasing Adoptions Act of 2008 (PL 110-351), children in foster care must have the ability to maintain school enrollment in the school they attended prior to removal from their home. When it has been determined to be in their best interest to remain in their school, the assigned foster care worker must first access transportation resources made available through the school district and the McKinney-Vento Act; see FOM 722-06, Educational Services for Foster Care.

When transportation provisions are no longer available through the McKinney-Vento Act, reimbursement or payment for the cost of this special transportation must be completed utilizing the DHS-1582-CS, Children's Services Payment Authorization. Caregiver

expenses for reasonable travel accommodations, such as public transportation, taxi, etc., will be reimbursed at actual cost. Mileage rates will be reimbursed at the Department of Technology, Management and Budget standard mileage rate in effect at the time the transportation was provided.

The foster care provider must submit documentation of the costs associated with this special educational transportation on a monthly basis to the foster care worker. The documentation must contain the following:

- Number of miles round trip to the child's school and number of trips to the child's school or the actual cost of the alternate means of transportation (receipts required).
- Dates of transportation.

The following account structure codes must be utilized to ensure appropriate expenditures:

Payment type	Index	PCA
Educational Stability Travel, title IV-E eligible	64410	72555
Educational Stability Travel, Not title IV-E eligible	64410	72554

### Reimbursement for Counseling/Therapy

**Counseling/therapy cannot be paid from title IV-E funds.** Reimbursement for counseling is not completed in MiSACWIS. Payment for counseling services are submitted on the DHS-3469-COUN, Statement of Expenditures. To be reimbursed by DHS, a counseling contractor cannot accept referrals from any source other than DHS. Counseling contractors are listed on DHSNet under Office of Contracts and Purchasing (OCP) at <http://inside.michigan.gov/dhs/DeptSites/CentOff/OCP/Pages/default.aspx>.

**Note:** Placement Agency Foster Care (PAFC) providers must provide treatment services based on an assessment of each child's needs to the children they are supervising. The PAFC may utilize Medicaid or private insurance reimbursable services to meet this requirement. If a service is not available or accessible, the PAFC is

responsible for the direct provision of the treatment services including counseling or therapy.

A billing form (DHS-3469-COUN) has been developed specifically for COUN contracts.

Use of this billing form is required for services provided March 1, 2010 and after. It is the responsibility of the caseworker to determine the funding source for the counseling services. The contract administrator shall use PCA 81117 for all DHS-related payments. The counselor submits to DHS one monthly DHS-3469-COUN, Statement of Expenditure, form which contains both COUN services and DHS services. Please note that the DHS-3469-COUN must accurately represent the units of service delivered, the reimbursement rate by type of service, and the total amount being claimed. The total number of units (by service type) for each bill must be rounded down to the nearest whole or tenth of a unit. The DHS-3469-COUN shall be submitted to DHS within 30 calendar days from the end of the monthly billing period.

A counselor cannot bill for more than one unit per counseling session for clinical and group counseling. Counselors can only bill for more than one unit for an outreach session if the referral expressly permits it, and specifies the maximum number of units that can be billed per session. A counselor cannot bill for missed appointments.

**Note:** Service units must be separately billed on the DHS-3469-COUN by identifying service billings separately from DHS billings.

### **Non-reimbursable Counseling Services**

The following services are not billable or reimbursable counseling services for foster care youth and their families.

- Parenting classes.
- Anger management classes.
- Work preparation/readiness classes.
- Independent living classes.

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**REIMBURSEMENT  
FOR BIRTH  
CERTIFICATES**

Birth certificates are obtained by local office staff directly from the state where the child is born; see FOM 910, Obtaining Vital Records.

Birth certificates are available free of charge for children born in Michigan. This process is detailed in the MiSACWIS User Guide.

The cost of birth certificates from other states for state wards may be reimbursed from the state foster care account. Fax the following documents to DHS Accounting Division at (517) 335-6457:

- DHS-83, Manual Warrant Request.
- DHS-1291, Local Payment Authorization.
- Birth Certificate Application or memo.
- Copy of the worker's DHS State of Michigan identification.

Such costs are not paid through MiSACWIS.

The cost of birth certificates from other states for court wards should be included on the Monthly Report on Child Care Fund, DHS-206B, line #4, Other (non-scheduled) payments. If your county does not have a sub-account, the cost should be included on the DHS-207 submitted by the county.

**REIMBURSEMENT  
OF PRIVATE  
ATTORNEY FEES TO  
REPRESENT DHS**

The Department of Human Services may reimburse a local office for the cost of a private attorney when the local prosecuting attorney will not represent DHS in a mandatory child welfare action. A conflict of interest or a disagreement with the DHS position are examples of reasons that the local prosecuting attorney may not be willing to provide representation.

Before a private attorney is hired, a request for involvement of the Attorney General must be made in writing, following these actions:

**Local Office  
Actions**

Obtain a statement from the local prosecuting attorney's office that it will not represent DHS in a mandatory child welfare action. Possible reasons include the prosecuting attorney has a conflict of interest or disagrees with DHS' position. Provide the statement from the prosecuting attorney along with a written request for private representation. Requests may be submitted by email or fax to the Business Service Center (BSC) director.

**BSC Actions**

Review local office request. If approved, BSC will request involvement of the attorney general by contacting the deputy director of the Office of Legal Affairs, Children's Services. If denied, BSC will return the request to the local office. If the attorney general declines involvement, BSC will notify the local office that a private attorney can be hired. The attorney fee charged should be the customary rate for a court-appointed attorney.

**Local Office  
Process for  
Payment**

Hire the selected private attorney. For payment to the private attorney, send the appropriate office the following documentation:

- Initial request explaining the local office's need for the private attorney.
- Documented approval from BSC and Legal Affairs.
- Invoice for private attorney services.
- DHS-1582CS, Children Services Payment Voucher (Do not enter accounting codes, as the codes are entered by the BSC).
- For initial payments only, attach a completed DHS-1584, Payment Voucher Pre-Approval.

**Method Of  
Payment**

The BSC will review payment requests, enter appropriate coding on the DHS-1582CS, Approve Payment for the Private Attorney, and forward to accounting for payment.