
EFFECTIVE

January 1, 2010.

SUBJECTS

1. BAM 300, Case Packeting.
2. Employment and training.
 - BEM 300, Case Packeting
 - BEM 229, JET referrals & Orientation.
 - BEM 230A, Employment and/or Self-Sufficiency Related Activities.
3. Income.
 - Income policy reorganized.
 - Refugee matching grant.
 - Non-FIP child support arrears.
4. Mid-certification contact.
5. Child Development and Care (CDC).
6. Adult Medical Program (AMP).
7. Medical transportation.

1) CASE PACKETING**BEM 300**

Case packeting has been revised to create a statewide standard for case packeting. All optional ways of packeting have been removed. Please update the packeting style at intake or the next case review.

Reason: Policy update.

**2) EMPLOYMENT
AND TRAINING****BAM 300, Case Packeting**

The first page of the employment packet is a DHS 3524, Employment Packet Cover Sheet. Use the employment packet for all of the following:

8. Direct support services purchases that have a lifetime maximum.
9. Documentation on referrals made to the Office of Young Children.
10. Jobs, Education and Training (JET) information that is not maintained in Bridges.
11. JET penalty tracking information.

BEM 229, JET Referrals & Orientation

This item is renamed to include the referral process in Bridges and to more accurately describe the item. Bridges terminology and job aides are now included in the policy. The importance of providing child care and transportation prior to requiring JET attendance is discussed.

BEM 230A, Employment and/or Self-Sufficiency Related Activities FIP/RAP Cash

This item is updated to include three new deferral reasons that are associated with or determined after the long term disability deferral is completed. The new deferral reasons are as follows:

- Chronic Mental Health Issue (CM).
- Low Intellectual Capacity or Learning Disability (LI).
- Physical Limitations to Perform Routine Manual Labor Tasks (PL). Further updates to this item are planned for March 2009.

3) INCOME**All Types of Assistance (TOA)****BEM 500 Revised****BEM 501, 502, 503 and 504 (new items)****Income Policy
Reorganized**

Income policy is reorganized and updated to reflect Bridges terminology. BEM 500 is now an overview of income policy and contains income-related information that applies to multiple types of income. It also explains how income types in Bridges are divided into four corresponding income-related logical units of work (LUW).

Bridges income-related LUWs and corresponding new income-related manual items are divided into the following:

- Income from employment, BEM 501.
- Income from self-employment, BEM 502.
- Income, unearned, BEM 503.
- Income from rental/room and board, BEM 504.

New manual items include definitions of each income type and an explanation of which income types are excluded or counted for each type of assistance (TOA).

Wording of acceptable verification sources has been revised to more closely align with the verification sources listed in the Bridges verification source drop downs.

Reason: Policy reorganized to be more closely aligned with Bridges.

Refugee Matching Grant

FAP and CDC

Refugee matching grant is now budgeted as unearned income instead of earned income for FAP and CDC.

MA

Refugee matching grant continues to be excluded for MA.

FIP and RAPC

Refugee matching grant continues to be considered concurrent receipt of assistance for cash programs.

Reason: FNS clarification and policy simplification.

Non-FIP Child Support Arrears

There is a new child support income type. For FIP eligibility determination groups (EDG's) whose initial FIP eligibility is certified in Bridges, on or after October 1, 2009, child support collections attributed to a time period in which the family did not receive FIP (known to the Office of Child Support, (OCS) as pre-assistance arrears), are not assigned or certified.

FIP and RAP

Because this type of child support is not assigned or certified, this means that a FIP recipient does not need to return these payments to DHS. This child support income type is excluded for FIP and RAP.

CDC

These payments have no affect on CDC eligibility if received by a FIP recipient, because FIP recipients are categorically eligible for

CDC. Payments received by a non-FIP recipient, are countable unearned income.

MA, FAP and SER

Non-FIP child support arrears are countable unearned income.

**4) MID-
CERTIFICATION
CONTACT**

BAM 210

CDC

Verification of any changes in employment, need reason or hours of care is required at the semi-annual contact. You must check the Michigan Works Management Information System (MIS) for approved hours of participation at application, redetermination and semi/annual contact.

FIP

The family must provide verification of hours of wage earning activities used to project their participation for the next six months. Document these activities in the family's FSSP if not already entered.

**5) CDC CHANGES
CDC PROGRAM
REQUIREMENTS**

BEM 703

**Holidays and
Absences Due to
Illness**

Effective 10/1/09, a cap was placed on the number of hours a provider is able to bill for holiday and illness hours. Holiday and illness hours are limited to 208 hours per fiscal year (9/30-10/1). A payment edit will prevent providers from exceeding this cap.

Reason: Program integrity.

**High School
Completion**

The activity end date on the DHS-4578 should correspond with the high school completion need end date on Bridges.

Approved Activity

The activity end date on the DHS-4578 should correspond with the approved activity need end date on Bridges.

Reason: Best practice.

Guidelines have been added for online classes.

Policy added that recipients of Short Term Family Support assistance are considered to be a non-cash recipient for CDC eligibility.

Reason: Clarification of policy.

CDC PROVIDERS**BEM 704****Criminal History
Background
Clearances**

Local offices are now required to send CDC providers a copy of the match or matches that prevent the enrollment of a day care aide or relative care provider. Only copies of Internet Criminal Access Tool (ICHAT), Offender Tracking Information System (OTIS), Public Sex Offender Registry (PSOR), National Sex Offender Public Registry (NSOPR) or Federal Inmate Locator (FIL) matches are to be copied and mailed along with the DHS-4807, Notice of Child Care Provider Eligibility, and the DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment.

Note: Department of Corrections and the Michigan State Police does not guarantee the information on OTIS or PSOR as accurate.

Do not send any information related to a central registry match. Central registry information is confidential and should never be released.

Reason: Improved notice to providers in an effort to avoid unnecessary inquiries, hearing requests, and to save time of local and central office staff.

**Great Start
Connect**

Great Start Connect is the new online, Web-based early learning resource site. Clients who are in need of assistance in finding a licensed or registered provider should be referred to this Web site <http://mich.gov/greatstart>.

CDC PAYMENTS**BEM 706**

Instructions for payment re-authorization for rejected payments due to a provider billing after the 90 day limit has been added to policy.

Reason: To assist local offices with program accuracy.

NEW FORMS

- DHS-1144, CDC Provider Packet Checklist.
- DHS-1145, CDC Case Record Packet.
- DHS-1146, CDC Need Reason Checklist.

These forms are only available in Word. To assist local offices with program accuracy.

6) AMP**BEM 221**

The identity of U.S. citizens must be verified for AMP.

Reason: The funding source for AMP has changed, this is a federal requirement.

Old policy: AMP did not have a requirement to provide proof of identity.

BEM 225

Proof of U.S. citizenship is required for AMP.

Reason: The funding source for AMP has changed, this is a federal requirement.

Old policy: AMP did not have a requirement to provide proof of citizenship.

**7) MEDICAL
TRANSPORTATION**

BAM 825

Transportation rates have been revised.

Reason: Policy update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

**BEM 501
BEM 502
BEM 503
BEM 504**

Changed Items (content changes) ...

**BAM 105
BAM 210
BAM 220
BAM 300
BAM 815
BAM 825
BEM 110
BEM 111
BEM 113
BEM 124
BEM 126
BEM 174
BEM 210
BEM 211
BEM 221
BEM 225
BEM 229
BEM 230A
BEM 230B
BEM 232
BEM 260
BEM 400
BEM 402
BEM 500
BEM 505
BEM 545
BEM 610
BEM 640
BEM 703
BEM 704
BEM 706**

Changed Items (link changes only) ...

BAM 117
BAM 810
BEM 129
BEM 155
BEM 156
BEM 157
BEM 165
BEM 172
BEM 212
BEM 214
BEM 215
BEM 218
BEM 220
BEM 222
BEM 226
BEM 227
BEM 233C
BEM 255
BEM 518
BEM 536
BEM 540
BEM 541
BEM 546
BEM 550
BEM 556
BEM 660
BEM 702