

**EFFECTIVE**

October 1, 2010.

**Subject**

1. Child Support Interface, BEM 255.
2. Child Development and Care (CDC).
3. Medicaid (MA).
4. Miscellaneous.

**1) CHILD SUPPORT  
INTERFACE****BEM 255**

Bridges makes referrals to the Office of Child Support (OCS) for all types of assistance (TOA) that require referral in place of the DHS 1201 used for TOA other than FIP and MA. In addition good cause status, noncooperation and cooperation data is exchanged between Bridges and OCS in the nightly batch process and may prompt Eligibility Determination Benefit Calculation (EDBC). See this item for complete details of the impact to applications and ongoing TOA.

*Reason:* Legislative requirements and simplification.

**BEM 518**

Bridges interface with the Michigan's Support Disbursement Unit (MiSDU) will create unearned income records when there is certified child support. Each month Bridges will conduct the Grant in Jeopardy process to determine if the active cash grant should be closed when the certified support exceeds that grant by \$50 or more.

*Reason:* Process simplification.

**2) CDC UPDATES****BAM 110, Application Filing and Registration****Who May Apply**

The CDC section regarding the applicant and joint custody has been removed from this item.

*Reason:* The same information is provided in BEM 205.

**Registering Applications**

Faxed applications/filing forms are acceptable and must be registered if they include the required minimum information. If the faxed application is complete and all the necessary verifications are provided, a paper copy of the application is not required in order to determine eligibility and authorize benefits.

*Reason:* Policy change.

**BAM 130, Verification and Collateral Contacts****Types of Verification**

Policy added that verifications may need to be obtained again if they are found to be missing from the case record.

*Reason:* Clarification.

**BEM 205, CDC Group Composition****Determining the Program Group**

Biological parent has been added to who must be in the program group.

*Reason:* Clarification.

**Applicant**

Policy added that if it is determined that the wrong applicant applies for CDC, a new application must be mailed or given to the correct applicant. If the signed, completed application is returned within 10 calendar days of the date the specialist requests the application, the original application date is the receipt date. The original application must be filed and kept in the correct applicant's case record.

**CDC Joint Custody**

Policy removed that required specialists to coordinate authorizations for joint custody cases.

Policy added that the client's statement of joint custody is acceptable.

*Reason:* Program integrity.

### **BEM 500, Income Overview**

#### **Verification Requirements**

CDC has been removed from the Exception that states do not verify starting and increasing income. Starting and increases in income must be verified for CDC.

### **BEM 505, Prospective Budgeting/Income Change Processing**

#### **Verification Requirements**

Any change that results in a benefit increase must be verified.

*Reason:* Program consistency.

### **BEM 702, CDC Verifications**

#### **Verification Timeframes**

Policy added that clients must request an extension if additional time is needed to provide requested verifications.

*Reason:* Clarification.

### **BEM 703, CDC Program Requirements**

#### **Approved Activity**

**Obsolete and incorrect policy has been removed.**

### **Employment-Tools to Verify Need Based on Employment**

TALX/Work Number and MIS have been added as acceptable verifications that may be used for starting income.

### **BEM 704, CDC Providers**

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**Aide/Relative  
Provider  
Enrollment  
Process**

1) Aide and relative care providers who are also licensed or registered by the Bureau of Children and Adult Licensing (BCAL) as family or group homes, should be paid as family or group child care homes, not as aide or relative providers.

2) A Bridges address inquiry must be completed on a provider's address prior to enrollment. All adult household members found to be living at the address must have background clearances completed.

3) Background clearances must be completed whenever DHS becomes aware that a new adult household member, age 18 and over, has moved into the enrolled provider's home or when information is provided that an adult household member, age 18 and over, is on central registry as a perpetrator, has a criminal conviction or pending criminal charge.

4) Note added that providers are not eligible for any payments for care provided prior to the pay period that holds the training completion date.

**Denial/Termination  
of Aide/Relative  
Enrollment**

Aide and relative care providers are not eligible for care to be authorized for any period that enrollment was ended as a result of a failure to meet program requirements.

*Reason:* Program integrity.

**BEM 706, CDC Payments****Rate**

Providers cannot charge DHS clients more than they charge the general public (including their own employees).

*Reason:* Policy clarification.

**PIN Resets**

The Specialized Action Center (Customer Service) in central office will no longer provide CDC support to parents and providers. All CDC questions or PIN resets should be referred to the Central Reconciliation Unit (CRU) at 1-866-990-3227. PIN reset requests can be faxed to CRU at 517-335-4144.

*Reason:* The CRU is responsible for addressing all provider and client questions and concerns.

**BEM 710, CDC Need Calculation****Department  
Philosophy**

Department philosophy has been removed from this item.

*Reason:* Program consistency.

**3) MEDICAID****BAM 120, DCH/DHS Coordination**

Contact information updated.

*Reason:* Policy update.

**BAM 402, MA/AMP Benefits**

Contact information updated.

*Reason:* Policy update.

**Note:** Position is vacant so contact information was deleted.

**BEM 400; Assets**

Language for non-salable property policy was updated and additional information was added for life insurance funded trusts.

*Reason:* Policy clarification.

**BEM 405, MA Divestment**

Item was updated with Bridges terminology and information regarding prepayment of LTC costs at application was added.

*Reason:* Policy clarification.

**BEM 500, Income**

The exception to verification requirements for income was removed.

*Reason:* Policy correction.

**BEM 545, MA Group 2 Income Eligibility**

Directions for determining the deductible calculations was updated.

*Reason:* Policy clarification.

**4) MISCELLANEOUS**

**BAM 705, 715, 725 and BEM 157, 711**

Items updated to make minor corrections.

*Reason:* Policy clarification.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

**BAM 110  
BAM 120  
BAM 125  
BAM 130  
BAM 210  
BAM 402  
BAM 406  
BAM 705  
BAM 715  
BAM 725  
BEM 157  
BEM 205  
BEM 255  
BEM 400  
BEM 405  
BEM 500  
BEM 505  
BEM 518  
BEM 545  
BEM 702  
BEM 703  
BEM 704  
BEM 706  
BEM 710  
BEM 711**

**Changed Items (link changes only) ...**

**BAM 405  
BAM 700  
BEM 110  
BEM 145**