

EFFECTIVE

Immediately, upon receipt.

SUBJECTS

1. Placement Agency Foster Care (PAFC).
2. Children's Protective Services - Foster Care (FC) Transfer Summary Information.
3. FC Worker and Supervisor Monthly Case Consultation.
4. Timely Entry of Face-to-Face Social Work Contacts into SWSS-FAJ.
5. SWSS-FAJ Process for Social Work Contacts.
6. Medicaid Card and Consent to Emergency Treatment Card.
7. Case Service Plans (ISP, USP, PWSP).
8. Foster Care Action Summary (DHS-69) Requirements.
9. FIP and Medicaid Eligibility for Parents.
10. Day Care Assistance.
11. Supervision of State Wards.
12. SSI and Older Youth Exiting Foster Care.
13. Legal Status-Act 296 Wards
14. PAFC Case Service Plan Reporting Requirements.
15. DHS FC Monitor Requirements.

**1) PLACEMENT
AGENCY FOSTER
CARE (PAFC)**

The term purchase of service (POS) is revised to placement agency foster care (PAFC). This term is used by the DHS Child Welfare Contract Compliance Unit (formerly DHS Purchased Care Division). Online manual pages will be updated in the June policy release.

**2) CPS - FOSTER
CARE TRANSFER
SUMMARY
INFORMATION****FOM 722-1**

Policy is updated with required documents to be included in the Children's Protective Services (CPS) transfer to foster care which are not contained in the SWSS-CPS Transfer to Foster Care module. The additional CPS transfer materials are the following:

- Copy of the petition and the court order placing the child in out-of-home placement.
- Criminal record and Central Registry check on potential or actual placements with the non-custodial parent, relatives or unrelated caregivers.
- Report of Actual or Suspected Child Abuse or Neglect (DHS-3200) form.
- Confidential Notice to Friend of the Court of CPS Disposition and Family Court Action (DHS-729).
- Diligent Search Checklist (DHS-991).
- Relative Documentation (DHS-987).
- Relative Notification (DHS-990).
- Relative Response Form (DHS-989).
- Relative Search Information (DHS-988).
- Sibling Placement Evaluation (DHS-0003), if applicable.
- Copy of the Consent to Medical Treatment Card (DHS-3762).
- Any other reports, as applicable, not contained in SWSS-CPS (such as psychological evaluation, medical reports, school reports, etc.).
- Documentation pertinent to notification of FIS/ES staff of removal, if applicable.

Note: A current (taken within the past 12 months) photograph of the child must be scanned/uploaded into SWSS-CPS prior to transfer of that child to foster care.

Reason: Child Welfare Training Institute recommendation and Foster Care Program Office policy correction.

**3) FC WORKER AND
SUPERVISOR
MONTHLY CASE
CONSULTATION**

FOM 722-6

The FC worker must meet with the FC supervisor at least monthly for case consultation. All case consultation meetings between the FC worker and supervisor are required documentation in the social work contact section of the respective case service plan.

Reason: Dwayne B. v Granholm, et al. consent decree.

**4) TIMELY ENTRY OF
FACE-TO-FACE
SOCIAL WORK
CONTACTS INTO
SWSS-FAJ**

FOM 722-6

Timely documentation of social work contacts into the Service Worker Support System (SWSS-FAJ) is required. Social work contacts include face-to-face caseworker contacts with children, parents and foster parents/relative/unrelated caregivers.

DHS direct foster care workers must enter into SWSS-FAJ within five calendar days **all** face-to-face caseworker contacts with children, parents and foster parents/relative/unrelated caregivers made by any of the following:

- Foster care worker.
- CPS worker.
- Adoption worker.
- Families First/Family Reunification worker.
- Permanency planning assistant (PPA).
- Social services assistant (SSA).

Within five calendar days of receipt of the contact information DHS FC monitors must enter into SWSS-FAJ **all** face-to-face caseworker contacts with children, parents and foster parents/relative/unrelated caregivers made by any of the following:

- PAFC foster care worker.
- PAFC adoption worker.
- Families First/Family Reunification worker.

All PAFC providers and Families First/Family Reunification contractors must submit all face-to-face contacts with children, parents and foster parents/relative caregivers to the DHS FC monitor/direct care worker by the third business day of every month.

Reason: Foster Care Program Office clarification to achieve CFRS outcomes.

**5) SWSS-FAJ
PROCESS FOR
SOCIAL WORK
CONTACTS**

FOM 722-6

**5a.) Relationship
Types in SWSS-
FAJ**

SWSS-FAJ automatically assigns the primary foster care, adoption or juvenile justice worker the relationship type as DHS case manager within social work contacts. The secondary worker, including the DHS adoption worker, is assigned the relationship type of DHS agency staff member. To ensure all social work contacts are accurately documented and counted, when entering social work contacts within SWSS-FAJ, the DHS FC worker or monitor must enter:

- Permanency Planning Assistant (PPA) and Social Services Assistant (SSA) as relationship type, DHS Agency Staff Member.
- PAFC foster care worker (including PAFC adoption worker) as relationship type, POS Case Manager.
- Out-of-State worker in an interstate case as relationship type, Out-of-State Case Manager.

**5b.) Families First
and Family
Reunification
Worker Contacts**

Families First Worker and Family Reunification Worker are now available relationship types in SWSS-FAJ. DHS direct FC workers and monitors must use these relationship types when documenting social work contacts for newly referred families in these two programs.

For families currently being served by a Families First or Family Reunification program, the DHS FC worker and monitor must follow the steps below to modify the relationship type previously designated as *Other* to reflect the accurate relationship type of Families First Worker and Family Reunification Worker:

1. In the SWSS-FAJ Social Work Contacts Module, select *Add Person Utility*.
2. Deselect the previously entered Families First worker or Family Reunification worker by clicking to the left of his/her name.
3. Select *Add Person Utility*, enter the first and last name. In the relationship field, click on the pick list, scroll down and select Families First worker or Family Reunification worker. Click *Save Name to List* then click *Done*.
4. Click *OK* when a pop-up box reminder *Person will not be saved to database until they are added to contact* is received.

Reason: SWSS-FAJ process compliance to achieve CFSR outcomes.

**6) MEDICAID CARD
AND CONSENT TO
EMERGENCY
TREATMENT CARD**

FOM 722-6

Each child in foster care must be enrolled in Medicaid (MA) and have an assigned MA recipient ID number. At the time of placement, the caregiver is given the Consent to Emergency Treatment card (DHS-3762) which allows the provider to take the child to the doctor. The Consent to Emergency Treatment card is completed by the worker placing the child, and the worker must

enter the child’s MA number on the card (if the child is already on MA).

If the child is not active on MA at the time of placement, the caregiver must receive the MA card or alternative verification of the child’s Medicaid status and recipient ID number within 30 days of the date a child enters foster care. For any subsequent placement, the caregiver shall receive the child’s Medicaid card or alternative verification and the Consent to Emergency Treatment card upon the child’s placement.

The date the foster parent or other caregiver receives the child’s MA card or alternative verification of the child’s Medicaid status and recipient ID, along with the Consent to Emergency Treatment card must be documented in the case service plan under the Foster Parent/Relative Caregiver Input section of the case service plan. SWSS-FAJ users will document the above information with a statement indicating the date the MA card or alternative verification and Consent to Emergency Treatment card was given to the caregiver under the Caregiver Feedback tab in the SWSS-FAJ Placement module. The statement will prefill in the Foster Parent/Relative Caregiver Input section of the case service plan.

Additionally, for all subsequent placements (replacements), the FC worker completing the Foster Care Action Summary (DHS-69) must check the field box for the Consent to Emergency Treatment card within the information shared with new caregiver, as further documentation.

If the relative or unrelated caregiver plans to apply for FIP (Family Independence Program) for the child, follow the policy in FOM 902-11. FC workers are to verify that the caregivers applied for the FIP/MA within the first 30 days of placement within that home.

Reason: Dwayne B. v Granholm, et al. consent decree.

**7) CASE SERVICE
PLANS (ISP, USP,
PWSP)**

FOM 722-8, FOM 722-9, FOM 722-9D

Foster care initial, updated and permanent ward case service plan time frame compliance for report completion, supervisory review and approval, and licensing is revised. Policy revision includes the required face-to-face meeting between the FC supervisor and worker prior to finalizing the case service plan.

**7a.) Initial Service
Plan (ISP)**

Policy is revised to clarify the 30-day statutory requirement (MCL 712A.13a) for the initial case service plan (ISP).

The ISP must be prepared within 30 calendar days of the child’s removal from his/her own home. A copy of the ISP is required in every child’s case record regardless of individual court reports.

The ISP is considered complete when the FC worker submits the ISP for supervisor review through the Service Worker Support System Foster Care, Adoption and Juvenile Justice (SWSS-FAJ). The completion date is reflected as the *report date* on the first page of the ISP.

The placement agency foster care (PAFC) ISP is considered complete when the PAFC worker submits the ISP to the PAFC supervisor for review. The completion date is reflected as the *report date* on the first page of the ISP. The ISP templates were revised to include the report period, with the report period begin and end date.

The ISP is considered overdue if the *report date* is on or after the 31st day following the child’s removal date.

**7b.) Updated and
Permanent Ward
Service Plans
(USP/PWSP)**

Completion of the first updated service plan (USP) or permanent ward service plan (PWSP), if applicable, is required within 120 calendar days of removal and at least every 90 calendar days thereafter or more frequently, if necessary, to ensure coordination with court hearings.

At a minimum, the USP/PWSP must be updated and revised at 90-day intervals. The due date of the USP or PWSP is within 90 calendar days of the previous service plan’s report period end date. A copy of each USP is required in every child’s case record regardless of individual court reports.

The USP or PWSP is considered complete when the FC worker submits the case service plan for supervisor review through SWSS-FAJ. The completion date is reflected as the *report date* on the first page of the USP or PWSP.

The placement agency foster care (PAFC) USP or PWSP is considered complete when the PAFC worker submits the case service plan to the PAFC supervisor for review. The completion date is reflected as the *report date* on the first page of the USP or PWSP.

The USP or PWSP is considered overdue if the *report date* is on or following the 91st day from the previous service plan's report period end date.

**7c.) Supervisor
Review and
Approval of Case
Service Plans**

Prior to finalizing, each case service plan (ISP, USP, PWSP) along with the required assessments must be reviewed and approved by the FC supervisor only after a face-to-face meeting with the FC worker.

Case service plan approval process requires the FC supervisor to:

- Review and approve the ISP/USP/PWSP within 14 calendar days of report date (see above).
- For DHS supervisors, select the *Approved* in the SWSS-FAJ Supervisory Selection field to generate the SWSS-FAJ transaction.
- Sign and date the original approved case service plan.

The DHS and PAFC case service plan approval date is identified by the FC worker and supervisor signatures and date on the last page of the case service plan. A copy of the case service plan with the two signatures and dates must be placed in the narrative section of the case record.

The agency is considered out of compliance with licensing rule R400.12403(2)(o) if the FC supervisor signature date is past the 14-day review and approval time frame.

Note: PAFC providers see #14 PAFC Case Service Plan Reporting Requirements within this interim policy bulletin for additional information.

Reason: Foster Care Program Office clarification and Dwayne B. v Granholm, et al. consent decree.

**8) FOSTER CARE
ACTION SUMMARY
REQUIREMENTS****FOM 722-9C, FOM 722-15**

Policy clarification is provided on the use of the Foster Care Action Summary (DHS-69) in lieu of a new case service plan when a case is:

- Transferred to another agency (agency replacement).
- Closed.

The FC action summary may be used if the agency replacement or case closure is less than 30 days from the last case service plan report period end date. If more than 30 days from the report period end date of the last case service plan, a new case service plan must be completed.

Note: The foster care action summary must accurately document all case service delivery from the report period end date of the last service plan through the closing or transfer date on SWSS-FAJ.

**9) FIP AND
MEDICAID
ELIGIBILITY FOR A
PARENT****FOM 722-12**

Currently the parent of a dependent child in foster care may be eligible to receive FIP (Family Independence Program) benefits up to 12 months when there is a plan to return the child to the parent's home. However, parents with children placed out of the home may no longer continue to receive Medicaid (MA), even if the parent is FIP eligible. The Department of Community Health has confirmed that it is against federal regulations for the parents in homes without dependent children to receive MA based on FIP eligibility. The Bridges system has corrected the error by separating FIP and MA programs.

Parents without dependent children living in the household may be eligible for another type of FIP related MA (such as Low Income Family MA for pregnant women), SSI-related MA or a non-Medicaid medical program. Parents in need of medical coverage should pursue the possibilities through the local DHS office.

Given the limited MA eligibility and medical programs for parents, insurance coverage should not be considered a barrier to reunification if a parent is trying to address his/her medical or mental health needs. Once the child is returned home, the parent may again be eligible for MA.

Reason: FC policy compliance with US Department of Health and Human Services and DHS Bridges MA eligibility manual.

**10) DAY CARE
ASSISTANCE**

FOM 722-12

The requirements and the eligibility begin date to receive payment as a DHS child care provider are revised.

The foster parent/relative/unrelated caregiver must submit a Child Development and Care (CDC) application (DHS-4583) or a DHS-1171, Assistance Application, to the local DHS office serving the area where they live. Eligibility for the CDC program will be determined after an application is received.

Note: All newly-enrolled day care aides or relative care providers are required to complete the Great Start to Quality Orientation before receiving payment as a DHS child care provider.

**Day Care Provider
Assistance
Eligibility Begin
Date**

The eligibility begin date is the date a complete application is received in the DHS office or 21 days prior to the date application is received when the following criteria are met:

- Day care provider is a licensed child care provider.
- If the day care provider completes the Great Start to Quality Orientation prior to or within the 21 day period, eligibility for payment as a DHS child care provider will begin effective the completion date of the orientation.

Other verifications will be required such as verification of identity, need/reason for child care and child care provider information (See BEM 702, BEM 703 and BEM 704).

Reason: Day care policy updates added to foster care policy.

**11) SUPERVISION
OF STATE WARDS****FOM 722-14**

Michigan Court Rule 3.926 does not allow for the transfer of court jurisdiction for case reviews of Act 220 state wards. Transfer of court jurisdiction must occur prior to trial. The policy on transferring court case reviews for Act 220 state wards to the county of residence is rescinded and will be removed from the online manual in the June foster care policy release.

Reason: MCR 3.926

**12) SSI AND OLDER
YOUTH EXITING
FOSTER CARE****FOM 722-15**

Disabled youth receiving title IV-E foster care benefits usually cannot become eligible for Supplemental Security Income (SSI) until foster care payments have ended. The Social Security Administration recognizes and acknowledges the need of youth for the SSI financial support and health benefits to ease the transition from foster care. To help with this transition, SSA will accept an SSI application from a youth in foster care up to 90 days before foster care payments are expected to end. This is an exception to the general rule of accepting SSI applications in the month prior to the month of eligibility.

FC workers should ensure timely transition by facilitating the SSI application process.

Reason: SSI rule change (from the Social Security Administration January 2010).

**13) LEGAL STATUS-
ACT 296 WARDS****FOM 901-6**

The legal status classification of an Act 296 state ward is revised. Current policy was incorrectly interpreted to mean that if one parent has his/her parental rights involuntarily terminated, the child can never be made an Act 296 ward. The Adoption Code at MCL 710.28(1)(a)(i) clearly allows one parent to voluntarily relinquish

his/her parental rights under the Adoption Code if the other legal parent has had his/her rights involuntarily terminated. Once the sole legal parent voluntarily relinquishes parental rights under the Adoption Code, the court must order termination and may commit the child to DHS as an Act 296 state ward (MCL 710.29(7)).

The addition of the third bullet below updates the policy.

Public Act 296 of 1974 - Parents or guardian(s) of a child voluntarily relinquish (release) their rights to the DHS. Following release, the court commits the child to the DHS pursuant to MCL 710.29(7). A private child placing agency, to whom a release was given, may release the child to DHS. A state ward under this statute is treated as an MCI ward. To be considered an Act 296 ward one of the following three scenarios must have occurred:

- Both legal parents voluntarily release their parental rights.
- One parent is deceased. The other parent voluntarily releases their parental rights.
- An involuntary termination of one parent’s parental rights occurs under the Juvenile Code. Subsequently, the other parent voluntarily relinquishes his/her parental rights under the Adoption Code.

Reason: Policy clarification from the Office of Legal Affairs.

**14) PAFC CASE
SERVICE PLAN
REPORTING
REQUIREMENTS**

FOM 913-4

The due date of the PAFC case service plans to the monitoring local (DHS) worker has been revised.

**14a.) PAFC Case
Service Plans**

The PAFC contractor must submit the approved case service plan to DHS within 18 calendar days from the case service plan *report date*. The 18 calendar days allows 14 calendar days for the PAFC supervisor to review and approve the case service plan. The remaining four days allow time to mail the case service plan to the DHS FC monitor. The 18-day time frame is not to be interpreted as

additional time to complete the report. If DHS does not receive the case service plan within the indicated time period, the service plan will be considered overdue. The receipt date is the date stamped on the case service plan by the DHS mailroom or foster care unit.

**14b.) PAFC
Addendum**

If an addendum is required by the DHS FC monitor, the PAFC contractor has five business days after receipt of the request to submit the addendum addressing the identified issues.

Reason: Foster Care Program Office and Child Welfare Contract Compliance Unit policy clarification.

**14c.) Submission
of Face-to-Face
Contacts to DHS**

See #4 Timely Entry of Face-to-Face Social Work Contacts into SWSS-FAJ in this interim policy bulletin.

**15) DHS FC
MONITOR
REQUIREMENTS**

FOM 914

**15a.) Case Service
Plans and Time
Frames**

Policy revisions include the PAFC case service plans due date and the DHS FC monitor receipt documentation process.

The PAFC contractor is to submit case service plans to the DHS FC monitor within 18 calendar days of the completion date. The completion date is reflected as the *report date* on the first page of the ISP/USP/PWSP.

The case service plan is considered overdue if it is not received within 18 calendar days from the case service plan *report date*.

Upon receipt of the PAFC case service plan, the DHS FC monitor must:

- Send an email to the PAFC worker documenting receipt of the case service plan.

- Review the case service plan within five business days.
- The DHS FC monitor must document receipt of the:
 - ISP by updating the quarterly review date on SWSS-FAJ to 120 days from the date of removal. If the ISP completion date is prior to the 30th day after removal, the first USP is due within 90 days of the ISP report period end date.
 - USP or PWSP by updating the quarterly review date on SWSS-FAJ to 90 days in the future from the previous report period end date.
- The DHS FC monitor either approves the case service plan or requests revisions in writing to the PAFC worker, via an addendum to be submitted within five business days.

Reason: Foster Care Program Office and Child Welfare Contract Compliance Unit policy clarification.

**15b.) Entering
PAFC Face-to-Face
Contacts in SWSS-
FAJ**

See #4 Timely Entry of Face-to-Face Social Work Contacts into SWSS-FAJ and #5 SWSS-FAJ Process within this interim policy bulletin.

**MANUAL
MAINTENANCE
INSTRUCTIONS**