

**MDHHS
REQUIREMENTS****Upon Case
Assignment**

The Michigan Department of Health and Human Services (MDHHS) responsibilities to be completed for placement agency foster care (PAFC) providers upon case assignment include the following steps:

- Complete the DHS-3600, Individual Service Agreement.
- Ensure Medicaid is open.
- Request child's birth certificate. When child is born out of state, a request for payment must also be made; see [FOM 910, Obtaining Vital Records](#).
- Verify child's Social Security number.
- The Child Welfare Funding Specialist (CWFS) to complete the initial title IV-E funding determination.
- Assign the case to the identified PAFC in MiSACWIS immediately, but no later than three business days of CPS transfer to foster care.

**Ongoing Case
Assignments**

- Review all payments for eligibility and approve or route to supervisor, as appropriate.
- Communicate with MI Enrolls regarding child's case specific information and any necessary changes, as needed.
- Receive requests through the MiSACWIS closure process. Review and ensure requirements are met and forward to supervisor for final closure.
- Complete (or initiate request to the appropriate MDHHS staff person) LEIN and Central Registry clearances, no later than five business days from the notification by the PAFC.

- Complete verification of LEIN information and communicate verified results to the PAFC; see [PSM 713-02, Law Enforcement Information Network \(LEIN\)](#).
- Facilitate Interstate Compact requests and communicate the results to the PAFC, if applicable.
- Maintain the foster care case file; see, [FOM 722-05, Case Record/Case File Contents](#).
- The CWFS to complete the title IV-E reimbursability determinations annually, or more frequently as needed; see [FOM 902, Funding Determinations and Title IV-E Eligibility](#).
- Review waiver requests and route for approval; see [FOM 722-03B, Relative Engagement and Placement](#).
- Review placement exception requests and residential placement exception requests and route for approval; see [FOM 722-03, Placement Selection and Standards](#).

**Collaboration with
PAFC**

Coordinate and collaborate with the PAFC provider, as needed, to ensure the safety, permanency, and well-being of the child.

**Attendance at
Court Hearings**

The MDHHS caseworker is not required to attend court hearings unless ordered to do so by the court.

**Absent Without
Legal Permission
(AWOLP) Diligent
Search Efforts**

See [FOM 722-03A, DHS Monitoring Worker Diligent Search, for AWOLP](#) procedures.

**Foster Care
Transitional
Medicaid Referrals**

See [FOM 803, Medicaid-Foster Care](#).

**Referral to
Adoption**

The order terminating parental rights must be entered into MiSACWIS and the adoption referral must be made, no later than 5 business days from the date the order was received.

**Identification of
Contractual
Concerns**

Instances of contract non-compliance which cannot be resolved by the MDHHS caseworker are to be brought to the attention of the MDHHS supervisor. If the supervisor is unable to resolve the issue(s), the situation must be escalated to the next highest level of supervision.

If necessary, this process is to continue through administrative channels to the Division of Child Welfare Licensing.