

HOME HELP PROVIDER PAYMENT SCHEDULE**Introduction**

Services for the Home Help program are paid once a month. Individual Home Help caregivers are required to submit an Electronic Services Verification (ESV) or Paper Services Verification (PSV) into the Community Health Automated Medicaid Processing System (CHAMPS) to receive payment. Receipt of payment is based on the date an ESV is submitted in CHAMPS, or a PSV is received by the Michigan Department of Health and Human Services (MDHHS).

Tasks can be entered and submitted in CHAMPS for ESVs the day services are provided or entered and submitted for the entire month on the last day of the month. PSVs must be received by MDHHS starting the first day of the following month services were provided. PSVs for future months are not acceptable.

Service Verification Received/Submitted

ESV/PSVs must be submitted or received by Friday at 1 p.m. ESVs not submitted in CHAMPS or PSVs not received by MDHHS by Friday at 1p.m. will not pay until the next pay period.

The estimated warrant delivery date for ESV/PSVs submitted or received **after** 1 p.m. on Friday, January 5, 2024, is January 19, 2024.

Estimated Warrant Delivery Date

The approximate date a warrant will be delivered, if ESV/PSV is received before 1 p.m. on a Friday. Warrants may be delayed due to holidays.

Service Verification Received/Submitted	Estimated Warrant Delivery Date
January 1 - 5	01/12/2024
January 6 - 12	01/19/2024
January 13 - 19	01/26/2024
January 20 - 26	02/02/2024
January 27 - February 2	02/09/2024
February 3 - 9	02/16/2024
February 10 - 16	02/13/2024
February 17 - 23	03/01/2024
February 24 - March 1	03/08/2024

Service Verification Received/Submitted	Estimated Warrant Delivery Date
March 2- 8	03/15/2024
March 9 - 15	03/22/2024
March 16 - 22	03/29/2024
March 23 - 29	04/05/2024
March 30 - April 5	04/12/2024
April 6 - 12	04/19/2024
April 13 - 19	04/26/2024
April 20 - 26	05/03/2024
April 27 - May 3	05/10/2024
May 4 - 10	05/17/2024
May 11 - 17	05/25/2024
May 19 - 24	05/31/2024
May 25 - 31	06/07/2024
June 1 - 7	06/14/2024
June 8- 14	06/21/2024
June 18 - 21	06/28/2024
June 22 - 28	07/05/2024
June 29 - July 5	07/12/2024
July 6 - 12	07/19/2024
July 13 - 19	07/26/2024
July 20 - 26	08/02/2024
July 27 - August 2	08/09/2024
August 3 - 9	08/16/2024
August 10 - 16	08/23/2024
August 17 - 23	08/30/2024
August 24 - 30	09/06/2024
August 31 - September 6	09/13/2024
September 7 - 13	09/20/2024

Service Verification Received/Submitted	Estimated Warrant Delivery Date
September 14- 20	09/27/2024
September 21 - 27	10/04/2024
September 29 - October 4	10/11/2024
October 5 - 11	10/18/2024
October 12 - 18	10/25/2024
October 19 - 25	11/01/2024
October 26 - November 1	11/08/2024
November 2 - 8	11/15/2024
November 9 - 15	11/22/2024
November 16 - 19	11/27/2024
November 20 - 29	12/06/2024
November 30- December 6	12/13/2024
December 7 - 13	12/20/2024
December 14 - 17	12/27/2024
December 18 - 24	01/03/2025
December 25 - January 3	01/10/2024

**ADULT SERVICES AUTHORIZATION DEADLINE SCHEDULE
CALENDAR YEAR 2024**

An ESV or PSV cannot be generated in CHAMPS until an authorization is entered into MiAIMS. Therefore, adult services workers should enter the authorization in MiAIMS no later than the Thursday that falls in the last full week of the month or as soon as possible.

Service Month Worked	Adult Services Payment Authorization Deadline
January	01/25/2024
February	02/22/2024
March	03/28/2024
April	04/25/2024

Service Month Worked	Adult Services Payment Authorization Deadline
May	05/30/2024
June	06/27/2024
July	07/25/2024
August	08/29/2024
September	09/26/2024
October	10/24/2024
November	11/21/2024
December	12/26/2024