
**DEPARTMENT
POLICY****Family Independence Program (FIP), State Disability Assistance (SDA), Child Development and Care (CDC), Medicaid (MA) and Food Assistance Program (FAP)**

The Michigan Department of Health and Human Services (MDHHS) routinely matches recipient data with other agencies through automated computer data exchanges. Information provided with MDHHS applications (DHS-1010, -1171, -4574, -4574-B, MDE-4583 and DCH-373) inform clients of the data exchange process.

The State New Hires Match is a daily data exchange of information collected by the Michigan New Hire Operations Center and obtained through the Office of Child Support. State New Hires information is used to determine current income sources for active MDHHS clients.

OVERVIEW

The State New Hire database is established from W-4 tax records (or other new hire reporting formats) submitted by employers to the Michigan New Hire Operations Center. Michigan employers are required to report all new employees within 20 days of the date of hire. The State New Hires process matches the Social Security number (SSN) for all active recipients to the database. If a SSN match is found on Bridges and the State New Hires database, a State New Hires match is created if there is no earned income reflected in Bridges. Specialists receive one task and reminder listing all the matches for the previous week each Monday. The task and reminder is removed when all matches have been disposed.

It is a best practice to resolve information obtained from a State New Hires report within **21 calendar days** from the date the match is reported to the specialist.

**Verifying Earned
Income**

Contact the client immediately if the employment has not been previously reported. Request verification by generating a DHS-4635, New Hire Notice, from Bridges.

When a DHS-4635 is requested, Bridges automatically gives the client 10 calendar days to provide verification from the date the forms were requested.

Case Actions

When income verification is returned, make the appropriate changes in Bridges, then run eligibility determination benefit calculation (EDBC) to reduce or close the benefits.

Exception: For CDC, compare the client's gross income to the eligibility income scale in RFT 270, to determine if the client's income exceeds 85 percent of the state median income (SMI). If income exceeds the SMI for the family size, and is expected to last, initiate closure of CDC benefits.

Failure to Provide

FIP, SDA, MA, and FAP

If verifications are not returned by the tenth day, case action will need to be initiated to close the case in Bridges. If the client reapplies, the date the client reapplies determines if State New Hires verification must be returned before processing the new application. See following examples.

Example: Ms. Madison applies for assistance 30 days after case closure was initiated in Bridges. The State New Hires verification must be returned before processing the application. The case can be opened from the date of the application after verifications are provided.

Example: Ms. Madison applies for assistance 31 days after the case closure was initiated in Bridges. Her case may be opened without State New Hires verification from the date of the new application, if eligible.

CDC Only

Do not close the CDC EDG or reduce benefits for a CDC recipient who fails to return new hire information reports.

TYPES OF REPORTS

Supervisory monitoring reports and management statistical reports are available to any user.

There are different management reports available for State New Hires data. The Summary Listing and Aging Report are management statistical data roll-up reports. The Pending/Overdue Report and Disposition Reports are supervisory monitoring tools and contain specific case information.

State level reports detail statistics by counties. County level reports detail data by office. Office reports detail data by unit. Unit reports detail data by specialist.

Summary Report

This report provides statistics at the state, county, and office level and contains counts of:

- Number of W-4s reported on New Hires.
- Number of pending matches.
- Number of overdue matches.
- Number of dispositions broken out by disposition code.

Aging Report

This report counts all W-4s on New Hires that have not been disposed of. This report can be requested for state, county, office and unit level.

Pending/Overdue Report

This report can be requested only at the unit level.

Disposition Report

The New Hires Disposition Report may only be requested at the unit level and can be requested for a specific disposition code or for all dispositions.

LEGAL BASE

FIP

MCL 400.83

SDA

Annual Appropriations Act
Mich Admin Code, R 400.3151-400.3180

MA

MCL 400.10, .83

FAP

7 CRF 273.2 (f) (9)
MCL 400.10

CDC

45 CFR Parts 98 and 99
Child Care and Development Block Grant of 1990, as amended,
Public Act 6 of 2014