

EFFECTIVE

Immediately

SUBJECT

On-line application processing.

Date of Application

MA Only

BAM 110

For applications filed on-line, the date of application is the submission date regardless of the time received.

Reason: Clarification

EFFECTIVE

August 24, 2009

Date of Application

FAP Only

BAM 210

If the application is filed on-line during non-business hours (i.e., week-ends, holidays, after 5:00 p.m. on business days), the date of application is the following business day.

**Where to
Apply/Processing
Applications**

Clients who apply on-line may have their FAP application processed by any Self-Service Processing Center regardless of the county the client lives in.

Reason: New policy.

CHANGED POLICY**BAM 110, Application Filing and Registration****Date of Application****All Programs****Faxed and Paper
Applications**

The date of application is the date the local office receives the required minimum information on an application or the filing form. If the application or filing form is faxed, the transmission date of the fax is the date of application. Record the date of application on the application or filing form.

The date of application does **not** change for FIP, SDA, MA, CDC or AMP when the application is transferred to another local office.

FAP Only

See the WHERE TO APPLY/PROCESS APPLICATIONS section in BAM 110.

**On-line
Applications****MA Only**

For applications filed on-line, the date of the application is the submission date regardless of the time received.

FAP Only

If the application is filed on-line after close of business (i.e., weekends, holidays, after 5:00 p.m. on business days), the date of application is the following business day.

**WHERE TO
APPLY/PROCESS
APPLICATIONS****FIP, CDC, SDA,
and AMP Only**

A person may request or apply for assistance in any local office in Michigan. The application must be processed by a local office serv-

ing the county or district where the person lives or is institutionalized.

Exceptions:

- A person who lives in a county participating in the Transparent County Line project may apply and have his/her application processed by any county that is also participating in the Transparent County Line project.

For MA only, see BAM 120, DCH/DHS Coordination.

- For MA only, see **Transfers: Prohibited Transfers and Transfer Guidelines** in BAM 305 for exceptions to transferring cases.
- For an SDA applicant in a special living arrangement (SLA), there are specific processing responsibilities. See DEPARTMENT POLICY in BEM 616.
- In Wayne County specialized districts process applications for individuals in supervised settings, or living arrangements, including:
 - Adult and children's foster care.
 - Nursing homes.
 - Hospitals.

Youth residential placements.

Separate Adult Medical Districts and Child and Family Districts serve these special client populations.

- An application for a person living in another state must be processed by the local office that receives it.

If a client contacts your local office in error:

- Give or send him an application and the address and phone number of the correct office.
- If he chooses to complete the application and turns it in at your office:
 - Accept and register it as an application or request as appropriate.

Exception: A request for CDC must always be registered as an application.

- Mail it promptly to the correct office so the transfer-in office may act within the standard of promptness. See BAM 115.

MA

A medicaid application can be processed by the local office serving the client or the authorized representative.

Healthy Kids MA

A person may request or apply for the Healthy Kids MA categories (BEM 129, 130, 131) at:

- Any local DHS office in Michigan, or
- Local health departments, or
- Other DCH authorized contract agencies.

To assure correct payment, the residence county code on Bridges must be for the county where the client lives, and on MPS must be for the county where the provider lives.

FAP Only

The application must be processed by a local office serving the county or district where the group lives.

Exception: Clients who apply on-line may have their FAP application processed by any Self-Service Processing Center regardless of the county the client lives in.

For application filing purposes, persons who are county residents when physically present in your county include:

- Students either attending school or living at home during a school break.
- Elderly persons living with others for part of the year.
- Persons who are working or seeking work.

If a client contacts your local office in error, do the following:

- Give or send him an application and the address and phone number of the correct office.

- Inform him that the processing time begins when the correct office receives the application.
- If he chooses to complete the application and turn it in at your office, accept it, and mail it the same day to the correct office.

Exception: A person who lives in a county participating in the Transparent County Line project may apply and have his/her application processed by any county that is also participating in the Transparent County Line project

**MANUAL
MAINTENANCE
INSTRUCTIONS**