

---

**EFFECTIVE**

October 1, 2009.

**SUBJECTS**

1. The Personal Responsibility Plan and Family Contract (PRPFC).
2. Child Development and Care (CDC).
  - Updates for Bridges.
  - Criminal history matches.
  - DHS-4583, Child Development and Care Application.
  - Billing and reporting requirements for parents and providers.
  - Two parent households.
3. Food Assistance Program (FAP).
4. Medicaid (MA).
  - DHS-2240, Change Report Form.
  - Electronic applications for pregnant women and children.
  - Program of All Inclusive Care for the Elderly (PACE).
  - Citizenship status.
  - Special Medicaid (MA) asset rules.
  - MA worksheets.
5. Michigan Combined Application Project (MiCAP).
  - Clarifications have been made to the MiCAP process.
  - The DHS-514, MiCAP Application, has been made obsolete.
6. Recoupment.
7. Miscellaneous.

**1) PRPFC****BAM 101**

The Personal Responsibility Plan and Family Contract (PRPFC) has been replaced by the Family Self-Sufficiency Plan (FSSP).

**BEM 228**

The FSSP has been deleted.

*Reason:* Policy update.

## 2) CDC

### Benefit Suspension

#### **BAM 220**

CDC Only deleted as it no longer applies to Bridges.

#### **BAM 300**

Copies of all criminal history matches must be kept in the CDC case packet.

#### **BEM 100, 702, 703, 704, 705 and 706**

Items revised to remove CIMS references and to add Bridges procedures/terminology.

### Payments

#### **BEM 706**

Item has been revised to include new billing/reporting requirements for providers and parents.

### Authorized Hours

#### **BEM 710**

Policy has been changed for two parent households. Authorization of hours should be based on hours that the parent's schedules over-lap.

#### **BEM 800**

Added reference to DHS-4583, CDC application.

*Reason:* Policy updated.

## 3) FAP

### Medical Expenses

#### **BEM 554**

Definition of an overdue medical bill is added. The order of the medical expense section is rearranged.

*Reason:* Clarification.

## Cooling Expenses

### **BEM 554**

The heat and utility (h/u) standard is allowed if a FAP group has a cooling expense. They **must** have the responsibility to pay for electricity and verify this obligation to allow the h/u standard.

If they are responsible to pay for excess cooling but their heat and electric are included in their rent/fees, verification of the excess cooling expense is required before allowing the h/u standard.

Do **not** require verification of the other utility standards including cooling if the household is already eligible for the h/u standard.

*Reason:* Clarification.

## 4) MA

### **Rights and Responsibilities**

#### **BAM 105**

Do not send or give a DHS-2240, Change Report Form, to Medicaid only recipients.

*Reason:* Clarification

*Old Policy:* TMA and Healthy Kids were the only categories specified in the exception.

### **Healthy Kids**

#### **BEM 125, 129, 131**

Presumptive eligibility is determined by a trained qualified entity for pregnant women and children whose application is filed online.

*Reason:* No policy change, clarification only.

**PACE****BEM 167**

Program of All Inclusive Care for the Elderly (PACE) providers have been updated. The income limit is 300 percent of the gross federal benefit level.

*Reason:* No policy change, clarification only.

**Citizenship/Alien Status****BEM 225**

A Michigan enhanced driver's license or state ID is acceptable proof of citizenship for Medicaid purposes.

*Reason:* The Secretary of State has begun issuing enhanced IDs. These enhanced IDs require proof of citizenship before issuance.

*Old Policy:* Enhanced IDs were not available.

A U.S. citizen is not eligible for Emergency Services Only coverage.

*Reason:* No policy change, clarification only.

**Special MA Asset Rules****BEM 402**

References were added to the PACE program. Initial asset determinations should only be done once.

*Reason:* Policy clarification.

**MA Worksheets****BEM 549 - deleted**

LOA2 worksheets are not used in Bridges.

*Reason:* Policy update.

**5) MICAP****BEM 618**

A simplified application form, DHS-513, MiCAP Outreach Application, has been developed for MiCAP. The MiCAP unit will automatically send a DHS-513 to all SSI individuals that may qualify when their case is opened in Bridges informing them of the program and giving them the opportunity to apply.

The DHS-514, MiCAP Application, has been made obsolete.

*Reason:* Clarification.

**6) RECOUPMENT  
OVERISSUANCE  
BEGIN DATE****All Programs****BAM 700, 705, 715, 720**

Wording changed to clarify the overissuance begin date for an agency error, client error and an intentional program violation. Discovery date was changed to referral date to more accurately capture the most recent Over Issuance period of 12 months for agency errors and 72 months for client and Intentional Program Violation errors.

*Reason:* Policy clarification.

**Payment  
Responsibility****FAP****BAM 725**

Child defined for recoupment purposes. A child (an individual under the age of 18) will not be responsible for an overissuance unless recoupment is established by court order or a repayment agreement is obtained in lieu of prosecution.

*Reason:* Program alignment.

**7) MISCELLANEOUS**

**BEM 150, 655**

Items are updated to reflect Bridges terminology and processes.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

**BAM 105  
BAM 220  
BAM 300  
BAM 700  
BAM 705  
BAM 715  
BAM 720  
BAM 725  
BAM 800  
BAM 825  
BEM 100  
BEM 125  
BEM 129  
BEM 131  
BEM 150  
BEM 167  
BEM 201  
BEM 225  
BEM 402  
BEM 554  
BEM 618  
BEM 655  
BEM 702  
BEM 703  
BEM 704  
BEM 705  
BEM 706  
BPG GLOSSARY**

**Changed Items (link changes only) ...**

**BAM 710**

**Deleted Items ...**

**BAM 101  
BEM 228  
BEM 549**