

---

**EFFECTIVE**

April 1, 2011.

**Subject(s)**

1. Medicaid (MA).
2. Child Development and Care (CDC).
3. Office closure.
4. Legal Services Associations of Michigan (LSAM).
5. Unearned income.
6. Student status.
7. Wage match.
8. Miscellaneous.

**1) Medicaid****BEM 124, Plan First! Family Planning Program**

An ex parte review is not required before Medicaid closures when there is an actual or anticipated change.

*Reason:* Not part of lawsuit settlement.

**BEM 174, Freedom to Work (FTW)**

FTW clients requiring a disability determination from MRT must be clearly indicated on the medical packet by checking the other Program box and writing "Freedom to Work" or "FTW" in the blank on the DHS-49A Medical Social Eligibility Certification form.

*Reason:* This language had been removed during the transition to BEM.

**BEM 220, Residence**

Residency continues for an individual who is temporarily absent from Michigan or intends to return to Michigan when the purpose of the absence has been accomplished.

*Reason:* Clarification for local offices.

**BEM 400, Assets**

Jointly owned real property is only excludable if it creates a hardship for the other owners.

In SSI related MA a divestment has occurred if joint owners are added during the five year look back period. See BEM 405 for determination of a divestment penalty.

For jointly owned real property count the individual's share unless sale of the property would cause undue hardship. Undue hardship for this item is defined as: a co-owner uses the property as his or her principal place of residence and they would have to move if the property were sold and there is no other readily available housing.

*Reason:* To bring policy in line with federal guidelines.

### **Life Insurance Value for SSI-Related MA**

A life insurance policy is an asset if it can generate a cash surrender value. A policy is the policy owner's asset.

Policies called graded term or level term may have a cash surrender value. These must be verified and counted as an asset.

Tables included with a life insurance policy are not considered accurate. Verification of the cash surrender value should be either a current notice (within the year) from the company or by contacting the company for the current value.

*Reason:* Clarification of current policy as well as updates on new types of policies in the market.

### **BEM 401, Trusts - MA**

A trust is not a Medicaid trust if it contains the resources of a person who is disabled (not blind), and under age 65 per BEM 260.

*Reason:* To bring policy in line with federal law.

### **BEM 405, MA Divestment**

Full implementation of the Deficit Reduction Act (DRA) now creates a 60 month look-back period for all transfer of assets.

*Reason:* DRA is now in full force for MA divestment policy.

## **2) CDC**

### **CDC UPDATES**

#### **CDC Program Requirements**

### **BEM 703**

**Eligibility Chart**

The section, "Determination of Eligibility **must** be made in descending order" was removed from eligibility chart.

**Need Reasons**

The phrase, "Determination of eligibility must be made in the following descending order" was removed from policy.

*Reason:* When there is more than one need reason, Bridges will automatically select the hierarchy.

**High School  
Completion and  
Approved Activity**

Study time may be authorized if requested by the client.

*Reason:* Clarification. Authorization of study time is not automatic. Consult with client as to whether study time is needed.

**CDC Providers****BEM 704****Individuals Who  
May Not Receive  
Payment For Care**

The applicant/client has been added to this section and the bullet regarding home help has been revised.

**DHS-2032-A and  
DHS-2032-B**

The specialist is to complete the DHS-2351-X for enrollment after receipt of the DHS-2032-A or DHS-2032-B.

**Unlicensed  
(Aide/Relative)  
Provider  
Enrollment  
Process**

A sentence was added that the DHS-220, Child Development and Care Unlicensed Provider Application must be completely filled out.

All background clearances must be completed on all adult household members listed on the provider's application.

The DHS-4807-C, Client Notice of Child Development and Care Provider Ineligibility, must be generated from Word or Bridges by the local office to inform the client of a provider's denial.

*Reason:* Clarification.

### **Background Clearances**

Policy was removed requiring a central registry clearance for a provider or household member who has an out-of-state ID.

### **Central Registry Expungement**

The procedure for a central registry expungement has been revised.

### **Central Registry**

The automated daily central registry clearances do not include household members.

Closure reasons have been revised.

### **Individuals Who May Not Receive Payment For Care**

The applicant/client has been added.

*Reason:* Policy clarification.

### **CDC Payments**

#### **BEM 706**

### **Payment Limits/Caps**

The maximum number of hours an unlicensed provider can be paid in a biweekly pay period has increased from 540 to 810.

---

*Reason:* Prior to combining aides and relative care providers into unlicensed providers, each provider type was able to bill for 540 hours.

**CDC Need  
Calculation**

**BEM 710**

**Need in Two  
Parent Household**

If there are two parents/substitute parents for the child, compare the work schedule of both parents. Deny the application if the need hours do not overlap. Otherwise, base authorized hours on the valid need hours of the one with the least number of valid need hours.

*Reason:* Clarification.

**CDC Resources**

**BEM 711**

2011 CDC Payment Schedule and the DHS-641, Child Development and Care Parent Record, have been added to this item.

*Reason:* Clarification.

**3) Office Closure**

**BAM 815, Medical Determination and Obtaining Medical Evidence**

Due to retirements, the Traverse City medical review team (MRT) office has been closed. County assignments and contacts have been updated.

*Reason:* Policy update.

**4) LSAM**

**BEM 230A, Employment and/or Self-Sufficiency Related Activities: FIP/RAP Cash**

All references referring to Legal Services Associations of Michigan (LSAM) have been removed. The contract ended on September 30,

2010. DHS workers should no longer be referring individuals under this contract.

*Reason:* Contract ended.

## 5) Unearned income

### Child Support Potential Family Arrears

#### **BEM 503**

For FIP EDG's whose initial eligibility for ongoing assistance was approved before October 1, 2009, collections attributed to a time period when the family was not receiving FIP, are retained by the state. Office of Child Support (OCS) refers to these payments as potential family arrears.

*Reason:* The Deficit Reduction Act (DRA).

## 6) Student Status

#### **BEM 230B, Employment-related Activities: FAP**

The education plan approval component of the education deferral for FAP employment-related activities has been changed to reflect the change that FAP clients in student status are no longer eligible to receive FAP based solely on an approved education plan.

## Interim Policy

Bridges Interim Policy Bulletin for student status change; BPB 2011-004, has been added to BEM 230B.

*Reason:* Policy Update.

## 7) Wage Match

#### **BAM 802**

#### **FIP, SDA, CDC, MA, AMP & FAP**

The wage match process has changed.

*Reason:* Bridges implementation of the wage match process.

## 8) Miscellaneous

### **BAM 725, Compromised Claims**

A request for a policy exception must be made by the recoupment specialist to the FAP program office outlining the facts of the situation and the client's financial hardship.

*Reason:* Clarification.

### **BAM 800, 801, and 803**

Items updated to make minor grammatical changes.

*Reason:* Policy clarification.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

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

**BAM 210  
BAM 600  
BAM 725  
BAM 800  
BAM 801  
BAM 802  
BAM 803  
BAM 815  
BEM 124  
BEM 174  
BEM 220  
BEM 230A  
BEM 230B  
BEM 400  
BEM 401  
BEM 405  
BEM 503  
BEM 703  
BEM 704  
BEM 706  
BEM 710  
BEM 711**