

---

**EFFECTIVE**

October 1, 2011.

**Subject(s)**

1. Cash Assistance.
  - Minor Parent.
  - General Requirements.
  - FIP Group Composition.
  - Short Term Family Support.
  - FIP Time Limits.
  - Age.
  - School Attendance and Student Status
  - Child Support.
  - FIP/RAPC/SDA Needs Budgeting.
  - FIP/RAPC/SDA Income Budgeting.
  - Extended FIP.
  - Refugee Assistance Program.
  - Disaster Assistance.
2. Employment activities.
  - Family Automated Screening Tool.
  - JET Referrals and Orientation.
  - Employment Related Activities: FIP.
  - Employment Related Activities: FAP.
  - Direct Support Services.
  - Employment Sanctions: FIP.
  - Employment Sanctions: FAP.
3. Provider management unit.

**1) Cash Assistance****BEM 201, Minor Parents**

As a condition of eligibility, a minor parent 16 or 17 years of age who has not completed high school must attend high school full-time. Minor parents who have graduated from high school must participate in the work participation program.

*Reason:* Compliance with Federal Regulations, Legislative mandate.

*Communication Plan:* Policy Tip announcement.

**BEM 209, Cash Assistance General Requirements**

FIP Time Limits is added as a FIP non-financial eligibility factor.

Criminal justice disqualification and age was added to the RAPC non-financial eligibility factors.

*Reason:* Policy consistency.

**BEM 210, FIP Group Composition**

Individuals age 19 who are full-time high school students are no longer considered dependent children and no longer eligible for FIP.

FIP Time Limits and criminal justice disqualifications is added to this item.

*Reason:* Legislative mandate.

*Communication Plan:* Policy Tip announcement.

**BEM 218, Short Term Family Support (STFS)**

An individual is limited as an eligible adult to the receipt of STFS twice in a lifetime.

STFS payment does not affect an individuals FIP Time Limit count.

*Reason:* Policy change, policy clarification.

*Communication Plan:* Policy Tip announcement.

**BEM 234, FIP Time Limits**

The FIP Time Limit manual has been removed from BAM and added to BEM. This manual item has been updated to reflect current legislation.

*Reason:* Legislative mandate, TANF State Plan update.

*Communication Plan:* Job Aid.

**BEM 240, Age**

A dependent child age 16 or 17 that is **not** attending high school full- time is disqualified from receiving FIP benefits.

Dependent children age 19 and a full-time high school student has been removed from this item. These dependent children are no longer eligible for FIP.

### **BEM 245, School Attendance and Student Status**

A dependent child age 16 or 17 must attend high school full-time. A dependent child age 16 or 17 that is **not** attending high school full-time is disqualified from receiving FIP benefits and is no longer referred to the work participation program.

Dependent children age 19 and a full-time high school student has been removed from this item. These dependent children are no longer eligible for FIP benefits.

Minor parents age 17 or under must attend high school full-time.

*Reason:* Policy change, Legislative mandate.

*Communication Plan:* Policy Tip announcement.

### **BEM 255, Child Support**

Minor grammatical changes.

### **BEM 515, FIP/RAPC/SDA Needs Budgeting**

The disclaimer cash assistance is not to be used to purchase lottery tickets, alcohol or tobacco or for gambling, illegal activities, adult entertainment or nonessential items has been added to this item.

A person convicted of two or more drug related felonies is disqualified from receiving FIP has been added to this item.

*Reason:* Legislative mandate, Boilerplate mandate.

*Communication Plan:* Policy Tip announcement.

### **BEM 518, FIP/RAPC/SDA Income Budgeting**

#### **FIP only**

At application, Bridges will use the qualifying deficit test and qualifying earned income disregard to determine if the group is eligible for FIP. If the group is eligible, Bridges will use the earned income disregard to determine the benefit amount the client receives.

The earned income disregard has increased. Bridges is deducting \$200 and then 50 percent of each person's countable earnings.

*Reason:* Legislative mandate, Boilerplate mandate.

*Communication Plan:* Policy Tip announcement.

### **FIP/RAPC/SDA**

Financial need exists if there is at least a \$10 deficit after income is budgeted. If the deficit is less than \$10, no financial need exists and the group is not eligible to receive benefit. Bridges will deny or close the program.

*Reason:* Policy change.

*Communication Plan:* Policy Tip announcement.

### **BEM 519, Extended FIP**

Each month an individual receives EFIP counts towards the individual's FIP time limit.

*Reason:* Policy clarification.

*Communication Plan:* Policy Tip announcement.

### **BEM 630, Refugee Assistance Program**

The address for Refugee Services has changed:

Michigan Department of Human Services  
Refugee Services Program Office  
Suite 216

### **BEM 800, Disaster Assistance**

Disaster Relief Program (DRP) benefits, group composition, school and attendance has been updated to reflect the changes in FIP program.

*Reason:* Program consistency.

## 2) EMPLOYMENT ACTIVITIES

### **BEM 228, Family Automated Screening Tool (FAST) and Family Self-Sufficiency Plan (FSSP)**

Legislation expectations for the FAST, FSSP, and employment related activities are detailed.

*Reason:* Legislative mandate.

### **BEM 229, JET Referrals & Orientation**

Specialists will inform clients of FIP Time Limits as a part of the application process.

*Reason:* Policy consistency.

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

Children ages 16 to 17 are no longer referred to the work participation program when they are not enrolled in school.

Minor parents who have graduated from high school must participate in the work participation program.

The child welfare crisis, chronically mentally ill, physical limitations and low intellectual capacity deferrals are removed from this item.

Deferrals for lack of child care and domestic violence are limited to 90 days.

The post-partum deferral has been reduced from three months to two months.

Clarified the process for determining and defining a disability.

*Reason:* Legislative mandate, policy update.

*Communication Plan:* Policy Tip announcement.

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

DHS cannot impose penalties on clients for being fired from a job.

*Reason:* FNS clarification.

*Communication Plan:* Policy Tip announcement.

**BEM 232, Direct Support Services**

For vehicle repair, an estimate of the car repair needs to be in the case file. Car repairs should not be approved for cars that were purchased in the prior 60 days.

Second parent car purchase for employment related compliance may be completed by policy exception only.

Drivers education may be approved by policy exception only.

State of Michigan employees are not allowed to sell cars to participants utilizing DSS funds.

Worker must determine with participant that the car payments above the DSS allocated amount are realistic and affordable.

Auto insurance is limited to once a lifetime. Guidelines for auto insurance authorization are now in policy.

*Reason:* Policy change.

*Communication Plan:* Policy Tip announcement.

**BEM 233A, Failure to Meet Employment and/or Self-Sufficiency-Related Requirements: FIP**

Penalty periods have changed to case closure for a minimum of three months for the first episode of noncompliance, six months for the second episode of noncompliance or a lifetime closure for the third episode of noncompliance. For a lifetime sanction, a new review process is required.

The first excuse offer is removed from policy for the first episode of noncompliance.

*Reason:* Legislative mandate.

*Communication Plan:* Policy Tip announcement.

**BEM 233B, Failure to Meet Employment Requirements: FAP**

Policy has been updated to reflect budgeting the Last FIP grant amount into the FAP budget. For individuals serving a lifetime sanction, Bridges will remove the FIP income from the FAP budget once the individual reaches their FIP lifetime time limit.

*Reason:* Policy consistency.

**3) PMU**

The Provider Management Unit has moved. The new address is:

Financial Services, Accounting Division  
Provider Management Unit  
Grand Tower, Suite 1107  
235 S. Grand Avenue  
Lansing, MI 48933

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**BEM 234**

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

**BAM 435  
BAM 500  
BEM 201  
BEM 209  
BEM 210  
BEM 218  
BEM 228  
BEM 229  
BEM 230A  
BEM 230B  
BEM 232  
BEM 233A  
BEM 233B  
BEM 233C  
BEM 240  
BEM 245  
BEM 255  
BEM 515  
BEM 518  
BEM 519  
BEM 630  
BEM 800**

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

**BEM 200  
BEM 225**

**Deleted Items ...**

**BAM 102  
BAM 430**