
EFFECTIVE

December 1, 2011.

Subject(s)

1. Short Term Family Support (STFS).
2. Child Development and Care (CDC).
3. Miscellaneous policy clarifications.

1) STSF**BEM 218 Short Term Family Support**

Any application where an adult in the FIP EDG has been found guilty of an Intentional Program Violation in the last five years is denied the option of receiving STFS.

Reason: Policy change.

Communication Plan: What's New Announcement.

2) CDC**BAM 300****Child Development
and Care Provider
File**

The DHS-4661-P, Child Care (CDC) Request for Criminal History and Central Registry Clearance, and copies of criminal history matches, are no longer required to be in the provider file for background clearances completed after October 17, 2011.

Reason: All clearance information is stored in Bridges. Information to complete the required background clearances on an unlicensed provider and adult household members living in the provider's home, is provided on the DHS-220, Child Development and Care Unlicensed Provider Application. The only missing information that was on the DHS-4661-P that is not on the DHS-220, is the provider's service begin date. Local offices will need to develop a county policy to obtain this information and provide it to the designated person who completes the provider enrollments.

Note: The service begin date for an eligible unlicensed provider is the receipt date of the client or provider application, whichever is received in the local office first.

**SSA Data
Exchanges-
Overview****BAM 801**

CDC was added to the first four bullets.

BEM 100**Child Development
and Care (CDC)**

The Department of Education was added as the entity responsible for administering the CDC program and setting rates and eligibility criteria.

**Exceptions to
Official Policy**

CDC policy exceptions are completed by The Department of Education, Office of Great Start, Child Development and Care.

**Policy Exception
Request Procedure**

Policy exceptions for CDC must now be sent to:

Department of Education
Office of Great Start
Child Development and Care
Hannah Building/4th Floor
608 W. Allegan
Lansing, MI 48933

Reason: As a result of an Executive Order issued June 29th, 2011, the Child Development and Care program was moved to the Department of Education.

BEM 205**CDC Joint Custody**

This section is now called Shared/Joint Custody and includes shared custody situations.

Reason: Program clarity.

BEM 703**Approved Activity**

This section now includes child care information for clients participating in the Temporary Housing Assistance Pilot Program.

Reason: Program clarity.

BEM 704**Unlicensed Providers**

Policy has been modified to allow an unlicensed provider to provide care for up to six children (including their own) at the same time, **if** all of the children are siblings or all children live at the same address.

Required Verifications for Unlicensed Providers

A provider's driver's license must be current and valid if being used to verify residency.

Reason: Consistency with verifications used to verify identity.

An exception was added waiving proof of residency for unlicensed providers who claim on the DHS-220, Child Development and Care Unlicensed Provider Application, that he/she is homeless. A Front End Eligibility referral should be made if the provider's homelessness is questionable.

Reason: Program clarity.

Administrative Review Process

Providers who have been approved through the administrative review process are sent a DHS-220 with the DHS-857, Child Development and Care Administrative Review Decision Notice. The DHS-857 instructs providers to return the DHS-220 and all required enrollment verifications to CDC Policy, if they would like to be re-enrolled as an unlicensed child care provider. Providers previously were instructed to send the DHS-220 and required verifications to the local DHS office.

Reason: Streamlined process.

BEM 704, 705

Manual pages have been updated to include the October 17, 2011, Interim Bulletin 2011-20.

3) MISCELLANEOUS

BAM 802, Wage Match

All Programs

If wage match verifications are not returned by the 30th day, the case will close for a minimum of 30 days after appropriate actions are taken in Bridges, unless client returns verifications. The date the client reapplies determines if the wage match verifications must be returned before processing the new application. Examples are provided in policy.

Reason: Clarification.

BAM 802, Wage Match and UCB

All Programs

UCB is automatically ended only when all extensions are exhausted. The client is expected to report changes in a timely manner, including ending of UCB. If the client fails to report changes within 10 days of closing, a supplement cannot be issued.

Reason: Clarification.

BAM 807, New Hires

All Programs

If new hire verifications are not returned by the 30th day, the case will close for a minimum of 30 days after appropriate actions are taken in Bridges, unless client returns verifications. The date the client reapplies determines if the new hires verifications must be returned before processing the new application. Specialists may question the clients employment. Examples are provided in policy.

Reason: Clarification.

BEM 255, Child Support

Cooperation or Noncooperation determined by the Office of Child Support, the Friend of the Court, or the Prosecuting Attorney, is entered into Bridges via a systems interface.

Reason: Clarification.

BEM 240, Age

Reason: Minor format change - a bullet was missing.

BEM 518, FIP/RAPC/SDA Income Budgeting

Reason: The word "issuance" was inadvertently left out of the last publication.

BAM 435, Provider Management

The fax number for the Provider Management Payments Unit has changed. It is now (5170 335-6396).

BAM 105, 200, 401E,; BEM 501

The 2011-021 Interim Bulletin pages are incorporated into December 2011 policy.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

**BAM 105
BAM 200
BAM 300
BAM 401E
BAM 435
BAM 700
BAM 705
BAM 715
BAM 720
BAM 801
BAM 802
BAM 807
BEM 100
BEM 205
BEM 218
BEM 240
BEM 255
BEM 501
BEM 518
BEM 703
BEM 704
BEM 705**