
EFFECTIVE

April 1, 2014.

Subject(s)

1. Disaster assistance.
2. Adult Medical Program (AMP).
3. Verifications and collateral contact.
4. Rights and responsibilities.
5. Income from self-employment.
6. Medicaid.
7. Michigan Combined Application Project (MiCAP)

1) Disaster Assistance**BEM 800, Disaster Food Assistance Program (DFAP)**

The DFAP maximum allotment and monthly income limits are updated effective November 1, 2013.

Reason: The maximum allotment and monthly income limits were updated by the Food and Nutrition Service.

2) Adult Medical Program**BEM 640, Adult Medical Program**

BEM 640, Adult Medical Program (AMP) has been deleted as the program beneficiaries have been converted to the Healthy Michigan Plan. AMP no longer exists.

References to the Adult Medical Program (AMP) were removed from the following items:

- BEM 214, SDA/AMP Group Composition.
- BEM 265, Institutional Status.
- BEM 270, Pursuit of Benefits.
- BEM 616, SDA/AMP Special Living Arrangements.

3) Verification and Collateral Contacts

BAM 130

All Types of Assistance (TOA)

Obtaining Verifications

- When verification is scanned or copied and the information is legible, place a copy in the case file.
- If the verification is totally or partially illegible, place a copy in the case file.
- If partially legible, document the case with the actual verification received such as a lease, paystubs. Include additional details such as it was reviewed, if it appears to be authentic and any visible information such as the date of entry in the U.S., shelter expense.

Never place original documents such as a lease, pay stubs, birth certificates in the case file.

Reason: Policy clarification.

Communication Plan: Weekly Staff News.

4) Rights and Responsibilities

BAM 105

FAP Only

General complaints are documented using the Food Assistance Complaint Tracking Database. The database is **not** used for discrimination complaints. If a client files a discrimination complaint, the specialist is required to address this by following **Discrimination Complaints** in BAM 105.

Examples for when it is appropriate to input general complaints include, but are not limited to:

- Overdue Food Assistance Program (FAP) applications.
- General FAP complaints.

- Allegations of inappropriate or rude behavior of the DHS staff.
- Client complaints of FAP closure due to incomplete or untimely recertifications.
- Allegations the specialist is unresponsive or not acting in a timely manner.

Note: Local offices must continually update any complaints and provide detail regarding their efforts at resolution within the database. When new complaints or information regarding prior complaints is received, local offices must make every effort to update the information within 48 hours.

Reason: Change in reporting method.

Communication Plan: FOA Memo 2013-40.

5) Income from Self-Employment

BEM 502

Cash, Medicaid and FAP

When the third source - DHS-431, Self-Employment Statement, without receipts is used, a Front End Eligibility (FEE) referral is required. Do not open the case until the FEE investigation is completed.

Note: If the total countable self-employment income, (total proceeds minus actual expenses or standard deduction) is \$200 or less a month, a FEE referral is **not** required.

Exception: Expedited FAP cases must be opened within the expedited standard of promptness regardless if the FEE investigation is complete.

Reason: Request from the Office of Inspector General (OIG).

Communication Plan: Weekly Staff News.

6) Medicaid

BEM 158, Disabled Adult Child (DAC)

Only the amount of RSDI that is attributable to the DAC determination is excluded.

BEM 165, Medicare Savings Program

Several changes have been made to the language which include:

- A person who qualifies for both MSP and MA does not have to take the MA in order to have the MSP (QMB/SLMB/ALMB) coverage.
- A person who is eligible for both MSP and MA should have their MSP reviewed for continuing eligibility when the MA closes.
- There is no separate application for MSP.
- When a Medicaid beneficiary enters the waiver or nursing home the ALMB must be closed.

BEM 265, Institutional Status

MA eligibility no longer ends when a person enters a state psychiatric hospital.

BEM 164, 402 BAM 120, 810 Miscellaneous corrections

Spelling and address corrections.

7) MiCAP**BEM 618****FAP**

If a client's monthly total shelter expenses, (shelter and heat and utility expenses) are below \$1,000, the Food Assistance Program (FAP) benefit is reduced from \$175 per month to \$171. If the total shelter expenses are equal to or exceed \$1000, the FAP benefit is reduced from \$189 per month to \$185.

Reason: Food and Nutrition Services reduced the MiCAP benefits due to Annual Cost-of-Living Adjustment.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 105](#)
[BAM 130](#)
[BAM 810](#)
[BEM 100](#)
[BEM 158](#)
[BEM 164](#)
[BEM 165](#)
[BEM 214](#)
[BEM 265](#)
[BEM 270](#)
[BEM 402](#)
[BEM 502](#)
[BEM 616](#)
[BEM 618](#)
[BEM 800](#)

Deleted Items ...

BEM 640