
EFFECTIVE

April 1, 2015.

Subject(s)

1. Right to apply.
2. Redeterminations.
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 - Verifications deadline.
3. National Directory of New Hires.
 - Changes reported via tape matches.
 - Data Exchanges.
4. Medicare Savings Program asset limits for 2015.
5. Hearings.
6. Miscellaneous.
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 - Assets.
 - Income.
 - State New Hires Match.
 - Office of Legal Services and Policy suite number change.
 - BEM 257, Third Party Resource Liability.
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1) Right to Apply**BAM 105**

If an applicant applies for multiple programs which include FAP and/or CDC and the birth date of the application is missing, the FAP and/or CDC programs must be registered.

Reason: Clarification.

**2)
Redeterminations****BAM 210****Conducting the Interview****FIP, SDA and FAP**

The DHS-1010, Information Booklet, is changed to the Pub-1010, Important Things About Program and Services.

The specialist must verbally cover the rights and responsibilities with the client during the redetermination interview.

Untimely Filing Date

FAP Only

When a FAP redetermination form is not submitted timely, the 30 day processing timeframe is from the date the redetermination was filed.

Verifications Deadline

FAP Only

When a group is at fault for a delay in processing the redetermination, the redetermination must be completed within 30 days of the compliance date.

Reason: Clarification from the Food and Nutrition Service (FNS).

3) National Directory of New Hires

BAM 220, Case Actions

Changes Reported VIA Tape Matches

All Programs

National Directory of New Hires is added in addition to the State New Hires as a best practice to resolve within 21 calendar days from the date the match is reported to the specialist.

BAM 800, Data Exchanges

FAP Only

National Directory of New Hires is added as a new match.

Reason: New match added.

4) Medicare Savings Program Asset limits for 2015

BEM 400, Assets

The Medicare Savings Program asset limits have increased for 2015, effective January 1, 2015.

5) Hearings

BAM 600

All Programs

Deadlines for Requesting a Hearing

A definition was added to clarify how to calculate the 90 day period the client has to request a hearing after a notice of case action is issued.

Authorized Hearing Representative Clarification

Within 24 hours of the department receiving notice that a client will be represented by an attorney, a DHS-1216AP, Request for Attorney General Representation, **must** be completed. Requests are to be emailed to the Office Legal Services and Policy (OLSP) at DHS-AGrepresentation-AP@michigan.gov.

If a client has an authorized hearing representative (AHR), the AHR must sign the DHS-18M, Hearing Request Withdrawal In-Person. The client may not withdraw the hearing request without first providing the department with a written, signed notice stating they wish to revoke the AHR's authorization to represent the client. The authorization to represent must be revoked by the client before the client signs the hearing request withdrawal.

Reason: Policy update and clarification.

6) Miscellaneous

BAM 305, Assignment, Reassignment and Transfer

Prohibited Transfers

MA Only

The local office services unit with primary responsibility for services must maintain the MA case record when the client is a child in foster care or in an institution funded by DHS. This policy also applies to out-of-state placements

Bridges will prohibit the transfer of a case with pending tasks and reminders. However if necessary, a supervisor can authorize the transferring of a case with pending tasks and reminders.

SDA, MA

Do not transfer the cases of students residing in dormitory housing at the Michigan Career and Technical Institute (MCTI) to the Barry County DHS office. These cases remain in the county of origin. This is a Michigan Rehabilitation Services (MRS) program and is open to statewide participation. The students stay in the dormitories at MCTI during the school year, but return home on weekends and holidays. DHS and MRS services are provided by the student's home county.

This section is added back to policy.

Reason: Removed from item in error.

BEM 255, Child Support

Grammatical and font sizes are corrected.

Reason: Corrections.

BEM 400, Assets

Verification sources for Savings or Share Account and Checking or Draft Account are updated.

Reason: Update of verification sources.

BEM 500, Income

Minor grammatical changes and a manual site are added.

Reason: Grammatical corrections.

BAM 807, State New Hires Match

New Hires Match is changed to State New Hires Match.

Reason: Name change to differentiate from the National Directory of New Hires Match.

Office of Legal Services and Policy Suite Number Change

BEM 400, 401 and 402

The suite number for the Office of Legal Services and Policy has changed. The new address is:

Michigan Department of Human Services
Office of Legal Services and Policy
Attn: Trust & Annuities
Grand Tower Suite 206
P.O. Box 30037
Lansing, MI 48909

E-mail address boxes for requests or inquiries to the Office of Legal Services and Policy can be found on the DHS-Net at:
<http://inside.michigan.gov/dhs/DeptSites/CentOff/olsp/Pages/default.aspx>

BEM 257, Third Party Resource Liability

Report to the Third Party Liability Division when a third-party resource is identified at application, redetermination or any time a resource becomes known.

The form may also be found at:

<https://minotifypl.state.mi.us/tedpublic/coveragerequests/index>

7) Glossary

The definition of Categorical Eligibility is updated to more accurately reflect policy. Traditional and Domestic Violence Prevention Services Categorical Group definition is added.

Reason: Updated and added definitions to the policy.

Obsolete definitions such as the Adult Medical Program (AMP), base groups, etc., are removed.

Reason: No longer relevant.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 105](#)

[BAM 210](#)

[BAM 220](#)

[BAM 305](#)

[BAM 600](#)

[BAM 800](#)

[BAM 807](#)

[BEM 111](#)

[BEM 113](#)

[BEM 150](#)

[BEM 255](#)

[BEM 257](#)

[BEM 400](#)

[BEM 401](#)

[BEM 402](#)

[BEM 500](#)

[BPG GLOSSARY](#)