
EFFECTIVE

October 1, 2023.

Subject(s)

1. Date of application for Food Assistance Program (FAP).
2. Update to DHS-1004, Generation Reasons.
3. Family Independence Program (FIP) and FAP federal non-discrimination statements.
4. Substance Abuse Treatment Center change in mailing and email address.
5. Miscellaneous.

1) Date of Application**BAM 110****FAP**

If clients contact a local or district office where they do not reside, do the following:

- Give or send them an application, the address, and phone number of the correct county or district office.
- Inform them the processing time begins when they submit their application with at least the minimum information required to register the application.
- If they choose to complete the application and turn it in at your office, accept it, register it, and electronically send it the same day to the correct county or district office.
- If an application is auto-registered to a county or district office where the client does not reside, electronically send it the same day to the correct county or district office.

Note: The application date is the date it is received by MDHHS.

Reason: Establish when the date of application begins.

2) Update to DHS-1004, Generation Reasons

BEM 105

The DHS-1004, Health Care Coverage Supplemental Questionnaire, is used to gather additional information when an applicant is not found eligible for any MAGI-related eligibility group or indicates a disability on the DCH-1426.

Reason: Clarify reasons why a DHS-1004 is generated and sent to clients.

3) Non-Discrimination Statements

BAM 105

The FIP and FAP Federal non-discrimination statements were updated to the latest versions.

Reason: Federal non-discrimination statements have been updated.

4) Substance Abuse Treatment Center (SATC)

BEM 615

FAP Only

The email and mailing address provided to an SATC who is applying for residents and the center is not licensed or certified is changed.

Michigan Department of Health and Human Services Behavioral Health and Developmental Disabilities Administration, Office of Recovery Oriented Systems of care:

Email: mdhhs-bhdda@michigan.gov. The subject line should include Title XIX.

Mail: Capitol Commons Center, Sixth Floor, 400 South Pine St., Lansing, MI 48913.

Reason: Policy update.

5) Miscellaneous

BAM 117

Minor wording changes.

BEM 105

Added Plan First to the list of MAGI Medicaid programs.

The phone number the MDHHS Specialist Action Center was removed, as there is no longer a phone number to call.

BEM 211

Added Plan First to the list of MAGI Medicaid programs.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 105](#)

[BAM 110](#)

[BAM 117](#)

[BEM 105](#)

[BEM 211](#)

[BEM 615](#)