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| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 4888** | **PROCEDURE**    **8** |
| SUBJECT: Family Support Subsidy  Program | Section: 8147A |
| Effective Date: June 15, 1998 | Revised Date: April 28, 2021 |

# Application

Families may obtain applications and apply for the Family Support Subsidy (FSS) Program through Montcalm Care Network (MCN) or the Montcalm Intermediate School District (ISD). To apply, each family will need to submit the following documents with their application:

1. Copy of Child's birth certificate.
2. Copy of the family's Michigan Tax Return for the preceding year, or a signed consent to the Michigan Department of Treasury for MCN to obtain Michigan Tax Return information.
3. Copy of Child's social security card.
4. Copy of Parent’s social security card.
5. Copy of other Payee social security card if listed on application.
6. A signed consent to share information with the ISD.
7. A signed consent to text & email message exchange with MCN (optional).

Upon receipt of the application and supporting documentation, the MCN FSS worker reviews the documents for completion and submits the consent to share to the ISD and obtains the “Suggested Language Form” on school letterhead, which is written verification from the school district which certifies that the child has been recommended for an eligible diagnostic category, i.e., Severe Cognitive Impairment, Severe Multiple Impairments, or Autism.

The FSS worker determines if the family is eligible for the subsidy program based on MDHHS guidelines on income and current education eligibility.

The FSS worker forwards applications submitted by eligible families to MDHHS where final processing and authorization takes place. MCN FSS worker mails the family a copy of their completed application which shows eligibility and effective and expiration dates. New applications finding the family ineligible are noted as such on the application and a copy returned to the family with written explanation as to the reasons for ineligibility.

Families must reapply yearly to MCN during the child's birth month in order to continue to receive the support subsidy.

# Payments

Payments are issued directly to each family by MDHHS on a monthly basis and at the approved MDHHS amount. The FSS worker monitors the Monthly Payments Report as received from MDHHS, ensures all information on the report is accurate and returns the signature page to MDHHS confirming the accuracy of the report. If inaccuracies are found, the FSS worker submits an addendum to MDHHS statewide coordinator along with the signature page.

# Annual FSS Renewal

MCN receives monthly reports from MDHHS listing who is eligible for renewal. The FSS worker sends the families a renewal packet which includes an application, a family survey for the family to completed and return to MDHHS, a new consent to share with the ISD, a new text/email consent (optional), and the consent to the Michigan Department of Treasury to obtain the last Michigan Tax Return information.

The FSS worker will send out periodic reminders to the family to submit their renewal packet before the renewal deadline.

The FSS worker processes renewal packets the same as a new application, and eligible renewals are sent to MDHHS for processing and authorization.

Renewal applications finding a family to be ineligible are also forwarded to MDHHS, and a copy is mailed back to the family with written explanation as to the reasons for ineligibility.

# Children Placed Out of Home & One-Time Payments

Those parents whose child is presently placed out of their home may contact MCN to explore possibilities for being reunited. The subsidy program allows parents a one-time payment in order to prepare for their child's homecoming.

# Change of Status

The FSS worker is responsible for completing a Change of Status using an application form to notify MDHHS of any changes in the child or family’s eligibility.

# Denials of Family Support Subsidy

If an application for Family Support Subsidy is denied or a Family Support Subsidy is terminated by Montcalm Care Network, the parent or legal guardian of the affected eligible minor may demand, in writing, a hearing by the Montcalm Care Network. The hearing shall be conducted in the same manner as provided for contested case hearings under Chapter 4 of the Administrative Procedures Act of 1969, Act No. 306 of the Public Acts of 1969, being Sections 24.271 to 24.287 of the Michigan Compiled Laws.

Pursuant to the Administrative Rules, copies of blank application forms, parent reports forms, the forms for changed family circumstances, and appeal forms shall be available from the Montcalm Care Network. It is acceptable to ask families to write a letter to Montcalm Care Network requesting an appeals hearing in lieu of a standardized form.

Montcalm Care Network shall review an application and promptly approve or deny the application and shall provide written notice to the applicant of the action and of the opportunity to administratively appeal the decision if the decision is to deny the application. If the denial is due to the insufficiency of information on the application form or the required attachments, the Board shall identify the insufficiency.

If the application is denied or the subsidy terminated, a parent or legal guardian may file an appeal. The appeal shall be in writing and be presented to Montcalm Care Network within two (2) months of the notice of denial or termination.

## FSS Records Storage and Retention

FSS records are scanned into MCN’s Electronic Health Record and are considered “Active” as long as the child is FSS eligible. When the child is no longer FSS eligible, the record is considered “Inactive.” Inactive records may be destroyed 7 years following the date the record becomes inactive.

Authorities:

MDHHS/CMHSP Managed Mental Health Supports and Services Contract