


CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 45
SECTION Clinical and Support Services		DESCRIPTION Family Support Subsidy	
WRITTEN BY Andrea M. Schroeder, M.S.A., Supervisor, and Karen Hill, B.S.	REVISED BY Martha Hall, MA Children’s Services Clinical Supervisor & Jennifer Bechtel, Children’s Case Management Supervisor	AUTHORIZED BY  Brooke Sankiewicz, LMSW, CADC CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) assists families who may be eligible for the Family Support Subsidy for children with qualifying developmental disabilities.

STANDARDS:

- A. Michigan’s Family Support Subsidy Act (Public Act of 249 of 1983) provides financial support to families with severely handicapped children living at home and is intended to pay for special expenses the family incurs while caring for a severely disabled child. The Family Support Subsidy Act specifies community mental health agencies administer the Family Support Subsidy program.
- B. Families may be eligible for the Family Support Subsidy Program if they have a child under eighteen years of age who has been identified by the school district’s multi-disciplinary team as having either a severe cognitive impairment which is indicated by an intelligence quotient (I.Q.) being at least 4.5 standard

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deviations below the mean, severe multiple impairment (SXI), or autism.

1. Children with ASD must be receiving special education services in a program designed for students with autism or in a program designed for students with severe cognitive impairment or severe multiple impairments.
 2. In cases in which the child is not receiving special education services or if it is not known if the child is receiving special education services, parents may contact the director of special education at the Intermediate School District or Early On®.
- C. The child must be living in the home of the family and the family must reside in Michigan. Families must be headed by birth parents, adoptive parents, or legal guardians. Foster parents are not eligible.
- D. The taxable income for the family may not exceed \$60,000 in the year preceding the date of application. Payments to families are made in accordance with current legislative policies and are uniform for all families. There are no provisions under the law for larger or smaller payments.
- E. Although the LCCMH Board administers the program locally, the LCCMH Board contracts with the Michigan Department of Health and Human Services (MDHHS) for the payment process.

PROCEDURES:

- A. LCCMH provides all families who request an application for the subsidy an application form (DCH 1181) along with a cover letter describing the application process.
- B. The required documentation includes:
 1. The child’s birth certificate.
 2. Michigan Income Tax return (Form MI 1040) for the preceding year or if not available must sign the Michigan Department of Treasury Form 4095, “Request and Consent for Disclosure of MI Tax Return Information”.

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3. Written certification from the Intermediate School District which states the child is recommended for a diagnosis of “Cognitive Impairment” and their I.Q. is 4.5 standard deviations below the mean, “Severe Multiple Impairment” or “Autism”. The school needs to send this information to LCCMH directly. Per MDHHS, LCCMH cannot accept a school letter from the parents.
 4. The child’s social security card.
- C. When the completed application is returned, along with supporting documentation, the individual is determined eligible or ineligible. Eligibility for the family support subsidy is determined by LCCMH.
 - D. If the family is determined eligible, the LCCMH authorized person completes the lower portion of the application DCH 1181. The effective date is the first day of the month following the month received. The expiration date is the next anniversary of the child’s birth date and reverification must be completed.
 - E. After the application has been completed and signed, the white copy is sent by the LCCMH Family Support Subsidy staff to MDHHS.
 - F. The yellow copy, along with the copies of supporting documents, is retained by the LCCMH Family Support Subsidy Coordinator in the locked file cabinet drawer in the Case Management office. The documents are filed by the child’s name in alphabetical order.
 - G. The pink copy is returned to the family along with a letter informing the family they have been determined eligible.
 - H. If the family is determined ineligible, the application is returned to the family. The reason for the ineligibility determination is specified or additional documentation is requested.
 - I. The Department of Treasury sends checks directly to the family. MDHHS sends reports to LCCMH listing the families who are receiving subsidy payments that month, a listing of anyone who becomes ineligible within 60 days and 30 days if

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they don't re-verify, and anyone who has been dropped from the program that month due to change of status or failure to re-verify.

- J. If a family does not receive payment, the family may call LCCMH to determine if the family was included on the monthly report from the Department of Treasury. If the family is listed on the report, LCCMH calls the Family Support Subsidy Program Office. MDHHS then initiates the process of stopping payment, having the family sign an affidavit and issuing the Imprest cash payment. A payment is not considered lost until the end of the month.
- K. Annual Family Surveys and outreach reporting is required and submitted to MDHHS by LCCMH. The Annual Report is available on the MDHHS website.
- L. General rules containing complete information concerning the Family Support Subsidy are available on the MDDHS Family Support Program website.
- M. Additional information concerning the family support subsidy program may be obtained from the Residential Services Supervisor, the local Supports Coordinator or from the MDHHS.

DEFINITIONS:

Annual Family Survey: Each year, parents or guardians of children currently enrolled in the Family Support Subsidy program are invited to complete an anonymous survey. This survey is used to gather the parent/guardian's opinion on the program's helpfulness in meeting their child's special needs, identification of the ways in which the subsidy was used and overall view of program administration.

Annual Report: The Family Support Subsidy Annual Report is a yearly report and evaluates the program and highlights how it directly impacts the ability of families to keep their children at home.

Early On: Michigan's system for helping families of infants and toddlers, birth to age 3 who have developmental delay(s) and/or disabilities. Early On supports and partners with families to promote the development of their infants and toddlers in developmental areas, such as:

- physical (reaching, rolling, crawling, and walking)

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- cognitive (thinking, learning, solving problems)
- communication (talking, listening, understanding, gesturing)
- social-emotional (feeling secure, able to calm, playing with others)
- self-help (eating, dressing)

Early On phone number: 800-327-5966

Early On email address: eoreferral@edzone.net

REFERENCES:

MDHHS Family Support Subsidy Program Website [Family Support Subsidy Program \(michigan.gov\)](http://www.michigan.gov/family-support-subsidy-program)

MH & JB: Ir

This policy supersedes #
#12/09050 dated 12/16/2009.
