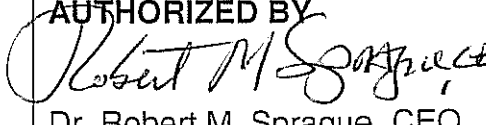


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| <b>CHAPTER</b><br>Service Delivery   | <b>CHAPTER</b><br>02   | <b>SECTION</b><br>004  | <b>SUBJECT</b><br>45 |
| <b>SECTION</b><br>Clinical and Support Services  |  | <b>DESCRIPTION</b><br>Family Support Subsidy   |                      |
| <b>WRITTEN BY</b><br>Andrea M. Schroeder, M.S.A.,<br>Supervisor, and<br>Karen Hill, B.S. | <b>REVISED BY</b><br>Tina Close, M.A.<br>Children's Services<br>Supervisor | <b>AUTHORIZED BY</b><br><br>Dr. Robert M. Sprague, CEO |                      |

8/26/15

**APPLICATION:**

- All Staff                      ► Contractual Service Providers

**POLICY:**

With Public Act 249 of 1983, the Michigan Legislature authorized a program to provide financial support to families with severely handicapped children living at home. The Family Support Subsidy Program is intended to pay for special expenses the family incurs while caring for a severely disabled child. This financial support may prevent or delay out of home placement or allow children to return home from institutional placement.

The Family Support Subsidy Act specifies that community mental health boards will administer the Family Support Subsidy program. Lapeer County Community Mental Health (LCCMH) will assist Lapeer County families who may be eligible for the Family Support Subsidy for children with qualifying developmental disabilities. Although the Lapeer County Community Mental Health Services Board will administer the program locally, the Lapeer Board contracts with the Michigan Department of Health and Human Services (MDHHS) for the payment process.

**STANDARDS:**

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 I.Q. being at least 4.5 standard deviations below the mean, severe multiple impairment (SXI), or autism. Children with autism must be enrolled in a classroom for severely mentally impaired, severely multiply impaired, or be in a program designed for students with autism.

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The child must be living in the home of the family and the family must reside in Michigan. Families can be headed by natural parents, adoptive parents, or legal guardians.

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.

### **PROCEDURES:**

Applications for the Family Support Subsidy Program are obtained from Community Mental Health. All Lapeer County families who request an application for the subsidy will be given an application form (DCH 1181) along with a cover letter describing the application process.

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".
3. Written certification from the Intermediate School District which states that 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 CMH directly. Per MDHHS, CMH can no longer accept a school letter from the parents.
4. The child's social security card.

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 the local Community Mental Health.

If the family is determined eligible, the CMH authorized person will complete the lower portion of the application. 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.

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After the application has been completed and signed, the white copy is sent by the client services manager to:

Michigan Department of Health and Human Services  
Family Support Subsidy Program  
Lewis Cass Building  
320 South Walnut Street  
Lansing, Michigan 48913

The yellow copy, along with the copies of supporting documents, is retained by LCCMH. The documents are filed by the child's name in alphabetical order.

The pink copy is returned to the family along with a letter informing the family that they have been determined eligible.

If the family is determined ineligible, the application is returned. The reason for the ineligibility determination is specified or additional documentation is requested.

The Department of Treasury will send checks directly to the family. MDHHS will send reports to the local CMH listing the families who are receiving subsidy payments that month, a listing of any who will become ineligible within 60 days and 30 days if they don't reverify, and any who have been dropped from the program that month due to change of status or failure to reverify.

If a family does not receive a check, the family is to call CMH to determine if the family was included on the monthly report from the Department of Treasury. If the family is listed on the report, CMH will call the Family Support Subsidy Program Office. MDHHS will then initiate the process of stopping payment, having the family sign an affidavit and issuing the imprest cash payment. A check is not considered lost until the end of the month.

The Act requires that Community Mental Health and the Michigan Department of Health and Human Services submit an extensive evaluation of the program to the Legislature and the Governor. General rules containing complete information concerning the Family Support Subsidy are available.

Additional information concerning the family support subsidy program may be obtained from the Residential Services Supervisor, the local Supports Coordinator or from the

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MDHHS. Questions regarding this policy and procedure may be addressed to the Chief Executive Officer or any member of the management team.

TC:mgr

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