

STATE OF MICHIGAN  
STATE OFFICE OF ADMINISTRATIVE HEARINGS AND RULES  
ADMINISTRATIVE HEARINGS FOR THE  
DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF:

[REDACTED]

Reg. No: 201025656  
Issue No: 2006

[REDACTED]

ADMINISTRATIVE LAW JUDGE: Kandra Robbins

**HEARING DECISION**

This matter is before the undersigned Administrative Law Judge by authority of MCL 400.9 and MCL 400.37. This matter was originally assigned to [REDACTED]. Judge Bachman is no longer employed by the State Office of Administrative Hearings and Rules. This matter was reassigned to [REDACTED] to complete the decision after complete review of the record. Claimant's request for a hearing was received on January 19, 2010. After due notice, a telephone hearing was held on July 27, 2010. The Claimant and his representative, [REDACTED], were present and testified.

**ISSUE**

Whether the Department of Human Services (Department) properly processed the Claimant's Medical Assistance (MA) application?

**FINDINGS OF FACT**

The Administrative Law Judge, based upon the competent, material and substantial evidence on the whole record, finds as material fact:

1. The Authorized Representative submitted a Cover letter, Facility Admission Notice, and Authorization to represent to the Department on behalf of the Claimant on January 29, 2009. (Department Exhibit 1 pgs 4-9).
2. The Authorized Representative submitted a completed DHS-1171 Application for Assistance and DHS 3243 Retroactive Medicaid Application on March 6, 2009. (Department Exhibit 1 pgs 11-28).
3. The Department used the filing date of March 6, 2009 as the application date and stated that the Applicant was not eligible for Retro-MA for October, November or December 2008. (Department Hearing Summary).

4. On January 11, 2010, the Department received the Claimant's Request for Hearing.

### **CONCLUSIONS OF LAW**

The regulations governing the hearing and appeal process for applicants and recipients of public assistance in Michigan are found in the Michigan Administrative Code, MAC R 400.901 - .951. An opportunity for a hearing shall be granted to an applicant who requests a hearing because his claim for assistance is denied. MAC R 400.903(1) An opportunity for a hearing shall be granted to an applicant who requests a hearing because of a denial. MAC R 400.903(2).

Clients have the right to contest a department decision affecting eligibility or benefit levels whenever it is believed that the decision is incorrect. BAM 600. The department will provide an administrative hearing to review the decision and determine the appropriateness. BAM 600.

The Medical Assistance (MA) program is established by Title XIX of the Social Security Act and is implemented by Title 42 of the Code of Federal Regulations (CFR). The Department of Human Services (DHS or department) administers the MA program pursuant to MCL 400.10, *et seq.*, and MCL 400.105.

Department policies are found in the Bridges Administrative Manual (BAM), the Bridges Eligibility Manual (BEM), Reference Table Manual (RFT), and the Bridges Reference Manual (BRM). Department policy states:

#### **BAM 105 DEPARTMENT POLICY**

##### **All Programs**

Clients have rights and responsibilities as specified in this item. The local office must do **all** of the following:

- Determine eligibility.
- Calculate the level of benefits.
- Protect client rights.

#### **CLIENT RIGHTS**

##### **Right to Apply All Programs**

On the **same day** a person comes to the local office, a person has the right to file an application and get local office help to provide the minimum information for filing. An application **or** filing form, whether faxed, mailed or received from the internet must be registered with the receipt date, **if** it contains at least the following information:

- Name of the applicant.

- Birth date of the applicant (not required for FAP).
- Address of the applicant (unless homeless).
- Signature of the applicant/authorized representative.

An application/filing form with the minimum information listed above must be registered in Bridges using the receipt date as the application date even if it does not contain enough information needed to determine eligibility; see BAM 110.

## **BAM 110 DEPARTMENT POLICY Request for Assistance**

### **All Programs**

A request for assistance may be in person, by mail, telephone or an application can be obtained on the Internet. The requester has the right to receive the appropriate application form:

- DHS-1171, Assistance Application (all programs). The DHS-1171 packet includes an information booklet and the assistance application.

A filing form used to preserve the application filing date is available on the last page of the information booklet and online at [www.michigan.gov/dhs-forms](http://www.michigan.gov/dhs-forms).

### **MA Only**

Receipt of a completed MSA-2565-C, Facility Admission Notice, serves as a **request** for MA for all persons except:

- Automatically eligible newborns, see BEM 145.
- Active MA recipients.
- Pending MA or FIP applicants. **Retro MA**

### **Applications MA Only**

The DHS-3243, Retroactive Medicaid Application, is used **along with** the DHS-1171, DHS-4574 or DCH-0373 for retro MA applications. Only one DHS-3243 is needed to apply for one, two or three retro MA months; see RETRO MA APPLICATIONS in BAM 115.

### **Who May Apply All Programs**

Any person, regardless of age, or their authorized representative (AR) may apply for assistance. For **FAP only**, an AR must apply on behalf of certain clients; see the AUTHORIZED REPRESENTATIVES section below.

### **Date of Application All Programs Faxed and Paper Applications**

The date of application is the date the local office receives the required minimum information on an application or the filing form. If the application or filing form is faxed, the transmission date of the fax is the date of application. Record the date of application on the application or filing form. The date of application does **not** change for FIP, SDA, MA, CDC or AMP when the application is transferred to another local office.

### **Response to Applications All Programs**

An application or filing form, with the minimum information, must be registered on Bridges **unless** the client is already active for that programs; see REGISTERING APPLICATIONS in this item. If there is no record on Bridges, the system assigns individual ID number(s) and an application number.

### **MA Only**

Application may be made on behalf of a client by his spouse, parent, legal guardian, adult child, stepchild, specified relative or any other person provided the person is at least age 18 or married. If this person is not a spouse, parent, legal guardian, adult child, stepchild, or specified relative the person must have a signed authorization to act on behalf of the client, by the client, client's spouse, parent(s) or legal guardian. The application form must be signed by the client or the individual acting as his authorized representative. When an assistance application is received in the local office without the applicant's signature or without a signed document authorizing someone to act on the applicant's behalf you must do the following:

- Register the application as a request if it contains a signature.

- Send a DHS-330, Notice of Missing Information, to the client explaining the need for a valid signature. The signature page of the application may be copied and sent to the agency or individual who filled out the application with the notice.
- Allow 10 days for a response. You cannot deny an application due to incompleteness until 10 calendar days from the date of your initial request in writing to the applicant to complete the application form or supply missing information, or the initial scheduled interview.
- Record the date the application or filing form with the minimum information is received. The application must be registered and disposed of on Bridges, using the receipt date as the application date. An application received from an agency is acceptable if it is signed by an individual and is accompanied by written documentation from the client authorizing the agency to act as their authorized representative.

In this case, on January 29, 2009, the Claimant's Authorized Representative submitted a cover letter, MSA 2565-C Facility Admission Notice, and Authorization to Represent the Claimant to the Department. The Authorized Representative did not file a DHS 1171 Application for Assistance or a Filing Form at that time.

BAM 110 specifically states that a completed MSA 2565-C Facility Admission Notice is a **request** for assistance. It is not an Application for Assistance or filing form as defined by policy. BAM 105 states that an application or a filing form would be registered upon receipt by the Department. This includes incomplete applications with a minimum of information.

The Authorized Representative in this matter neglected to file the Application for Assistance or the filing form despite the Authorized Representative clearly having the required minimum information available. The fact that the Authorized Representative called the Facility Admission Notice an incomplete application does not change it from the request for assistance as defined in BAM 110. The Authorized Representative gave no explanation for the delay in filing the Application for Assistance. The Authorized Representative clearly had access to the information necessary to complete the filing form or application as the required minimum information is contained in the Facility Admission Notice. The Authorized Representative did not file the required application for assistance or filing form.

The Authorized Representative failed to complete the require Application for Assistance or Filing form. The letter from the Authorized Representative dated January 29, 2009

indicates that the Authorized Representative would send the 1171 Application for Assistance upon completion. Therefore, it is clear that the Authorized Representative had the necessary Application form but did not submit it to the Department at that time. The Authorized Representative did not file the Application for Assistance until March 6, 2009. This is the application date as defined by policy as it was the date the Application or filing form was received. Because an Application was not received until March 6, 2009, the Department was unable to process any request for assistance until that time. Retroactive Medicaid is only available for 3 months prior to the Application date. Therefore, the Claimant would only be eligible for retroactive Medicaid from 3 months prior to the March application date.

The Department properly processed the Claimant's March 6, 2009 MA application. A cover letter is not sufficient to preserve an application date. Policy requires that an Application for Assistance or filing form be submitted to preserve an application date. BAM 110. The required filing form is available as part of the DHS-1171. The Authorized Representative failed to file the required filing form or application until March 6, 2009.

**DECISION AND ORDER**

The Administrative Law Judge, based upon the above findings of fact and conclusions of law, decides that the Department did properly process the Claimant's application for MA and Retro-MA dated March 6, 2009.

It is SO ORDERED.

  /s/    
Kandra Robbins  
On behalf of Jana Bachman  
Administrative Law Judge  
for Maura Corrigan, Director  
Department of Human Services

Date Signed:   2/16/11  

Date Mailed:   2/17/11  

NOTICE: Administrative Hearings may order a rehearing or reconsideration on either its own motion or at the request of a party within 30 days of the mailing date of this Decision and Order. Administrative Hearings will not order a rehearing or reconsideration on the Department's motion where the final decision cannot be implemented within 60 days of the filing of the original request.

The Claimant may appeal the Decision and Order to Circuit Court within 30 days of the receipt of the Decision and Order or, if a timely request for rehearing was made, within 30 days of the receipt date of the rehearing decision.

  
