

STATE OF MICHIGAN  
MICHIGAN ADMINISTRATIVE HEARING SYSTEM  
ADMINISTRATIVE HEARINGS FOR THE  
DEPARTMENT OF HUMAN SERVICES

**IN THE MATTER OF:**



Reg. No.: 201316402  
Issue No.: 3008  
Case No.: [REDACTED]  
Hearing Date: January 17, 2013  
County: DHS-SSPC- East

**ADMINISTRATIVE LAW JUDGE:** Gary F. Heisler

**HEARING DECISION**

This matter is before the undersigned Administrative Law Judge pursuant to MCL 400.9; and MCL 400.37 upon claimant's request for a hearing. After due notice, a hearing was held on January 17, 2013. Claimant appeared and testified. It is noted that the record on this hearing was held open in order to allow Claimant to submit additional evidence. At this time no additional evidence has been received. In order to meet statutory time requirements this decision must be sent out today.

**ISSUE**

Did the Department of Human Services properly deny Claimant's November 6, 2012 Food Assistance Program (FAP) 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) On November 6, 2012, Claimant submitted an online application for Food Assistance Program (FAP) benefits.
- (2) On November 8, 2012, Claimant was sent a Verification Checklist (DHS Form 3503) requesting income verification for four members of Claimant's benefit group. The verifications were due on November 19, 2012.
- (3) On November 30, 2012, a Verification of Employment (DHS Form 38) form for Alicia Warren. The Verification of Employment (DHS Form 38) was signed on November 21, 2012 and requested income information between October 8, 2012

and November 8, 2012. The dates for the two biweekly checks were both written as 2011.

(4) On December 6, 2012, Claimant's Food Assistance Program (FAP) application was denied. Claimant was sent notice of the denial.

(5) On December 11, 2012, Claimant submitted a request for hearing.

### **CONCLUSIONS OF LAW**

The Food Assistance Program (FAP) (formerly known as the Food Stamp (FS) program) is established by the Food Stamp Act of 1977, as amended, and is implemented by the federal regulations contained in Title 7 of the Code of Federal Regulations (CFR). The Department of Human Services (DHS or department) administers the FAP program pursuant to MCL 400.10, *et seq.*, and MAC R 400.3001-3015. Department policies are found in the Bridges Administrative Manual (BAM), the Bridges Eligibility Manual (BEM) and the Program Reference Manual (PRM).

Department policy provides the following guidance for case workers. The Department's policies are available on the internet through the Department's website.

#### **BAM 130 VERIFICATION AND COLLATERAL CONTACTS**

##### **DEPARTMENT POLICY**

###### **All Programs**

Verification means documentation or other evidence to establish the accuracy of the client's verbal or written statements.

Obtain verification when:

- Required by policy. BEM items specify which factors and under what circumstances verification is required.
- Required as a local office option. The requirement **must** be applied the same for every client. Local requirements may **not** be imposed for MA, TMA-Plus or AMP.
- Information regarding an eligibility factor is unclear, inconsistent, incomplete or contradictory. The questionable information might be from the client or a third party.

Verification is usually required at application/redetermination **and** for a reported change affecting eligibility or benefit level.

##### **Obtaining Verification**

###### **All Programs**

Tell the client what verification is required, how to obtain it, and the due

date; see **Timeliness of Verifications** in this item. Use the DHS-3503, Verification Checklist (VCL), or for MA redeterminations, the DHS-1175, MA Determination Notice, to request verification.

**Exception:** For FAP only, if there is a system-generated due date on the verification form such as a DHS-3688, Shelter Verification, a verification checklist is not required to be sent with the verification form.

The client must obtain required verification, but you must assist if they need and request help.

**Timeliness of Verifications  
FIP, SDA, CDC, FAP**

Allow the client 10 calendar days (**or** other time limit specified in policy) to provide the verification you request.

Verifications are considered to be timely if received by the date they are due. For electronically transmitted verifications (fax, email or Mi Bridges document upload), the date of the transmission is the receipt date. Verifications that are submitted after the close of regular business hours through the drop box or by delivery of a DHS representative are considered to be received the next business day.

Send a negative action notice when:

- The client indicates refusal to provide a verification, **or**
- The time period given has elapsed and the client has **not** made a reasonable effort to provide it.

**Note:** For FAP only, if the client contacts the department prior to the due date requesting an extension or assistance in obtaining verifications, you must assist them with the verifications but do not grant an extension. Explain to the client they will not be given an extension and their case will be denied once the VCL due date is passed. Also, explain their eligibility will be determined based on their compliance date if they return required verifications. Re-register the application if the client complies within 60 days of the application date; see BAM 115, Subsequent Processing.

During the hearing Claimant testified that he submitted a corrected Verification of Employment (DHS Form 38) for Alicia. When asked, Claimant testified he could not remember what date he sent it in but had records of it at home. Because the importance of this issue could not be for seen by Claimant the record was left open to allow him the opportunity to submit additional evidence on the point.

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At this time no additional evidence has been received. In the absence of evidence showing Claimant did in fact submit the required verification within 60 days of the application date, the Department's actions are upheld.

**DECISION AND ORDER**

The Administrative Law Judge, based upon the above findings of fact and conclusions of law, decides the Department of Human Services properly denied Claimant's November 6, 2012 Food Assistance Program (FAP) application.

It is ORDERED that the actions of the Department of Human Services, in this matter, are **UPHELD**.

/s/

Gary F. Heisler  
Administrative Law Judge  
for Maura D. Corrigan, Director  
Department of Human Services

Date Signed: January 25, 2013

Date Mailed: January 25, 2013

**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.

GFH/hj

cc:

