



**Date Mailed:** November 7, 2025

**Docket No.:** 25-034846

**Case No.:** [REDACTED]

**Petitioner:** [REDACTED] [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

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দ্বারা অনুবাদ করুন।

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Ky është një dokument ligjor i rëndësishëm. Ju  
lутем, кини дикë та пëркtheni dokumentin.

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### **HEARING DECISION**

Following Petitioner's request for a hearing, this matter is before the undersigned Administrative Law Judge pursuant to MCL 400.9 and 400.37; 7 CFR 273.15 to 273.18; 42 CFR 431.200 to 431.250; 45 CFR 99.1 to 99.33; and 45 CFR 205.10; and Mich Admin Code, R 792.11002. After due notice, a hearing was held via telephone conference on October 23, 2025. Petitioner appeared and was unrepresented. The Michigan Department of Health and Human Services (MDHHS or Department) was represented by Shana Powell, Assistance Payments Worker.

### **ISSUE**

Did the Department properly deny Petitioner's Family Independence Program (FIP) application?

### **FINDINGS OF FACT**

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

1. On September [REDACTED] 2025, the Department received Petitioner's FIP application.
2. On September [REDACTED] 2025, the Department issued a Student Verification form (MDHHS-3380) to Petitioner for each minor child on the application.
3. On September [REDACTED] 2025, the Department and Petitioner completed an application interview.
4. On September [REDACTED] 2025, the Department submitted a screenshot of each child's school schedule, but the screenshots did not include any attendance information.
5. On September [REDACTED] 2025, Petitioner contacted the Department by phone to verify receipt of the documents and to inquire as to whether these documents for verification of the children's school enrollment were sufficient. She was advised that yes, they were received and that yes, they were sufficient.
6. On September [REDACTED] 2025, the Department issued a Verification Checklist (VCL) to Petitioner requesting verification of school enrollment with a due date of September 19, 2025.

7. On the same day, Petitioner called the Department about a State Emergency Relief (SER) application, and no one mentioned any difficulties with the verification of school enrollment.
8. On September █ 2025, the Department issued a Notice of Case Action to Petitioner advising her that her FIP application had been denied for failure to verify school enrollment.
9. On September 25, 2025, the Department received a hearing request from Petitioner disputing the denial of her FIP application.

### **CONCLUSIONS OF LAW**

Department policies are contained in the Department of Health and Human Services Bridges Administrative Manual (BAM), Department of Health and Human Services Bridges Eligibility Manual (BEM), Department of Health and Human Services Reference Tables Manual (RFT), and Department of Health and Human Services Emergency Relief Manual (ERM).

The Family Independence Program (FIP) was established pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. No. 104-193, and 42 USC 601 to 679c. The Department (formerly known as the Department of Human Services) administers FIP pursuant to 45 CFR 233-260, MCL 400.10, the Social Welfare Act, MCL 400.1-119b, and Mich Admin Code, R 400.3101-3131.

In this case, the Department denied Petitioner's application for FIP benefits indicating that the verifications she had submitted were insufficient because the screenshots did not show attendance information for each child. In FIP cases, dependent children ages six through 17 are expected to attend school full time. BEM 245 (July 2025), p. 1. For six-year-old children, the Department may accept a client's statement that a six year old child is enrolled and attending school full time unless questionable. BEM 245, p. 11. Beginning at age seven, the Department must verify enrollment and attendance at application and redetermination. *Id.* At age 16, verification is required at application, redetermination, and each birthday. *Id.* Enrollment and attendance may be verified by a DHS-3380, telephone contact with the school, or other acceptable documentation on official letterhead. BEM 245, pp. 11-12. When obtaining verification, the Department must tell the client what verification is required, how to obtain it, and the due date. BAM 130 (May 2024), p. 3. In FIP cases, the client is allowed ten calendar days to obtain the required verification. A negative action notice is sent when the clients indicate a refusal to provide verification or when the period provided has elapsed and the client has not made a reasonable effort to provide it. BAM 130, p. 7.

Here, Petitioner provided some verifications of her children's enrollment. When she called to verify the Department received the documents and that the documents were sufficient, she was informed that they were received and sufficient. Despite this

information, the Department issued another verification request but did not contact Petitioner to clarify what was needed or what was insufficient with what had already been submitted. Furthermore, rather than requesting additional information from Petitioner, the Department could have relied on the information already provided and made a collateral contact to the school to verify the remaining information. Because the Department informed Petitioner that her verifications were sufficient, failed to explain why her previous documents were inadequate, and because Petitioner made a reasonable effort to comply, the Department has not shown that it acted in accordance with Department policy in denying her application.

### **DECISION AND ORDER**

The Administrative Law Judge, based on the above Findings of Fact and Conclusions of Law, and for the reasons stated on the record, if any, finds that the Department did not act in accordance with Department policy when it denied Petitioner's application for FIP.

Accordingly, the Department's decision is **REVERSED**.

THE DEPARTMENT IS ORDERED TO BEGIN DOING THE FOLLOWING, IN ACCORDANCE WITH DEPARTMENT POLICY AND CONSISTENT WITH THIS HEARING DECISION, WITHIN 10 DAYS OF THE DATE OF MAILING OF THIS DECISION AND ORDER:

1. Reprocess Petitioner's FIP application from September █ 2025;
2. If otherwise eligible, issue supplements to Petitioner for benefits not previously received; and,
3. Notify Petitioner in writing of its decision.



AMANDA MARLER  
ADMINISTRATIVE LAW JUDGE

**APPEAL RIGHTS:** Petitioner may appeal this Hearing Decision to the circuit court. Rules for appeals to the circuit court can be found in the Michigan Court Rules (MCR), including MCR 7.101 to MCR 7.123, available at the Michigan Courts website at [courts.michigan.gov](http://courts.michigan.gov). The Michigan Office of Administrative Hearings and Rules (MOAHR) cannot provide legal advice, but assistance may be available through the State Bar of Michigan at <https://lrs.michbar.org> or Michigan Legal Help at <https://michiganlegalhelp.org>. A copy of the circuit court appeal should be sent to MOAHR. A circuit court appeal may result in a reversal of the Hearing Decision.

Either party who disagrees with this Hearing Decision may also send a written request for a rehearing and/or reconsideration to MOAHR within 30 days of the mailing date of this Hearing Decision. The request should include Petitioner's name, the docket number from page 1 of this Hearing Decision, an explanation of the specific reasons for the request, and any documents supporting the request. The request should be sent to MOAHR

- by email to [MOAHR-BSD-Support@michigan.gov](mailto:MOAHR-BSD-Support@michigan.gov), OR
- by fax at (517) 763-0155, OR
- by mail addressed to  
Michigan Office of Administrative Hearings and Rules  
Rehearing/Reconsideration Request  
P.O. Box 30639  
Lansing Michigan 48909-8139

Documents sent via email are not secure and can be faxed or mailed to avoid any potential risks. Requests MOAHR receives more than 30 days from the mailing date of this Hearing Decision may be considered untimely and dismissed.

**Via Electronic Mail:**

**Respondent**

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REDFORD, MI 48239  
**MDHHS-WAYNE-15-GREYDALE-  
HEARINGS@MICHIGAN.GOV**

**Via First Class Mail:**

**Petitioner**

[REDACTED]  
[REDACTED]  
[REDACTED]