

ISSUE

Did the Department properly close Petitioner's FAP benefits?

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 December 1, 2025, the Department mailed a semi-annual contact form to Petitioner. The form instructed Petitioner to return the completed form to the Department by December 22, 2025, and it informed Petitioner that her FAP benefits would close if she did not return the completed form to the Department.
2. Petitioner did not return the completed semi-annual contact form to the Department by December 22, 2025.
3. On January 7, 2026, Petitioner returned the semi-annual contact form to the Department, but Petitioner did not provide any information about her income in the form.
4. The Department reviewed the semi-annual contact form, and the Department determined that the Department could not use the form because it was incomplete.
5. On January 10, 2026, the Department mailed a FAP closure notice to Petitioner to notify her that her FAP benefits were going to close, effective January 31, 2026, because Petitioner did not return a completed semi-annual contact form to the Department.
6. On REDACTED 2026, Petitioner reapplied for FAP benefits.
7. On February 18, 2026, the Department issued a notice of case action to notify Petitioner that she was eligible for FAP benefits, effective February 17, 2026.
8. On February 18, 2026, the Department issued Petitioner \$425.00 in FAP benefits, which consisted of \$127.00 for February 17, 2026, to February 28, 2026, and \$298.00 for March 2026.

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 Food Assistance Program (FAP) is established by the Food and Nutrition Act of 2008, as amended, 7 USC 2011 to 2036a and is implemented by the federal regulations

contained in 7 CFR 273. The Department administers FAP pursuant to MCL 400.10, the Social Welfare Act, MCL 400.1-.119b, and Mich Admin Code, R 400.3001-.3011.

In this case, the Department closed Petitioner's FAP benefits because the Department determined that Petitioner did not return a completed semi-annual contact form to the Department as instructed.

A semi-annual contact notice is used for FAP groups assigned a 12-month benefit period. BAM 210 (July 1, 2025), pp. 11-12. The client must submit a complete semi-annual contact form, which means that the client must complete all sections and provide required verifications. *Id.* If the Department does not receive the complete semi-annual contact form by the tenth day of the sixth month of the benefit period, then the Department is required to issue a FAP closure notice as a reminder to return it by the last day of the month. *Id.* at 14. The complete semi-annual contact form and required verifications must be received and recorded by the Department no later than the last day of the sixth month of the benefit period. *Id.* at 11-12. When a client does not return a semi-annual contact form by the last day of the sixth month of the benefit period, the Department automatically closes the client's FAP benefits. *Id.* at 14-15. If the client reapplies, it is treated as a new application, and benefits are prorated from the application date. *Id.*

Petitioner did not complete all sections in the semi-annual contact form that she returned to the Department. Thus, the Department properly determined that Petitioner's semi-annual contact form was incomplete. The Department properly issued a FAP closure notice because the Department did not receive a complete semi-annual contact form by January 10, 2026. The Department then properly closed Petitioner's FAP benefits, effective January 31, 2026, because the Department did not receive a complete semi-annual contact form by January 31, 2026. Therefore, the Department acted in accordance with BAM 210 when it closed Petitioner's FAP benefits.

Petitioner reapplied for FAP benefits on REDACTED 2026, and the Department approved Petitioner for FAP benefits, effective February 17, 2026. The Department properly prorated Petitioner's FAP benefits for the month of February based on her application date in accordance with BAM 210. Thus, the Department properly determined that Petitioner was approved for FAP benefits, effective February 17, 2026.

Petitioner asserted that she did not receive her March 2026 FAP benefit. However, the Department asserted that it issued \$425.00 in FAP benefits to Petitioner on February 18, 2026, which consisted of \$127.00 for February 17, 2026, to February 28, 2026, and \$298.00 for March 2026. The \$425.00 FAP issuance included Petitioner's March 2026 FAP benefit. If Petitioner did not receive the \$425.00 FAP issuance, Petitioner may contact the Department to ask for a replacement benefit.

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 acted in

accordance with its policies and the applicable law when it closed Petitioner's FAP benefits.

IT IS ORDERED that the Department's decision is **AFFIRMED**.