OVERVIEW

Adult services warrants are processed through the Michigan Department of Health and Human Services (MDHHS) Michigan Adult Integrated Management System (MiAIMS) and are rewritten by the Accounts Payable section.

The adult services worker (ASW) is responsible for determining the disposition of all adult services program warrants returned to the Department of Treasury. Use the DCH-2362A, Adult Services Warrant Rewrite/Disposition Request, when determining if a warrant needs to be rewritten or canceled.

DCH-2362A

MiAIMS generates the DCH-2362A electronically when a warrant is canceled, stopped, or returned to Treasury as undeliverable.

When a warrant includes multiple clients (agencies or adult foster care providers) and multiple adult services workers are involved with one rewrite request, Accounts Payable coordinates the request.

WARRANT REWRITE ACTIONS

The **original** warrant may be rewritten **once to the same address**. All client information must be accurate in MiAIMS. The Home Help provider information must be up to date in the Community Health Automated Medicaid Processing System (CHAMPS). The Adult Community Placement (ACP) or Adult Protective Services (APS) provider information must be correct in Bridges. The ASW must verify the following before processing the DCH-2362A:

Individual Caregivers

- Dual-party warrants:
  - Verify the client's address information is correct in MiAIMS. Dual-party warrants are mailed to the client's address in MiAIMS.

- Single-party warrants:

- Changes to the HH provider's primary pay to address must be updated in CHAMPS before a warrant can be rewritten. Single-party warrants are mailed to the provider's primary pay to address in CHAMPS.
- The provider's primary pay to address can only be updated in CHAMPS by the MDHHS Provider Enrollment (PE) unit. Providers must submit a written request to:

  MDHHS Provider Enrollment Unit
  P. O. Box 30238
  Lansing, MI 48909
  Email: MSA-HomeHelpProviders@michigan.gov
  Fax: 1-517-763-0520

- The ASW can view the provider's primary pay to address in MiAIMS or CHAMPS.

Agency or Business Providers

- All provider information in CHAMPS and the Statewide Integrated Governmental Management Application (SIGMA) must match.
- When there is a change in address, agencies **must** update their information online in SIGMA at www.michigan.gov/SIGMAVSS **and** send a written request to the MDHHS Provider Enrollment unit to update the primary pay to address in CHAMPS.

APS and ACP Providers

- Provider information must be kept up to date in Bridges.
- When there is a change of information for APS or ACP providers in Bridges, the ASW must complete and submit a DHS-2351X, Bridges Provider Enrollment/Change Request, to the Provider Management Unit at MDHHS-Provider-Management@michigan.gov.

Acceptable Actions

The following are acceptable actions for a warrant rewrite:

- A warrant can be replaced for the period covered in the original warrant once the warrant has been canceled or voided by Treasury.
- A warrant can be rewritten for the same amount or a lesser amount than the original warrant.
- A warrant can be rewritten to a different address.
- A dual-party warrant can be rewritten to a provider as a single-party warrant.

Unacceptable Actions

The following actions are **not** acceptable for a warrant rewrite:

- Warrants cannot be rewritten to a provider other than the provider identified in the original warrant.

  Note: To issue a warrant to a different provider, the original warrant must be canceled, and a new authorization must be entered in MiAIMS for the new provider.

- Warrants cannot be rewritten for an amount higher than the amount of the original warrant.

  Note: Increases in warrant amounts are processed as retroactive payment adjustments in MiAIMS.

- Warrants cannot be rewritten if offset by Treasury; see ASM 161, Warrant Treasury Codes and Disposition Status.

Adult services workers are not to accept returned warrants. Warrants must be returned to the Department of Treasury at the following address:

Department of Treasury
Office of Financial Services
P. O. Box 30788
Lansing, Michigan 48909

PAYMENT HISTORY

The ASW can view a history of adult services warrants in MiAIMS under the *Payment* module.

WARRANTS RECEIVED BY THE LOCAL OFFICE

Void adult services program warrants received by the local office per the accounting procedural manual and return to the Department of Treasury at the following address:

Department of Treasury
Office of Financial Services
P. O. Box 30788
Lansing, Michigan 48909

WARRANTS RETURNED TO THE DEPARTMENT OF TREASURY

When a warrant is returned to Treasury by the local MDHHS office, client/payee, or U.S. Post Office, the status is updated to undeliverable.

Actions

The following outlines the steps that must be taken by various parties in the process of rewriting warrants returned to Treasury:

- MiAIMS generates and forwards an electronic version of the DCH-2362A, Adult Services Warrant Rewrite/Disposition Request, to the MDHHS local office designee (LOD) via email.

MDHHS Local Office Designee (LOD)

- Receives an email notice that the warrant has been returned to Treasury.
- Prints the attached DCH-2362A (items 1-13 are prefilled).
- Forwards the original DCH-2362A to the ASW.

Adult Services Worker

- Determines if the warrant needs to be rewritten or canceled and completes appropriate item(s) on the DCH-2362A within **10-business days**.

- Before completing the DCH-2362A, verifies the client's address is correct on the *Overview* module in MiAIMS (for dual-party warrants). If the warrant will be rewritten to a single payee, verifies the HH provider's primary pay to address is correct in CHAMPS. For APS or ACP providers, verifies the address is correct in Bridges.

- Completes the DCH-2362A and obtains supervisor signature (see instructions for completion of the DCH-2362A at the end of this item).

MDHHS Local Office Designee (LOD)

- Retains a copy of the DCH-2362A in accounting files.

- Emails the DCH-2362A to the Accounts Payable mailbox at MDHHS-Medicaid-Payments-Unit@michigan.gov or sends via fax to 1-517-763-0160 (email is the preferred method).

    - When emailing Accounts Payable, please include the following details in the body of the email:

        - Client name and recipient identification (ID) number.
        - Provider name and provider ID number.
        - Warrant number.

Accounts Payable

- Receives the DCH-2362A from the MDHHS local office designee and processes the rewrite or cancellation.

Note: Warrants rewritten by Accounts Payable will be generated the week after they have completed processing the rewrite.

LOST, DESTROYED, NOT RECEIVED, OR STOLEN WARRANTS

Warrants reported lost, destroyed, not received, or stolen may be replaced or rewritten **after recovery** is made on the original warrant.

Recovery means the value of the warrant has been credited back to the account it was written from, or if a forged warrant has cleared Treasury, the party which cashed the forged warrant has reimbursed the state.

Lost/Not Received Warrants

Actions

Payee

- Reports to the ASW that a warrant was lost or not received.

Adult Services Worker

- If a warrant was not received, the ASW must review the payment history in MiAIMS to see if the warrant was issued.
- If the warrant was not issued, determine the reason why and correct the problem. Suggested methods for identifying reasons why a warrant was not issued include:
  - Verify the payment authorization was entered in MiAIMS.
  - Verify the client's Medicaid eligibility status under the *Check MA/PET* function in MiAIMS. If Medicaid is not active for the time period in question, a warrant will not be generated.
  - For ACP payments, verify the status of the claim in MiAIMS.
  - Verify that the provider's eligibility was not terminated in CHAMPS (provider deceased or missed revalidation).
- If the warrant disposition shows an *Issued* status, instruct the client/provider to follow up with the post office to verify delivery.
  - If delivery **cannot** be verified, consider the warrant not received.
  - If the delivery is verified, but client/provider claims non-receipt, consider the warrant **lost** or **stolen**. Use the Treasury form 1778, Affidavit Claiming Lost, Destroyed, Not Received, or Stolen State Treasurer's Warrant, to initiate the process of canceling the payment.
    - If the warrant was issued and the disposition code indicates the warrant was returned to Treasury as

undeliverable, **do not** complete the 1778. MiAIMS will generate a DCH-2362A for the warrant to be rewritten or canceled.

- If the warrant indicates that it was offset by Treasury **do not** proceed with stop/rewrite; see ASM 161, Warrant Treasury Codes and Disposition Status.

- **Wait 5-7 mail delivery days** from the warrant date prior to pursuing the completion of the 1778 by the client/payee.
- The 1778 must be completed by the payee(s) **listed on the warrant**. For dual-party warrants, if one of the parties is unable to sign (client deceased or moved out of state) provide an explanation on the 1778 in box 29.
- The ASW records their name and email address on the bottom of the 1778 in the event that Accounts Payable needs to contact the ASW.

  Note: Treasury only requires one copy of the 1778 to be signed, sealed, and notarized by a notary public (it is acceptable to make additional photocopies).
- If the warrant was lost, instruct the payee(s) that if the warrant is found **after** the 1778 is processed, the warrant **must not** be cashed. The warrant must be voided and returned to Treasury.

  Note: If the lost warrant is found, prior to voiding the warrant and returning it to Treasury, the ASW should contact Accounts Payable to see if the stop payment can be lifted. If the stop payment is lifted, the warrant may be cashed. If the stop payment cannot be lifted, the warrant must be voided and returned to Treasury so it can be rewritten.
- **Disregard the distribution instructions on the bottom of the 1778 and use the following**:
  - Retain/upload the original in the case record.
  - Give a copy to the client/payee.
  - Forward a copy to the MDHHS local office designee.

MDHHS Local Office Designee (LOD)

- Emails the 1778 to Accounts Payable at MDHHS-Medicaid-Payments-Unit@michigan.gov or sends via fax to 1-517-763-0160 (email is the preferred method).

- When emailing Accounts Payable, please include the following details in the body of the email:
  - Client name and recipient ID number.
  - Provider name and provider ID number.
  - Warrant number.

Accounts Payable

- Receives the 1778 and initiates the stop payment in MiAIMS.

  Note: The warrant cannot be rewritten until MiAIMS indicates it has been canceled.

- MiAIMS will generate an electronic version of the DCH-2362A and forward to the MDHHS local office designee.

MDHHS Local Office Designee (LOD)

- Forwards the DCH-2362A to the ASW.

Adult Services Worker

- Completes appropriate item(s) on the DCH-2362A and returns to the MDHHS local office designee **within 10-business days.**

MDHHS Local Office Designee (LOD)

- Emails the DCH-2362A to Accounts Payable at MDHHS-Medicaid-Payments-Unit@michigan.gov.
  - When emailing Accounts Payable, please include the following details in the body of the email:
    - Client name and recipient ID number.
    - Provider name and provider ID number.
    - Warrant number.

Stolen/Forged

If a warrant was issued and the disposition status shows *Paid*, the warrant has been cashed. If the payee claims they did not receive or cash the warrant, they must complete the Treasury form 1354, Affidavit Claiming a Forged Endorsement on a State Treasurer's Warrant.

If the warrant was stolen, the payee must file a police report (verification required by furnishing the report number or a copy of the report).

Note: Lost warrants do not require a police report.

Actions

Adult Services Worker

- Reviews warrant information under the *Payment* module in MiAIMS to ensure the warrant has not been offset by Treasury; see ASM 161, Warrant Treasury Codes and Disposition Status.
- Requests a copy of the warrant using Treasury form 1363, Request for Copy of Original Warrant, from Accounts Payable or directly from Treasury at TreasBDU@michigan.gov.
- When the copy of the warrant is received, schedules an appointment with the payee(s) in the local office to view the endorsements on the back of the warrant.
- If the payee(s) claims forgery, the 1354 is signed in the presence of a notary public.

  Note: Two original pages of the 1354 **must** be completed, signed, and sealed by a notary public. Treasury requires two original copies. Make a copy for the client and a copy for the case file before sending both originals to Treasury.
- If a client or provider refuses to sign the affidavit on a dual-party warrant, the warrant cannot be rewritten. This now becomes a civil matter and a possible fraud referral to OIG.
- If one of the payees of a dual-party warrant endorsed the warrant, it will not be rewritten.
- If the client or payee admits endorsing the warrant, obtain a signed statement to that effect. No further action is required.
- Retains/uploads a copy of the signed 1354 and a copy of the cashed warrant in the case record and gives a copy of the affidavit to the client/provider.
- Forwards the remaining **two** original copies of the 1354 and copy of the warrant to the local office designee.

MDHHS Local Office Designee (LOD)

- Logs receipt of the 1354 and copy of the cashed warrant according to accounting procedures.
- Forwards the **two original copies** of the 1354 to Treasury at the address on the bottom of the form:

  Office of Financial Services
  Michigan Department of Treasury
  P.O. Box 30788
  Lansing, MI 48909-8288

Michigan Department of Treasury

- Reviews the 1354 for accuracy.

  Note: If the affidavit is inaccurate or incomplete it will not be processed. Treasury will notify Accounts Payable if the affidavit cannot be processed.

Accounts Payable

If the remains of a mutilated warrant identify the warrant number, the warrant must be returned to Treasury. The completion of the Treasury form 1778, Affidavit Claiming Lost, Destroyed, Not Received, or Stolen State Treasurer's Warrant, is not necessary. Once the warrant is returned to Treasury and canceled, MiAIMS will generate a DCH-2362A and forward it to the local office designee.

If the remains of the mutilated warrant do not identify the warrant number, complete a 1778. Follow the procedures for the completion of the 1778 listed under the Lost/Not Received Warrant section in this manual item.

Uncashed warrants are automatically canceled by Treasury after 180 days. These warrants will display a disposition reason of 'canceled over 180 days old'. MiAIMS will generate a DCH-2362A and forward it via email to the MDHHS local office designee. The DCH-2362A is forwarded to the ASW for processing. The ASW must follow the instructions for rewriting a warrant previously noted in this item.

WARRANTS NOT ISSUED DUE TO INVALID PROVIDER TAX ID NUMBER

Invalid tax identification numbers for Home Help agency providers, adult foster care/homes for the aged providers, or Adult Protective Services providers will result in adult services warrants not being issued. Provider tax ID numbers include Social Security and federal tax ID numbers.

Provider Tax ID Numbers

Adult Foster Care/Homes for the Aged Providers

Licensed providers such as adult foster care and homes for the aged must use the same Social Security or federal tax identification number associated with their license, in both Bridges and the Statewide Integrated Governmental Management Application (SIGMA). The Bureau Information Tracking System (BITS) sends the licensee's information to Bridges. The same tax ID number used in BITS **must** be used in Bridges **and** in SIGMA when the provider registers with the State of Michigan as a vendor. If the tax ID numbers in BITS, Bridges, and SIGMA do not match, payments **will not be processed**.

Home Help Agency Providers

Home Help providers that are agencies/businesses will enter their federal tax ID number in CHAMPS during the provider enrollment process.

SIGMA will use the tax ID number supplied by the provider when they register with the State of Michigan as a vendor. Agencies must update their information online in SIGMA at www.michigan.gov/SIGMAVSS or contact the SIGMA Vendor Customer Support Center at 1-888-734-9749.

Any corrections to the tax ID number in CHAMPS must be done by the Provider Enrollment unit.

Adult Protective Services

All APS providers must be enrolled in Bridges and register as a vendor with the State of Michigan in SIGMA. The tax ID number

used in Bridges and SIGMA must match or payments **will not be processed.**

Determining Validity of Provider Tax ID Numbers

Payments with invalid provider tax ID numbers for adult foster care, homes for the aged, or Home Help agency providers will not be issued.

These providers will be identified on error reports produced by SIGMA and MIAIMS. These reports are only utilized by central office.

Correcting Invalid Provider Tax ID Numbers

Contact providers with an invalid tax ID number to determine the correct tax ID number.

Adult foster care, homes for the aged, Adult Protective Services, and Home Help agency/business providers must update their information online in SIGMA at www.michigan.gov/SIGMAVSS or contact the SIGMA Vendor Customer Support Center at 1-888-734-9749.

All Home Help Providers

Social Security or federal tax ID numbers can only be changed in CHAMPS by the Provider Enrollment unit.

Note: A W-2 correction will be required at the end of the tax year for individual providers with an incorrect Social Security number in CHAMPS; see ASM 146, W-2 and 1099.

AFC/HFA Providers

Corrections to the tax ID number associated with a licensed AFC/HFA should be brought to the attention of the Bureau of Community and Health Systems (BCHS). Refer AFC/HFA providers to the BCHS Hotline at 1-866-685-0006 or the licensing consultant assigned to the facility.

Providers must correct their tax ID number online in SIGMA at www.michigan.gov/SIGMAVSS or contact the SIGMA Vendor Customer Support Center at 1-888-734-9749.

Adult Protective Services Providers

Corrections to an invalid tax ID number for APS providers must be completed in Bridges. The provider must supply the ASW with written verification of the correct Social Security or federal tax ID number along with a copy of their Social Security card. The adult services worker must complete and submit a new DHS-2351X to Provider Management at MDHHS-Provider-Management@michigan.gov. The ASW must also include the copy of the Social Security card.

Note: Warrants not issued due to an invalid tax ID number are suspended and **do not require a warrant rewrite**. Once the tax ID number is corrected, the warrants will be processed.

GARNISHMENT

A writ of garnishment is how some creditors recover unpaid debt. Wage garnishment in Michigan comes after a court-ordered judgement.

Single-party warrants are considered earnings to the provider and **are** subject to garnishment. Dual-party warrants **are not** subject to garnishment as these payments are a benefit to the client.

Forward new requests for garnishment, received at the local MDHHS office, to:

Michigan Department of Health and Human Services
Bureau of Legal Affairs
333 S. Grand Ave, 5th Floor
Lansing, Michigan 48933

TREASURY OFFSET

The Department of Treasury can stop payment on a warrant to offset a debt owed to the state by the provider; see ASM 161, Warrant Treasury Codes and Disposition Status.

If the provider disputes this action, the ASW should refer them to:

Department of Treasury
Collection Services Bureau
1-517-636-5333

Note: When single-party warrants are offset by Treasury, they **cannot** be rewritten.

COMPLETION OF THE DCH-2362A

The DCH-2362A, Adult Services Warrant Rewrite/Disposition Request, is generated by MiAIMS and is used to rewrite all adult services warrants. MiAIMS sends the form electronically via email to the MDHHS local office designee to be forwarded and completed by the ASW.

Instructions

Items 1-13

These fields are prefilled by the MIAIMS system. The client/recipient ID number is used in lieu of the case number.

Item 14

Select the appropriate action code. Select only **one**.

Action Code 01 - Rewrite Warrant

- Use this code if the warrant must be rewritten for the same or lesser amount.

  Note: For Home Help, the warrant amount is the cost of care authorized before FICA or client deductible is deducted (gross amount).

- Use this code if the warrant must be rewritten from a dual-party to a single-party payee.

Action Code 02 - Cancel Warrant

- Select this code if the warrant needs to be permanently canceled.

Note: If a warrant is canceled in error, revise the DCH-2362A and resubmit to Accounts Payable via email at MDHHS-Medicaid-Payments-Unit@michigan.gov.

- When emailing Accounts Payable, please include the following details in the body of the email:
  - Client name and recipient ID number.
  - Provider name and provider ID number.
  - Warrant number.

- Select this code if a warrant needs to be issued to a different provider. An authorization for the alternate provider must be approved on MiAIMS.

Action Code 03 - Leave Status as Undeliverable

Not applicable. Do not select this option.

Item 15A

Rewrite Code - Select only one rewrite code from the list. Complete if item 14, Action Code 01 is selected.

Item 15B

Reason/Disposition Code - Select one or more of the appropriate codes. Complete if item 14, Action Code 01 is selected.

- Outdated or Voided Warrant - Select if the warrant was canceled by Treasury after 180 days.
- Change in Amount - Select if the warrant needs to be rewritten for a lesser amount.
- Correction in Payee Name - Not applicable.
- Mutilated Warrant - Not applicable.
- Send Rewrite to Local Office - If applicable.
- Pay Client Only - Used only for service animal warrants.
- Pay Provider Only - Select this option if the warrant must be rewritten to the provider only.
- Pay Third Party Only - Not applicable for adult services programs.

- Change of Address - Complete items 17-23 on the form. Provider information must be current in CHAMPS and/or client information must be updated in MiAIMS before completing the rewrite.

- Delete Third Party - Not applicable.

Item 16A

Rewrite Warrant - Select this box if the warrant is to be rewritten. Complete if item 14, Action Code 01 is selected. Complete 17-24.

Item 16B

Cancel Warrant - Select this box if the warrant needs to be canceled. Provide a reason for canceling the warrant. Complete if item 14, Action Code 02 is selected; proceed to item 25, ASW signature.

Items 17-18

First/Second Payee Name - Complete if item 14, Action Code 01 and 16A are selected. The first payee represents the provider. The second payee represents the client.

Note: A warrant cannot be rewritten to a different provider.

Items 19-23

Address - Complete if item 14, Action Code 01 and 16A are selected. Enter entire address where rewritten warrant should be mailed, including apartment or mobile home lot number, if applicable. When a post office box is used, it must be entered on line 20. Enter only **one** mailing address.

Item 24

New Warrant Amount - Enter the **gross** amount of the original warrant. If the new warrant amount is for a lesser amount, enter the **gross** amount calculated before FICA or client deductible is subtracted.

Note: Increases in warrant amounts are processed as retroactive payment adjustments in MiAIMS.

Item 25

Worker's Signature and Date - The ASW must enter a legible signature and date.

Item 26

Supervisor's Signature and Date - The supervisor approving the action must enter a legible signature and date.

CONTACT

For questions contact MDHHS-Home-Help-Policy@michigan.gov.