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**INTRODUCTION**

Nonrecurring Expenses (NRE) eligibility is based on the state's federally approved title IV-E plan and state law.

After eligibility is determined, the agreement is signed by the guardian and the DHS designee, and the court has appointed the guardian, the DHS subsidy office will determine allowable expenses claimed by the guardian or a third party (that incurred expenses on behalf of the guardian). The maximum allowable reimbursement is \$2,000 per child.

**ELIGIBILITY**

A child may be determined eligible for nonrecurring expenses reimbursement if the child has been determined eligible for Guardianship Assistance (see GDM 715).

**AGREEMENT**

A written agreement, Guardianship Assistance Agreement (DHS-3313) between the prospective guardian(s) and the department setting forth the nature of the payment and the claim process, must be signed by both the guardian and the DHS designee before the court appointment of a guardian. A copy of the signed agreement will be given to the guardian.

Detailed information about the agreement is available in GDM 740, Guardianship Assistance Agreements.

**PROCESS**

NRE are reasonable and necessary fees and expenses directly related to the process of obtaining juvenile guardianship of an eligible child.

Nonrecurring expenses do not include costs or expenses incurred in violation of state or federal laws or that have been reimbursed from other sources or funds.

The guardian or a third party, with the assigned worker's assistance, must claim expenses to be reimbursed within two (2) years or less of the date of the court's appointment of the guardian. If the expenses are not claimed within two (2) years of the guardian appointment, eligibility for reimbursement ends.

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**Claim Forms**

Nonrecurring expenses must be claimed on the Guardian Claim for Reimbursement of Nonrecurring Expenses (DHS-4815G), or the Third Party Claim for Reimbursement of Nonrecurring Expenses - Guardianship (DHS-4816G). More than one DHS-4815G or DHS-4816G may be submitted for a child within the two-year period following the date of the court's appointment of the guardian, if the expenses being claimed were not previously submitted and total no more than \$2,000.

**Third Party  
Reimbursement**

A third party is a party who has incurred NRE expenses directly related to obtaining juvenile guardianship of an eligible child on behalf of the guardian.

**Guardianship  
Termination**

If a child's guardianship is revoked or terminated before the two-year expiration of expense reimbursement, the guardian or third party remains eligible for reimbursement of nonrecurring expenses for two years after the date of the original appointment of the guardian.

**Sibling Group  
Claims**

Nonrecurring expenses applying to an entire sibling group may be submitted on one claim form, providing total expenses related to obtaining juvenile guardianship do not exceed the maximum allowable reimbursement of \$2,000 per child.

If the expenses exceed \$2,000 for one child, those expenses must be divided and reported on each child's claim form. If the expenses exceed \$2,000 per child, only \$2,000 per child will be reimbursed. Receipts or other appropriate documents must be attached to each sibling claim form.

**Child Not Placed  
Into Guardianship**

If a child who was certified eligible for NRE is not placed into guardianship by court order, NRE reimbursement is not available.

**Claim/  
Reimbursement**

Claim procedures for the guardian who has incurred or will incur expenses, and is ultimately responsible for payment of the expenses related to obtaining juvenile guardianship, are as follows:

1. The guardian completes, with the assigned worker's assistance, the Guardian Claim for Reimbursement of Nonrecurring Expenses (DHS-4815G). Attach receipts or appropriate document for each expense incurred as outlined below and submit to the DHS subsidy office within two years or less after the date of the appointment of the guardian.
2. The DHS subsidy office will determine the reimbursable expenses, the amount of reimbursement, authorize the reimbursement and initiate payment to the guardian after the guardian has been appointed by the court and a guardianship assistance case is opened by the DHS subsidy office.

**Third Party Claim/  
Reimbursement**

Claim procedures for a third party that has incurred NRE on behalf of a guardian (who retains ultimate responsibility for payment), that are directly related to obtaining juvenile guardianship of a foster child are as follows:

1. With the assigned worker's assistance, the guardian and third party complete the Third Party Claim for Reimbursement of Nonrecurring Expenses (DHS-4816G). Receipts or appropriate document for each expense incurred must be attached. The claim must be submitted to the DHS subsidy office within two (2) years or less after the guardianship appointment by the court.

If more than one third party has incurred expenses on behalf of a guardian, a DHS-4816G must be submitted for each third party (and one for each child in a sibling group).

2. After the guardian has been appointed by the court and a guardianship assistance case is opened by the DHS subsidy office, the office will determine appropriate reimbursable amounts, authorize reimbursement and initiate payment to the third party.

Expense/Fee	Receipt/Document/Other Required
Travel	<p><b>Mileage-</b> Detailed travel log including dates traveled, addresses traveled to and from and purpose of travel. Mileage must be approved by the worker for the purpose of obtaining juvenile guardianship or other reasonable mileage required by the supervising agency. The DHS subsidy office will determine the reimbursable amount based on the state mileage rate in effect at the time of travel.</p> <p><b>Airfare-</b> A receipt showing passenger's name, flight dates, points of travel, and cost of ticket. Airfare may be reimbursable if determined necessary by the assigned worker for the purpose of court hearing. Airfare would typically apply to interstate travel of a prospective guardian.</p> <p>Assigned workers should contact the DHS Interstate Office prior to necessary travel regarding potential available transportation for a child over age five, or a child age five or under and a transporter (i.e, prospective guardian) when a child is required to travel between Michigan and another state.</p> <p><b>Gas-</b> Gas expenses are not specifically reimbursable. Mileage reimbursement includes coverage for gas expenses.</p> <p><b>Bridge/Toll Fee-</b> Receipt showing fee paid. These expenses may be reimbursable if associated with mileage as described above.</p>
Lodging	<p>A receipt for lodging if the guardian travels in excess of 50 miles from the family residence for the purpose of obtaining juvenile guardianship. The DHS subsidy office will determine the reimbursable amount based on the current state rate plus taxes.</p>

Expense/Fee	Receipt/Document/Other Required
Meals	<p>Travel must be for the purpose of obtaining juvenile guardianship. A receipt for each meal for immediate family members and foster child whose guardianship is in process, plus the date of travel, the meal (breakfast, lunch or dinner) and the number of people for whom meals were purchased. The maximum daily meal reimbursement rate for regular travel are in the state rate schedule. Individual meal reimbursement is based on the following schedule:</p> <p>Breakfast - When travel begins before 6 a.m. and extends beyond 8:30 a.m.</p> <p>Lunch - When travel begins before 11:30 a.m. and extends beyond 2 p.m.</p> <p>Dinner - When travel begins before 6:30 p.m. and extends beyond 8 p.m.</p>
Medical	<p>Reimbursable medical expenses are for prospective guardians and family members living in the household and for expenses related to foster care licensing physicals only if required for guardianship eligibility that are not covered by other sources. A physician's invoice or an insurance explanation of benefits identifying the patient's name, date of service, description of service, and amount the prospective guardian must pay is required.</p>
Psychological Evaluation	<p>Reimbursable expenses relate to a psychological evaluation for a prospective guardian when required by the assigned worker. Required documentation of the expense includes a psychologist's invoice or insurance explanation of benefits identifying the guardian's name, date of service, description of service, and the amount the guardian is responsible for and written correspondence from the assigned worker documenting agency's requirement for the evaluation.</p>
Licensing Assessment	<p>Foster care licensing assessments are completed without charge in the state of Michigan. For out of state licensing assessments, a detailed invoice from the agency where an expense was incurred by the guardian for licensing assessment, and written correspondence from the licensing worker detailing the circumstances surrounding the necessity of the expense.</p>

**Expense/Fee****Receipt/Document/Other Required**

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Attorney Fees

An invoice from the attorney including dates of service, description of services, amount billed for services, attorney's signature, and guardian's signature verifying services. The guardianship process in Michigan does not require attorney services.