

Audit Checklist w/ Refs

Audit Name: Family Support Subsidy

Chart Review

Income Verification	Family Support Subsidy Coordinator has proof of verification of income for the family.	Family Support Subsidy Program Coordinator Manual
Appropriate Documents Present	Client chart has appropriate documents included such as: Copy of child's birth Certificate; Michigan Income Tax Return; Proof of child's social security number; Family Support Subsidy Program Application; Written Certification from the public school district which states the child is recommended for a diagnosis of Cognitive Impairment, Severe Multiple Impairment, or Autism. The school has verified the child has been placed in a program that meets the requirements of the subsidy law and if cognitive impairment; the school has verified in writing the level of impairment is within the severe range.	Family Support Subsidy Program Coordinator Manual
Child Resides in Family Home	The child must reside in the family home. If the child resides out of the home in a publicly supported residential setting for more than a total of 15 days during each of 2 consecutive calendar months for reasons other than physical health care the child is not eligible and can re apply in any month following the month the child became ineligible.	Family Support Subsidy Program Coordinator Manual
Meets Criteria	The child meets eligibility criteria for Family Support Subsidy of Autistic Impaired and receiving special education in 1 of the following: Programs for students with autism spectrum disorder; Programs for students with severe cognitive impairment (CI); Programs for students with severe multiple impairments (SXI).	Family Support Subsidy Program Coordinator Manual Administrative Rules for Special Education R 340.175, R 340.1758(1), R 340.1748, R 340.1705, R 340.1714.
Meets Income Requirements	The family meets income requirements as verified on recent income tax return. If parents are separated also need a copy of the biological parent's W-2 form or end of the year check stub. Taxable income of more than \$60,000.00 is not eligible for this program.	Family Support Subsidy Program Coordinator Manual
Renewal Application and Documents Present	The client chart has appropriate renewal documents present in the chart. These documents include, renewal application, Michigan Income Tax Return (MI 1040), School verification of eligibility.	Family Support Subsidy Program Coordinator Manual

Staff Questions

Staff Knowledge, Skills, Experience	Staff has the knowledge and skills to meet the needs and desired outcomes of the clients, including experience in working with persons with mental health needs.	Medicaid Manual, General Information; Licensing sm. Group Rules R400.14 201 & 204 page 6&7; Licensing lg. Group Rules R400.15 201 & 204 page 4&5
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