



# Applications

## Formal Diversion Programs

## Emergency Assistance

### Michigan

#### Applications

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#### **Filing and Processing Applications**

All persons have a right to file an application for cash assistance.

Right provided for in regulation

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

- Food Stamps
- Medicaid
- Child care
- Emergency Assistance
- State medical assistance
- State Disability Assistance

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 45 days.

The agency is required to issue a written decision on applications.

#### **Pre-Application Requirements**

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

## **Pending Application Requirements**

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

- Sign personal responsibility contract
- Attend orientation session
- Complete an assessment
- Conduct job search
- Begin work activity participation

No applicants are exempt from pending application requirements.

## **Personal Responsibility Contracts**

Applicants and/or recipients are required to sign a personal responsibility contract.

Applicants must sign a personal responsibility contract:

- At or after orientation, which could be while application is pending or after eligibility is determined.

The personal responsibility contract is:

- A standard form listing obligations
- The product of individualized assessment or worker discretion

The following people must sign the contract:

- Head of household
- Both parents in "two-parent" families
- Non-parent caretaker not receiving assistance

The following applicants and recipients are exempt from developing and signing a contract:

- No exemptions specified

The following obligations can be included in the contract:

- Agreement to participate in work activities
- Minor parent school attendance requirements
- Immunization or preventative health requirements
- Cooperation with child support enforcement
- Participation in life skills or parenting classes
- Drug or alcohol provisions
- Teen parent living arrangement

The contract includes a state or county agreement to provide services, and lists the services.

There is no sanction for refusal to develop or sign a contract.

## **Employability Plans**

Applicants and recipients are not required to sign an employability plan, i.e. a plan that covers only work requirements.

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## **Formal Diversion Programs**

The state does not operate a formal cash diversion program.

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## **Emergency Assistance**

The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Burial; relocation assistance; mortgage or land-contract payments;  
Property taxes and fees; mobile home lot rentals for mobile home owners or purchasers; insurance coverage required by a home mortgage or land contract; food, household goods, furniture, and appliances needed due to fire, civil disorder or chemical/natural disaster; home repairs; and migrant hospitalization

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Burial; relocation assistance; mortgage or land-contract payments;  
Property taxes and fees; mobile home lot rentals for mobile home owners or purchasers; insurance coverage required by a home mortgage or land contract; food, household goods, furniture, and appliances needed due to fire, civil disorder or chemical/natural disaster; home repairs; and migrant hospitalization

The state provides emergency assistance to families that are not eligible for TANF cash assistance as follows:

Eviction prevention

Prevent utility shutoff or restore service

Emergency housing assistance

Temporary shelter for homeless families

Burial; relocation assistance; mortgage or land-contract payments;

Property taxes and fees; mobile home lot rentals for mobile home owners or purchasers; insurance coverage required by a home mortgage or land contract; food, household goods, furniture, and appliances needed due to fire, civil disorder or chemical/natural disaster; home repairs; and migrant hospitalization

*Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.*