

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ECONOMIC STABILITY ADMINISTRATION  
FAMILY INDEPENDENCE PROGRAM

Filed with the secretary of state on June 22, 2022

These rules become effective 7 days after filing with the secretary of state.

(By authority conferred on the department of health and human services by section 6 of the social welfare act, 1939 PA 280, MCL 400.6)

R 400.3107 of the Michigan Administrative Code is amended, as follows:

R 400.3107 Applications.

Rule 7. (1) Any person may apply for assistance for himself or herself. With the group's permission, a person who is 18 years of age or older may be authorized to represent and apply on behalf of the group.

(2) A person may submit an application by fax on a form prescribed by the department. The original, signed application must be received by the department before benefits are approved.

(3) A person shall complete a department application form when first applying for assistance benefits and when eligibility is redetermined.

(4) The department must accept an application and register it as soon as it is filed if it contains the minimum information established by the department and is signed by the client or the client's authorized representative.

(5) Upon receipt of an incomplete application, the department staff shall provide the client with an appropriate form identifying the information needed to render the application complete and shall specify a due date by which the information must be provided. The department must deny eligibility, or terminate an ongoing assistance case, if the application remains incomplete. An incomplete application is valid through the last day of the month after the month of denial or termination and may be updated during that period.

(6) As part of the application and redetermination process, the department may conduct an official, confidential interview with the client, another responsible applicant group member, or the authorized representative. An interview must be conducted in a department local office during normal weekday office hours or by telephone.