



## Michigan Supreme Court

State Court Administrative Office

**Child Welfare Services**

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-8036

Kelly Howard  
Director

### MEMORANDUM

DATE: April 8, 2015

TO: Chief Circuit Court Judges  
Family Division Judges  
Circuit Court Administrators  
Family Court Administrators  
IV-E Court Contacts

FROM: Kelly Howard

RE: 2016 Federal Title IV-E Audit

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The federal government reviews state Title IV-E programs approximately once every three years. Michigan's last on-site review was in 2013, and the state passed with zero errors. In preparation for the next Title IV-E on-site review, which will occur in 2016, Michigan will enter into the "period under review" (PUR), meaning that any case that receives Title IV-E funding during this time period may be selected for the 2016 Title IV-E on-site review. The PUR is scheduled from October 1, 2015, through March 31, 2016.<sup>1</sup>

The Title IV-E on-site review is a paper process review to determine whether the case files, court orders, and payment records meet federal Title IV-E requirements. The review examines the child's eligibility and the placement's reimbursability, and determines if the state Department of Human Services (DHS) paid an allowable rate for each case. The federal Department of Health & Human Services (HHS) will review 80 case files that received Title IV-E funding during the PUR. These cases are randomly selected throughout the state. To pass the review, those 80 cases cannot contain more than 4 cases with errors.

Child Welfare Services (CWS) offers Title IV-E "refresher trainings" to any court, upon request. The training covers necessary judicial findings that must be included in court orders, DHS eligibility determinations, and other federal requirements. CWS also tailors technical assistance to a specific court's needs.

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<sup>1</sup> These are tentative dates provided by the Federal Department of Health and Human Services Children's Bureau, and are subject to change.

In addition to conducting trainings upon request, CWS has partnered with the DHS Federal Compliance Division to hold six regional Title IV-E trainings to prepare for the PUR and Title IV-E review. The regional training sessions are being planned and organized along SCAO regional divisions; however, you may attend a session outside of your SCAO region. Courts and local DHS offices are invited to attend the regional training sessions. The training dates, locations, and registration links are as follows:

- **SCAO Region 5:** July 9, 2015 from 10:00 AM – Noon at Kent County Circuit Court in Grand Rapids, MI.  
Registration link: [http://webcast.you-niversity.com/y/cws\\_ivetr5](http://webcast.you-niversity.com/y/cws_ivetr5)
- **SCAO Region 1:** July 17, 2015 from 9:30 – 11:30 AM at Oakland County Circuit Court in Pontiac, MI.  
Registration link: [http://webcast.you-niversity.com/y/cws\\_ivetr1](http://webcast.you-niversity.com/y/cws_ivetr1)
- **SCAO Region 2:** July 30, 2015 from 1:00 – 3:00 PM at the Hall of Justice in Lansing, MI.  
Registration link: [http://webcast.you-niversity.com/y/cws\\_ivetr2](http://webcast.you-niversity.com/y/cws_ivetr2)
- **SCAO Region 4:**
  - August 26, 2015 from 10:00 AM – Noon at Chippewa County DHS Office in Sault Saint Marie, MI.  
Registration link: [http://webcast.you-niversity.com/y/cws\\_ivet0828](http://webcast.you-niversity.com/y/cws_ivet0828)
  - August 27, 2015 from 10:00 AM – Noon at Grand Traverse Circuit Court in Traverse City, MI.  
Registration link: [http://webcast.you-niversity.com/y/cws\\_ivetr4](http://webcast.you-niversity.com/y/cws_ivetr4)
- **SCAO Region 3:** September 10, 2015 from 9:30 – 11:30 AM at SCAO Region III Office in Mt. Pleasant, MI.  
Registration link: [http://webcast.you-niversity.com/y/cws\\_ivetr3](http://webcast.you-niversity.com/y/cws_ivetr3)

To request Title IV-E training or technical assistance, or for more information regarding the six regional training sessions, please contact Casey Anbender at (517) 373-5234 or by email [anbenderc@courts.mi.gov](mailto:anbenderc@courts.mi.gov).