

**DEPARTMENT  
PHILOSOPHY**

The Family Independence Program (FIP) provides temporary ongoing cash assistance to families to help

- Meet family needs.
- Strengthen family relationships.
- Promote self sufficiency.

Short Term Family Support (STFS) is Michigan's diversion from ongoing FIP for a target population of FIP applicants. Families who are normally self sufficient and facing temporary obstacles to continued self sufficiency may be better served by a one-time, lump sum payment, than ongoing cash assistance. An STFS payment may resolve barriers quickly and prevent families from becoming dependent on public assistance.

**DEPARTMENT  
POLICY**

STFS is a lump sum payment issued to targeted FIP applicant families in exchange for their agreement not to receive FIP for four months. The amount of the payment is equal to three times the payment standard for the STFS/FIP group size and can be received only one time in a twelve month period.

The **STFS Period** is four consecutive months beginning with the month of application. When FIP is approved for any portion of the STFS period a client error overissuance is equal to the amount of the STFS issued.

Receipt of STFS is not an entitlement so the client has no right to a hearing when the case is processed for ongoing FIP in lieu of STFS. Consider STFS for FIP applicants scoring at least six points on the DHS-1079, STFS Family Screen.

Make decisions about STFS eligibility on a case-by-case basis and in consultation with your FIM. Expedious processing of STFS applications supports the diversion philosophy and increases the family's chances of avoiding long term public assistance.

**ELIGIBILITY  
CRITERIA**

STFS groups must meet all FIP eligibility criteria except participation in JET activities. Families approved STFS are not referred to JET.

**Target Population  
(TP)**

The target population for STFS are families who:

- Are normally self sufficient, and
- Have not received FIP or a FIP diversion payment (from any state) in the last twelve months, and
- Expect to need assistance only for a short time, and

- Are able to return to self sufficiency without JET services.

**DHS-1079, STFS  
Family Screen**

The DHS-1079, STFS Family Screen is a scorable screening tool that identifies families who are potential candidates for STFS. Complete this form for all FIP applicants at or before your application interview. If the answer to any question in section one is “yes,” the family has no potential for STFS. Explain the STFS option to families scoring 6 or more points in section two of the form.

Give families scoring six or more points and indicating interest in STFS, all of the following:

- A DHS-1078, STFS Plan.
- A DHS-403, STFS Information and Repay Agreement.
- A DHS-3503, Verification Checklist requesting all verifications needed to establish FIP eligibility.

No STFS case actions are needed for families scoring less than 6 on the STFS Family Screen. Process the family’s application for on-going FIP.

**DHS-1078, STFS  
Plan**

The DHS-1078, STFS Plan is the family’s opportunity to explain why diversion is better for their family than ongoing FIP. The family uses it to:

- Report adults’ employment history.
- Describe the family’s current financial situation.
- Explain their plan to meet financial obligations during the four-month STFS period and thereafter.

The STFS plan is available on MSWord. Enter the case specific information and expected FIP grant and STFS payment amounts. Enter the STSF period: four consecutive months beginning with the month of application. It may be attached to an email to the client if the client prefers to complete it electronically.

Request that the client complete and return the STFS plan along with other verifications needed to determine FIP eligibility.

Encourage STFS families to pursue eligibility for other department programs to increase their chances of regaining self-sufficiency. In addition, give them a copy of your local office community resource list.

**DHS-403, STFS  
INFORMATION AND  
REPAY  
AGREEMENT**

Give interested families scoring six or more points on the STFS Family Screen the DHS-403, STFS Information and Repay Agreement along with the DHS-1078, STFS Plan. Request other verifications required to determine FIP eligibility.

The DHS-403 outlines the conditions of the STFS payment as well as the client's agreement to repay the entire STFS payment if FIP is authorized for any portion of the STFS period. Enter the expected amount of the STFS and the STFS period.

**Remember:** The STFS payment is equal to three times the payment standard for the STFS/FIP group size and the STFS period is 4 months beginning with the application month.

The DHS-403 must be completed, signed and returned before STFS can be authorized.

## STFS DECISION

To be eligible for an STFS payment, the family must be FIP eligible in the application month or the following month except for attendance to JET. After you receive all required verifications complete a FIP budget on LOA2 to confirm the family's eligibility.

Review the STFS plan and consult your FIM to decide if ongoing FIP or an STFS payment better meets the family's needs. Document your decision and rationale for choosing to serve the family with STFS or ongoing FIP on the family's plan.

If authorizing STFS, determine the amount of payment by multiplying the FIP payment standard by three.

## STFS Standard of Promptness

Because STFS will be registered as FIP, the usual 45-day standard of promptness applies to the registration. However, an STFS payment must be issued by the end of the pay period in which the application becomes 30 days old to support the integrity of the STFS philosophy. If you are unable to authorize the STFS by this date, process for ongoing FIP.

**Note:** STFS candidates may be in a situation that can be easily remedied and result in less work for the specialist, and less hardship for the family, if the STFS determination and payment authorization can be processed expeditiously. Please consider this when prioritizing the processing of STFS cases and other FIP applications.

## AUTHORIZING STFS PAYMENTS

When the STFS payment exceeds \$1,000, complete a DHS-13, Supplemental Payment Authorization, and obtain the director or director's designee signature as required by PAM 405, FIP and SDA Supplemental Benefits, [Local Office Approvals](#).

Withdraw the FIP registration on ASSIST and document the reason for the withdrawal on the application prior to authorizing STFS. Authorize

STFS payments using the FPAY CIMS transaction for a client supplement. See table below.

Data Field	Entry
Program code	C
Begin date	1st day of application month
Number of pay periods	1
Supplemental amount	3 times the FIP payment standard for STFS/FIP group size
Warrant reason	09
Bulletin	Blank
Indicate director or director's designee signature when appropriate.	

The payment will be issued as a warrant instead of EBT because no cash case is active. Upon completion of the above transaction a project code of "S" will display on the ICMD screen.

**Client Notice**

Notify families of STFS approval on the DHS-1150, Application Eligibility Notice. Include notice that FIP application was withdrawn due to authorization for STFS. Include a copy of the signed DHS-403.

**EFFECT ON OTHER PROGRAMS**

**Medicaid (MA)**

The STFS families are FIP eligible so they may also be eligible for LIF. Unless the family rejects the LIF coverage, process and approve MA as you would for any other family.

**State Emergency Relief (SER)**

The STFS lump sum is treated like any other income for SER budgeting purposes. Verify and budget all non-excluded gross income the SER group expects to receive during the 30-day budget period. Do not average STFS income over multiple months. When SER eligibility is determined after STFS has been issued, count the STFS payment as income when determining if the client had good cause not to make the required payments.

**FAP, CDC**

The STFS payment is excluded as a non-recurring lump sum.

**Monitoring Concurrent Receipt of STFS and FIP**

The accepted FPAY transaction using warrant reason 09 (see Authorizing STFS Payment) will display the "Project code" of "S" on the CIM's case record. The project code appears on page one of the ICMD screen.

The FPOS transaction to activate FIP subsequent to issuance of an STFS payment will produce an informational edit: **"PROCESS RECOUPMENT IF FIP IS ISSUED FOR ANY PART OF THE STFS PERIOD"**.

When FIP is authorized for any portion of the STFS period, make a referral to the recoupment specialist. The overissuance is equal to the entire amount of this STFS payment and is treated as a "Client Error" in [PAM 700](#), Benefit Overissuances.