

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES
Adoption and Guardianship Assistance Office - Suite 612, PO Box 30037 - Lansing, MI 48909
 Website: www.michigan.gov/mdhhs

MAIN LINE: **517-335-7801**
 FAX: open cases 517-241-7042
 FAX: eligibility unit 517-335-4019

Program Manager: Patricia Neitman 248-860-3210 Neitmanp@michigan.gov
Departmental Analyst: Dick Solomon 517-335-3898 SolomonR@michigan.gov
Admin Support/ICAMA: Kim Kesanen 517-241-9772 KesanenK@michigan.gov

ADMINISTRATIVE SUPPORT (alphabetical assignment by **parent's** last name)

Courtney Russman	Check Re-writes: A – L NRE Processing: A – Z	517-335-6443	RussmanC@michigan.gov
Daniel Conklin	Re-writes: M – Z Verification Requests: A – Z Affidavits Requests : A – Z	517-241-9767	ConklinD2@michigan.gov
Stephanie Warner	Address changes/ Foster Care credit checks	517-335-3790	WarnerS6@michigan.gov

ADOPTION AND GUARDIANSHIP ASSISTANCE CASE MANAGEMENT

SUPERVISORS:

Pedro Alvarez 517-241-3273 AlvarezP@michigan.gov
Kathonya Rice 517-335-3399 RiceK5@michigan.gov

GUARDIANSHIP ASSISTANCE CASELOAD ANALYSTS

Daphne Taylor	Guardianship and Young Adult Extensions	517-241-5496	TaylorD14@michigan.gov	Kathonya Rice
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ADOPTION ASSISTANCE CASELOAD ANALYSTS

Payments, Medical Subsidy, Annual Reports, Extensions
 (Alphabetical assignment by **parent's** last name)

SUPERVISOR

Lisa Zupan	A - BORN	517-241-9771	ZupanL@michigan.gov	Pedro Alvarez
Lauren Potter	BORO - CLE	517-335-6602	PotterL1@michigan.gov	Kathonya Rice
Laveda Hoskins	CLF - DUL	517-241-9770	HoskinsL@michigan.gov	Pedro Alvarez
Jennifer Perez	DUM - GIN	517-335-3549	PerezJ3@michigan.gov	Pedro Alvarez
Kristy Simon	GIO - HIS	517-335-6852	SimonK4@michigan.gov	Kathonya Rice
Lacey Smith	HIT - KER	517-241-9768	SmithL97@michigan.gov	Kathonya Rice
Amy Stephenson	KES - MAL	517-241-8979	StephensonA@michigan.gov	Pedro Alvarez
Areka Maki	MAM - MORL	517-241-9759	MakiA1@michigan.gov	Kathonya Rice
Julie Wineland	MORM-PIC	517-241-7413	WinelandJ@michigan.gov	Pedro Alvarez
Tamiko Jones	PID - SAP	517-241-9765	JonesT2@michigan.gov	Pedro Alvarez
Vacant	SAQ - STIE	517-241-8854		Pedro Alvarez
Kobia Scruggs	STIF-WAK	517-335-5842	ScruggsK@michigan.gov	Pedro Alvarez
Tiffany Eldridge	WAL - ZZ	517-241-9760	EldridgeT1@michigan.gov	Kathonya Rice

YOUNG ADULT AND GUARDIANSHIP ASSISTANCE CASELOAD ANALYST

Payments, Medical Subsidy, Annual Reports, Extensions

Interstate Compact on Adoption and Medical Assistance (ICAMA Medicaid) Kim Kesanen 517-241-9772 KesanenK@michigan.gov	MEDICAID COVERAGE Michigan Enrolls Phone: 1-888-367-6557 MI Health Card Phone: 1-800-642-3195 Medicaid Website www.michigan.gov/mdhhs
Residential Treatment/Behavioral Care Analyst Alyssa Stuparek 517-335-6194 StuparekA@michigan.gov	
Department of Technology, Management, and Budget For Direct Deposit information: Phone: 1-888-734-9749 Fax: 517-763-0300 www.michigan.gov/sigmavss	

2021 ADOPTION AND GUARDIANSHIP ASSISTANCE PAYMENT SCHEDULE

Pay Period	Tentative Warrant Date
January	Thursday, January 7, 2021
February	Thursday, February 4, 2021
March	Thursday, March 4, 2021
April	Thursday, April 8, 2021
May	Thursday, May 6, 2021
June	Thursday, June 10, 2021
July	Thursday, July 8, 2021
August	Thursday, August 5, 2021
September	Friday, September 10, 2021
October	Thursday, October 7, 2021
November	Thursday, November 4, 2021
December	Thursday, December 9, 2021

ALL DATES ARE SUBJECT TO CHANGE.

For the most up to date information please check: www.michigan.gov/mdhhs

Please allow for normal mailing time after the issue date. Please wait at least 5 business days after the tentative warrant date to report that you did not receive your check.

Please remember that if you elect to use EFT, and you move, you will need to update your address change with the Department of Technology, Management, and Budget at www.michigan.gov/sigmavss AND send a written change of address request with the payee signature to the Adoption and Guardianship Assistance Office.

To arrange for EFT you must sign-up through the Michigan Department of Technology, Management, and Budget (DTMB). This can be done online through the "State of Michigan SIGMA Vendor Self Service (VSS)" at www.michigan.gov/sigmavss. If you have problems with the online enrollment, please call 517-373-4111 for the Lansing area or 888-734-9749 for statewide assistance.

ADOPTION/GUARDIANSHIP ASSISTANCE ELIGIBILITY UNIT

ELIGIBILITY MANAGER:

Erin Setla

517-241-9040

SetlaE@michigan.gov

ADMINISTRATIVE SUPPORT

*Statewide Adoption Assistance and Medical Subsidy openings

Carman Foster	517-335-6304	FosterC3@michigan.gov
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ADOPTION ASSISTANCE ELIGIBILITY ANALYSTS

(Assignment by **adoption agency**)

Megan Melvin

517-241-7643

MelvinM2@michigan.gov

Agencies:

All DHHS Apps
Adoption and Foster Care Specialists, Inc.
Child Safe
Child & Family Services of Northeastern Michigan (Alpena)
Child & Family Services of Northwestern Michigan (Traverse City)
Child & Family Services of the U.P.
Children Center
D.A. Blodgett
Judson Center
Judson Child Safe
Lutheran Adoption Services, Inc.
Spectrum Human Services Livingston County DHHS
Wolverine Human Services

Sarah Maxa

517-241-1780

MaxaS@michigan.gov

Agencies:

Adoption Option, Inc.
Arbor Circle
Catholic Charities of Genesee/Shiawassee
Catholic Charities of Jackson/Lenawee/Hillsdale
Catholic Charities of SE MI - St Francis Center
Catholic Charities West MI
Catholic Family Services - Saginaw
Catholic Social Services of U.P.
Catholic Social Services of Washtenaw County
Ennis
Growing Hope Through Love
Livingston County Catholic Charities
Methodist Children's Home
Oakland Family Services
Open Door Adoption Agency
Orchards Children's Services
St. Vincent Catholic Charities
West Michigan Partnership Children
Youth Guidance Foster Care

Lauren Kushion

517-241-1019

KushionL@michigan.gov

Agencies:

All Tribes
Bethany Christian Services
Child & Family Charities (Capital Area)
Eagle Village
Family and Children's Services, Inc.
Family and Community Services
Family Services & Child Aid of Jackson
Forever Families
Fostering Futures
Fostering Solutions
Guiding Harbor

Hands Across the Water
 Homes for Black Children
 Lutheran SS of Wisconsin & U.P., MI
 New Light Child & Family Institute
 Sault Tribe of Binogii Placing Agency
 Spaulding for Children
 UP Kids
 Upper Peninsula Family Solutions
 Vista Maria

ADOPTION ASSISTANCE RENGOITATION REQUEST ELIGIBILITY ANALYSTS

(Alphabetical assignment by **parent's** last name)

Megan Melvin	A-I	517-241-7643	MelvinM2@michigan.gov
Sarah Maxa	J-Q	517-241-1780	MaxaS@michigan.gov
Lauren Kushion	R-Z	517-241-1019	KushionL@michigan.gov

Note: The above assignment applies to SSI private adoption inquires and adoption by a guardian after death of adoptive parent.

POST-ADOPTION MEDICAL SUBSIDY ELIGIBILITY ANALYSTS

(Alphabetical assignment by **parent's** last name)

Sarah Hawes	A - K	517-241-1323	HawesS@michigan.gov
Dawn Ray	L- Z	517-241-6570	RayD@michigan.gov

GUARDIANSHIP ASSISTANCE PROGRAM (GAP) ELIGIBILITY ANALYSTS

Dawn Ray 517-241-6570 RayD@michigan.gov
 Statewide eligibility determinations for Guardianship Assistance and Successor Guardianship Assistance program.
 Statewide Guardianship Assistance and Medical Subsidy openings.

Sarah Hawes 517-241-1323 HawesS@michigan.gov
 Statewide eligibility determinations for Guardianship Assistance program.

GUARDIANSHIP ASSISTANCE RENGOITATION REQUEST ELIGIBILITY ANALYSTS

(Alphabetical assignment by **parent's** last name)

Sarah Hawes	A - K	517-241-1323	HawesS@michigan.gov
Dawn Ray	L- Z	517-241-6570	RayD@michigan.gov

NOTIFICATION EMAIL BOXES

Adoption Assistance and Medical Subsidy Applications Case Openings	MDHHS-AGAO-apps-and-openings@michigan.gov
Non-recurring Adoption Expenses Claims (NRE)	MDHHS-AGAO-NREmailbox@michigan.gov

****Please include your child's name and Person ID (PID) in your email.**

CLOSED ADOPTION RECORDS STAFF

SUPERVISOR: Kathonya Rice 517-335-3399 RiceK5@michigan.gov

Betty Curry	517-241-9758	CurryB@michigan.gov
Tyon Harris	517-241-5504	HarrisT5@michigan.gov
Ashleigh Boyd	517-335-0916	BoydA4@michigan.gov
Teresa Sikes	517-335-7390	SikesT@michigan.gov
SaDonna Croff	517-241-9760	CroffS@michigan.gov
Tara Hettler	517-241-9757	hettlert@michigan.gov