



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

June 22, 2022

**NOTICE OF FILING**

**ADMINISTRATIVE RULES**

To: Secretary of the Senate  
Clerk of the House of Representatives  
Joint Committee on Administrative Rules  
Michigan Office of Administrative Hearings and Rules (Administrative Rule #21-088-HS)  
Legislative Service Bureau (Secretary of State Filing #22-06-05)  
Department of Health and Human Services

In accordance with the requirements of Section 46 of Act No. 306 of the Public Acts of 1969, being MCL 24.246, and paragraph 16 of Executive Order 1995-6, this is to advise you that the Michigan Office of Administrative Hearings and Rules filed Administrative Rule #21-088-HS (Secretary of State Filing #22-06-05) on this date at 12:34 P.M. for the Department of Health and Human Services entitled, "State Disability Assistance Program".

These rules take effect in 7 days upon filing with the Secretary of State.

Sincerely,

Jocelyn Benson  
Secretary of State

*Sue Sayer /CK*

Sue Sayer, Departmental Supervisor  
Office of the Great Seal

Enclosure



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING  
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES  
SUZANNE SONNEBORN  
EXECUTIVE DIRECTOR

ORLENE HAWKS  
DIRECTOR

June 22, 2022

The Honorable Jocelyn Benson  
Secretary of State  
Office of the Great Seal  
Richard H. Austin Building – 1<sup>st</sup> Floor  
430 W. Allegan  
Lansing, MI 48909

Dear Secretary Benson:

Re: Administrative Rules – Michigan Office of Administrative Hearings and Rules  
Administrative Rules #: 2021-88 HS

The Michigan Office of Administrative Hearings and Rules received administrative rules, dated October 20, 2021 for the Department of Health and Human Services “**State Disability Assistance Program**”. We are transmitting these rules to you pursuant to the requirements of Section 46 of Act No. 306 of the Public Acts of 1969, being MCL 24.246, and paragraph 16 of Executive Order 1995-6.

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne Sonneborn".

Michigan Office of Administrative Hearings and Rules



STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

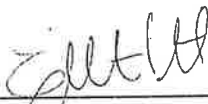
ELIZABETH HERTEL  
DIRECTOR

**CERTIFICATE OF ADOPTION**

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, the Director formally adopts the rules, "State Disability Assistance".

R 400.3155 is amended in the Michigan Administrative Code.

Date: April 28, 2022

  
\_\_\_\_\_  
Elizabeth Hertel



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

ORLENE HAWKS  
DIRECTOR

## LEGAL CERTIFICATION OF RULES

I certify that I have examined the attached administrative rules, dated October 20, 2021, in which the Department of Health and Human Services proposes to modify a portion of the Michigan Administrative Code entitled “**State Disability Assistance Program**” by:

- ◆ Amending R 400.3155.

The Legislative Service Bureau has approved the proposed rules as to form, classification, and arrangement.

I approve the rules as to legality pursuant to the Administrative Procedures Act, MCL 24.201 *et seq.* and Executive Order No. 2019-6. In certifying the rules as to legality, I have determined that they are within the scope of the authority of the agency, do not violate constitutional rights, and are in conformity with the requirements of the Administrative Procedures Act.

Dated: April 18, 2022

Michigan Office of Administrative Hearings and Rules

By: *Emily Leik*

Emily Leik,  
Attorney



Since 1941

**Legal Division**

**Kevin H. Studebaker, Director**

CERTIFICATE OF APPROVAL

On behalf of the Legislative Service Bureau, and as required by section 45 of the Administrative Procedures Act of 1969, 1969 PA 306, MCL 24.245, I have examined the proposed rules of the Department of Health and Human Services dated October 20, 2021, amending R 400.3155 of the Department's rules entitled "State Disability Assistance Program." I approve the rules as to form, classification, and arrangement.

Dated: April 14, 2022

LEGISLATIVE SERVICE BUREAU

By \_\_\_\_\_

Rachel M. Hughart,  
Legal Counsel

DEPARTMENT OF HEALTH AND HUMAN SERVICES

ECONOMIC STABILITY ADMINISTRATION

STATE DISABILITY ASSISTANCE 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 400.3155 of the Michigan Administrative Code is amended, as follows:

R 400.3155 Applications for assistance.

Rule 5. (1) Any person, regardless of age, 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) An applicant may submit an application in person, by mail, telephone, or electronically. The department must receive the original, signed application 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) If an application contains the minimum information established by the department, including the signature of the client or authorized representative, the department must accept and register the application as soon as it is filed.

(5) Upon receipt of an incomplete application, department staff shall give or send a client an appropriate form that identifies the information needed to render the application complete and shall specify a due date by which the information must be provided. Eligibility must be denied, or an ongoing assistance case must be terminated, if an 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 a client, another responsible applicant group member, or an authorized representative. An interview must be conducted in a department local office during normal weekday office hours or by telephone.

FILED WITH SECRETARY OF STATE

ON 6/22/22 AT 12:34 P.M.