Subject/Title	Funding for Driver's Training and Practice Hours
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MDHHS
Michigan Department of Health & Human Services

Children's Services Administration

Communication Issuance

23-026

This Communication Issuance (CI) outlines the process for accessing funding for youth who are currently in foster care and working towards obtaining their driver's license.

The funding can be used for reimbursement of activities associated with driver's education and testing. For eligible youth with a current open foster care case who are under age 18, reimbursement can be sought for activities including the cost of driver's training segment I and segment II, fees for a driving test (including a fee for use of a car), and supervised practice driving hours. For eligible youth with a current open foster care case who are aged 18 to 21, reimbursement can be sought for a driving test (including a fee for use of a car), and supervised practice driving hours.

Caseworkers must first access any available county Youth in Transition (YIT) funding prior to applying for driver's training funding.

Michigan Department of Health and Human Services (MDHHS) local offices and placement agency foster care (PAFC) contractors may access driver's training funds using the following instructions.

After local county/PAFC approval by the director or their designee, submit a memo requesting reimbursement to mdhhs-youthintransition@michigan.gov, with "**Driver's Training Funding**" in the subject line. The memo must include the following information:

- The youth's name, date of birth, and Michigan Statewide Automated Child Welfare System (MiSACWIS) Person ID.
- A written explanation of the service for which payment is being requested (supervised practice hours, segment I, segment II, etc.).
- An invoice showing a breakdown of costs/expenses.
- An explanation of why county Youth in Transition (YIT) funding is not being used, or what portion YIT is covering.
- The payment method used/to be used.

- The SIGMA Vendor ID (PAFC, foster parent, driver's education program, etc.).
- A receipt showing how and when the expense was paid (credit card, cash, etc.).

The request will be reviewed, and approval/denial will be issued by the Foster Care, Guardianship and Adoption Division.

Upon approval:

- An email will be sent to the requestor indicating approval.
- For local offices, a county procurement card may be used if payment is being made to a driver's education company. Once approved, the accounting template will be sent to the requestor to be used on the transaction log or journal voucher. This information shall be shared by the county/agency with the Business Service Center (BSC) contract analyst and county accounting liaison.
- For foster parent, PAFC, or vendors not paid using a procurement card, the invoice will be approved and processed for payment.