

Application Document Checklist

Everything to gather before calling MDHHS — so nothing stalls the 45-day clock.

Michigan has 45 calendar days from referral to determine Home Help eligibility — but the clock only helps you if nothing is missing. Gather these before the first call and the process moves as fast as the state allows.

For the person who needs care

- ☐ **Michigan Medicaid (mihealth) card or beneficiary ID number**
Not enrolled yet? Medicaid comes first — we help with that application at no cost.
- ☐ **Social Security number and Michigan ID or driver's license**
- ☐ **Income documentation**
Social Security award letter, pension statements, any other monthly income.
- ☐ **Asset snapshot**
Most recent bank statements; note any life insurance, vehicles, or property.
- ☐ **Current medication list and diagnoses**
A pharmacy printout works. Note anything recently changed.
- ☐ **Doctor's name, phone, and fax**
The medical needs certification (form MDHHS-6200) goes to a Medicaid-enrolled provider — a stalled doctor's office is one of the two most common delays. Call ahead and tell them it's coming.
- ☐ **If applicable: guardianship or power-of-attorney papers**
A guardian or authorized representative can sign and act for the client.

For the caregiver

- ☐ **Driver's license or state ID, and Social Security number**
Needed for CHAMPS provider enrollment and the criminal background screening.
- ☐ **Know how payment arrives**
Individual caregivers are paid by dual-party check — made out to the client and caregiver together, mailed to the client's address. Make sure that address is reliable.
- ☐ **An email address the caregiver actually checks**
CHAMPS and MILogin notifications land here — missed emails are missed deadlines.

Before you call the county MDHHS office

- ☐ **Know your county's MDHHS office**
Home Help runs through the county office's Adult Services program — anyone can make the referral by phone, mail, fax, or in person.
- ☐ **Write down the referral date**
The 45-day standard of promptness runs from the day after referral. If you pass day 45 with no answer, escalate.
- ☐ **Start the caregiver's CHAMPS enrollment the same day**
Enrollment takes 2–3 weeks and runs in parallel. Waiting until approval is the #1 post-approval stall.
- ☐ **Start the one-week care log**
Our Assessment Prep Worksheet — the assessment decides the hours.

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Or skip the binder: Home Help Navigators handles every step — the referral, the forms, CHAMPS, EVV setup — at no cost to your family, ever. (517) 955-3375.