

Suggested Library for the PUBLIC BENEFITS Advocate

Updated May 2000, by MPLP

The following list contains most of the basic public benefits materials plus materials useful for in-depth research unique to public benefits programs.

I. FEDERAL MATERIALS

A. **42 USCA - THE PUBLIC HEALTH AND WELFARE** contains all the titles of the Social Security Act which includes the statutes governing public assistance and other federal laws relating to health and welfare.

B. **7 USCA - AGRICULTURE** contains the Food Stamp Act at sec. 2011, et sec.

C. **CODE OF FEDERAL REGULATIONS** - regulations issued by the federal agency responsible for implementing federal legislation.

- **Title 45** - Public-Welfare Parts I to 99 - HHS Freedom of Information regulations. Parts 200 to 499 - AFDC and social services regulations.
- **Title 20** - Employees' Benefits. Parts 400 to 499 - SSI regulations.
- **Title 42** - Public Health. Parts 400 to end - Medicaid regulations.
- **Title 29** - Labor.
- **Title 7** - Agriculture Parts 210 to 299 - Food Stamp Regulations.

D. **SOCIAL SECURITY CLAIMS MANUAL (POMS)** - The Social Security Administration's manual of policy and instructions to staff for administration of programs. Available for inspection at your local Social Security office.

E. **FEDERAL REGISTER** - Daily Publication of proposed and final federal regulations and other federal notices to supplement the Code of Federal Regulations.

F. **MEDICAL ASSISTANCE MANUAL** - This manual sets out rules and guidelines that supplement the regulations.

G. **MATERIALS PUBLISHED BY U.S. DEPARTMENT OF HEALTH and HUMAN SERVICES (HHS)**

1. **Action Transmittals** convey information on some or all of the following:

- proposed and final regulations and other Federal Register material.
- policy interpretation.
- preprinted plan amendments.
- Supreme Court decisions.
- program instructions, including some for state actions on statutory

amendments prior to issuance of regulations.

They are issued by the following HHS offices and specifically relate to the activities of the issuing office.

- Office of Family Assistance
- Administration for Children and Families
- Social Security Administration
- The Medicaid Bureau Health Care Financing Administration
- Office of Child Support Enforcement.

2. **Information Memoranda** relate to items of general interest such as:

- manual transmittals
- advance notice of program regulation changes
- cprogram guides and instruction reminders
- training materials
- conference notices and conference reports

Issuing offices and addresses for memoranda are the same as for Action Transmittals above.

II. STATE MATERIALS

A. **Michigan's State Social Welfare Act** (MCLA 400.1 et seq.) as amended by 1995 Public Act No. 223.

B. **Administrative Rules** are contained in the Michigan Administrative Code, sec. 400, when promulgated.

C. **Michigan -Family Independence Agency Policy Manuals** (PEM, PAM, PRM(4), SER and SERVICES manuals) These contain the rules for operation of: FIP, FS, Medicaid, SER, SDA, SMP, SFA and Daycare. These manuals are now available on-line at: <http://www.mlan.net/fiamanual.htm> and from the Office Services Division, FIA.

The FIA manuals are frequently updated by the issuance Program Policy Bulletins (PPB). It is absolutely essential that all legal services programs update their manuals as they receive these PPBs.

D. **State Plans** - Federal law requires the Michigan Family Independence Agency to submit state plans to the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services (HHS) detailing the plans of operation of each federally funded assistance program.

III. MATERIALS PUBLISHED BY SUPPORT ORGANIZATIONS

A. Clearinghouse Review - Available from National Clearinghouse for Legal Services, 500 North Michigan Avenue, Suite 2220, Chicago, IL 60611.

B. FRAC's Guide to the Food Stamp Program - detailing program operation in a simple, question-and-answer format. Available from: FRAC, 1875 Connecticut Ave., NW, Suite 450, Washington, DC 20009; (202) 986-2200.

C. An Advocate's Guide to the Medicaid Program - Available from National Health Law Program, 2639 S. La Cienega Blvd., Los Angeles, CA 90034; (310) 204-6010.

D. Center on Social Welfare Policy and Law Welfare Specialist Mailings - Available from CSWPL, 275 Seventh Ave., Suite 120.5, New York, New York, 10001-6708; (212) 633- 6967.

E. Legal Counsel for the Elderly - Disability Practice Manual (SSI and SSD Programs) - Available from LCE, 601 E St., NW, Washington, DC 20005-1009; (202) 662-1032.

F. Sixth Circuit Social Security Manual - available from Tennessee Association of Legal Services, 833 Stahlman Building, 211 Union St., Nashville, TN 37201-1586; (615) 242-0438.