

**MANUALS  
INCLUDED IN  
BULLETIN**

Child Support Manual (CSM)  
Combined IV-D Manual (4DM)  
Friend of the Court Manual (FOC)  
Prosecuting Attorney Handbook (PAH).

**EFFECTIVE**

August 1, 2000

**SUBJECT**

1. Item 100, Program Overview
2. Item 105, IV-D Eligibility
3. Item 110, Case Initiation and Establishment
4. Special Note

**1. ITEM 100,  
PROGRAM  
OVERVIEW**

**Revised/New Items** - Combined IV-D Policy Manual, Item 100, Program Overview.

Attached is Item 100 for the new combined manual, Combined IV-D Policy Manual. This item explains the regulations, philosophy, and responsibilities of the IV-D agency. This new Item now also includes some information about the new combined manual distribution and maintenance procedures. Item 100 replaces OCS Item 100, FOC Chapters 100 and 110, and PA Handbook Items 100 and 120.

**2. ITEM 105, IV-D  
ELIGIBILITY**

**Revised/New Items** - Combined IV-D Policy Manual, Item 105, IV-D Eligibility.

Attached is the new Item 105. This item explains the IV-D bases of eligibility and services available under Title IV-D.

Exhibit 1, FIA-4636, Notice of Continued Eligibility for Support Services, hard copy version has been revised. The revised form, with revision date of 7/1/00, is available as a Microsoft Word template in Windows 97. All previous hard copy editions are obsolete.

The electronic version of FIA-4636 found within the CSES PLUS program is not yet revised. That version of the form is not obsolete and may still be used.

**3. ITEM 110, CASE  
INITIATION AND  
ESTABLISHMENT**

**Revised/New Items** - Combined IV-D Policy Manual Item 110, IV-D Case Initiation and Establishment.

Attached is the new Item 110, for the combined manual. This new item replaces OCSM Item 120; and includes portions of PAH Item 200, and portions of MFOC Chapters 200, 210, 220, 225, and 230

**Revised/New Items** - Reference to the previous edition of FIA-Pub 748, "Michigan Child Support Services and You" has been removed and replaced with the title to the new support handbook, "Understanding Child Support" (revision date 3/00).

**Revised/New Items** - Revised application form, FIA-1201, Non-FIP Child Support Services Application, replaces the existing form with the same number.

This item now includes new material regarding the coding of IV-D cases to alert the Federal Case Registry of a domestic violence situation. The application form, FIA-1201, Non-FIP Child Support Services Application, has been revised as of 2/2000 and now has an additional entry box on line #6. The answer to question #6 can alert the Support Specialist to potentially dangerous situations if specific information about the applicant is released. If this box is checked, the next step would be to change the field "**Fam Violence**" on the CSES Individual Maintenance screen to "Y" for yes. This flags the case when it is transmitted to the Federal Case Registry (FCR) and prevents the address from being disclosed.

#### 4. SPECIAL NOTE

The following Friend of the Court chapters have been omitted from the Online-Manual. These chapters are being rewritten for inclusion in the Combined IV-D Manual to be released soon. Until that time please refer to the current "paper" manual material: Chapters 240, 410, 412, 415, 420, and 600.