

**MANUALS
INCLUDED IN
BULLETIN**

Combined IV-D Policy Manual (4DM)

EFFECTIVE

May 1, 2002

SUBJECT

1. New 4DM Item 135, Family Violence Indicator;
2. New 4DM Item 150, Court Action Referrals; exhibit Item 150X1;
3. New 4DM Item 501, Bankruptcy and the IV-D Program;
4. New 4DM Item 505, Income Withholding; exhibit Item 505X1;
5. New 4DM Item 540, Credit Reporting;
6. New 4DM Item 565, Fraudulent Transfer; exhibit Items 565X1, 565X2, 565X3, 565X4, and 565X5;
7. New 4DM Item 625, Managing Money In Suspense.
8. Replace old 4DM Item 305, with revised Item 305, UIFSA.

**1. 4DM ITEM 135,
FAMILY VIOLENCE
INDICATOR**

This policy is released to inform IV-D staff of the use of the Family Violence Indicator. Different reasons and codes exist for the Family Violence Indicator in the automated system and this policy addresses those specifics.

The release of this policy in manual form obsoletes AT 2002-003, Appendix 4, policy issued March, 2002. The on-line manual version replaces the temporary issuance of policy in Action Transmittal format.

**2. 4DM ITEM 150,
COURT ACTION
REFERRALS**

This Item addresses updated procedures and policy for the Court Action Referrals. The purpose is to clarify the necessary referral information when sending a case from the Support Specialist to the Prosecuting Attorney or Friend of the Court for action. A section is added to relate the codes and the definitions of the codes when a case referral is rejected.

The release of this policy in manual form obsoletes AT 2002-003, Appendix 1, policy issued March, 2002. The on-line manual version replaces the temporary issuance of policy in Action Transmittal format.

**3. 4DM ITEM 501,
BANKRUPTCY AND
THE IV-D
PROGRAM**

This Item is being released to insure that all elements of the Michigan IV-D program react appropriately and in concert to a bankruptcy filing.

Bankruptcy filings can affect establishment, modification, enforcement, receipting and accounting.

The release of this policy in manual form obsoletes AT 2002-001, Appendix 1, policy issued 1/17/02. The on-line manual version replaces the temporary issuance of policy in Action Transmittal format.

**4. 4DM ITEM 505,
INCOME
WITHHOLDING**

The purpose of this policy is to update the current income withholding policy with the new federal model form "Order/Notice To Withhold Income for Child Support". The policy includes instructions for use of the form; and, reflects systems changes. In addition, information concerning income withholding and the National Medical Support Notice are included. A section is added concerning the administrative adjustment of arrears.

This package includes exhibit Item 505X1, "Notice of Order To Withhold Income For Child Support".

The release of this policy in manual form obsoletes AT 2002-005, Appendix 3, policy issued March, 2002. The on-line manual version replaces the temporary issuance of policy in Action Transmittal format.

**5. 4DM ITEM 540,
CREDIT
REPORTING**

The Credit Reporting policy has been updated to include changes necessary for MiCSES and to include "ramp-up" policy to eliminate the potential for counties becoming overwhelmed with credit reporting cases. This 4DM Item 540 obsoletes Friend of the Court Manual Chapter 470, Consumer Reporting Agencies.

This package includes exhibit Items:

- 540X1, "FOC 3A - Notice of Arrearage (Credit Reporting);"
- 540X2, "FOC-69 - Notice of Review on Arrearage (Consumer Reporting Agency);"
- 540X3, "FOC-70 - Determination on Arrearage (Credit Reporting);"
- 540X4, "CSES Credit Reporting File Specification."

The release of this policy in manual form obsoletes AT 2002-005, Appendix 1, policy issued March, 2002. The on-line manual version replaces the temporary issuance of policy in Action Transmittal format.

6. 4DM ITEM 565, FRAUDULENT TRANSFER

The child support program utilizes a wide variety of enforcement processes and techniques to reach both earnings and assets. The federal government requires that processes be provided for in state law and policy to insure that assets do not “slip away” by being transferred by the payer to another for less than full value. This policy references the required state laws on fraudulent transfer and details allowable enforcement techniques including settlement and court action. Use of liens against property prior to transfer and the early notification of payees to advise the IV-D agency of property possessed by the payer is stressed.

This package includes exhibit Items:

- 565X1, “Guideline for Discovery of Fraudulent Transfer;”
- 565X2, “Sample Letter - Response to Asset and Transfer Information;”
- 565X3, “Fraudulent Transfer Worksheet and Instructions;”
- 565X4, “Sample Letter - Letter To Payer;”
- 565X5, “Sample Letter - Letter to Transferee.”

The release of this policy in manual form obsoletes AT 2002-005, Appendix 6, policy issued March, 2002. The on-line manual version replaces the temporary issuance of policy in Action Transmittal format.

7. 4DM ITEM 625, MANAGING MONEY IN SUSPENSE

This policy addresses the processes that place receipts on hold and the management of the held monies by the automated system and responsible workers. It also addresses how collections held at various levels for various reasons should be considered when determining whether the minimum threshold for initiating and enforcement action has been reached.

The release of this policy in manual form obsoletes AT 2002-003, Appendix 2; policy issued March, 2002. The on-line manual version replaces the temporary issuance of policy in Action Transmittal format.

8. REVISED 4DM ITEM 305, UIFSA

There was an error made in the title of the chapter. The correction is made with this release.