

---

---

**LEGAL  
REQUIREMENTS**

42 USC 454(15)  
42 USC 469

Complete and submit to the Office of Child Support (OCS) quarterly and annual reports of Title IV-D caseload, activities and collections. By federal mandate, all data reported by Friends of the Court on a quarterly and annual basis must be **actual**. Estimates are not acceptable. Information reported by Friends of the Court is required by the Federal Office of Child Support Enforcement (OCSE). Federal incentive payments to states are based, in part, on reported data. Other data is used by OCSE to prepare reports required by the U.S. Congress.

**GENERAL  
INSTRUCTIONS**

Title IV-D statistical reports for counties using the Child Support Enforcement System (CSES) local application and "Linked" counties will be produced by CSES. However, if CSES is unable to produce a report for a specific quarter or year, the Office of Friend of the Court must submit a paper report (or computer generated facsimile) for that quarter or year.

**Initial and Revised  
Reports**

A revised report may be filed within 30 days of the initial report if the initial report did not contain all required information for the reporting period. For example, an FIA-284, Quarterly Report of Collections, may be submitted before the receipts for the last day of the quarter are processed. In that case, a revised report may be filed including the last day's receipts.

Produce three copies of paper reports. Send the first copy of the completed report to OCS Central Office at the address provided below, send the second copy to the appropriate OCS District Manager and retain the third copy. The OCS Central Office address is:

Michigan Family Independence Agency  
Office of Child Support  
235 S. Grand Ave. Suite 1215  
PO. Box 30478  
Lansing, Michigan 48909-7978

**QUARTERLY  
REPORTING  
REQUIREMENTS**

Complete an FIA-284, Friend of the Court Title IV-D Quarterly Report Of Collections, for each quarter in the federal fiscal year. Quarterly reporting periods are: October 1 through December 31, January 1 through March 31, April 1 through June 30, and July 1 through September 30. Submit a completed FIA-284 to OCS by the 10th working day following the end of each quarterly reporting period.

The new reporting requirements are effective October 1, 1998. The first revised FIA-284 is due in January, 1999.

## FIA-284 INSTRUCTIONS

### IV-D Case Definition

In Section A of the FIA-284, Friends of the Court are to report their IV-D caseload. A definition of IV-D case and an explanation of the relationship between IV-D cases and court orders is provided below.

The family is the basis of a child support case. A family is a custodian, noncustodial parent, and children. Following are rules for determining the number of child support cases for federal reporting purposes.

#### Rules Determining Child Support Case for Federal Reporting Purposes:

- A child support case consists of a custodian, noncustodial parent and child.
- Noncustodial parent means a mother, father, or putative father who is or may be obligated to support the child.
- Multiple children of a noncustodial parent comprise one child support case if they have the same custodian.
- Multiple children of a noncustodial parent living with different custodians comprise as many child support cases as there are custodians. For example, if a noncustodial father has two children, one of whom lives with the mother and the other lives with a grandmother; there are two child support cases for that noncustodial parent.
- A child support case may be associated with more than one FIA case number.
- A child support case may be associated with more than one court order.

### IV-D Case Categories

Line 5 of Section A and lines 7a through 8 of Section B require reporting by IV-D case category. There are four categories of IV-D cases as explained below. A case, as defined in the IV-D program, must meet criteria specified for at least one IV-D case category to be considered a IV-D case.

- **Current IV-A Assistance** (Column A):  
Collections on behalf of children who received assistance under the Family Independence Program (FIP) when the collection or disbursement was made. If any member of the case is active FIP, report the case in this category. For example, if a case contains a FIP child and an SSI child, report the collections in column A.

- **Current IV-E Assistance** (Column B):  
Collections on behalf of children entitled to receive Foster Care assistance under Title IV-E of the Social Security Act (federally funded foster care).
- **Former Assistance** (Column C):  
Collections on behalf of children who formerly received FIP or Title IV-E foster care.
- **Never Assistance** (Column D):  
Collections on behalf of children who are receiving services under Title IV-D but who do not, nor have never received assistance under FIP or Title IV-E Foster Care.
- **Total** (Column E):  
Enter only the sum amounts for Lines 1, 2, 3, 4, 6, 9, 9a, 9b, and the line for "fees retained by other states". Enter the sum total of columns A through D for Lines 5, 7a, 7b, 7c and 8.

### Section A. Available Collections

Item Number	Item and Instructions
1	<p><b>Balance Remaining Undistributed From Previous Quarter (from Line 9b Last Quarter):</b> Report the amount of collections reported as undistributed at the end of the previous quarter.</p> <p><b>Note:</b> For completion of report for the first time (the quarter ending 12/31/98), report the amount of undistributed collections on hand that can reasonably be assumed to be IV-D child support collections. Adjustments to this amount should be made on Line 3 of subsequent reports.</p> <p><b>Edit Check:</b> After the first quarter this report is used, this line should always equal Line 9b of the previous quarter's report.</p>
2	<p><b>Total Collections Received During the Quarter.</b> Report all collections which can be reasonably assumed to be IV-D child support collections which will be distributed to one of the categories in Section B.</p> <p><b>Exception:</b> On Line 2e, report <u>all</u> child support collections received through income withholding.</p> <p><b>Edit Check:</b> This line should equal the sum of lines 2a through 2g.</p> <p>Note for lines 2a through 2g: The amounts reported on these lines should be the "net" amounts for the quarter. For example, the amount reported as federal tax refund offset should be reduced by the amount returned to the tax payer.</p>

- 2a **From Offset of Federal Tax Refund.** Report amounts collected through federal tax refund offset. Do not include amounts collected through IRS "full service" collection.
- 2b **From Offset of State Tax Refund.** Report amounts collected through state tax refund offset.
- 2c **From Offset of Unemployment Comp.** Report amounts collected through unemployment compensation benefits intercept.
- 2d **Through Administrative Enforcement.** Report collections received as the assisting state for High Volume Automated Administrative Enforcement in Interstate Cases (AEI) requests. Any amount in this line will be reported as collections forwarded to other states (line 4) in the current or subsequent quarters.
- Note:** Use of this line is reserved until state statutory changes allow processing of AEI requests.
- 2e **From Income Withholding.** Report amounts collected through income withholding. Include amounts collected through income withholding for non-IV-D cases. Do not include amounts withheld from unemployment compensation reported on line 2c.
- 2f **From Other States.** Report amounts received from other states. Any costs or fees retained by the other state are reported on a separate line **at the end of this section.** Do not include those retained fees and costs on this line.
- 2g **From Other Sources.** Report amounts collected not reported on lines 2a through 2f. These amounts should include amounts collected through IRS "full service" collection, "counter payments", etc.
- 3 **Net Amount of Increasing (Decreasing) Adjustments.** Report the net amount of any adjustments required to reconcile amounts reported incorrectly on Lines 1 and 2a through 2g of a previous report, or line one of the first quarter using this report. Include, as a decreasing adjustment, any amount previously reported as distributed and returned that cannot be identified to its initial source. These adjustments should be accompanied by a corresponding "net" adjustment in lines 7a, 7b, or 7c if the amount had also been reported as distributed.
- Note:** If collections on IV-D cases are later determined to be non-IV-D collections (such as statutory fees) make a decreasing adjustment on appropriate Lines 2a through 2g if the source of collection can be identified, or on Line 3 if it cannot.
- 4 **Collections Forwarded to Non-IV-D Cases.** Report the amount of collections reported in Line 2e which were applied to non-IV-D cases.

- 5 **Collections Forwarded to Other States.** Report collections made on behalf of other state IV-D agencies and forwarded to those states.
- 6 **Collections Available for Distribution.** Report the total amount of collections available for distribution. This includes those amounts received during the quarter and the amounts remaining undistributed from previous quarters.

**Edit Check:** This is a calculated amount; the sum of Lines 1, 2, and 3 minus the sum of Lines 4 and 5.

**Fees Retained by Other States.** Report the amount of fees or costs recovered by other states. The net amount of the collection received is reported on line 2f. Amounts reported on this line are not included on any other line on this report. The amounts reported on this line are based solely on information provided by the other state.

**Non-FIP Applications Obtained During the Quarter.** Report the number of validly obtained by the FOC directly from applicants during the quarter. Applications cannot be required from individuals eligible for services based on current or past receipt of FIP or Medicaid or the current receipt of Food Stamps. See Chapter 230 for policy regarding valid signed applications for IV-D services. OCS "pays" the federally mandated fee on the behalf of such applicants. Therefore, do not report signed applications obtained by support specialists or other states' IV-D agencies as that would result in overcharges to the state.

**Section B.  
Distributed/  
Undistributed  
Collections**

For reporting purposes, amounts collected are considered distributed when they are sent via check, electronic fund transfer, or other means to the intended final recipient. The final recipient may be the custodial family or the state. Any amounts returned, or any check remaining uncashed and considered "stale" must be redesignated as "undistributed" and the amount subtracted from the previously reported distribution.

- | Item Number | Item and Instructions   |
|-------------|---|
| 7a          | <b>Distributed as Assistance Reimbursement.</b> Report amounts sent to the state to reimburse the state (and federal government) for Title IV-A (FIP) assistance or Title IV-E Foster Care assistance. Report the collection in the appropriate column (A, B, or C) as of the date the distribution was made. No entry on this line is made for column D. |
| 7b          | <b>Distributed as Medical Support.</b> Report amounts distributed to the <u>state or the family</u> specifically designated as medical support. Report the distributed collection in the appropriate column (A, B, C, or D) as of the date the distribution was made.   |

- 7c **Distributed to Family.** Report amounts not reported on lines 7a or 7b sent to the family. Report the distributed collection in the appropriate column (A, B, C, or D) as of the date the distribution was made.
- 8 **Total Collections Distributed.** Report, by case category, the total amount of distributed collections.
- Edit Check:** This is a calculated amount, the sum of lines 7a through 7c.
- 9 **Gross Undistributed Collections.** Report the total amount of undistributed collections.
- Edit Check:** This is a calculated amount; Line 6 minus Line 8. This will also equal the sum of lines 9a and 9b.
- 9a **Undistributable Collections.** Report the amount of undistributed collections escheated to the Department of Treasury during the quarter.
- 9b **Net Undistributed Collections.** Report the amount of undistributed collections remaining available for distribution in a future quarter. This amount will be entered on Line 1 of the report for the next quarter.
- Edit Check:** This is a calculated amount; Line 9 minus Line 9a.

## ANNUAL REPORTING REQUIREMENTS

Form FIA-284A, Friend of the Court Title IV-D Annual Report, must be completed for each fiscal year. The federal fiscal year begins October 1 of a calendar year and ends September 30 of the following calendar year. Friends of the Court are to submit a completed FIA-284A to OCS by October 25 following the end of the fiscal year.

The new reporting requirements are effective October 1, 1998. The first revised FIA-284A is due by October 25, 1999.

## FIA-284A INSTRUCTIONS

### General Reporting Principles and Definitions

The revised FIA-284A is an annual report of IV-D caseload inventory, IV-D activities, and financial data. Except where specifically noted, report open IV-D cases in the appropriate category in which they reside on the last day of the fiscal year (September 30).

### IV-D Case Definition

The definition of IV-D case for the FIA-284A is the same as for the FIA-284.

### IV-D Case Categories

The FIA-284A is divided into three major columns to reflect the three categories of IV-D cases. Some items are reported by case category, others by totals (Column A).

- **Current Assistance** (Column B):  
Report on IV-D cases as of the last day of the fiscal year, in which at least one child was active FIP or Title IV-E foster care.
- **Former Assistance** (Column C):  
Report on IV-D cases which, as of the last day of the fiscal year, are not currently active FIP (AFDC) or Title IV-E Foster Care, but in which at least one child formerly received assistance under one of these programs.
- **Never Assistance** (Column D):  
Report on cases which, as of the last day of the fiscal year, are receiving IV-D services but are not reported in columns B or C. Medicaid only cases, in which no child has received FIP or Title IV-E foster care are reported as Never Assistance cases.

### FIA-284A Item Instructions

Complete the FIA-284A as instructed by the line item criteria described below and in accordance with annual reporting guidelines provided on the preceding pages of this chapter.

### Section I - Case Inventory

Report by case category (columns B, C, or D) IV-D cases open as of the last day of the fiscal year. Report cases received from and sent to another state. Report each case only once. Report as a Former Assistance case (column C) cases in which a former FIP or IV-E family has declined continued IV-D services, but has arrearages assigned to the state.

#### Item Number

#### Item and Instructions

- 1 **Cases Open at the End of the Fiscal Year.** Report the number of IV-D cases open on the last day of the fiscal year. Do not include Native American and international cases over which Michigan has no jurisdiction; these cases are reported on Line 3. Do not include administrative enforcement requests which do not constitute registration of a IV-D case in this state.
- 1a **Interstate Cases Initiated in This State Open at the End of the Fiscal Year.** Report the number of cases open on the last day of the fiscal year that have been sent to another state. Report each case only once, even if it was sent to more than one state. Do not include administrative enforcement requests which do not constitute registration of a IV-D case in the other state.
- Edit Check:** This line is a subset of Line 1.
- 1b **Interstate Cases Received from Another State Open at the End of the Fiscal Year.** Report the number of cases open on the last day of the fiscal year that have been received from another state. Do not include administrative enforcement requests which do not constitute

registration of a IV-D case in this state. Report each case only once, even if it was received from more than one state.

**Edit Check:** This line is a subset of Line 1.

- 1c **Medicaid Only Cases Open at the End of the Fiscal Year.** Report in column D the number of Medicaid only cases (which are not former assistance cases) open on the last day of the fiscal year.

**Edit Check:** This line is a subset of Line 1.

- 2 **Cases Open at the End of the Fiscal Year with Support Orders Established.** Report the number of IV-D cases open on the last day of the fiscal year that have court orders established.

Include cases with court orders established prior to the case becoming a IV-D case. Include cases in which the duty to support has been established, but there is no periodic obligation amount (see the instructions for Line 2c). Include arrearage only cases even if there is no periodic repayment schedule established. Include only cases with orders for child support enforceable under the IV-D program.

Do not include obligations for reimbursement of specific expenditures such as Probate Court reimbursement orders, welfare reimbursement orders, or cases in which the only enforceable order is for payment of statutory fees.

**Edit Check:** This line is a subset of Line 1. For most Friend of the Court reports, this line will equal Line 1. Differences may occur in certain three-state interstate cases where the Friend of the Court has initiated action to register a case from another state in a third state and the registration has not been confirmed.

- 2a **Interstate Cases Initiated in this State With Support Orders Established.** Report the number of cases open on the last day of the fiscal year that have a court order established that Michigan referred to another state.

**Edit Check:** This line is a subset of Line 2.

- 2b **Interstate Cases Received from Another State With Support Orders Established.** Report the number of cases open on the last day of the fiscal year that have a court order that this state received from another state.

**Edit Check:** This line is a subset of Line 2.

- 2c **Cases with Orders With Zero Cash Support.** Report cases open on the last day of the fiscal year that have an order established but no periodic amount of cash support is included in the order. Include orders

established for health care coverage only. Include cases in which no current cash support is ordered, but the duty to support is established and cash support could be set through modification of the order.

**Edit Check:** This line is a subset of Line 2.

- 3 Cases Open for Which the State has no Jurisdiction. Report the number of cases open on the last day of the fiscal year involving an obligor over whom Michigan has no civil jurisdiction to pursue or effectuate child support actions and there is no reciprocal or cooperative agreement or other mechanism in place to allow Michigan to initiate child support actions.

Include cases involving foreign nationals living in a country with which the United States has no reciprocity. Include Native Americans who are enrolled members of tribal entities living on tribal land with which there is no reciprocity.

Cases reported in this line should be reported in no other line or section of this report. The accuracy of this data is subject to audit review.

## Section II - Paternity Establishment

- | Item Number | Item and Instructions   |
|-------------|---|
| 4           | <b>Number of Children in Cases Open at the End of the Fiscal Year.</b> Report in column A the number of children in cases open on the last day of the fiscal year reported in Line 1.   |
| 5           | <b>Children in IV-D Cases Open at the End of the Fiscal Year Who Were Born Out of Wedlock.</b> Report in column A the number of children in cases open on the last day of the fiscal year who were born out of wedlock.<br><br><b>Edit Check:</b> This line is a subset of Line 4.  |
| 6           | <b>Children in IV-D Cases Open During the Fiscal Year with Paternity Established or Acknowledged.</b> Report in column A the number of children in cases open <u>at any time during the year</u> with paternity established by Circuit Court order or by Affidavit of Parentage. This will be the number of children reported in Line 5 plus the number of children born out of wedlock in cases that closed during this fiscal year. |

### Section III - Services Required

Item Number	Item and Instructions
7	<b>Cases Open at the End of The Fiscal Year Requiring Locating Services.</b> This reporting requirement has been removed. <u>Make no entry on this line.</u>

### Section IV - Services Provided

Report the number of cases in which services were successfully provided at any time during the fiscal year. Count each service that a case received. If a case changed categories during the year, count the case in the category (for those items requiring reporting by category) in which it belongs on the last day of the fiscal year.

Item Number	Item and Instructions
8	<p><b>Title IV-A (FIP) Cases Closed During the Fiscal Year Where a Child Support Payment Was Received.</b> Report in column A the number of cases decertified during the fiscal year due to FIP closure for which a child support payment was received during the month in which the case was decertified.</p> <p>If a FIP case closed, reopened, and closed during the year, and collections were received in both months in which the decertifications took place; count the case twice.</p> <p>If the month of FIP closure and the month of the decertification are not the same (late decertification), report the case if collections were received during the month of decertification.</p>
9	<b>Cases Receiving Successful Location Services During the Fiscal Year.</b> This reporting requirement has been removed. <u>Make no entry on this line.</u>
10	<b>Cases With Collections During the Fiscal Year.</b> Report by case category the number of cases with at least one child support collection during the fiscal year. Count each case no more than once, regardless of the number of collections made. If the case changed categories during the fiscal year, report the case in the category in which it resides on the last day of the fiscal year.
10a	<b>Interstate Cases Received From Another State With Collections During the Fiscal Year.</b> Report by case category the number of interstate cases with at least one child support collection during the fiscal year. Count each case no more than once, regardless of the number of collections made. If the case changed categories during the fiscal year, report the case in the category in which it resides on the last day of the fiscal year.

**Edit Check:** This line is a subset of Line 10.

11 **Cases Sent to Another State During the Fiscal Year.** Report by case category the number of cases sent to other states during the fiscal year. Report each case no more than once regardless of the number times it was referred to other states. Count formal IV-D locate requests (using the FSA 200-1). Do not count "quick locates" (using the FSA-206) or requests for administrative enforcement.

12 **Cases Received From Another State During the Fiscal Year.** Report by case category the number of interstate cases received from other states during the fiscal year. Count each case no more than once regardless of how many states sent the case to Michigan. Example: If a IV-D case has an Ohio divorce and a RURESA order in Indiana enforcing that divorce and both Ohio and Indiana sent their cases to Michigan, count the case only once.

### Section V - Medical Support

Medical Support is the parents' responsibility to provide health care coverage for their children. Medical support includes both insurance and cash medical support. Medical Support may be provided by either the custodial or noncustodial parent. Report total cases only in this section. Do not report by case category.

13 **Cases Open at the End of the Fiscal Year Where Medical Support is Ordered.** Report the number of cases open on the last day of the fiscal year for which medical support is ordered. Include cases where the either the custodial or noncustodial parent is ordered to provide medical support. Count each case no more than once, even if both parents are ordered to provide medical support. Do not include cases in which a formal determination has been made that health care coverage is not available at reasonable cost.

14 **Cases Open at the End of the Fiscal Year Where Health Insurance is Ordered.** Report the number of cases open on the last day of the fiscal year for which health care coverage is ordered. Count only one order per case. Do not include cases in which a formal determination has been made that health care coverage is not available at reasonable cost.

**Edit Check:** This line is a subset of Line 13.

15 **Cases Open at the End of the Fiscal Year Where Health Insurance is Provided as Ordered.** Report the number of cases open on the last day of the fiscal year for which health care coverage was actually provided as ordered. Include coverage provided as ordered by either parent. Count each case no more than once, even if both parents maintain coverage.

**Edit Check:** This line is a subset of Line 14.

**Section VI -  
Collections Due  
and Distributed**

Report the amount of collections due and collections distributed during the fiscal year. Calculate these amounts monthly and report the totals for all months at the end of the fiscal year. Include cash Medical Support payments. Include support due in cases that closed during the fiscal year. For the purposes of this report, distributed means disbursed to the final intended recipient.

Item Number	Item and Instructions
16\	<b>Total Amount of Current Support Due for the Fiscal Year.</b> Report by case category, the total amount of current support due during the year for all IV-D cases. Include the total current charges for each month during the year the case was a IV-D case. Report by the case category in which the case belongs at the time each charge is applied. Do not include periodic amounts due on arrears.
17	<b>Total Amount of Support Distributed as Current Support During the Fiscal Year.</b> Report the amount of support collected and distributed as current during the fiscal year for all IV-D cases. Include the total distribution of current support for each month during the year the case was a IV-D case. Report by the case category in which the case belongs at the time the distribution is made. Do not include periodic amounts collected on arrears.
18	<b>Total Amount of Arrearages Due for All Fiscal Years.</b> Report by case category, the total amount of arrears due and unpaid as of the end of the fiscal year for all fiscal years, including the current fiscal year. Report cases by the category in which they belong on the last day of the fiscal year.
19	<b>Total Amount of Support Distributed as Arrears During the Fiscal Year.</b> Report by case category, the total amount of support collected and distributed as arrears during the fiscal year. Report distributed arrearage collections by case category at the time the distribution was made.
20	<b>Cases with Arrears Due During the Fiscal Year.</b> Report the total number of cases with arrears due during the fiscal year. Include cases closed during the fiscal year with arrearages.
21	<b>Cases Paying Toward Arrearages During the Fiscal Year.</b> Report the total number of cases with at least one collection distributed as arrears during the fiscal year. Count a case no more than once, regardless of the number of arrearage collections.

Do **not** report cases for which the only collection on arrears was by tax refund offset collection and arrears were owed to both the family and the state and the total collection was sent to the state. If the collection was split between the family and the state, it may be counted. If the

arrearages are owed entirely to the family or to the state, the collection (if distributed) may be counted.

**Edit Check:** This line is a subset of Line 20.

**Section VII  
Administrative  
Enforcement**

This section is designed primarily to report High Volume Administrative Enforcement in Interstate Cases (AEI) activity. Until AEI procedures are implemented, there may be few or no entries in this section. However, if requests from other states for "quick enforcement" action are received and acted upon, they should be reported in this section. Do not include cases in which a IV-D case was opened in Michigan.

<b>Item Number</b>	<b>Item and Instructions</b>
22	<b>Administrative Enforcement Requests Received From Another State During the Fiscal Year.</b> Report the total number of administrative enforcement requests received from other states during the fiscal year.
23	<b>Administrative Enforcement Cases With a Collection During the Fiscal Year.</b> Report the total number of administrative enforcement cases for which there were one or more collections during the fiscal year.
24	<b>Amount of Support Collected on Administrative Enforcement Cases During the Fiscal Year.</b> Report the total amount of collections made for cases reported in Line 23.