

**Michigan IV-D Child Support Manual**  
**Michigan Department of Health and Human Services**

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## 1. Legal Requirements

### 1.1 Federal Law

The Social Security Act (the “Act”) provides authority to Title IV-E agencies to determine when it is appropriate to secure an assignment of support rights to the state for children receiving Title IV-E foster care maintenance payments.<sup>1</sup> The Act also provides authority for Title IV-E agencies to request Title IV-D services for children receiving Medicaid.<sup>2</sup> In Michigan, the Title IV-E agency is the Michigan Department of Health and Human Services (MDHHS) Children’s Services Administration (CSA).

The federal Office of Child Support Services (OCSS) and the federal Administration for Children and Families Children’s Bureau further clarify that Title IV-E agencies have the statutory authority to determine when it is appropriate to refer child welfare cases to state Title IV-D agencies.<sup>3</sup> For children who receive foster care benefits under Title IV-E of the Act, the CSA may seek the state child support agency’s assistance to establish paternity and/or a child support order, collect child support, and locate parent and non-parent relatives of the child.

OCSS and the Children’s Bureau also clarify that referrals to the Title IV-D agency may be appropriate when:

- The IV-B/IV-E agency<sup>4</sup> has placement and care responsibility for a child, but the child is not Title IV-E-eligible; and
- Referrals for IV-D services will not create barriers in permanency planning (e.g., child support obligations will not delay family reunification) for the child in foster care.

Children’s Bureau policy emphasizes that securing an assignment of the rights to child support may not be in the best interests of a child during the time the child is in foster care.<sup>5</sup> Research shows that when parents are required to pay child support on agency placement cases,<sup>6</sup> children are likely to remain in foster care placement longer. This is because support payments reduce the economic

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<sup>1</sup> 42 United States Code (USC) 671(a)(17)

<sup>2</sup> Ref: 42 USC 1396k(a)(1)(A).

<sup>3</sup> Ref: [OCSS Information Memorandum \(IM\)-12-02](#) and [Administration for Children and Families \(ACF\) Children’s Bureau \(CB\) ACYF-CB-IM-12-06, Requests for Locate Services, Referrals, and Electronic Interface between Child Welfare and Child Support Information Systems.](#)

<sup>4</sup> Title IV-B of the Act directs states to implement interventions to prevent the removal of children from their homes, and, if necessary, provide support for reunification and adoption support services.

<sup>5</sup> Ref: [8.4C TITLE IV-E, General Title IV-E Requirements, Child support, Question and Answer 5 of the Child Welfare Policy Manual.](#)

<sup>6</sup> Ref: Subsection 2 of this manual section for a definition of “agency placement” cases.

resources that parents need to meet the requirements for reunification.<sup>7</sup> Consequently, the Children’s Bureau found that foster care referrals to the IV-D agency **should be the exception** and not the rule.

## 1.2 State Law

Michigan law<sup>8</sup> specifies that if a court orders a child to be placed with MDHHS and maintenance payments are made for that child using federal, state or county funds, child support payments on existing support orders must be assigned to MDHHS.<sup>9</sup>

Michigan law also specifies that the person who actually provides for the care, support, and maintenance of a child is considered the recipient of support for that child, and that child support may be redirected to that recipient of support.<sup>10</sup> When a court places a child with MDHHS, MDHHS is legally responsible for that child; therefore, child support may be redirected as designated by MDHHS.

## 2. IV-D Services for Agency Placement Cases

The Michigan Child Support Program provides IV-D services for MDHHS-supervised out-of-home placements as requested by CSA. Out-of-home placement occurs when a court removes a child from his/her living arrangement. The CSA automatically refers these cases to the child support program through the MiCSES/MiSACWIS interface.<sup>11</sup> These cases are known as “agency placements.” However, not all agency placement cases the CSA refers to the IV-D program will require IV-D services.

Historically, IV-D staff processed all referrals that MiSACWIS sent to MiCSES to establish paternity and/or establish a support order, assign or redirect existing support obligations, and enforce support obligations for children in an agency placement. However, MDHHS’s goal in most foster care cases is the child(ren)’s reunification with his/her family. Based on new federal guidance, CSA is exercising its federal authority by issuing a directive to OCS to discontinue establishing orders for parents to pay support when their child(ren) enters an agency placement.

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<sup>7</sup> Ref: Chellew, Carol; Noyes, Jennifer L.; and Rebekah Selekman. (2012). [Child Support Referrals for Out-of-Home Placements: A Review of Policy and Practice](#). Madison, WI: Institute for Research on Poverty, University of Wisconsin–Madison. Ref: Cancian, Maria; Cook, Steven T.; Seki, Mai; and Wimer, Lynn. (2016). [Making parents pay: The unintended consequences of charging parents for foster care.](#) *Children and Youth Services Review*.

<sup>8</sup> Michigan Compiled Law (MCL) 400.115b; MCL 552.605d

<sup>9</sup> Ref: [Section 5.85, “Agency Placement – Financial,” of the Michigan IV-D Child Support Manual](#) for details on the assignment of current and past-due child support.

<sup>10</sup> MCL 552.605d(6)

<sup>11</sup> MiCSES is the Michigan Child Support Enforcement System; MiSACWIS is the Michigan Statewide Automated Child Welfare Information System. Ref: Subsection 3 of this manual section for more information on MiSACWIS referrals.

For children removed from their homes by the court, the CSA provides a variety of programs and services that will not result in a referral for IV-D services.<sup>12</sup> This manual section is specific to IV-D workers' and MiCSES' actions in response to cases referred to the IV-D program through the interface between MiCSES and MiSACWIS.

## 2.1 Agency Placement Referrals

IV-D staff will not initiate actions to establish support orders for parents to pay support while their child(ren) is under the care of supervision of MDHHS. For agency placement referrals sent to MiCSES from MiSACWIS, IV-D staff will:

- Establish paternity for children born to unmarried parents;<sup>13</sup>

Note: In addition to the long-understood benefits of paternity establishment to advance child well-being, establishing paternity for a child in foster care provides a unique opportunity to assist the CSA in identifying potential family placement opportunities.

- Ensure support collected on an existing order(s) is redirected (assigned) to MDHHS on agency placement IV-D cases, and IV-D staff will enforce those orders;<sup>14</sup> and
- Redirect support payments to an unlicensed provider who is not eligible for funded foster care payments on agency placement IV-D cases.<sup>15</sup>

MiSACWIS functionality is not in place to allow the CSA worker to stop a referral before MiSACWIS automatically sends it to MiCSES. As a result, the support specialist (SS) must determine the correct IV-D case action for an agency placement referral in MiCSES.<sup>16</sup>

Note: CSA is responsible for determining exception criteria for when CSA workers will ask IV-D staff to pursue the establishment of support orders for agency placement cases.<sup>17</sup> Although CSA has not established exception criteria at the time of this publication, they may do so in the future.

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<sup>12</sup> MiSACWIS does not send court-supervised out-of-home placements to MiCSES.

<sup>13</sup> Ref: [Section 4.85, "Agency Placement – Establishment," of the Michigan IV-D Child Support Manual](#) for guidance on establishing paternity in agency placement cases.

<sup>14</sup> If support has already been ordered for that child, MCL 552.605d(6) requires support assignment to the state.

<sup>15</sup> Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for details on the assignment or redirection of current and past-due child support.

<sup>16</sup> Ref: Subsection 6, "Forwarding Agency Placement IV-D Cases to the Appropriate County," in this manual section for the steps the SS takes when processing agency placement IV-D cases.

<sup>17</sup> Ref: Subsection 7, "Family Reunification Plan and the Impact on IV-D Case Actions," in this manual section for information on how the CSA contacts IV-D staff.

## 2.2 Requests for Location-Only IV-D Services

Agency placement cases are eligible for location-only IV-D services. CSA workers may need the child support agency's help to find a person who either has, or may have, parental rights to a child, or who is a relative of a child in a child welfare case. This is called a "locate-only" request.

Locating these persons is a mandatory step for CSA workers determining the permanent placement of a child.<sup>18</sup> For locate-only services, authorized requesters from CSA will complete the *Child Support Confidential Locate Request* (DHS-1445) and mail or fax it to OCS Operations.<sup>19</sup>

## 3. Agency Placement Referral Information<sup>20</sup>

The MiSACWIS case referral includes information necessary to initiate an agency placement IV-D case. The referral may also include additional information requested by OCS when available in MiSACWIS, such as government benefits, health insurance information, and court order information.

### 3.1 Conditions for MiSACWIS Referrals

A condition of a MiSACWIS referral is a court placement of a child under the care and custody of MDHHS. CSA workers complete case intake procedures and record the initial placement of a child in MiSACWIS. MiSACWIS then automatically transmits referrals to MiCSES when:

- The child is eligible for Title IV-E foster care services and maintenance payments;
- The child is not, or not yet, eligible for Title IV-E services, but MDHHS is making state-funded foster care maintenance payments for the child;
- The child is eligible for Child Care Fund (CCF)<sup>21</sup> services, and MDHHS is making foster care maintenance payments;
- There is a change in funding for the child's placement; or
- No maintenance payments are being made for the child, but MDHHS identifies an unlicensed caregiver (also known as an "unlicensed provider") and requests IV-D services on behalf of that provider.<sup>22</sup>

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<sup>18</sup> Ref: [Children's Protective Services Manual, PSM 713-01, CPS Investigation – General Instructions.](#)

<sup>19</sup> Ref: [Section 3.05, "Locate," of the Michigan IV-D Child Support Manual](#) for details regarding the DHS-1445 and locate requests for agency placement cases.

<sup>20</sup> Ref: the MiCSES SACWIS Case Information (SCWS) screen to view case and member details from referrals that MiCSES receives from MiSACWIS.

<sup>21</sup> Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for detailed information regarding the CCF state and county funding sources.

<sup>22</sup> A relative unlicensed caregiver may receive state-funded maintenance payments from MDHHS. IV-D staff will refer to the *Pay To* indicator when determining funded or non-funded placements. They will not determine funded or non-funded placements based on whether the provider is a relative or non-relative.

When MiCSES receives a referral from MiSACWIS in the above circumstances, it will open an agency placement IV-D case(s). After MiCSES creates the agency placement IV-D case, the SS will review the referral on behalf of CSA to determine if the case qualifies for IV-D services.<sup>23</sup>

The CSA may send information through MiSACWIS to MiCSES after a court has placed a child with MDHHS but before the funding for that placement has been established.<sup>24</sup> When this occurs, neither MiCSES nor IV-D workers will open an agency placement IV-D case. However, the SS may open (create) a IV-D case with the putative father as the non-custodial parent (NCP) and Agency Placed Foster Care as the custodial party (CP) and send a referral to establish paternity upon the request of the Prosecuting Attorney (PA).

#### **Example 1: Automated Referral Criteria**

Carrie, age 3, lives with her father, Fred. After Children's Protective Services (CPS) involvement, a judge orders that Carrie be removed from Fred's home and placed with MDHHS.

The CSA worker enters the case into MiSACWIS, documenting Carrie's and Fred's identifying and demographic information and the court order removing Carrie from Fred's home. The CSA worker also records Carrie's initial placement in MiSACWIS.

After the CSA worker completes this step, MiSACWIS will send an electronic referral to MiCSES.

### 3.2 MiSACWIS Case and Member Identifiers

Each MiSACWIS case and member has a unique identifier. MiSACWIS case numbers are numeric, whereas SWSS FAJ<sup>25</sup> case numbers were alphanumeric. A MiSACWIS member has a unique MiSACWIS Person Identification (ID)<sup>26</sup> number that is associated with the Bridges/SWSS Assistance Individual ID (AI-ID) for the same person. AI-IDs are used as a cross-reference to associate a MiSACWIS member with a IV-D member and case(s) in MiCSES.<sup>27</sup>

<sup>23</sup> Ref: Subsection 6, "Forwarding Agency Placement IV-D Cases to the Appropriate County," in this manual section for the steps the SS takes when processing agency placement IV-D cases.

<sup>24</sup> According to CSA staff, funding is generally determined within 30 days.

<sup>25</sup> SWSS FAJ is the acronym for the Services Worker Support System Foster Care, Adoption, and Juvenile Justice, which is the former child welfare computer system. MiSACWIS replaced SWSS FAJ.

<sup>26</sup> The MiSACWIS Person ID number is referred to in MiCSES as the Agency Placement (AgP) ID.

<sup>27</sup> The SCWS screen displays the MiSACWIS Person ID in the *AgP Person ID* field and the related AI-ID. For more information, reference the [MiCSES Screen Description: SCWS – SACWIS Case Information](#). The MiCSES *Member Assistance History* (MAHI) screen allows IV-D staff to view ongoing SWSS FAJ members and cases that converted to MiSACWIS. Ref: [Section 2.05, "Referrals and Applications," of the](#)

When a CSA worker adds a child, parent, or other person to a MiSACWIS case, MiSACWIS searches for that person within a directory of persons shared between Bridges and MiSACWIS.<sup>28</sup> If the person is found, MiSACWIS associates that person's AI-ID with his/her MiSACWIS Person ID. If the person is not found, MiSACWIS creates a new AI-ID for that MiSACWIS Person ID. Accordingly, each person in a referral for IV-D services is identified by both a MiSACWIS Person ID and an AI-ID.

### 3.3 Persons Included in the Referral

MiSACWIS maintains information on a variety of persons associated with the child's well-being. As a result, the referral includes some of the following persons:

- The child referred for IV-D services;
- Other children in the same household as the referred child (prior to the referred child's removal);
- One or both parents of the referred child;
- A relative, if the CSA worker is considering the relative as a permanent custodian for the referred child; and
- A person identified as the legal guardian for the referred child.

**Note:** If more than one child from a household is under MDHHS's care and supervision, each child will be referred with individual details, and the referral will name all children in or removed from the household.

The referral will contain relationship information between each person included in the referral.<sup>29</sup>

#### **Example 2: Case Member Identification and Relationships**

MiSACWIS sent MiCSES a referral for IV-D services. The referral included Carrie and her brother Brian and named their parents as Fred and Mary. CSA staff identified the children's mother, Mary, as part of the removal process, but did not locate her.

When the CSA worker entered Carrie's information, MiSACWIS performed a search of existing MiSACWIS and Bridges records for Carrie. Because Carrie had never been a member of a MiSACWIS or Bridges case, MiSACWIS created a new MiSACWIS Person ID and a new Bridges AI-ID for Carrie.

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[Michigan IV-D Child Support Manual](#) and [Exhibit 2.05E1, Member Match Matrix](#), for more information on member matching.

<sup>28</sup> This directory is called the Master Client Index (MCI).

<sup>29</sup> Ref: [MiCSES Customer Information Guide: MiSACWIS Referrals](#) for information about the types of relationships stored and referred by MiSACWIS.

Brian and Fred had previously received Food Assistance Program (FAP) assistance before Carrie's birth. When CSA staff enter their information, MiSACWIS identifies their existing Bridges records and creates new MiSACWIS Person IDs.

Within MiSACWIS, Carrie has a relationship of sister to Brian, and a relationship of biological daughter to Fred and Mary. Brian has a relationship of brother to Carrie and a relationship of biological son to Fred and Mary.

Fred has a relationship of biological father to Carrie and Brian (whether or not legal paternity is established) and a relationship of former significant other to Mary. Mary has a relationship of biological mother to Carrie and Brian, and a relationship of former significant other to Fred.

### 3.4 Address Information

The referral will contain residential and/or mailing addresses for each person included in the referral whenever MiSACWIS has one or both of these addresses.

MiCSES will automatically record addresses included in the referral when a person is first referred for IV-D services and in other limited circumstances. Addresses are identified as "V – Verification Sent" on the Address History (AHIS) screen.<sup>30</sup>

IV-D staff may manually verify an address received from MiSACWIS by following the verification steps in [Section 3.15, "Addresses," of the Michigan IV-D Child Support Manual](#).

### 3.5 Government Benefits

If the referred child receiving government benefits is recorded in MiSACWIS, information about the type and amount of such benefits is included in the referral. Benefit information may include:

- Supplemental Security Income;
- Veterans Administration benefits;
- Trust accounts;
- Railroad Retirement Board benefits; or
- Retirement, Survivors, Disability Insurance.

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<sup>30</sup> Ref: [MiCSES Customer Information Guide: Interface Demographic Updates](#).

IV-D staff must verify this information when considering appropriate child support order recommendations.<sup>31</sup>

### 3.6 Health Insurance Information

If either parent carries health insurance for the referred child, the referral will include the parent's insurance provider, group and policy numbers, and effective dates.<sup>32</sup>

### 3.7 Legal Status and Court Order Information

The referral includes information about the legal custody status<sup>33</sup> of the referred child. If the referred child's legal custody status changes, MiSACWIS may communicate this updated referral information.<sup>34</sup>

Court order information such as docket number, court order type, and the county related to any removal court orders is included as entered in MiSACWIS.

IV-D staff use legal status and available court order information to research legal actions in the removal or placement of the child. When the child leaves MDHHS's care and supervision, IV-D staff may use court order and placement information to determine the new CP for the child.

### 3.8 Worker Information

The referral contains the name, email address, and telephone number of the CSA worker responsible for the referred child. IV-D staff may contact this worker as needed to resolve issues with the case.

### 3.9 Placement Information

In MiSACWIS, a case is assigned to the county where the circuit court has legal jurisdiction for the removal and placement of a child. The referral contains the county of jurisdiction,<sup>35</sup> regardless of the child's current geographic placement.

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<sup>31</sup> Ref: [Section 4.20, "Support Recommendations and Order Entry,"](#) and [Section 3.45, "Review and Modification,"](#) of the *Michigan IV-D Child Support Manual* for more information about child support recommendations.

<sup>32</sup> IV-D staff may verify insurance information provided in the referral as described in [Section 6.06, "Medical Support,"](#) of the *Michigan IV-D Child Support Manual*.

<sup>33</sup> Ref: [Children's Foster Care Manual, FOM 901-6, Legal Status,](#) for current legal status codes.

<sup>34</sup> MiCSES processes the referral file updates each evening when they are received from MiSACWIS.

<sup>35</sup> Ref: [Section 3.85, "Agency Placement – Case Management,"](#) of the *Michigan IV-D Child Support Manual* for information on jurisdiction in agency placement cases.

The referral also contains the child's current placement information, along with the name, MiSACWIS Person ID, living arrangement,<sup>36</sup> and address of the person or agency providing foster care for the referred child. If MDHHS later places the referred child with a different provider or the child returns home, updated referral information from MiSACWIS will communicate the change.

MiCSES will create records for unlicensed providers on the *Other Party* (OTHP) screen, recording the name and address of the provider. IV-D workers will use these records to assist in the redirection of support to unlicensed providers who do not receive maintenance payments from MDHHS.<sup>37</sup> In limited circumstances, IV-D staff may need to request changes to the MiCSES OTHP record.<sup>38</sup>

### 3.10 Recipient of Support Information<sup>39</sup>

To help MiCSES and IV-D staff determine to whom support is assigned or redirected,<sup>40</sup> a MiSACWIS referral contains one of the following *Pay To* indicators:<sup>41</sup>

- STATE – Foster care maintenance payments are paid with federal IV-E funds, state funds, or CCF, and assignment of child support is to the state.

Note: MiSACWIS does not send a *Pay To* indicator of COUNTY to MiCSES because MDHHS pays agency placements eligible for CCF services directly from MiSACWIS. MiSACWIS referrals contain a *Pay To* indicator of STATE for foster care maintenance payments by MDHHS for CCF services.<sup>42</sup>

- PROVIDER – MDHHS is not making foster care maintenance payments, and as the legal caregiver, MDHHS requests the redirection of child support payments to an unlicensed provider.
- LEFTCARE – MDHHS is no longer making foster care maintenance payments, and assignment of child support must end for one of these circumstances:

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<sup>36</sup> MiSACWIS living arrangement information describes where the child is living, such as parental home, foster home, adoptive home or institution. The CSA worker must update the service type and living arrangement in MiSACWIS each time the child changes placement. Ref: [Children's Foster Care Manual, FOM 901-7, Service Types and Living Arrangements](#), for current living arrangement codes.

<sup>37</sup> The redirection process is described in Section 5.85 of the *Michigan IV-D Child Support Manual*.

<sup>38</sup> Ref: [Section 3.16, "Other Parties," of the Michigan IV-D Child Support Manual](#) for more information.

<sup>39</sup> Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for more information regarding the assignment or redirection of support.

<sup>40</sup> The CSA may seek Title IV-D services for non-Title-IV-E-eligible children for whom the agency has legal placement and care responsibilities. Ref: OCSS IM-12-02 for more information.

<sup>41</sup> These indicators appear in the *Pay To* field on the SCWS screen in MiCSES.

<sup>42</sup> Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for more information regarding agency placements eligible for CCF services.

- The child's living arrangement is Absent without Legal Permission (AWOL);
- The child's living arrangement is Parental Home; or
- The child's MiSACWIS case closed, and the child is no longer under MDHHS's care and custody (termination of county court jurisdiction).

**Note:** When a child is in foster care and parental rights are terminated, the child becomes a permanent ward of the state. However, termination of a parent's rights does not end a parent's obligation to support his/her child unless a court terminates parental responsibility.<sup>43</sup> MiSACWIS will send a *Pay To* of LEFTCARE when a child becomes a permanent ward of the state.<sup>44</sup> IV-D staff must ensure the child's support obligation continues if parental responsibilities are not terminated by the court.<sup>45</sup>

- UNDETERMINED – The child is under the care and custody of MDHHS, and foster care maintenance payments are pending approval. MiCSES will not take any action until it receives an updated referral from MiSACWIS.

### **Example 3: Placement and Assignment**

At the time of the initial referral, the CSA worker did not complete the funding analysis for Carrie or Brian. Because of this, the MiSACWIS referral initially contained an assignment indicator of UNDETERMINED.

Similarly, the CSA worker did not complete her IV-E eligibility determinations. MiSACWIS sent a IV-E eligibility status of "Pending" in the referral.

Later that month, the CSA worker determined that Carrie and Brian are not IV-E-eligible and will live with an unlicensed provider, a non-relative who is not licensed to provide foster care services. MiSACWIS updates the assignment indicator to PROVIDER and includes the unlicensed provider's name and address in the referral update.

After MiSACWIS transmits this information to MiCSES, MiCSES creates an OTHP record for the unlicensed provider. There is a potential for redirection of the support.<sup>46</sup>

<sup>43</sup> Ref: [IV-D Memorandum 2011-021, Termination of Parental Rights – Michigan Supreme Court Decision](#), for more information on termination of parental rights and responsibilities.

<sup>44</sup> MiSACWIS started sending a *Pay To* value of LEFTCARE for some children who became permanent wards of the state after December 19, 2015, and for all permanent ward cases as of mid-January 2016. Ref: the training document [Unique Case Scenarios for Agency Placement IV-D Cases](#) for instructions on how to interpret permanent ward case information.

<sup>45</sup> Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for information on continuing assignment when a child becomes a permanent ward of the state.

<sup>46</sup> Ref: [State Court Administrative Office \(SCAO\) Administrative Memorandum \(ADM\) 2008-01, Ordering Child Support in Child Protective Proceedings](#), for more information.

#### 4. Processing Referrals and Establishing Agency Placement IV-D Cases

MiCSES automatically processes electronic referrals for IV-D services from MiSACWIS every evening. The information included in the referral is stored in MiCSES and is available to IV-D workers for reference.<sup>47</sup>

MiCSES considers assignment information when processing a new referral from MiSACWIS. If no assignment or redirection of support is indicated in the referral, there is not yet any role for the IV-D agency; therefore, MiCSES will store these referrals but will take no further automated action.<sup>48</sup>

If assignment or redirection of support is indicated in a new or updated referral, the referral qualifies for IV-D services, and MiCSES will process the referral.

##### **Example 4: MiCSES Processing**

When MiSACWIS first sent an electronic referral for IV-D services for Carrie and Brian, the *Pay To* indicator in MiCSES was UNDETERMINED.

At that time, because neither assignment nor redirection was indicated in the referral, MiCSES stored the referral information on the SCWS screen and took no further action.

Later, when CSA workers updated MiSACWIS to record the children's placement with an unlicensed provider, MiSACWIS updated MiCSES with a *Pay To* indicator of PROVIDER.

The *Pay To* indicator of PROVIDER means the CSA has indicated the child is under the care and custody of the agency and in a non-funded placement with an unlicensed provider. The CSA is requesting redirection of support to the provider. MiCSES will process the referral and consider whether to create new MiCSES members and/or IV-D cases.

If the persons included in the referral are not already associated to MiCSES individuals, MiCSES will conduct member- and case-matching processes to determine whether existing MiCSES members and/or cases correspond to the referral.<sup>49</sup>

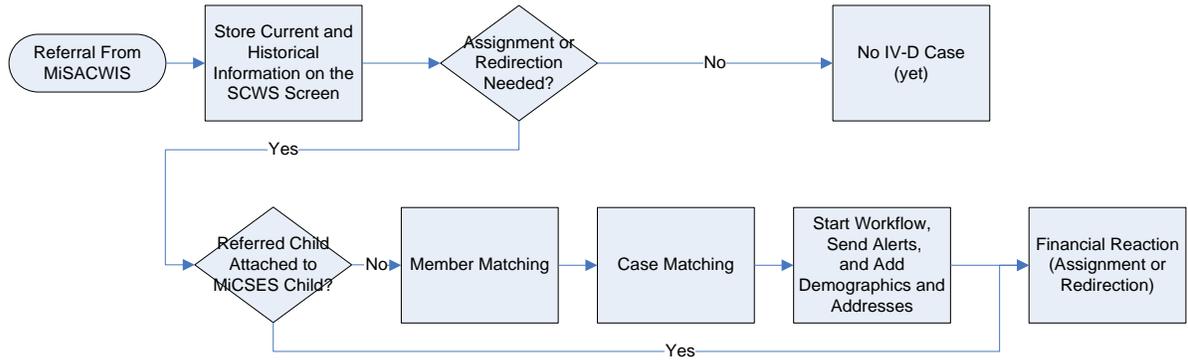
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<sup>47</sup> Ref: the MiCSES SCWS screen for details on viewing referral information.

<sup>48</sup> MiCSES will display these referrals on the SCWS screen with a *Pay To* value of UNDETERMINED, and no IV-D staff action will be required to process these referrals.

<sup>49</sup> Ref: Section 2.05 of the *Michigan IV-D Child Support Manual* for more information on member-matching processes in MiCSES.

This process is illustrated below:



## 4.1 Establishing Agency Placement IV-D Cases

MiCSES uses the persons and relationships identified in the referral to determine which role each person in the MiSACWIS case will play in the agency placement IV-D case.

### 4.1.1 The Non-Custodial Parent (NCP)

The NCP for an agency placement IV-D case is the legal parent of the referred child. MiCSES will create two separate IV-D cases, one for each parent as the NCP, even when the parent(s) is not specifically identified in the MiSACWIS referral.

If multiple putative fathers are identified for a single child, MiCSES will create only one agency placement IV-D case with the first received<sup>50</sup> putative father as the NCP.

### 4.1.2 The Dependent(s)

The dependent for an agency placement IV-D case is the referred child. If several children with the same parent are placed with MDHHS at the same time, MiCSES will group the children together on the same IV-D case with their parent in common as the NCP.

### 4.1.3 The Custodial Party (CP)

In an agency placement IV-D case, the CP on the IV-D case is always MDHHS. The CP is referred to as an “agency CP,” because the CP is an agency, not a person. The *Member Type* field on the *Member Demographics* (DEMO) screen is used to designate MDHHS as the

<sup>50</sup> When multiple putative fathers are received on the same day, MiCSES will select the putative father with the lowest AgP Person ID number.

custodian for a child. A MiCSES member is an agency CP if that member:

- Only appears on IV-D cases in the MiCSES member role of a CP, and not as a dependent or NCP on any IV-D case;
- Appears on at least one IV-D case referred for IV-D services as a result of placement of a child with MDHHS; and
- Has a *Member Type* of AGP on the DEMO screen.

MiCSES performs automated case matching of the referral with any existing agency placement IV-D cases.<sup>51</sup> MiCSES uses the agency CP (AGP) member type designation to match referred children in agency placement to IV-D cases in MiCSES.

With new agency placement IV-D case creation, MiCSES will automatically designate unique members who represent MDHHS as agency CPs when MiSACWIS refers children to MiCSES. This will prevent the creation of duplicate cases and ensure support is directed to the correct recipient of support.

Where possible, IV-D staff will retain and continue to work with existing agency placement IV-D cases. When IV-D staff must manually create a new agency placement IV-D case, they must also create a new MiCSES CP member. The first name of the CP will be AGENCY PLACED, and the last name will be FOSTER CARE. IV-D staff must also designate the CP as an agency placement CP (AGP CP) in MiCSES using the *Member Type* field on the DEMO screen if that CP is not already designated.

IV-D staff **must not**:

- Reuse an existing AGENCY PLACED FOSTER CARE CP member ID when creating a new agency placement case;
- Change the name<sup>52</sup> or create any demographic details or addresses for an existing agency placement CP; or
- Remove the AGP designation on the DEMO screen on any agency placement CP created by MiCSES.

#### 4.2 Multiple Children per Agency Placement IV-D Case

MiSACWIS transmits jurisdiction and assignment information independently for each referred child.

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<sup>51</sup> Ref: Section 2.05 of the *Michigan IV-D Child Support Manual* for a description of the case-matching process.

<sup>52</sup> Ref: Section 4.85 of the *Michigan IV-D Child Support Manual* for information about identifying the CP for court documents.

MiCSES will create new agency placement IV-D cases to contain **all** the children who are or have been placed under the care and supervision of MDHHS and who have the same parent.<sup>53</sup> MiCSES will also add an additional child to an existing agency placement IV-D case (open or closed) when a case already exists for a parent in the NCP role.

IV-D workers **must not** create separate agency placement IV-D cases for each NCP/child combination referred by the CSA for IV-D services. However, IV-D workers **may** combine cases referred so that all children under MDHHS's care for the same NCP are on the same agency placement IV-D case.

#### **Example 5: IV-D Case Creation**

MiCSES performs member matching for the MiSACWIS referral records for children Carrie and Brian, CP father Fred, and NCP mother Mary.

MiCSES previously recorded a child support order directing Mary to pay child support to Fred for the support of Carrie and Brian.

Because the MiSACWIS information on Carrie, Brian, and Fred is complete, MiCSES is able to match the referral information to their MiCSES records. Mary's information in MiSACWIS consists only of her name. So MiCSES creates a new member record for Mary.

Neither Carrie nor Brian have agency placement IV-D cases. MiCSES creates two new IV-D cases:

##### IV-D Case 1:

- CP #1: AGENCY PLACED FOSTER CARE (this member is an agency CP)
- NCP: Fred
- Dependents: Carrie and Brian

##### IV-D Case 2:

- CP #2: AGENCY PLACED FOSTER CARE (this member is an agency CP)
- NCP: Mary
- Dependents: Carrie and Brian

### 4.3 Workflow for MiSACWIS Referrals

MiCSES completes member and case matching of the referred persons to existing MiCSES members and cases. Then, MiCSES either matches to an existing agency placement IV-D case or creates a new agency placement IV-D

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<sup>53</sup> IV-D cases created from SWSS FAJ referrals could not maintain distinct jurisdiction or assignment information. Because of this, prior Michigan IV-D policy directed workers to create a different IV-D case for each NCP/child combination.

case for each NCP. MiCSES then evaluates the case's progress and will send alerts to the appropriate IV-D worker depending on the progress of the case.

IV-D workers receive alerts in MiCSES when agency placement IV-D cases have support orders that include the referred child, or when the child is active on a court action referral (CAR).<sup>54</sup>

When there is no support order established for a child or no pending CARs, MiCSES will forward the agency placement case referral(s) for a child to the SS and notify the SS using a system alert.<sup>55</sup>

#### **Example 6: IV-D Case Creation With Duplicate NCPs**

After MiCSES processes the referral, two newly created agency placement IV-D cases are assigned to the SS functional area because no CAR or court order is associated with the cases.

A system alert informs the SS of the new agency placement IV-D cases. The Friend of the Court (FOC) will also receive an alert for the existing IV-D case that has the current order for the children.

The SS searches for existing IV-D cases involving the referred persons and discovers the prior IV-D case that includes the court order for Mary to pay Fred.

MiCSES was unable to match the referral to its prior record for Mary, so it created a new member on the second agency placement IV-D case. The SS will manually replace the newly created member with Mary's member information from the prior IV-D case.

## **5. IV-D Worker Actions for Processing Agency Placement IV-D Cases**

Processing agency placement IV-D cases can be challenging due to the many different scenarios that are possible. Upon receipt of an agency placement referral, the SS must proceed carefully to identify relevant information and determine the next child support action.

### **5.1 Resolving Member and Closed Case Exceptions**

Upon receipt of the MiSACWIS referral, MiCSES performs member and case matching of IV-D cases and/or creates members.<sup>56</sup> This process may result in

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<sup>54</sup> Ref: Section 3.85 of the *Michigan IV-D Child Support Manual* for details about agency placement alerts.

<sup>55</sup> The SS will receive the *Evaluate Michigan Child Welfare (EVMCW)* action alert. Ref: the training handout [Public Assistance Alerts](#) for more information on alerts.

<sup>56</sup> Ref: Section 2.05 of the *Michigan IV-D Child Support Manual* for a description of the member- and case-matching processes, related manual processing considerations, and IV-D case reopening requirements.

the need for manual action by the SS within 19 days<sup>57</sup> from the date of the initial referral in order to identify the appropriate IV-D case(s) and/or member(s) to process for the next steps in MiCSES. If no action is taken, MiCSES may automatically create duplicate members and/or cases.

If the automated member-matching process results in a near-match (termed a “member exception”) of a MiSACWIS individual to one or more MiCSES members, the SS or a IV-D worker with the RESR Resolver role<sup>58</sup> will investigate further to identify the referred individual. The SS or IV-D worker will enter changes to associate or disassociate that individual with the appropriate MiCSES member(s).

If the automated case-matching process results in a match with one or more closed cases (termed a “closed case exception”), the SS or a IV-D worker with the RESR Resolver role must further evaluate the match before reopening one or more matching, closed MiCSES case(s).

## 5.2 SS Actions When an NCP Is Unknown

If the referral does not include a mother and either a father or putative father for the referred child, MiCSES will create an agency placement IV-D case(s) with an unknown NCP.<sup>59</sup>

The SS will conduct the necessary research to identify the proper NCP, including reviewing other related IV-D cases. If the SS determines a MiCSES member exists for the unknown NCP, the SS will replace the unknown NCP with the MiCSES member.

## 5.3 Required IV-D Worker Actions When Agency Placement Is With an Unlicensed Provider Receiving FIP<sup>60</sup> Benefits

CSA may place a child with an unlicensed provider who receives FIP through MDHHS.<sup>61</sup> In this instance, MiCSES will receive two separate referrals: a referral from MiSACWIS due to the unlicensed provider agency placement, and a referral from Bridges due to the unlicensed provider and child receiving FIP. A condition for receiving FIP requires the FIP recipient to assign to the state his/her rights to support.

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<sup>57</sup> The 19-day timeframe for resolving member exceptions was set by OCS to meet the 20-day case opening requirement per 45 CFR 303.2(b).

<sup>58</sup> Ref: [Section 3.03, “Case Updates and Member Demographics,” of the Michigan IV-D Child Support Manual](#) for a description of the RESR Resolver role.

<sup>59</sup> The “Create UNK...” feature of the [Case Member Addition \(CMAD\)](#) screen in MiCSES is used for this purpose.

<sup>60</sup> FIP is the acronym for the Family Independence Program.

<sup>61</sup> An unlicensed provider may also receive food assistance (FAP) and Child Development and Care (CDC) for a child in his/her care.

### 5.3.1 Existing Child Support Order

If there is an existing child support order, the SS will send a referral on the Bridges-referred IV-D case to the FOC in the county that enforces the existing order. The SS will close the agency placement IV-D case with the reason code “MZ – Case Merged/Opened in Error.” The SS will enter a note on the MiCSES *Notes Processor* (NOTE) screen explaining the agency placement IV-D case was closed because the unlicensed provider is receiving FIP on a Bridges-referred IV-D case.

The FOC worker must redirect support (administratively or judicially)<sup>62</sup> to the provider on the Bridges-referred IV-D case with the provider as a CP to allow support to be assigned to the state. This is because FIP assignment takes priority over redirection of support to the provider.<sup>63</sup>

### 5.3.2 No Existing Order

If there is no existing child support order, the SS must send a CAR to the PA on the IV-D case with the FIP referral to establish paternity and/or a support order. To ensure proper jurisdiction, the SS must send the referral to the county that has jurisdiction over the Bridges case. The SS will not send a CAR on the agency placement IV-D case(s) to the PA. Instead, the SS will close the agency placement IV-D case(s) with the reason code “MZ – Case Merged/Opened in Error.” The SS will enter a note on the MiCSES NOTE screen explaining the agency IV-D case closed because the unlicensed provider is receiving FIP on a Bridges-referred IV-D case.

## 5.4 Required IV-D Worker Actions When a CDC and/or FAP-Benefit-Only Referral Is Received From Bridges During an Active Agency Placement

There are circumstances when a child is placed in MDHHS’s care and also receives CDC and/or FAP benefits. MiCSES will receive a referral from MiSACWIS for the agency placement and a referral from Bridges for the receipt of CDC/FAP benefits. The person receiving CDC/FAP benefits for a child may be a licensed or an unlicensed provider on the agency placement referral.

When MiCSES receives a Bridges-referred case and a MiSACWIS referral, the child may be a dependent on multiple IV-D cases. If the CP on the Bridges-referred case is the same as the provider on the MiSACWIS-referred case, IV-D

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<sup>62</sup> Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* and [SCAO ADM 2017-02, Administrative Abatement or Redirection of Child Support](#), for information regarding the redirection of child support to an unlicensed provider.

<sup>63</sup> MCL 552.605d

staff will close the Bridges-referred IV-D case with the “MZ – Case Merged/Opened in Error” reason code.<sup>64</sup>

IV-D staff must verify the Bridges-referred case has a cooperation status code of “C” (Cooperation) before closing the IV-D case. IV-D staff must add a note on the MiCSES NOTE screen identifying the reason for closing the Bridges CDC/FAP-referred case and must include the agency placement IV-D case number(s) associated to the child.

## 6. Forwarding Agency Placement IV-D Cases to the Appropriate County

### 6.1 Jurisdiction for Agency Placement Cases

Agency-placed children come within the responsibility of the family division of the county circuit court due to delinquency or neglect situations as defined in the juvenile probate code.<sup>65</sup> The county of jurisdiction is the county of residence for the child.<sup>66</sup> The county circuit court may retain responsibility for the child or may make the child the responsibility of MDHHS through:

- A placement and care order; or
- A state ward commitment order.

MDHHS could place the child in a foster care setting in a different county or even a different state. However, jurisdiction remains with the circuit court for the county that originally took responsibility for custody and placement for the child.<sup>67</sup>

The SS must send a CAR to the PA in the county that has jurisdiction in the agency placement case. This includes cases in which the court has placed the child with an unlicensed provider.

If there is an existing court order, the SS must send a referral for agency placement cases to the FOC in the county with the existing child support order. This also includes cases in which the court has placed the child with an unlicensed provider.

**Note:** In MiSACWIS, the case county is the county where the circuit court has legal jurisdiction over the child independent of the child’s current placement.

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<sup>64</sup> For more information about manual case closure with the MZ reason code, refer to [Michigan IV-D Child Support Manual Section 3.50, “Case Closure.”](#)

<sup>65</sup> Probate Code of 1939 (MCL 701.1 – 713.6)

<sup>66</sup> Michigan Court Rule (MCR) 3.926(B)(3) and MCL 712A.2

<sup>67</sup> There are instances where the court decides to change jurisdiction and transfers the case. Ref: Section 4.85 of the *Michigan IV-D Child Support Manual* for more information.

## 6.2 SS Actions for Agency Placement Cases Without Existing Court Orders

For agency placement IV-D cases where there is no existing court order for the parent(s) to pay support, the SS will verify whether paternity has been established for the child. To do this, the SS will research MDHHS's Central Paternity Registry and Birth Registry System (CPR/BRS)<sup>68</sup> and associated IV-D cases in MiCSES.

### 6.2.1 Paternity Establishment Needed

If paternity is not established for the referred child(ren), the SS will evaluate the agency placement IV-D case and:

- Initiate location efforts for the NCP;<sup>69</sup>
- Determine whether additional information is needed before a CAR is possible;<sup>70</sup>
- Send a Paternity (DP) CAR through MiCSES to the PA who has jurisdiction over the removal order;<sup>71</sup> and
- Indicate in a IV-D case note on the MiCSES NOTE screen that:
  - MDHHS is legally responsible for the care and custody of the child; and
  - MDHHS is requesting paternity establishment but is not requesting a monetary order for support.

If the SS determines that the location of the NCP on the agency placement IV-D case is necessary before referring the case for court action, the SS will access all appropriate location sources within 75 days of the initial referral. The SS may also contact the CSA worker for any additional information.

**Note:** The SS will close the agency placement IV-D case with the mother listed as the NCP with the "MZ – Case Merged/Opened in Error" closure reason code.

### 6.2.2 Paternity Already Established

If paternity is established for the child on the agency placement case, the SS will not send a CAR to the PA to establish an order for either parent to pay support. Instead, the SS will:

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<sup>68</sup> Ref: [MiCSES Quick Reference Guide: Working the Michigan Department of Health and Human Services/Central Paternity Registry Upload of Non-Custodial Parent Data](#).

<sup>69</sup> Ref: Section 3.05 of the *Michigan IV-D Child Support Manual* for information on locate.

<sup>70</sup> Ref: [Section 2.20, "Court Action Referrals \(CARs\)," of the Michigan IV-D Child Support Manual](#) to learn what information is necessary before sending a CAR.

<sup>71</sup> Ref: Section 4.85 of the *Michigan IV-D Child Support Manual* for actions the PA takes upon receiving the referral.

- Close the agency placement IV-D case with the case closure reason code “MZ – Case Merged/Opened in Error”;
- Add a note on the MiCSES NOTE screen stating that paternity is already established, and per the CSA, no further action is required; and
- Send an email to the CSA worker<sup>72</sup> that paternity was established. Include the method used to establish paternity, and that the IV-D child case has been closed.

### 6.3 SS and FOC Actions for Agency Placement Cases With Existing Court Orders

If the SS verifies there is an existing court order for the parent to pay support, the SS will take one or both of the actions described below.

#### 6.3.1 Initiate an “Other Type” (OT) referral to the FOC.<sup>73</sup>

The SS will:

- Send the OT referral to the county that enforces the existing order and request a payee change to MDHHS foster care/State of Michigan; and
- Send a memo or email to the FOC requesting the payee change.

FOC staff will receive the OT referral along with an alert and review the IV-D case information.<sup>74</sup> FOC staff<sup>75</sup> will take steps, where appropriate, to ensure support collections from the existing order are:

- Assigned to the state as required by MCL 552.605d; or
- Redirected to the unlicensed provider who is not eligible for funded foster care maintenance payments.

#### 6.3.2 Close the IV-D case when the NCP is the former payee/CP on the existing court order.

The SS will not send an OT referral to the FOC requesting the former payee on the existing order become the payer or send a CAR to the PA to initiate a court order for child support. Instead, the SS will close the IV-D case with the “MZ – Case Merged/Opened in Error” closure reason code.

<sup>72</sup> The CSA worker name and email address are located in MiCSES on the SCWS screen.

<sup>73</sup> An OT referral to the FOC will not assign a CAR number to the case or create any activity on the PA legal screens in MiCSES.

<sup>74</sup> Ref: Section 3.85 of the *Michigan IV-D Child Support Manual* for more information about alerts.

<sup>75</sup> Ref: SCAO ADM 2017-02 and Section 5.85 of the *Michigan IV-D Child Support Manual* for FOC staff actions for the assignment and redirection of existing support orders.

## 6.4 Referral Received for Children Over 18

MiSACWIS will send agency placement referrals for children of all ages, including those who have already turned 18 years of age. Actions on the referral will differ depending on whether there is already an existing child support order at the time of the agency placement referral.

### 6.4.1 No Existing Child Support Order

MDHHS offers extended assistance to qualifying children who are over 18. However, the IV-D program will not pursue a child support order on these cases. The SS will close the IV-D case with the case closure reason code of “MZ – Case Merged/Opened in Error.”

### 6.4.2 Existing Child Support Order

If an agency placement referral is received for a child over 18, and there is an existing support order for the child, the SS will send a referral to the FOC to assign and/or redirect support.

## 7. Family Reunification Plan and the Impact on IV-D Case Actions

It is the responsibility of the CSA worker to design a plan for a parent’s reunification with his/her child. The CSA worker will collaborate with the child’s parents to develop a viable reunification plan comprised of a treatment plan and/or services agreement.

Cooperation<sup>76</sup> with the IV-D program may be a requirement of the case services plan. If one or both parents do not comply with IV-D program requirements, the IV-D worker (SS, PA or FOC) must notify the CSA worker via telephone, email, or in writing.<sup>77</sup> The IV-D worker will make a note of this contact on the NOTE screen in MiCSES.<sup>78</sup>

### SUPPORTING REFERENCES:

#### Federal

42 USC 653(c)(1)-(3)  
42 USC 654(4)(A)  
42 USC 654A(f)  
42 USC 671  
42 USC 671(a)(17)  
42 USC 1396k(a)(1)(A)  
45 CFR 302.31  
45 CFR 302.52

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<sup>76</sup> Ref: [Section 2.15, “Cooperation/Noncooperation/Good Cause,” of the Michigan IV-D Child Support Manual.](#)

<sup>77</sup> The name and contact information for the CSA worker is displayed on the SCWS screen. Ref: *MiCSES Screen Description: SCWS – SACWIS Case information* for more information.

<sup>78</sup> Ref: 42 USC 671(a)(17) and MCL 552.605d.

45 CFR 303.2(a)(2)  
45 CFR 303.2(b)  
45 CFR 303.30  
45 CFR 303.70  
45 CFR 307.10(b)(1)(2)(10)(13) and (14)  
45 CFR 1355.20(a)

OCSS AT 99-09  
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OCSS IM-12-02

ACYF-CB-IM-12-06

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State

MCL 400.10  
MCL 400.73a  
MCL 400.74  
MCL 400.115b  
MCL 400.117a-g  
MCL 552.23(2)  
MCL 552.451b  
MCL 552.454  
MCL 552.517(1)(a)  
MCL 552.605  
MCL 552.605d  
MCL 552.605d(3)  
MCL 552.605d(6)  
MCL 712A.2  
MCL 712A.18(2)-(6)

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