

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

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1. Legal Requirements

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.¹ The Act

¹ Ref: 42 United States Code (USC) 671(a)(17)

also provides authority for Title IV-E agencies to request Title IV-D services for children receiving Medicaid.² In Michigan, the Title IV-E agency is the Michigan Department of Health and Human Services (MDHHS) Child Welfare Program.

The federal Office of Child Support Enforcement (OCSE) and the 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.³ State Title IV-D agencies may receive:

- Referrals for IV-D services to establish paternity and establish, modify and enforce child support obligations for children who receive federal foster care benefits under Title IV-E of the Act; or
- Locate requests for children receiving Title IV-E services.

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

- The IV-B/IV-E⁴ agency has placement and care responsibility for a child, but the child is not Title IV-E-eligible; or
- Children are determined Title IV-E-eligible and will remain in foster care for a period that justifies establishing a child support case.

Michigan law⁵ requires that when 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 must be assigned to the state or county.⁶

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.⁷ 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 Ref: 42 USC 1396k(a)(1)(A)

³ Ref: [federal OCSE Informational Memorandum \(IM\)-12-02](#) and [Administration for Children and Families \(ACYF\) 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*.

⁴ 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 (child and family services).

⁵ Michigan Compiled Law (MCL) 400.115b; MCL 552.605d

⁶ 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.

⁷ MCL 552.605d(1)(c)(i)

When child welfare staff determine that assignment or redirection of support is not warranted in an agency placement, federal policy⁸ states that there is no role for the IV-D agency.

2. IV-D Services for Agency Placement Cases

The Michigan Child Support Program provides IV-D services for cases that are MDHHS-supervised, out-of-home foster care placements. The Michigan Child Welfare Program refers these cases to the child support program through the MiCSES/MiSACWIS⁹ interface. These cases are known as “agency placements.”

Out-of-home placement occurs when a court removes a child from his/her living arrangement. Not all out-of-home placements place a child with MDHHS; the court may directly appoint a new caretaker for the child. Foster care covers a variety of services provided by the Child Welfare Program for children removed by a court.

The IV-D program acknowledges that courts may place children in an out-of-home placement without MDHHS involvement; however, 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 Requests for Location-Only IV-D Services

Agency placement cases are eligible for IV-D services similar to any other IV-D case. Child welfare 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 child welfare workers in determining the permanent placement of a child.¹⁰ In some instances, this information may also help the child welfare worker determine whether securing the assignment of support rights is warranted. For locate-only services, authorized requesters can fax a request to the Office of Child Support’s (OCS’s) State Parent Locator Service at (517) 241-7234.¹¹

2.2 Conditions for a Referral for Full IV-D Services

A necessary condition of a MiSACWIS referral is a court placement of a child under the care and custody of MDHHS, and the Child Welfare Program has determined a case is appropriate for referral for IV-D services.

⁸ [OCSE Policy Interpretation Question \(PIQ\) 07-03, IV-D Agency Disclosures of Child Support Enforcement Information to State IV-B and IV-E Child Welfare Agencies and Related Matters](#)

⁹ 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.

¹⁰ Ref: [Children’s Protective Services Manual \(PSM\) 715-2, Removal and Placement of Children](#).

¹¹ For more information on locate services, reference [Locate](#) documentation on mi-support.

Child welfare workers complete case intake procedures and record the initial placement of a child in MiSACWIS. MiSACWIS then automatically transmits referrals for IV-D services 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 maintenance payments for the child;
- The child is eligible for Child Care Fund (CCF)¹² 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")¹³ and requests IV-D services on behalf of that provider.

When MiCSES receives a referral from MiSACWIS in the above circumstances, it will open an agency placement IV-D case(s), as appropriate.

The Child Welfare Program, through MiSACWIS, may send information to MiCSES after a court has placed a child with MDHHS but before the funding for that placement has been established. When this occurs, neither MiCSES nor IV-D workers will open an agency placement IV-D case.

Note: Under specific circumstances, the child welfare worker may not pursue child support for an agency-placed child.¹⁴

¹² Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for detailed information regarding the CCF state and county funding sources.

¹³ 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.

¹⁴ Ref: [Section 2.15, "Cooperation/Noncooperation/Good Cause," of the Michigan IV-D Child Support Manual](#) for manual processing of cases where a Michigan child welfare worker determines that there is good cause to not pursue child support action.

Example 1: Referral Criteria

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

Child welfare workers enter 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 child welfare worker also records Carrie's initial placement in MiSACWIS.

After the child welfare worker completes this step, MiSACWIS will send an electronic referral to MiCSES if MiSACWIS determines the case is eligible for IV-D services.

3. Agency Placement Referral Information¹⁵

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 MiSACWIS Case and Member Identifiers

Each MiSACWIS case and member has a unique identifier. MiSACWIS case numbers are numeric, whereas SWSS FAJ¹⁶ case numbers were alphanumeric. A MiSACWIS member has a unique MiSACWIS Person Identification (ID)¹⁷ 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.¹⁸

When a child welfare 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.¹⁹ If the person is found,

¹⁵ Ref: the MiCSES *SACWIS Case Information* (SCWS) screen to view case and member details from referrals that MiCSES receives from MiSACWIS.

¹⁶ 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.

¹⁷ The MiSACWIS Person ID number is referred to in MiCSES as the Agency Placement (AgP) ID.

¹⁸ 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 Michigan IV-D Child Support Manual](#) and [Exhibit 2.05E1, Member Match Matrix](#), for more information on member matching.

¹⁹ This directory is called the Master Client Index (MCI).

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.

3.2 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 child welfare 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.²⁰

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. Child welfare workers identified the children's mother, Mary, as part of the removal process, but did not locate her.

When child welfare workers 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/SWSS AI-ID for Carrie.

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

²⁰ Ref: [MiCSES Customer Information Guide: MiSACWIS Referrals](#) for information about the types of relationships stored and referred by MiSACWIS.

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.

3.3 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.²¹

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](#).

3.4 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.

IV-D staff must verify this information when considering appropriate child support order recommendations.²²

²¹ Ref: [MiCSES Customer Information Guide: Interface Demographic Updates](#).

²² 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.

3.5 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.²³

3.6 Legal Status and Court Order Information

The referral includes information about the legal custody status²⁴ of the referred child. If the referred child's legal custody status changes, MiSACWIS may communicate this updated referral information.²⁵

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 custodial party (CP) for the child.

3.7 Worker Information

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

3.8 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,²⁶ regardless of the child's current geographic placement.

The referral also contains the child's current placement information, along with the name, MiSACWIS Person ID, living arrangement,²⁷ and address of the person or agency providing foster care for the referred child. If MDHHS later

²³ 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](#).

²⁴ Ref: [Children's Foster Care Manual, FOM 901-6, Legal Status](#), for current legal status codes. [MDHHS Online Manuals](#) can be accessed through mi-support's Program Library tab.

²⁵ MiCSES processes the referral file updates each evening when they are received from MiSACWIS.

²⁶ Ref: [Section 3.85, "Agency Placement – Case Management," of the Michigan IV-D Child Support Manual](#) for information on jurisdiction in agency placement cases.

²⁷ MiSACWIS living arrangement information describes where the child is living, such as parental home, foster home, adoptive home or institution. The child welfare 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.

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.²⁸ In limited circumstances, IV-D staff may need to request changes to the MiCSES OTHP record.²⁹

3.9 Recipient of Support Information³⁰

To help MiCSES and IV-D staff determine to whom support is assigned or redirected,³¹ a MiSACWIS referral contains one of the following *Pay To* indicators:³²

- 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: As of October 1, 2019, MiSACWIS will no longer 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.³³

- 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:
 - 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).

²⁸ The redirection process is described in Section 5.85 of the *Michigan IV-D Child Support Manual*.

²⁹ Ref: [Section 3.16, "Other Parties," of the Michigan IV-D Child Support Manual](#) for more information.

³⁰ Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for more information regarding the assignment or redirection of support.

³¹ The Child Welfare Program may seek Title IV-D services for non-Title-IV-E-eligible children for whom the agency has legal placement and care responsibilities. Ref: OCSE IM-12-02 for more information.

³² These indicators appear in the *Pay To* field on the SCWS screen in MiCSES.

³³ Ref: Section 5.85 of the *Michigan IV-D Child Support Manual* for more information regarding agency placements eligible for CCF services.

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.³⁴ MiSACWIS will send a *Pay To* of LEFTCARE when a child becomes a permanent ward of the state.³⁵ IV-D staff must ensure the child's support obligation continues if parental responsibilities are not terminated by the court.³⁶

- **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, child welfare workers did not complete the funding analysis for Carrie or Brian. Because of this, the MiSACWIS referral initially contained an assignment indicator of UNDETERMINED.

Similarly, child welfare workers did not complete their IV-E eligibility determinations. MiSACWIS sent a IV-E eligibility status of "Pending" in the referral.

Later that month, child welfare workers determine 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.³⁷

³⁴ Ref: [IV-D Memorandum 2011-021, Termination of Parental Rights – Michigan Supreme Court Decision](#), for more information on termination of parental rights and responsibilities.

³⁵ 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.

³⁶ 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.

³⁷ 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.³⁸

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.³⁹

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 child welfare 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 Child Welfare Program has indicated the child is under the care and custody of the agency and in a non-funded placement with an unlicensed provider. The Child Welfare Program 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.

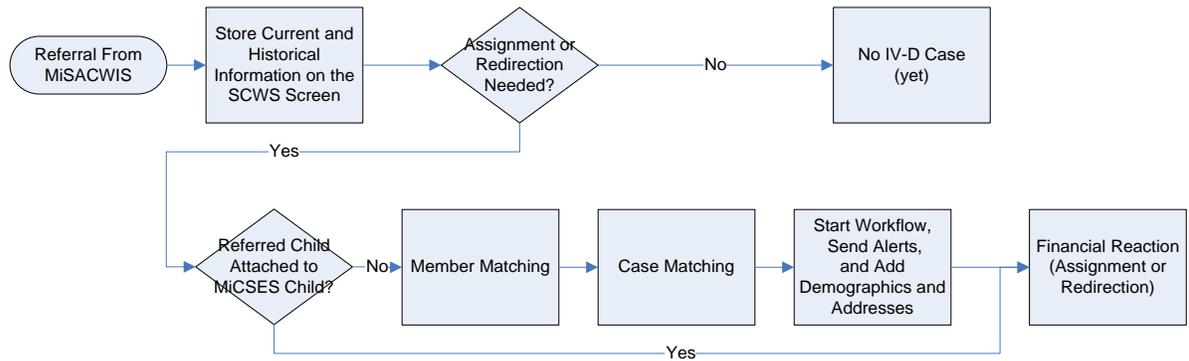
If the persons included in the referral are not already associated to MiCSES individuals, MiCSES will conduct member- and case-matching processes to determine whether existing MiCSES members and/or cases correspond to the referral.⁴⁰

³⁸ Ref: the MiCSES SCWS screen for details on viewing referral information.

³⁹ 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.

⁴⁰ 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 an Agency Placement IV-D Case

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 received⁴¹ 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

⁴¹ 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.⁴² 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 name⁴³ 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.

⁴² Ref: Section 2.05 of the *Michigan IV-D Child Support Manual* for a description of the case-matching process.

⁴³ Ref: [Section 4.85, "Agency Placement – Establishment," 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.⁴⁴ 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 Child Welfare Program 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

⁴⁴ 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.

4.3 Workflow for Child Welfare 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 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).⁴⁵

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 support specialist (SS) and notify the SS using a system alert.⁴⁶

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.

As stated in Example 5, because MiCSES was unable to match the referral to its prior record for Mary, 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 Cases⁴⁷

Processing agency placement IV-D cases can be challenging due to the many different scenarios that are possible. The SS must proceed carefully to identify relevant information before processing an agency placement IV-D case and forwarding it for the next child support action.

⁴⁵ Ref: Section 3.85 of the *Michigan IV-D Child Support Manual* for details about agency placement alerts.

⁴⁶ Ref: the [Public Assistance Alerts Handout](#) training document for more information on alerts.

⁴⁷ Ref: SCAO ADM 2008-01.

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.⁴⁸ This process may result in the need for manual action by the SS within 19 days⁴⁹ 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 role⁵⁰ 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.⁵¹

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.

⁴⁸ 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.

⁴⁹ 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).

⁵⁰ 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.

⁵¹ The “Create UNK...” feature of the [Case Member Addition \(CMAD\)](#) screen in MiCSES is used for this purpose.

5.3 Required IV-D Worker Actions When Agency Placement Is With an Unlicensed Provider Receiving FIP⁵² Benefits

A child may also be a recipient of FIP benefits **and** have an open agency placement IV-D case in which MDHHS is the CP.⁵³ This scenario could occur if the child is living with an unlicensed provider.

5.3.1 Existing Child Support Order

If there is an existing child support order, FOC staff can administratively redirect child support to an unlicensed provider, or the court may judicially order the support to be redirected. IV-D staff may review the removal order from the child welfare case to see if the court already ordered support to be redirected.⁵⁴

If the provider is receiving FIP benefits for the child, the IV-D worker must redirect support (administratively or judicially) to the provider on a separate IV-D case with the provider as a CP to allow support to be assigned to the state.

MiCSES sends an alert when an unlicensed provider is receiving FIP⁵⁵ at the same time that the child is active on another IV-D case with an open docket. When a provider receives FIP, the FIP assignment must take priority over the redirection of support to the provider.⁵⁶

5.3.2 No Existing Order

If there is no existing child support order and no existing CAR on the agency placement IV-D case, the SS will send a CAR on the FIP referral to establish an order. To ensure proper jurisdiction, the SS must send the referral to the county that has jurisdiction over the neglect/abuse (N/A) case. The SS will not send a CAR for the agency placement referral. Instead, 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 *Notes Processor* (NOTE) screen explaining why the IV-D case closed.

If there is an existing CAR for the agency placement IV-D case, the SS will not send a CAR on the FIP referral. The Prosecuting Attorney (PA)⁵⁷

⁵² FIP is the acronym for the Family Independence Program.

⁵³ An unlicensed provider may also receive food assistance (FAP) and Child Development and Care (CDC) for a child in his/her care.

⁵⁴ 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.

⁵⁵ MiCSES will send a DIFFCUST alert in this instance.

⁵⁶ MCL 552.605d(3)

⁵⁷ Ref: Section 4.85 of the *Michigan IV-D Child Support Manual* for recommended PA actions.

may have initiated establishment on the agency placement IV-D case. Therefore, the SS will not ask the PA to stop the initiated establishment on the agency placement IV-D case. The SS will close the FIP IV-D case with the reason code “MZ – Case Merged/Opened in Error.” The SS will enter a note on the NOTE screen explaining why the IV-D case closed. FIP assignment takes priority over agency placement direction of support to the provider. Therefore, once an order is established by the PA, FOC staff will reopen the FIP IV-D case to ensure assignment of support is applied to the FIP 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 referral and a MiSACWIS referral, the child may be a dependent on multiple IV-D cases. Because support must be assigned to the state or redirected to an unlicensed provider when a child is in an active agency placement, paternity and support order establishment must occur on the agency placement case(s). If the CP on the Bridges-referred case is the same as the provider⁵⁸ on the MiSACWIS-referred case, and the child remains in active MDHHS care, IV-D staff must manually close the case created by MiCSES as a result of the Bridges referral.

IV-D staff must verify the Bridges-referred case has a cooperation status code of “C” (Cooperation) before closing. IV-D staff will close the case with the “MZ – Case Merged/Opened in Error” reason code⁵⁹ according to the following guidelines:

- If the case has no associated docket or active CAR, IV-D staff may close the case immediately;
- If the case has no associated docket and has an active CAR, the SS will notify the PA to determine the next course of action for the agency placement IV-D case(s), and consider the Bridges-referred case for closure;
or

⁵⁸ Research may include reviewing the MiCSES SCWS screen, the MAHI screen, and the Business Objects *DHS Case Inquiry* reports QN-014, *MiSACWIS Child History* and QN-011, *Individual History by Individual ID*. Ref: the training document *Unique Case Scenarios for Agency Placement IV-D Cases* for more information.

⁵⁹ 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.”](#) The use of the MZ reason code for this purpose will be included in a future update to this manual section.

- If the case has an associated docket, the FOC worker must move any charging obligations to the appropriate agency placement IV-D case and consider to whom arrears are due before considering closure.⁶⁰

IV-D staff must add a note in MiCSES on the *Notes Processor* (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.⁶¹ The county of jurisdiction is the county of residence for the child.⁶² 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.⁶³

The SS must send a CAR for agency placement cases that do not have an existing order to the county that has jurisdiction in the placement case.⁶⁴ This 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.

⁶⁰ If MiCSES receives a Bridges referral for a child and creates a new IV-D case(s) with no associated docket when the child(ren) is active on another IV-D case with a docket, MiCSES will send a DIFFCUST alert to the FOC.

⁶¹ Probate Code of 1939 (MCL 701.1 – 713.6)

⁶² Michigan Court Rule (MCR) 3.926(B)(3) and MCL 712A.2

⁶³ 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.

⁶⁴ Ref: Section 4.85 of the *Michigan IV-D Child Support Manual* for more information on CARs for agency placement cases.

6.2 Cases Without Existing Court Orders – Referral to PA

For agency placement IV-D cases where the referred child is not on a support order or part of a CAR, the SS will evaluate the MiSACWIS referral and:

- Create an additional IV-D case(s) within 20 calendar days⁶⁵ as needed to ensure that two agency placement IV-D cases exist – one with the mother as the NCP and one with the father or putative father as the NCP;
- Initiate location efforts for the NCPs;⁶⁶
- Determine whether additional information is needed before a CAR is possible; and/or
- Refer the case to the PA as described in [Section 2.20, “Court Action Referrals \(CARs\),” of the Michigan IV-D Child Support Manual.](#)

If the SS determines that 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 will verify the paternity information from the referral. If there is no paternity information listed, the SS will research MDHHS’s Central Paternity Registry and Birth Registry System (CPR/BRS)⁶⁷ and contact the child welfare worker for any additional information. If paternity cannot be verified for the child, the SS must refer the agency placement IV-D case to the PA with jurisdiction for paternity establishment.

There may be situations in which two referrals must be sent to the PA to establish support for both parents to pay the agency. In this situation, the SS must send a CAR to the PA to establish support for the parent(s) who was not previously ordered to pay child support.

Note: A child may be a member of an existing IV-D case in which the CP is not an agency CP (MDHHS) and a previous CAR exists. If the child no longer resides with the CP, and this is indicated as “N” (No) in the *In CP Home* field on the *Case Member Details* (CASE) screen, IV-D staff may consider the case for manual closure.⁶⁸

6.3 Cases With Existing Court Orders – Referral to FOC

There may also be a situation in which one of the parents has already had child support ordered, and the FOC can simply assign or redirect existing support

⁶⁵ 45 CFR 303.2(b)

⁶⁶ For more information on locate policy, reference Locate documentation on mi-support.

⁶⁷ Ref: [MiCSES Quick Reference Guide: Working the Michigan Department of Health and Human Services/Central Paternity Registry Upload of Non-Custodial Parent Data.](#)

⁶⁸ Ref: Section 3.50 of the *Michigan IV-D Child Support Manual* for more information.

obligations. In this situation, the SS must send an Other Type (OT) referral to the FOC in the county with the existing child support order requesting the FOC take action to assign or redirect the support.

FOC staff will receive the referral along with an alert.⁶⁹ The FOC will review the IV-D case information and take the next appropriate steps, which may include redirection or assignment of charges, as appropriate.⁷⁰

The FOC may also review and modify an existing support order for the former payee/CP to pay support.⁷¹ FOCs may transfer the case to the PA office that has jurisdiction over the removal order (the order in the child protective proceeding) to either establish support for the former payee/CP, or modify the order, as appropriate. IV-D staff will transfer the case using the *Case Reassignment (CRAS)*⁷² screen in MiCSES.

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 child support order for the child, the SS will send a referral to the FOC to assign and/or redirect support.⁷³

⁶⁹ Ref: Section 3.85 of the *Michigan IV-D Child Support Manual* for more for more information about alerts.

⁷⁰ Ref: SCAO ADM 2017-02 and Section 5.85 of the *Michigan IV-D Child Support Manual* for more information regarding the assignment or redirection of child support.

⁷¹ Ref: MCL 552.517(1)(a)

⁷² Ref: [MiCSES Quick Reference Guide: CRAS – Transfer a Case](#) for information on how to transfer a case.

⁷³ 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.

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

It is the responsibility of the child welfare worker to design a plan for a parent's reunification with his/her child. The child welfare worker will collaborate with the child's parents to develop a viable reunification plan comprised of a treatment plan and/or services agreement. Cooperation⁷⁴ with the IV-D program may be an integral requirement of the plan in order for the parents to reunite with their child.

If one or both of the parents refuse to comply with the IV-D program requirements, the IV-D worker (SS, PA or FOC) must notify the child welfare worker via telephone, email, or in writing.⁷⁵ The IV-D worker will make a note of this contact on the NOTE screen in MiCSES.⁷⁶

SUPPORTING REFERENCES:

Federal

Section 471(a)(17) of the Social Security Act
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
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)

OCSE AT 99-09

OCSE IM 99-01
OCSE IM-12-02

ACYF-CB-IM-12-06

OCSE PIQ 07-03

State

MCL 400.10

⁷⁴ Section 2.15 of the *Michigan IV-D Child Support Manual* describes IV-D workers' actions when a parent does not cooperate to establish paternity, a child support order, or claims that (s)he has good cause not to do so.

⁷⁵ The name and contact information for the child welfare worker is displayed on the SCWS screen. Ref: *MiCSES Screen Description: SCWS – SACWIS Case information* for more information.

⁷⁶ Ref: 42 USC 671(a)(17) and MCL 552.605d.

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(1)(c)(i)
MCL 552.605d(3)
MCL 712A.2
MCL 712A.18(2)-(6)

MCR 3.926(B)(3)
MCR 3.973(F)(5)

SCAO ADM 2008-01
SCAO ADM 2017-02

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[IV-D Memorandum 2019-016](#)
IV-D Memorandum 2016-010
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