

**Repair, Maintenance, or Replacement of Equipment:
A Summary of Actions**

Prior to February 15, 2012: For repair, maintenance or replacement of **DTMB-provided equipment or software (including printers, monitors, or other peripheral devices)**, contact the DTMB Client Services Center directly by phone at 1-800-968-2644 or by email at DITservice@michigan.gov.

After February 15, 2012: **Monitors or other peripheral devices are no longer included in the DTMB support.** The county must provide the repair, maintenance or replacement. This does not require prior approval and may be billed through the Cooperative Reimbursement Program (CRP) agreement.

After September 30, 2012: **Printers are no longer included in the DTMB support.** The county must provide the repair, maintenance or replacement. This does not require prior approval and may be billed through the CRP agreement.

If the county decides to provide/purchase equipment or software (other than printers, monitors, or other peripherals): The Friend of the Court (FOC) or Prosecuting Attorney (PA) must prepare a formal, written and detailed request in accordance with IV-D Memorandum 2012-004, Subsection 5, "Prior Approval Process for Hardware and Software Purchases (Other Than Printers, Monitors, and Other Peripheral Devices) Through the CRP Agreement" and send it to:

Michigan Department of Human Services
OCS Financial Management
Grand Tower Suite 1215
P.O. Box 30478
Lansing, MI 48909-7978

After February 15, 2012: **If the county provides/purchases monitors or other peripheral devices,** purchase these through the county processes – no prior approval is required. Purchases may be billed through the CRP contract in accordance with IV-D Memorandum 2012-004.

After September 30, 2012: **If the county provides/purchases printers,** purchase these through the county processes – no prior approval is required. Purchases may be billed through the CRP contract in accordance with IV-D Memorandum 2012-004.

Note: Counties may choose to provide printers prior to September 30, 2012. If so, the processes and procedures related to printers in IV-D Memorandum 2012-004 that would apply after September 30, 2012 will apply to the county as of the date of that choice.