



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

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DIRECTOR

IV-D MEMORANDUM 2014-018

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: August 20, 2014

SUBJECT: Updates to Expiration Dates on the Federally Approved
Standard Intergovernmental Forms

<p>UPDATE(S):</p> <p><input type="checkbox"/> Manual</p> <p><input checked="" type="checkbox"/> Form(s)</p>
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RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

The federal Office of Child Support Enforcement (OCSE) recently announced that the expiration date has been changed to February 28, 2017 on the federally approved standard intergovernmental forms. These forms will be updated with the new expiration date in the Michigan Child Support Enforcement System (MiCSES) on August 22, 2014. The affected forms are:

- *Child Support Enforcement Transmittal #1 – Initial Request (FSA-200-1 or INTTRANS1¹);*

Note: Sometimes the third page of this form is used by itself in MiCSES. In this instance, it is still referred to as the FSA-200-1, but its MiCSES template ID is INTACK1.

- *Child Support Enforcement Transmittal #2 – Subsequent Actions (FSA-200-2 or INTTRANS2);*

Note: Sometimes the third page of this form is used by itself in MiCSES. In this instance, it is still referred to as the FSA-200-2, but its MiCSES template ID is INTACK2.

¹ This is known as the MiCSES template ID.

- *Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery* (FSA-200-3 or INTTRANS3);
- *Uniform Support Petition* (FSA-201 or INTSUPPET);
- *General Testimony* (FSA-202 or GENTEST);

Note: Sometimes this form is generated with its fields completed. In this instance, it is still referred to as the FSA-202, but its MiCSES template ID is GENTESTVER.

- *Affidavit in Support of Establishing Paternity* (FSA-204 or PATERNITYAFF);
- *Locate Data Sheet* (FSA-206 or INTLOCDS);
- *Registration Statement* (FSA-207 or INTREGSTMT); and
- *Notice of Determination of Controlling Order* (FSA-208 or INTNDCO). In addition to the modified expiration date, this form has been updated to reflect previous changes to the federal form. The word “Responding” has been added to the first group of fields for “FIPS Code,” “IV-D Case No.” and “Tribunal No.,” and the word “Initiating” has been added to the second group of these fields. Also, “IV-D Case Number” has been changed to “IV-D Case Identifier.” Minor formatting and punctuation changes have been made to match the federal form as well.

DISCUSSION:

Federal regulations require all states to use federally approved forms in processing intergovernmental IV-D cases.² Michigan law specifies that when IV-D staff take a child support action under the Uniform Interstate Family Support Act (UIFSA), “the petition and accompanying documents shall conform substantially with the requirements imposed by the forms mandated by federal law.”³

OCSE last introduced changes to the standard intergovernmental child support enforcement forms in June 2011.⁴ OCS staff revised the intergovernmental forms generated in MiCSES to be in compliance with the federal forms on August 3, 2012.

In July 2013, OCSE solicited suggestions for revisions to the forms. Several significant updates were recommended; as a result, OCSE formed a workgroup to analyze the revision options, and it extended the use of the current forms with a new expiration date of February 28, 2017. OCSE changed the expiration date on the forms and made no other changes.⁵

The forms will be revised with the new expiration date in MiCSES on August 22, 2014.

² 45 Code of Federal Regulations (CFR) 303.7(a)(4)

³ Michigan Compiled Law (MCL) 552.1318(2)

⁴ Ref: [OCSE Action Transmittal \(AT\) 11-07, Distribution of Federally Approved Standard Intergovernmental Child Support Enforcement \(CSE\) Forms.](#)

⁵ Ref: [OCSE AT-14-02, Standard Intergovernmental Child Support Enforcement Forms Extended.](#)

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. IV-D workers must use the updated OCSE forms for intergovernmental case processing. The revised forms will be available in MiCSES on August 22, 2014. See the [OCSE website](#) for instructions on completing the forms.

This IV-D Memorandum obsoletes IV-D Memorandum 2012-009, *Updates to the Federally Approved Standard Intergovernmental Forms* and its attachments.

REVIEW PARTICIPANTS:

Program Leadership Group
Intergovernmental Work Improvement Team

CONTACT PERSON:

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CC:

None

SUPPORTING REFERENCES:

Federal
42 United States Code (USC) 666(f)
45 CFR 303.7(a)(4)

OCSE AT-11-07
OCSE AT-14-02

State
MCL 552.1101–1803

ATTACHMENTS:

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|------------------------------------|--|
| FSA-200-1 or INTTRANS1 / INTACK 1: | <i>Child Support Enforcement Transmittal #1 – Initial Request</i> |
| FSA-200-2 or INTTRANS2 / INTACK2: | <i>Child Support Enforcement Transmittal #2 – Subsequent Actions</i> |
| FSA-200-3 or INTTRANS3: | <i>Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery</i> |

FSA-201 or INTSUPPET:	<i>Uniform Support Petition</i>
FSA-202 or GENTEST / GENTESTVER:	<i>General Testimony</i>
FSA-204 or PATERNITYAFF:	<i>Affidavit in Support of Establishing Paternity</i>
FSA-206 or INTLOCDS:	<i>Locate Data Sheet</i>
FSA-207 or INTREGSTMT:	<i>Registration Statement</i>
FSA-208 or INTNDCO:	<i>Notice of Determination of Controlling Order</i>

EPF/SM/CMS