IV-D MEMORANDUM 2015-015

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: June 15, 2015

SUBJECT: Updated Child Support Forms and Publications; Obsolete Amnesty Program Communications

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces revisions to several forms and publications maintained by the Michigan Office of Child Support (OCS) and used by the Michigan IV-D program. The changes affect forms that are maintained in the Michigan Child Support Enforcement System (MiCSES) as well as forms that are not maintained in MiCSES.

The forms have been updated to reflect the merger of the Department of Human Services (DHS) and the Michigan Department of Community Health (MDCH), which occurred in April 2015. The revised forms include the new agency name, the Michigan Department of Health and Human Services (MDHHS), and will be available on June 19, 2015 after 5 p.m.¹

This memorandum also obsoletes Michigan IV-D Action Transmittal 2006-026, REVISED: Amnesty Program and the four attachments to that policy, including the Child Support Amnesty Request Form (DHS-443). This was a temporary, legislatively required program that is no longer available.

¹ The updated Billing Sheet Coupon (DHS-1259) will be available on the MiChildSupport website on June 15, 2015.
DISCUSSION:

A. Forms Not Maintained in MiCSES

1. Standard Form Changes

OCS staff reviewed all Michigan IV-D forms and publications maintained and owned in whole or in part by OCS, and where appropriate, made changes to the following:

a. Letterhead

The departmental letterhead appears at the top of many forms. OCS has updated it to reflect the new department name, and has updated the director’s name to reflect the new director, Nick Lyon. Additionally, where appropriate, the governor’s name has been updated to reflect the current Michigan governor, Rick Snyder.

b. Text Within the Forms

The text in the body of each form and publication has been updated to replace the Department of Human Services (DHS) and/or the Michigan Department of Community Health (MDCH) with the new department name, the Michigan Department of Health and Human Services (MDHHS).

c. Nondiscrimination Statement and Revision Date

The nondiscrimination statement appears at the bottom of many forms and publications. OCS has updated it to reflect the department name change as well as other revisions that MDHHS recently made. OCS has also updated the revision date of the forms to 6/15.

2. Other Form Changes

In addition to the changes noted above, the Request for Verification of Tribal Membership and Territorial Jurisdiction (DHS-1081) and the Notice of Referral for Tribal Child Support Services (DHS-1082) have been updated to remove references to a specific support specialist. This reflects the change in the support specialist business process.²

² Ref: Michigan IV-D Memorandum 2013-025, OCS Case Management Section Business Process Changes, Upcoming New Interactive Voice Response (IVR) System, Revised Contact Information, and Form Updates for more information.
B. MiCSES Forms

1. OCS reviewed all forms and publications maintained and owned in whole or in part by OCS and generated in MiCSES, and where appropriate, made the following changes:

   a. Added merge fields to the forms in all instances where the agency name and acronym appear. This will allow for more seamless updates with any future changes;

   b. Updated the letterhead to reflect the new department name, and updated the director’s name to reflect the new director, Nick Lyon;

   c. Updated the text in the body of each form and publication to replace the Department of Human Services (DHS) and/or the Michigan Department of Community Health (MDCH) with the new department name, Michigan Department of Health and Human Services (MDHHS); and

   d. Updated the revision date of the forms to 6/15.

   **Note:** OCS has updated the nondiscrimination statement on the MiCSES forms to reflect the department’s new name. However, additional updates that MDHHS recently made to the nondiscrimination statement do not appear because the revisions were not available in time to update the MiCSES forms. The nondiscrimination statement on the MiCSES forms will be updated with these revisions at a future date.

2. The following MiCSES forms will also be updated with this effort, although they are not attached to this IV-D Memorandum:

   a. The F1201P, which consists of the *IV-D Child Support Services Application/Referral* (DHS-1201) and the publication *Understanding Child Support: A Handbook for Parents* (OCSPAMP);

   b. The OCS1201P, which consists of the DHS-1201 and the OCSPAMP; and

   c. The OCS0015P, which consists of the *First Customer Contact Letter* (OCS0015) and the OCSPAMP.

C. MiChildSupport

The online DHS-1201 application (e1201) and the resulting DHS-1201 PDF application forms were updated to reflect the new department name and the updated nondiscrimination statement. These changes were implemented with the MiChildSupport release on May 22, 2015. Additionally, the MiChildSupport website was updated to reflect the new department name.
NECESSARY ACTION:

Begin using the new versions of the forms and publications. Any existing paper forms and publications should be depleted prior to ordering copies of the revised forms and publications.

This IV-D Memorandum obsoletes Action Transmittal 2006-026 and its attachments.

REVIEW PARTICIPANTS:

Program Leadership Group
Case Management Work Improvement Team

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CC:
None

ATTACHMENTS:

CLO_IVDSS: Notice of Title IV-D Child Support Case Closure
CLO_REOSS: Notice of Title IV-D Support Case Action
CLOSURESS: Notice of Title IV-D Child Support Case Closure
DHS-307: Request for Central Receipt Adjustment/Suspense Work Form
DHS-316: Incentive Payment Request
DHS-317: Request for Centralized Passport Action
DHS-318: Emergency Notice of Withdrawal of Passport Denial
DHS-428: MiCSES Child Support Case Disclosure Form
DHS-510: Special Instruction Payment Coupon
DHS-547: Statement of Complaint
DHS-658: Office of Child Support Attorney General Assistance Request
DHS-660: Letter to Financial Institution Regarding Out of State Lien
DHS-711: Partner Practice Posting Request
DHS-820: Support Collection Payment Request
DHS-842: Child Support Information
DHS-882: Security Incident Report
DHS-998: Statement of Assisted Reproduction and Lack of Information
DHS-1014: New Hire Reporting Proactive Letter
DHS-1018: New Hire Reporting/Quarterly Wage Match Compliance Letter
DHS-1081: Request for Verification of Tribal Membership and Territorial Jurisdiction
DHS-1082: Notice of Referral for Tribal Child Support Services
DHS-1201: IV-D Child Support Application/Referral
DHS-1201-SP: IV-D Child Support Application/Referral (Spanish Version)
DHS-1202: Application Status Letter
DHS-1259: Billing Sheet Coupon
DHS-1300: Returned NMSNs to FOC Staff
DHS-1424: State Case Registration of a Non-IV-D and Opt Out Case
DHS-1425: Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments
DHS-1454: Publication Order List
DHS-4794: Michigan UIFSA Remedy Decision Worksheet
DHS-Pub 780: What Every Parent Should Know About Establishing Paternity
DHS-Pub 780-SP: What Every Parent Should Know About Establishing Paternity (Spanish Version)
DHS-Pub 806: Fatherhood: Taking Responsibility for Your Child
DHS-Pub 849: Your Child Has a Right to Know its Father – Establish Paternity poster
DHS-Pub 850: Your Child….Is About to Become a Parent
DHS-Pub 865: DNA-Paternity Testing Questions and Answers
DHS-Pub 865-SP: DNA-Paternity Testing Questions and Answers (Spanish Version)
FEN060: Interstate Notice of Lien
FEN210: Affidavit of Non-Disclosure for Family Violence Indicator
FEN321: Financial Institution Notice of Lien and Levy and Disclosure
FEN322: Cover Letter to Financial Institution
FEN323: Notice of Rights and Responsibilities of Obligor (Payer) and Financial Institution
FEN324: Letter to Financial Institution Inquiring About Levy Status
FEN325: Request for Administrative Review of Lien
FEN326: Result of Administrative Review
FEN327: Notice to Release Lien
FEN333: Referee Findings and Report (Levy)
FEN334: Order Regarding Levy of Assets
FEN335: Notice of Conditional Release of Lien
FEN337: Letter to Obligor that Case Referred for Investigation
FEN340: Notice of Lien and Levy