[Date]

[Name]

[Address 1]

[Address 2]

Re: Changes affecting your child support case(s) [insert case number of the case(s) with the provider as CP]

Michigan Office of Child Support (OCS) records indicate that you are an unlicensed foster care caregiver for the following child(ren) who is under the supervision of the Michigan Department of Health and Human Services (MDHHS) Child Welfare Program:

[Child 1]

[Child 2]

[Child 3]

Recently, the Child Welfare Program requested that OCS create a new child support case for the child(ren) listed above and send child support payments made for the child(ren) directly to you. As a result, a new child support case [insert agency placement case number] has been created for the child(ren). If any child support payments are made to this new case while you are the unlicensed caregiver for the child(ren), you will receive those payments by paper check. You will not receive payment for this new case by direct deposit or debit card.

Also, if you have previously signed up for a MiChildSupport account, you will be unable to access information on the new case via the MiCase website. However, you will still be able to access information on any of your other child support cases. We apologize for the inconvenience this may cause.

**What you need to do:**

Please keep your address up-to-date with MDHHS and this Friend of the Court (FOC) office. This will help ensure that child support checks for the new case are sent to your current address. Contact your child welfare caseworker and this office whenever you need to update your address. If you contact this office, tell the FOC worker that you are an unlicensed caregiver. You will need to provide the case number for the child(ren) indicated in this letter.

Please keep this letter for your records. If you have any questions about these changes, contact this FOC office at:

[Name]

[Phone Number]

[Email]