



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

**IV-D MEMORANDUM 2021-009**

**TO:** All Friend of the Court (FOC) Staff  
All Prosecuting Attorney (PA) Staff  
All Office of Child Support (OCS) Staff  
All Michigan State Disbursement Unit (MiSDU) Staff

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

**DATE:** March 31, 2021

**SUBJECT:** OCS Forms With Updated Michigan Department of Health and Human Services (MDHHS) Letterhead, MDHHS Nondiscrimination Statement, and OCS Contact Information

**ACTION DUE:** None

**POLICY EFFECTIVE DATE:** Upon receipt

**PURPOSE:**

This IV-D Memorandum announces OCS’s revision of nine non-MiCSES-generated<sup>1</sup> forms that contain MDHHS letterhead. OCS has changed the letterhead on these forms to reflect the new MDHHS director, who was appointed to the position in January 2021. In addition, OCS has updated these forms with the revised MDHHS nondiscrimination statement. Several of the forms also have an updated OCS address and phone number in the footer.

**DISCUSSION:**

OCS has updated the MDHHS letterhead and MDHHS nondiscrimination statement on the following forms:

- DHS-318: *Emergency Notice of Withdrawal of Passport Denial;*
- DHS-660: *Letter to Financial Institution Regarding Out-of-State Lien;*

<p><b>UPDATE(S):</b></p> <p><input type="checkbox"/> Manual</p> <p><input checked="" type="checkbox"/> Form(s)</p>
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<sup>1</sup> MiCSES is the Michigan Child Support Enforcement System.

- DHS-681/FEN681: *Request to Discharge State-Owed Debt*;
- DHS-682/FEN682: *Request for “Matching” Payment*;
- DHS-683/FEN683: *Notice of Discharge of State-Owed Debt*;
- DHS-1082: *Notice of Referral for Tribal Child Support Services*;
- DHS-1202: *Application Status Letter*;
- DHS-1300: *Returned NMSNs to FOC Staff letter*; and
- DHS-1425: *Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments*.

Note: The DHS-681, DHS-682, and DHS-683 are also available as MiCSES-generated forms (FEN681, FEN682, FEN683). These MiCSES versions of the forms have system-generated letterhead and do not need letterhead revisions. Also, the FEN681, FEN682, and FEN683 do not match the format of the DHS-681, DHS-682, and DHS-683, which were revised to better serve people with disabilities.<sup>2</sup> The MiCSES forms were last revised in June 2015 (they have a revision date of 6/2015 in the footer), while the DHS forms have a revision date of 3/21.

### **Revised MDHHS Nondiscrimination Statement**

The MDHHS nondiscrimination statement was updated in October 2020. It reads:

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or a disability or genetic information that is unrelated to the person’s eligibility.<sup>3</sup>

### **Revised OCS Phone Number and Address in Footer**

Since the above forms were last revised in May 2019, OCS changed its main phone number to 517-241-7800. In addition, OCS moved its central office from the Victor Building to the Romney Building in September 2020. Its new mailing address is:

111 South Capitol Avenue  
PO Box 30478

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<sup>2</sup> Ref: [IV-D Memorandum 2019-009, OCS Forms With Updated Michigan Department of Health and Human Services \(MDHHS\) Letterhead and Modified Formatting for Customers With Disabilities](#).

<sup>3</sup> MDHHS Administrative Policy Compliance, APX 680, *Compliance with Section 1557 of the Affordable Care Act* (APB 2020-034, 10-1-20).

Lansing, MI 48909

The following forms have a revised OCS phone number and address in the footer in addition to the revised letterhead and MDHHS nondiscrimination statement:

- DHS-318;
- DHS-682/FEN682;
- DHS-1082;
- DHS-1202;
- DHS-1300; and
- DHS-1425.

**NECESSARY ACTION:**

Retain this IV-D Memorandum until further notice. Staff from the MiSDU, OCS Central Operations, and National Medical Support Notice (NMSN) Processing Unit must discard any forms with the previous MDHHS letterhead and begin using the updated forms.

**REVIEW PARTICIPANTS:**

Program Leadership Group

**CONTACT PERSON:**

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**CC:**

None

**ATTACHMENTS:**

DHS-318:                    *Emergency Notice of Withdrawal of Passport Denial*

DHS-660:                    *Letter to Financial Institution Regarding Out-of-State Lien*

DHS-681/FEN681:        *Request to Discharge State-Owed Debt*

DHS-682/FEN682: *Request for "Matching" Payment*

DHS-683/FEN683: *Notice of Discharge of State-Owed Debt*

DHS-1082: *Notice of Referral for Tribal Child Support Services*

DHS-1202: *Application Status Letter*

DHS-1300: *Returned NMSNs to FOC Staff letter*

DHS-1425: *Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments*

**EPF/SLM**