



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

IV-D MEMORANDUM 2024-003

TO: All IV-D Staff*
FROM: Erin P. Frisch, Director
Office of Child Support (OCS)
DATE: March 4, 2024

UPDATE(S):

Manual

Form(s)

SUBJECT: New IV-D Office Type (PF) for IV-D Staff in Combined IV-D County Offices

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces implementation of the new PF office type for IV-D staff in combined IV-D county offices¹ who perform both establishment and enforcement duties in MiCSES.²

This IV-D Memorandum also announces functional changes to the following MiCSES forms to accommodate the new PF office type:

- *Calculation Results* template (CALCRSLT);
- *Noncooperation Notice* (OCS1252);
- *Cooperation Notice* (OCS1253); and
- *Request to Protect Information* (MDHHS-5728).

MiCSES will continue to generate the forms as before; however, when IV-D staff have the PF office type, MiCSES will populate certain information based on the functional area that the case is in. In addition, MiCSES will include the updated MDHHS³

¹ Combined IV-D county offices conduct both establishment (Prosecuting Attorney [PA]) and enforcement (Friend of the Court [FOC]) functions.

² MiCSES is the Michigan Child Support Enforcement System.

³ MDHHS is the Michigan Department of Health and Human Services.

nondiscrimination statement on the MDHHS-5728. These changes will be implemented in MiCSES with the Child Support 24.1 Release on March 8, 2024.

The CALCRSLT, OCS1252 and OCS1253 have no content changes; therefore, they are not attached to this memorandum. The MDHHS-5728 is attached to this memorandum, but it is the fillable PDF version that case participants may complete electronically or manually. It has the same content as the MiCSES-generated version, including the updated MDHHS nondiscrimination statement. However, OCS has reformatted it for ease of reading and to better serve individuals with disabilities.⁴

DISCUSSION:

An increasing number of counties are transitioning to a combined IV-D office. This has increased the need to create a combined office type in MiCSES. Currently, IV-D staff in combined IV-D county offices are associated to only one office type on the MiCSES *Resource Master* (RESM) screen⁵ – either a PA establishment (PA) office type or an FOC enforcement (FC) office type. The office type determines what functions IV-D staff can perform in MiCSES.

- The PA office type completes IV-D establishment functions such as but not limited to paternity establishment, order of filiation, cooperation, noncooperation, and child support order establishment.
- The FC office type performs IV-D enforcement functions such as but not limited to child support order enforcement, order review and modification, and show cause for custody, parenting time, and child support matters.

Some IV-D staff in combined IV-D county offices perform tasks in both establishment and enforcement functional areas. Currently, when IV-D staff need to change from one functional area to another, they must ask the Local Options Administrator (LOA)⁶ to manually change their office type on the MiCSES RESM screen. This has proved inconvenient and time consuming for IV-D staff in combined IV-D county offices.

The Child Support 24.1 Release will introduce a new PF office type for select IV-D staff in combined IV-D county offices only. The PF office type will allow these staff to access both establishment and enforcement functional areas without requiring the LOA to manually change their office type each time they need to change their functional area.⁷

⁴ For more information, reference [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](#).

⁵ Ref: [MiCSES Screen Description: RESM – Resource Master](#) for more information on the RESM screen.

⁶ Ref: [LOA Tasks in MiCSES Web-based Training](#) for more information on the LOA role. OCS will update this training in the future to include the assignment of the PF office type.

⁷ The [Child Support 24.1 Release Notes](#) will include information on the MiCSES screens updated to support the addition of the PF office type.

A. PF Office Type

1. Assignment of the PF Office Type

The LOA may assign the PF office type only to IV-D staff in combined IV-D county offices who perform both establishment and enforcement functions as part of their regular work duties. The PF office type must not be assigned to IV-D staff in combined IV-D county offices who exclusively perform establishment or enforcement duties.

The LOA will assign the PF office type to IV-D staff on the MiCSES RESM screen. IV-D workers' user roles in MiCSES will not be affected by the LOA changing their office type to PF.

Assignment of the PF office type in a combined IV-D county office is not required. The IV-D office can opt not to use the PF office type and continue using an LOA to change office types for IV-D staff on the RESM screen when needed.

2. Considerations for the PF Office Type

The PF office type allows IV-D workers to perform both establishment and enforcement functions in MiCSES. However, IV-D staff assigned this office type will perform only IV-D activities specific to the action allowed in policy for establishment and enforcement.

Use of the PF office type will not change the rules for setting cooperation and noncooperation or the rules for case closure.

a. Rules for Setting Cooperation and Noncooperation

A IV-D worker with the PF office type performing establishment duties may set cooperation and noncooperation only when a case resides in the establishment functional area.⁸ The IV-D policy on the setting of cooperation and noncooperation remains unchanged. Therefore, a IV-D worker with the PF office type performing enforcement duties will not set cooperation or noncooperation.

⁸ Ref: [Section 2.15, "Cooperation/Noncooperation/Good Cause," of the Michigan IV-D Child Support Manual.](#)

b. Rules for Case Closure

IV-D policy on case closure remains unchanged. IV-D workers must ensure that case closure complies with policy⁹ and is performed by the IV-D worker who is assigned IV-D cases within the appropriate functional area.

A IV-D worker with the PF office type performing enforcement duties will not close cases in the establishment functional area. A IV-D worker with an office type of PF performing establishment duties will not close cases in the enforcement functional area.

B. Generation of Forms

1. Generation by Functional Area

When a IV-D worker is assigned the PF office type, MiCSES will continue to generate and populate forms based on the functional area and/or the office type as follows:

- PA office type when the functional area is establishment; and
- FC office type when the functional area is enforcement.

Updates in the Child Support 24.1 Release will ensure that MiCSES generates the *Calculation Results* template (CALCRSLT) with the court action referral (CAR) ID when IV-D staff with the PF office type work a case in the establishment functional area.

Note: IV-D workers must ensure they complete IV-D actions within the functional area required by policy to ensure forms are generated appropriately.

2. Generation by Office Type

When a IV-D worker is assigned the PF office type, MiCSES will generate the following forms based on the PA office type:

- *Noncooperation Notice* (OCS1252); and
- *Cooperation Notice* (OCS1253).

MiCSES maintains two versions of the OCS1252 and OCS1253: an OCS support specialist version and a PA version. When a IV-D worker with the PA office type generates one of these forms, MiCSES generates the PA version of the form.

⁹ Ref: [Section 3.50, "Case Closure," of the Michigan IV-D Child Support Manual.](#)

Similarly, when a IV-D worker with the PF office type is working a case in the establishment area and generates one of these forms, MiCSES will generate the PA version. The PA version includes the recipient's CAR ID and the office name/title and contact information that is entered in the PA fields on the *County Profile Information Editor (FCPE)*¹⁰ screen. OCS recommends the LOA ensure that the PA fields on the FCPE screen include the preferred office title, address and contact information to be populated on the forms.

C. Updates to the MDHHS-5728

With the Child Support 24.1 Release, the MDHHS-5728 in MiCSES will be updated to generate for the PF office type as it currently generates for the FC office type. The form will include the docket number, and the mailer page will display the FOC office title and address based on the FOC information populated on the FCPE screen in MiCSES. It will also include the updated MDHHS nondiscrimination statement.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. OCS recommends that combined IV-D county offices determine whether they would like to assign the new PF office type to any of their staff who perform both establishment and enforcement duties. OCS also recommends that combined IV-D county offices review the information on the FCPE screen to ensure forms and letters print with the proper information.

REVIEW PARTICIPANTS:

Case Management Work Improvement Team
Establishment Work Improvement Team
Financials Work Improvement Team
Program Leadership Group

CONTACT PERSON:

Franci DeCoe
OCS Policy Analyst
517-335-0035
Decoef2@michigan.gov

CC:

None

¹⁰ Ref: [MiCSES Screen Description: FCPE – County Profile Information Editor](#) for more information on the FCPE screen.

ATTACHMENT:

MDHHS-5728: *Request to Protect Information*

EPF/FAD

* Ref: the [Michigan IV-D Child Support Manual Introduction and Table of Contents](#) for a definition of IV-D staff.