

Michigan IV-D Child Support Manual
Michigan Department of Health and Human Services

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Table of Contents

1. Introduction 1

**2. The Central Paternity Registry and Birth Registry System (CPR/BRS)
 Combined Search Tool 2**

2.1 CPR/BRS Overview 2

2.1.1 The CPR Database and the BRS Database 2

2.1.2 CPR/BRS Functions 3

2.2 CPR/BRS Confidentiality and Security Requirements 4

2.3 CPR/BRS User Roles, Job Functions, and Privileges for IV-D Staff 5

2.3.1 User Roles and Job Functions/Privileges for IV-D Staff 5

2.3.2 View/Print Privileges for Documents 7

2.4 Accessing the CPR/BRS 7

2.5 CPR/BRS Reports 8

2.5.1 Types of Reports 8

2.5.2 Requesting Reports 9

2.6 CPR/BRS User Monitoring Requirements 9

2.6.1 User Monitoring for County IV-D staff 9

2.6.2 User Monitoring for OCS Operations 12

3. Children Born Out of Wedlock (BOW) Outside of Michigan 12

3.1 Verify Whether Paternity Was Established in the Other State 12

3.2 Proceed With Paternity Establishment and/or Enter Paternity Information into
 MiCSES 13

3.2.1 Paternity Was Not Established Outside of Michigan 13

3.2.2 Paternity Was Established Outside of Michigan 13

[Exhibit 4.05E1: Central Paternity Registry \(CPR\) Record Types](#)

[Exhibit 4.05E2: Central Paternity Registry \(CPR\) and Birth Registry System \(BRS\)
 Printed Document Types](#)

1. Introduction

This manual section discusses the Central Paternity Registry and Birth Registry System (CPR/BRS) tool that IV-D staff use to access paternity establishment and birth record information. It also includes information about determining the paternity status for a child born out of wedlock outside of Michigan. Additional paternity establishment information will be incorporated into this manual section in a future publication.

2. The Central Paternity Registry and Birth Registry System (CPR/BRS) Combined Search Tool

It is critical for IV-D staff to have access to paternity establishment and birth record data for locate,¹ order establishment, enforcement, case closure, and data clean-up efforts. The Michigan Department of Health and Human Services (MDHHS) Division for Vital Records and Health Statistics (Vital Records) and the Department of Technology, Management & Budget (DTMB) developed the CPR/BRS, a web-based search tool for IV-D staff seeking paternity establishment and birth record information from the Vital Records CPR and BRS databases.

The CPR/BRS is available to approved Michigan IV-D staff, including contracted Michigan IV-D agencies, through the DTMB MILogin web portal.²

Note: Vital Records CPR/BRS data is **not** public record data and must be used for IV-D child support activities only. These activities include Office of Child Support (OCS) Central Operations staff's retrieval of paternity information from the CPR/BRS upon request from Children's Protective Services and foster care program (IV-B and IV-E) staff.³

2.1 CPR/BRS Overview

2.1.1 The CPR Database and the BRS Database

The CPR/BRS consists of the CPR database combined with the BRS database. A description of each database is below.

A. CPR Database

Vital Records created the CPR to maintain a central database for the information provided on completed *Affidavit of Parentage* (AOP) (DCH-0682) forms, the *Notice of Order of Filiation* (DCH-0839) forms, and other paternity acknowledgment forms filed in Michigan. Vital Records established the CPR in 1997 to satisfy the state requirement to maintain a central registry of paternity establishments.⁴ In addition, this data had to be made available to IV-D agencies to enhance their ability to document paternity and facilitate efforts to obtain and enforce child support orders.⁵

Vital Records staff must register all paternity acknowledgment forms, court orders, or *Notices of Order of Filiation* submitted to Vital

¹ For information on locate efforts, see [Locate](#) documentation on mi-support.

² Ref: Subsection 2.4 of this manual section for information on accessing CPR/BRS.

³ 45 Code of Federal Regulations (CFR) 303.21(d)

⁴ Michigan Compiled Law (MCL) 333.1106, 42 United States Code (USC) 666(a)(5)(M), and 45 CFR 303.5(g) and (h)

⁵ MCL 333.2640

Records (Michigan's state registrar); however, Vital Records staff do not determine record validity. It may take at least two months for records to appear in the CPR.

The CPR database may contain multiple AOP or *Notice of Order of Filiation* records registered for the same child, including filed, revoked, voided or pending stored record types.⁶ In Michigan, there is no administrative method to revoke an AOP. A court order must issue the revocation.⁷ The CPR may contain multiple CPR records for the same child from different fathers until Vital Records receives and registers a court order revoking an AOP or a *Notice of Order of Filiation*.

To determine whether any CPR record establishes paternity for a child, it is important that IV-D staff examine all available information regarding the child's paternity, including:

- The CPR stored record types and signing dates;
- Michigan Child Support Enforcement System (MiCSES) case information; and
- Information received from the parents.

B. BRS Database

The BRS contains all Michigan birth records, including children who were:

- Born out of wedlock (BOW);⁸
- Born within a marriage; or
- Born outside of a hospital.

The BRS database has records of births that occurred in Michigan and were registered with the state as early as 1867; however, not all counties have birth records dating back to 1867.

2.1.2 CPR/BRS Functions

Approved IV-D staff are able to use the CPR/BRS search tool to:

- A. Search paternity and birth records using the MiCSES IV-D case number.

⁶ Ref: [Exhibit 4.05E1](#) for a list of stored record types.

⁷ Ref: [IV-D Memorandum 2012-026: Revocation of Paternity Act](#) for information about revoking paternity.

⁸ "Born out of wedlock" (BOW) refers to children who were born to unmarried parents.

Note: IV-D staff cannot search, view or print CPR or BRS **adoption** records. These records are sealed.

B. Print the following CPR and BRS documents:

- *Notice of Order of Filiation* (paternity judgment) abstracts;⁹
- AOP and other paternity acknowledgment abstracts;
- Certified AOP abstracts; and
- Birth record abstracts or administrative-use birth record copies.

C. Request Vital Records staff assistance in locating a paternity record or birth record, if necessary.

2.2 CPR/BRS Confidentiality and Security Requirements

IV-D staff must complete and sign the *IV-D Program Request for Computer Access* (DHS-393) to request access to the CPR/BRS.¹⁰ IV-D staff must ensure that all areas of the DHS-393 are completed, including the applicant and IV-D Authorized Requester signatures and an official county or state email address (no personal email accounts such as Yahoo, Gmail, etc.). To request changes to CPR/BRS access, IV-D staff will complete the *IV-D Program Request for Changing Computer Access* (DHS-395), and to delete access, they will complete the *IV-D Program Request to Delete Computer Access* (DHS-392). The IV-D Authorized Requester¹¹ in the county office or at OCS must sign these user access security forms before IV-D staff submit them to the MiCSES Help Desk.¹²

By signing the DHS-393 form to request CPR/BRS access, the user agrees to comply with Michigan Computer Crime Laws that apply to CPR/BRS use. In addition, the user agrees that CPR/BRS records are confidential and not subject to the Freedom of Information Act, and that unauthorized access to, or use of, CPR/BRS records is punishable under Michigan law.

Users must also comply with Vital Records' confidentiality rules and regulations. Vital Records' data use is restricted;¹³ IV-D staff may release CPR/BRS copies or share data only for authorized IV-D activities such as locate, order establishment, enforcement, case closure, or IV-D data clean-up efforts.¹⁴

⁹ Abstracts are exact replicas of data within the CPR/BRS.

¹⁰ Additional procedures for accessing the CPR/BRS are discussed in Subsection 2.4 of this manual section.

¹¹ Ref: [Section 1.10, "Confidentiality/Security," of the Michigan IV-D Child Support Manual](#) for information about IV-D Authorized Requesters.

¹² For more information on the user access security forms, refer to Section 1.10 of the *Michigan IV-D Child Support Manual*.

¹³ MCL 333.2883

¹⁴ MCL 333.2888

Any CPR/BRS user violating Vital Records confidentiality requirements is subject to consequences such as discontinued access, possible termination of employment, and/or criminal prosecution. A violation of Vital Records laws is punishable by imprisonment of 20 years or more or for life, or a fine of up to \$20,000, or both.¹⁵

2.3 CPR/BRS User Roles, Job Functions, and Privileges for IV-D Staff

The MiCSES Help Desk and Vital Records staff receive and approve the applicant's DHS-393.¹⁶ The MiCSES Help Desk and Vital Records staff assign the applicant a user role based on the applicant's IV-D job designation. Each role has different job functions/privileges. County staff are allowed only the IV-D staff role, as described below.

2.3.1 User Roles and Job Functions/Privileges for IV-D Staff

- A. IV-D Staff Role – This role is assigned to OCS support specialists, Prosecuting Attorney (PA) staff and Friend of the Court (FOC) staff. Staff with this role are able to:
- Search CPR/BRS using the MiCSES IV-D case number;
 - Modify CPR/BRS searches (except for the IV-D case number or child's date of birth);
 - View and print CPR abstracts and certified AOP abstracts; and
 - View and print BRS abstracts and administrative-use BRS copies.
- B. OCS Lead Worker Role – This role is assigned to OCS lead workers and OCS locate technicians. Staff with this role are able to:
- Search CPR/BRS using the MiCSES IV-D case number;
 - Search the CPR only, with or without using the MiCSES IV-D case number;
 - Modify CPR/BRS searches (including the child's date of birth but not the IV-D case number);
 - View and print CPR abstracts and certified AOP abstracts; and
 - View and print BRS abstracts and administrative-use BRS copies.
- C. OCS Super Lead Worker Role – This role is assigned to designated OCS staff as follows: three OCS Interstate Central Registry (ICR) staff, one OCS Locate Technician in the Lansing office, one OCS Case Management Lead Worker in the Lansing office, and one OCS

¹⁵ MCL 752.794 – 752.797

¹⁶ Local IV-D staff will send the DHS-393 to the MiCSES Help Desk. Ref: Subsection 2.4 of this manual section for information on accessing CPR/BRS.

Case Management Lead Worker in the southeast office. Staff with this role are able to:

- Search CPR/BRS with or without using the MiCSES IV-D case number;
- Modify CPR/BRS searches (including the IV-D case number and child's date of birth);
- View and print CPR abstracts and certified AOP abstracts; and
- View and print BRS abstracts and administrative-use BRS copies.

D. OCS Administrative User Role – This role is assigned to a few designated administrative OCS staff. Staff with this role are able to:

- Search CPR/BRS with or without using the MiCSES IV-D case number;
- Modify CPR/BRS searches (including the IV-D case number and child's date of birth);
- View and print CPR abstracts and certified AOP abstracts;
- View and print BRS abstracts and administrative-use BRS copies;
- Request audit and data reports;
- Modify general user profile information such as name, address, and account status; and
- Clear/reset user biometric enrollment for the purpose of unlocking a user account.¹⁷

E. Vital Records Administrative User Role – This role is assigned to Vital Records staff. Staff with this role are able to:

- Enter, modify and delete CPR/BRS records;
- Search CPR/BRS without using a MiCSES IV-D case number;
- Modify CPR/BRS searches (including the IV-D case number and child's date of birth);
- View and print CPR/BRS abstracts, administrative-use copies and certified copies;
- Request audit and data reports; and
- Assign/edit CPR/BRS roles and privileges.

F. MiCSES Help Desk Limited Administrative Role – This role is assigned to MiCSES Help Desk staff. Staff with this role are able to:

- Modify general user profile information such as name, address, and account status; and

¹⁷ "Biometric enrollment" refers to initiating the biometric device, a small fingerprint scanner that allows access to CPR/BRS. Ref: the job aid [Accessing the CPR/BRS Application](#) for more information.

- Clear/reset user biometric enrollment for the purpose of unlocking a user account.

Note: Applicants may not request the OCS or Vital Records administrative roles, the OCS super lead worker role, or the MiCSES Help Desk limited administrative role. All staff are assigned their user roles according to their specific job responsibilities and duties. The DHS-393 does not list the OCS super lead worker or the MiCSES Help Desk limited administrative roles; prior approval by the OCS Planning and Evaluation manager must be given to obtain these roles.

2.3.2 View/Print Privileges for Documents

The CPR/BRS provides IV-D staff with view/print privileges for AOP and *Notice of Order of Filiation* abstracts, birth record abstracts, BRS administrative-use copies, and CPR certified abstracts. CPR/BRS abstracts and administrative-use copies include a statement indicating that CPR/BRS documents must be used for authorized IV-D activities only.

CPR/BRS users may view/print and/or request Vital Records document copies based on their assigned user roles. [Exhibit 4.05E2](#) explains the types of CPR/BRS documents that can be viewed and/or printed.

2.4 Accessing the CPR/BRS

OCS and Vital Records staff have agreed to a detailed and robust process for gaining access to CPR/BRS. This process includes training, certification, and initializing and using a biometric device. For complete instructions on obtaining access to, and navigating in, CPR/BRS, IV-D staff will refer to the [MiCSES Customer Information Guide: CPR/BRS Combined Search Tool](#) and the CPR/BRS job aids on mi-support.¹⁸

To obtain access to the CPR/BRS, IV-D staff must:

- Complete the *CPR/BRS for Child Support* web-based training (WBT);
- Complete the DHS-393 and send it along with the WBT certificate to the MiCSES Help Desk;
- Register for MILogin if they are not already registered;
- Subscribe to CPR/BRS; and
- Initialize and use a fingerprint biometric device for fingerprint scanning authentication.

¹⁸ Ref: the job aids [Setting Up Initial Access to the CPR/BRS Application](#), [Accessing the CPR/BRS Application](#), and [Searching the CPR/BRS Application](#).

2.5 CPR/BRS Reports

OCS administrative users and Vital Records administrative users have the ability to run reports in the CPR/BRS application.

2.5.1 Types of Reports

A. *User Audit Report*

Vital Records and OCS administrative staff use this report to track detailed CPR/BRS individual user activity during a certain time period.

Search parameters for the *User Audit Report* are date range, user name, functional area, and county name. Users must enter the date range and at least one other parameter to run the report.

B. *User Status Report*

Vital Records and OCS administrative staff use this report to determine if a user is active or inactive, as well as the date of the user's last successful login to the application.

This report may be generated for a Vital Records location or a IV-D staff location, including all functional areas.

C. *Paternity Revocation Report*

This report is used to track the revocation of AOPs filed in the CPR under the Revocation of Paternity Act (MCL 722.1437) for a calendar year.

D. *Hospital Paternity Establishment Percentage (PEP) Summary*

This report tracks AOPs completed through the Electronic Birth Certificate system and through AOP software used by hospital medical staff for a calendar year.

E. *Office of Child Support Enforcement (OCSE)-157 Line 8 Report*

This report tracks the number of children BOW during a calendar year.

F. *OCSE-157 Line 9 Report*

This report tracks the number of children BOW with paternity **established and/or acknowledged** during a calendar year.

G. OCSE-157 Line 10 Report

This report tracks the number of children BOW with paternity **acknowledged** during a calendar year.

H. Hospital BOW Detail Report

This report is used to track particular hospital activity as it pertains to children BOW during a calendar year.

2.5.2 Requesting Reports

County or state managers can request a CPR/BRS report by contacting the MiCSES Help Desk with the name of the CPR/BRS report, the date range, and any other necessary information specific to each report, such as county name or user name. OCS staff with the OCS administrative user role will run the report and send it to the requester.¹⁹

2.6 CPR/BRS User Monitoring Requirements

Findings from a CPR/BRS audit conducted by the Michigan Office of the Auditor General in 2013 concluded that an adequate process to monitor CPR/BRS user activity and status was not in place. In addition, counties could not access the user monitoring reports for their staff.

In response to the audit findings, Vital Records and OCS:

- Implemented an additional CPR/BRS user monitoring report, the *User Verification Report*, in EGrAMS²⁰ to routinely monitor current authorized users of CPR/BRS at the county level; and
- Established processes for monitoring user activity and status.

For security purposes, all IV-D offices are required to report their CPR/BRS users' activity and statuses to OCS twice a year. County IV-D staff and OCS Operations staff follow separate user monitoring processes.

2.6.1 User Monitoring for County IV-D staff

County IV-D staff use the *User Verification Report* in EGrAMS to monitor and report current authorized users of CPR/BRS at the county level.

¹⁹ OCS will follow proper procedures for protecting confidential information when providing a CPR/BRS report to a requester.

²⁰ EGrAMS is the Electronic Grants Administration & Management System. It is OCS's web-based contract and billing system used by FOC and PA staff. Ref: [Michigan Office of Child Support Contract Management User Guide 2011](#).

A. *User Verification Report*

The *User Verification Report* in EGrAMS identifies active, inactive, and deleted CPR/BRS users. Vital Records uses the report to delete users who are no longer authorized to access CPR/BRS.

Current authorized CPR/BRS users meet the following criteria:

- They are currently employed with the IV-D program (either county or state);
- They are authorized to sign into CPR/BRS to complete IV-D work; and
- Their *IV-D Program Request for Computer Access* (DHS-393) and CPR/BRS web-based training completion certificate are on file with the MiCSES Help Desk.

A current authorized user may not necessarily be currently in “active” status on the system. (S)he could be temporarily inactive for several reasons; for example, (s)he could be on a temporary leave of absence for medical or other reasons, or (s)he hasn’t accessed the system in a certain period of time.

Even if a IV-D office does not have any listed CPR/BRS users, submission of a *User Verification Report* is still required. EGrAMS is set to produce a report for every IV-D office because a CPR/BRS user may be added at any time.

B. *User Verification Report* Due Dates, Completion, Submission, and Review

1. *User Verification Report* Due Dates

The *User Verification Report* is available to county IV-D offices in EGrAMS in mid-January and mid-July of each year. The county IV-D office project director²¹ must complete the *User Verification Report* in EGrAMS by January 31 and July 31 of each year. There is no paper version of the *User Verification Report*; it must be submitted in EGrAMS.

To ensure compliance, EGrAMS is set up so that a IV-D office will not be able to submit a *Title IV-D Cooperative Reimbursement Actual Expenditure Report* (DHS-286) billing for January or July if

²¹ For more information about project directors in IV-D offices, reference [IV-D Memorandum 2015-029, Cooperative Reimbursement Program \(CRP\) Agreements, Line Item Transfers, and Amendments](#), Section A(1), “Identify a Project Director for the IV-D Office.”

the *User Verification Report* is not completed and submitted in EGrAMS.

2. *User Verification Report* Completion and Submission

- a. Prior to each due date of the *User Verification Report*, one of the following will occur:
 - 1) Vital Records will provide OCS with a list of current CPR/BRS users, and OCS will upload the list into EGrAMS;
or
 - 2) Vital Records will upload the list of current CPR/BRS users into EGrAMS.
- b. The list will populate each IV-D office's *User Verification Report* in EGrAMS.
- c. The IV-D office project director will certify whether each listed CPR/BRS user is a current authorized CPR/BRS user by selecting "Yes" or "No" next to the user's name.
- d. After the IV-D office project director completes the *User Verification Report*, (s)he will submit the report in EGrAMS.

Note: EGrAMS will automatically populate the certifying official's name (the IV-D office project director's name) and date, and will check the certification box at the bottom of the *User Verification Report*.

3. OCS Financial Management Review

OCS Financial Management staff will complete their review of the submitted *User Verification Report* along with their usual review process for the DHS-286.

- a. If OCS Financial Management staff disapprove the *User Verification Report* because it is incorrect or incomplete, and they request revisions, they will reject the report in EGrAMS. The *User Verification Report* will reappear in EGrAMS as a report to be completed by the IV-D office. OCS Financial Management staff will notify the IV-D office project director and provide further instructions.
- b. If OCS Financial Management staff approve the *User Verification Report*, it will appear as an approved report in EGrAMS.

C. Report User Guide

For additional assistance, IV-D office project directors may reference the [User Guide to Verify and Submit the CPR/BRS User Verification Report in EGrAMS](#).²²

2.6.2 User Monitoring for OCS Operations

In January and July of each year, OCS Planning and Evaluation staff run the *User Status Report* in CPR/BRS. The *User Status Report* shows the current status of all users, as well as the date of a user's last successful login to the application. The report is modified to display only OCS Operations staff. User statuses include "active," "inactive" and "deleted."

Planning and Evaluation staff send the modified report to OCS Operations management so they can review it for any user status changes. OCS Operations management staff then report any user status changes to Planning and Evaluation staff, who will modify the report to reflect the changes.

Planning and Evaluation staff then send the revised report to Vital Records staff, who will update CPR/BRS with the user status changes. Planning and Evaluation staff also report to Vital Records when there are no user status changes.

3. Children Born Out of Wedlock (BOW) Outside of Michigan

When OCS receives a public assistance referral or an application for IV-D services to establish a case with a child BOW outside of Michigan, IV-D staff must take steps to determine the paternity status of the child.²³ Paternity establishment information is necessary for case processing and case management, and for the case to be counted for state IV-D PEP and county IV-D PEP.²⁴

3.1 Verify Whether Paternity Was Established in the Other State

IV-D staff must determine if paternity was already established in the state in which the child was born, or in another state.

IV-D staff may request paternity establishment documentation from the child's parent(s) and/or the other state's central registry. IV-D staff may refer to the

²² This user guide is located on mi-support under the Central Activities tab > Contracts > CRP Agreement / EGrAMS Information; and in EGrAMS under "Show Documents."

²³ Sometimes these cases are intergovernmental cases. For more information about intergovernmental cases, reference the [Intergovernmental Basics](#) web-based training.

²⁴ For information about the PEP, reference [Section 1.30, "Performance Factors, Incentives, and the Data Reliability Audit,"](#) of the *Michigan IV-D Child Support Manual*.

Intergovernmental Reference Guide (IRG) for the other state's contact information and for its paternity establishment policies.²⁵

3.2 Proceed With Paternity Establishment and/or Enter Paternity Information into MiCSES

The next steps for IV-D staff depend on whether the child's paternity was established outside of Michigan.

3.2.1 Paternity Was Not Established Outside of Michigan

If paternity was not established in another state, IV-D staff must establish paternity in Michigan. Generally, IV-D staff establish paternity either by using an AOP²⁶ or proceeding with an *Order of Filiation*. Once paternity is established, IV-D staff must enter the paternity information in MiCSES, including the child's birth state and the state in which paternity was established.²⁷ They must also send the AOP or the *Notice of Order of Filiation* to Vital Records for entry into CPR/BRS.²⁸

3.2.2 Paternity Was Established Outside of Michigan

If paternity was established in another state, IV-D staff must obtain the birth record or other proof of paternity establishment.²⁹ Then IV-D staff must enter the paternity establishment information into MiCSES, including the child's birth state and the state in which paternity was established.³⁰ IV-D staff will maintain the proper paternity establishment documentation in the local IV-D file for routine case management and for the annual OCSE-conducted Data Reliability Audit.³¹

IV-D staff will enter notes on the *Notes Processor* (NOTE) screen in MiCSES to indicate that they have contacted either:

- The other state's Interstate Central Registry to verify the paternity status; or

²⁵ Ref: [Section 3.06, "State Services Portal \(SSP\)," of the Michigan IV-D Child Support Manual](#) for information about the IRG.

²⁶ For completing the AOP, there is no requirement that a child be born in Michigan. Per MCL 722.1002, "child" means a child conceived and born to a woman who was not married at the time of conception or the date of birth of the child, or a child whom the court determines was born or conceived during a marriage but is not an issue of the marriage.

²⁷ Ref: [Job Aid: Documenting Paternity Information in MiCSES](#).

²⁸ Vital Records staff have instructed county clerks to send a copy of an out-of-state birth record, along with an AOP or the *Notice of Order of Filiation* to Vital Records for children BOW in another state with paternity established in Michigan.

²⁹ Paternity establishment documentation may include a legal paternity acknowledgment document or a court order.

³⁰ Ref: [Job Aid: Documenting Paternity Information in MiCSES](#).

³¹ Ref: 45 CFR 305.60.

- The custodial party to obtain documentation of the birth and/or paternity status in the other state.

SUPPORTING REFERENCES:

Federal

42 USC 652
42 USC 666
42 USC 666(a)(5)(M)
42 USC 668
45 CFR 303.5(g) and (h)
45 CFR 303.21(d)
45 CFR 305.60

State

Public Act 205 of 1956
Public Act 368 of 1978
Public Act 307 of 1996
MCL 333.1106
MCL 333.2640
MCL 333.2822(1)(a)
MCL 333.2813
MCL 333.2883
MCL 333.2888
MCL 710.33
MCL 722.711 – 722.730
MCL 722.1002
MCL 722.1437
MCL 752.794 – 752.797
Michigan Court Rule 3.218

REVISION HISTORY:

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IV-D Memorandum 2015-010
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