

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

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1. Introduction

Federal regulations mandate the use of a statewide guideline (formula) for calculating child support amounts.¹ Federal regulations also require the use of the statewide automated system to maintain information pertaining to the establishment of support obligations.² State law³ requires the use of the Michigan Child Support Formula (MCSF)⁴ in calculating child support and gives the responsibility for developing and updating the formula to the State Court Administrative Office (SCAO). After calculating support pursuant to the MCSF, the IV-D worker prepares a recommendation and presents it to the parties, the court, and the attorneys. The recommendation may result in an order.

1.1 Recommendations

A child support recommendation is a suggested order for child support, normally payable by a non-custodial parent (NCP) to a custodial party (CP).⁵ It is prepared using the MCSF, in accordance with federal and Michigan regulations. The amount of child support calculated per the MCSF is the appropriate child support amount, unless the result is unjust or inappropriate.

A IV-D worker may prepare one or more support recommendations:

- After receiving a court action referral (CAR);⁶
- As part of the support order review and modification process;⁷ or

¹ Ref: 45 Code of Federal Regulations (CFR) 302.56(a).

² Ref: 45 CFR 307.10(b)(4)(iv).

³ Ref: Michigan Compiled Law (MCL) 552.519(3)(a)(vi).

⁴ Ref: [MCSF web page](#).

⁵ The terms “NCP” and “CP” as used by Michigan’s child support program are analogous to “payer” and “payee.” It is possible for an NCP and CP to share custody, or the child may even spend more overnights with the NCP than with the CP.

⁶ Ref: [Section 2.20, “Court Action Referrals \(CARs\),” of the Michigan IV-D Child Support Manual](#).

⁷ Ref: [Section 3.45, “Review and Modification,” of the Michigan IV-D Child Support Manual](#).

- As ordered or requested by the court.⁸

The IV-D worker will present the recommendation to the court, the attorneys, and/or to the CP and NCP on the open IV-D case(s) associated to the docket. Under the review and modification and establishment processes, if the parties do not object to the recommendation, the IV-D worker will send the order to the judge for entry.

During a review and modification or during order establishment, if the parties object to the recommendation,⁹ the IV-D worker may:

- Recalculate support and prepare another recommendation if the parties provide additional information;
- Schedule the parties for a conference with a referee; or
- Schedule the parties for a court hearing.

The referee or judge may ask the IV-D worker to prepare another recommendation(s).

In the Michigan Child Support Enforcement System (MiCSES), the IV-D worker may generate a recommended order using either the *Uniform Child Support Recommendation and Order* (MiCSES FOC10) or the *Establishment Uniform Support Order* (5085),¹⁰ indicating on the template that it is a recommendation.¹¹ The MiCSES FOC10 and the 5085 allow the IV-D worker to include instructions and timeframes for filing an objection.

MCL 552.517b(6)(a) requires a recommendation to state the calculations upon which the support amount is based. Prior to November 13, 2015, IV-D workers could prepare support recommendations using the *Child Support Recommendation* (GUIDLINE) template, which included those calculations and could also include instructions and timeframes for filing an objection.

After November 13, 2015, IV-D workers preparing a recommendation may use the *Calculation Results* (CALCRSLT) template.¹² The CALCRSLT template

⁸ MCL 552.517(1)(e) allows the court to ask the Friend of the Court (FOC) to conduct a review and modification of the child support order. MCL 552.505(h) allows the court to order the FOC to complete a support investigation. The court-referred support investigation is similar to the review and modification process, but is not part of the review and modification activity. Ref: Section 3.45 of the *Michigan IV-D Child Support Manual* for more information.

⁹ MCL 552.505(h) does not allow for an objection period in the court-referred support investigation process.

¹⁰ The 5085 is primarily used by Prosecuting Attorneys (PAs). The FOC10 and the 5085 are similar to the SCAO form, the *Uniform Child Support Order*; all three forms are also referred to as the USO. Ref: Subsection 1.2 of this manual section.

¹¹ Alternate versions of these forms are also available in MiCSES – FOC10B, FOC10R, FOC10S, 5085-41, 5085-82. The MiCSES FOC10B, or blank version, is the same as the MiCSES FOC10S; however, all fields are editable.

¹² Ref: Subsection 3.6 of this manual section for more information on the CALCRSLT template.

includes the calculations, but it does not include the instructions and timeframes for filing an objection that were included in the GUIDLINE template. The IV-D worker will pair the CALCRSLT template with a USO (the MiCSES FOC10 or 5085) when presenting a recommendation to the CP, NCP, and/or court for a 21-day objection period.

1.2 Orders

In Michigan, all child support orders must be prepared on the *Uniform Child Support Order* (USO) approved by SCAO.¹³

The USO is available on the SCAO website (SCAO FOC10), and in MiCSES (MiCSES FOC10). Both forms are the same, except in MiCSES, the FOC10 template (*Uniform Child Support Recommendation and Order*) includes the following forms in addition to the USO:

- A mailer page;
- The *Child Support Order Recommendation* (FOC10R); and
- The *Notice of Support Review Results* (RNMRVWRSLT), which serves as the cover letter.

Throughout this manual section, references to “USO” mean the MiCSES recommendation and support order entry process, unless otherwise indicated. Specific references to the SCAO form will include its full name, the *Uniform Child Support Order*.

A party submitting any order awarding child custody, parenting time, or support must file a *Judgment Information Form* (MiCSES form 5086).¹⁴

1.3 State Case Registry (SCR)

The State Case Registry (SCR) is a central registry of IV-D child support cases and all child support orders (including non-IV-D orders) in Michigan. Michigan is required to report these types of cases and orders to the SCR.¹⁵ Michigan reports these cases through MiCSES.

In Michigan, some *Uniform Child Support Orders* are prepared by a private attorney, by the parties, or anyone else outside of the FOC or PA office. IV-D workers will enter these *Uniform Child Support Orders* on the MiCSES *Order Preparation and Entry* (OPRE) screen to meet the requirement to report to the

¹³ Ref: Michigan Court Rule (MCR) 3.211(D).

¹⁴ Ref: MCR 3.211(F)(2).

¹⁵ Ref: [Action Transmittal \(AT\) 2006-025, Changing Michigan's IV-D Case Identifier to the Michigan Child Support Enforcement System \(MiCSES\) IV-D Case Number for Reporting to the Federal Case Registry \(FCR\)](#) and 45 CFR 307.11(e) and (f).

SCR. IV-D workers will also enter *Uniform Child Support Orders* for non-IV-D child support orders on the OPRE screen for this same purpose.

1.4 Establishment Process

Effective March 17, 2015, MCL 722.1500 indicates that the IV-D agency will use procedures set forth in MCL 552.517b to establish the support obligation of a parent who is ordered to pay support, even if the IV-D agency using the procedures is not the FOC. The process of sending a recommendation and allowing the parties 21 days to object to the recommendation may expedite the support order establishment process.¹⁶

2. Gathering Information and Imputing Income

2.1 Gathering Information

While gathering information, the IV-D worker will consider consolidating multiple dockets involving the same parents prior to creating a support calculation.¹⁷

The MCSF requires that the IV-D worker use information regarding income,¹⁸ medical expenses, child care expenses, etc. to calculate and determine support.

The federal Office of Child Support Enforcement (OCSE) recommends that states use actual income information, rather than imputed amounts, whenever possible. Imputed income “may not result in a support order based upon ability to pay and, ultimately, may not be effective in collecting child support.”¹⁹

The Michigan Child Support Program’s Strategic Plan lists Support Payment as one of its goals. Ensuring the appropriate level of support is one of the best approaches to ensuring compliance with an order.

To this end, the IV-D worker will make a good-faith effort to conduct an investigation (discovery) of income information for the parties, including:

- Sending a second or subsequent request for information to the CP and NCP on open IV-D cases associated to the docket;

¹⁶ SCAO plans to publish policy on this in the future.

¹⁷ Ref: Friend of the Court Bureau Memorandum [Amendments of Michigan Court Rules MCR 3.204 \(Proceedings Affecting Minors\) and MCR 3.212 \(Postjudgment Transfer of Domestic Relations Cases\)](#).

¹⁸ Tax information, including tax returns, when provided by a CP or an NCP, is not considered federal tax information for purposes of data confidentiality. This remains true when the tax information is included in the CALCRSLT template or other documentation. Ref: [Section 1.10, “Confidentiality/Security,” of the Michigan IV-D Child Support Manual](#).

¹⁹ Ref: [OCSE AT-12-01, Turner v. Rogers Guidance](#).

- Sending an employer disclosure to current or former employers;²⁰ or
- Requesting that the court issue a subpoena to the party and/or to the source of income to provide information.

Note: IV-D offices that regularly maintain information on the MiCSES *Member Employment History* (EHIS) screen may have better results when seeking employment information for a support calculation.

The IV-D worker may determine that there is insufficient information²¹ to calculate a support amount (i.e., the IV-D worker does not have the information necessary to calculate support according to the MCSF). If the information is insufficient, the IV-D worker will attempt to find that information using the *Member Income and Location Report* (MILR) (LC-001) and/or the *Income and Location Report* (ILR) (LC-002).²²

IV-D workers will also search for actual income information:

- Through applications on the State Services Portal;²³ or
- Using third-party verification systems such as The Work Number, if available.

IV-D workers may also use these reports and sources to verify information provided by parties.

The IV-D worker may ask a recipient of Social Security Administration (SSA) or Supplemental Security Income (SSI) benefits to provide verification of those benefits using the website *my Social Security*, located at www.ssa.gov/myaccount/.

2.2 Imputing Income

If the IV-D worker has made a good-faith effort but is unable to locate income information for a party or parties, the IV-D worker may then impute income, per MCL 552.517b(6).

Per 45 CFR 307.10(b)(4)(iv), the state system (MiCSES) must retain information pertaining to the establishment of support obligations. The IV-D worker will document the steps taken to locate income information in a docket-level note on the MiCSES *Notes Processor* (NOTE) screen. The IV-D worker will then carefully follow the 2013 MCSF, section 2.01(G), to calculate the

²⁰ Ref: MCL 552.518(4). A former employer must provide information concerning a person who has been employed within the previous three years as of the date of the request.

²¹ Ref: Section 3.45 of the *Michigan IV-D Child Support Manual* for more information on insufficient information.

²² Ref: [Locate](#) documentation on mi-support, the [MILR Business Objects Report Description](#), and the [ILR Business Objects Report Description](#).

²³ Ref: [Section 3.06, "State Services Portal \(SSP\)," of the Michigan IV-D Child Support Manual](#).

amount of potential income to impute to a party. The MCSF includes 11 relevant factors that the IV-D worker must consider.

The IV-D worker may obtain information useful in the imputation of income from the Occupational Handbook maintained by the U.S. Bureau of Labor Statistics at www.bls.gov, or from the Michigan Labor Market Information website at www.milmi.org. These sites include information on unemployment rates by county, as well as wage information for specific geographical locations and professions. The IV-D worker may also find clues regarding a party's profession or income using Facebook or other social media.

3. Calculating Support

3.1 Requirement to Use the Michigan Child Support Formula (MCSF)

The support recommendation and order must be prepared in accordance with the MCSF. The MCSF contains requirements regarding income, deductions, estimating taxes, etc.

Parties or their attorneys may provide a stipulated agreement for child support. A IV-D worker preparing an order may accept a stipulated agreement between the parties. If the stipulated agreement does not include a calculation prepared according to the MCSF, the IV-D worker will complete that calculation to properly determine whether the stipulation is, and the resulting order will be, a deviation from the MCSF.²⁴ If the IV-D worker is entering an order based on a stipulated agreement that has already been signed by a judge, (s)he is not responsible for calculating support per the MCSF.²⁵

3.2 Calculating Support in MiCSES

Prior to November 13, 2015, IV-D workers were able to create child support calculations per the MCSF using the MiCSES screens *Guidelines Recommendation* (GREC), *Guideline Details* (GGDL), and *Guideline Participants* (GPIF).²⁶

After November 13, 2015, IV-D workers are able to use the MiChildSupport Calculator²⁷ (accessed through MiCSES) to calculate child support per the MCSF.²⁸

²⁴ Ref: Subsection 3.5 of this manual section.

²⁵ SCAO plans to address more detailed information regarding stipulated agreements in future policy. Ref: MCL 552.605(3). Ref: Subsection 4.2.9 of this manual section for more information on an order signed by the judge.

²⁶ Ref: Subsection 3.2.7 of this manual section for more information.

²⁷ Throughout this manual section, the MiChildSupport Calculator is also referred to as the "Calculator."

²⁸ The MiChildSupport Calculator provides support calculations per the 2013 MCSF. IV-D workers are unable to create calculations using versions of the MCSF prior to 2013.

3.2.1 Creating and Duplicating Support Calculations in the MiChildSupport Calculator

A. Multiple IV-D Cases in a Single Calculation

A IV-D worker may use the MiChildSupport Calculator to create a support calculation that involves multiple IV-D cases.

Example 1:

The IV-D worker is able to enter information on the MiChildSupport Calculator for two children (Charlie and Charlotte), Mom, Dad, and a non-parent custodian, the Uncle.²⁹ These individuals are involved in three IV-D cases, which will all be included in the same support calculation:

- IV-D Case 1: Mom paying Uncle for Charlie's support;
- IV-D Case 2: Dad paying Uncle for Charlie's support; and
- IV-D Case 3: Mom paying Dad for Charlotte's support.

If multiple non-parent custodians are involved, the IV-D worker must complete a separate support calculation(s) for the other non-parent custodian(s).

B. Unattached Calculations

The IV-D worker may create a support calculation at any point – even before a IV-D case or docket is assigned, or before the individuals on the calculation become MiCSES members. This may be useful in situations when the parties are available in the office and there isn't a docket yet, or when an attorney representing a party requests a calculation prior to the creation of the docket.

These calculations are called “unattached calculations” since they are not yet attached to or associated with a docket. IV-D workers may later import unattached calculations to the OPRE screen and attach them to a docket to prepare a recommendation and/or an order.³⁰

Note: When possible, it is preferable for the IV-D worker to create a calculation from an existing docket, rather than create an unattached calculation. When the docket is attached to the

²⁹ Per the MCSF, the MiChildSupport Calculator considers child care and medical expenses incurred by the non-parent custodian.

³⁰ For more information on importing calculations to the OPRE screen, reference the *MiCSES Quick Reference Guides: [OPRE – Prepare a Support Order](#) and [OPRE – Prepare a Modification Order After Review](#), [MiCSES Customer Information Guide: Support Calculation](#), and Subsection 4 of this manual section.*

calculation, MiCSES will allow IV-D workers to select the CP(s), NCP(s), and children when they are available.

IV-D workers who create support calculations without a IV-D case must refer to [IV-D Memorandum 2012-012, Time Documentation](#), for information on tracking IV-D and non-IV-D work in an office.

C. Duplicating Calculations

The IV-D worker may duplicate support calculations, including unattached calculations, under certain circumstances. For instance, if a judge asks that a support calculation be completed with two different sets of parenting time overnights – one to reflect the ordered parenting time and one to reflect what the NCP has reported – the IV-D worker could create a calculation, duplicate that calculation, and change only the parenting time overnights. This would be an appropriate duplication of a calculation.

The IV-D worker must not duplicate a support calculation for the purpose of imputing income using an office standard (e.g., “all parents’ incomes are imputed at 35 hours per week at minimum wage”).³¹ See Subsection 2.2 of this manual section for more information on imputing income.

Duplicating a calculation is not the same as deviating on an input to a calculation. Refer to Subsection 3.5 of this manual section for more information on deviations from the MCSF.

3.2.2 Organization of Support Calculations in the MiChildSupport Calculator

The MiChildSupport Calculator saves and stores support calculations at the docket level.³² Each docket indicates which IV-D case(s) is associated to it. Each individual support calculation may result in multiple paying situations (i.e., multiple IV-D cases may be involved).³³

³¹ SCAO plans to publish policy on this in the future.

³² 45 CFR 303.8 requires the review and modification of support orders, while 45 CFR 308.2 discusses the review and modification of a IV-D case. Although calculations are stored by docket in the Calculator, the MiCSES review and modification process ensures that orders and IV-D cases are reviewed as required.

³³ Ref: *MiCSES Customer Information Guide: Support Calculation*.

The IV-D worker may sort support calculations based on where the calculations are in the calculation process, and may edit,³⁴ archive, duplicate, or delete the calculations under certain circumstances.³⁵ This allows the IV-D worker to search for existing calculations, prioritize work, and remove from view any calculations that may no longer be necessary.

3.2.3 Income

Section 2.01 of the 2013 MCSF specifies what constitutes income for the purposes of a child support calculation.

The MiChildSupport Calculator allows a IV-D worker to enter a parent's income. Refer to the [MiCSES Customer Information Guide: Income and Deduction Types](#) for a list of income types used by the MiChildSupport Calculator and the taxes that the Calculator will apply to each income type.³⁶

IV-D workers will refer to the MCSF for information on how to handle income types involved in a child support calculation (e.g., when income should be considered self-employment income, or how an employer's contribution to an employee's retirement account affects the employee's gross income for purposes of the child support calculation).³⁷

3.2.4 Deductions

2013 MCSF 2.07 allows for certain deductions from a parent's income when calculating child support. Refer to the MCSF for more information on allowable deductions, including the 5.5% cap on employee contributions to retirement plans, and allowable deductions for travel expenses.³⁸

3.2.5 Taxes and Tax Estimates

The MCSF requires that a parent's "actual income taxes" be deducted from his/her income and, "if tax returns are not made available, taxes should be estimated based on the best available information."³⁹ The

³⁴ Editing a calculation is not the same as deviating from a calculation; reference Subsection 3.5 of this manual section.

³⁵ Any calculation provided to the parties and/or to the court, or any calculation used in a USO (recommendation or order) must be maintained in the MiChildSupport Calculator as a historical record and cannot be edited or deleted. Deleted calculations are maintained in MiCSES per federal certification requirements but are not viewable by the IV-D worker.

³⁶ The MiChildSupport Calculator does not estimate taxes on employer contributions toward retirement accounts that are considered income for the purposes of support calculations.

³⁷ SCAO may issue further policy on this in the future.

³⁸ SCAO may issue further policy on this in the future.

³⁹ Ref: 2013 MCSF 2.07(B)(2).

MiChildSupport Calculator provides tax estimates;⁴⁰ however, if the IV-D worker has been provided with actual tax information, (s)he may override the Calculator estimates with the actual information.⁴¹

The Program Leadership Group has approved a list of sources that the Office of Child Support (OCS) uses to annually update the MiCSES *Yearly Calculation Factors* (GMCF) screen. The MiChildSupport Calculator bases its estimates on data stored on that screen.

The MiChildSupport Calculator's tax estimates assume that a parent is paying Michigan income taxes; if a IV-D worker is aware of the parent's actual state tax rate paid in another state, (s)he will override the Calculator estimates with the appropriate state's tax information.

A IV-D worker will override the tax estimates for a parent if that parent provides proof that his/her tax liability has been lessened by a tax credit. A IV-D worker will also count as income any refundable, **non**-means-tested tax credit that results in a parent's refund being greater than his/her taxes paid. A refundable, means-tested tax credit does not count as income for a parent under the MCSF.⁴²

If a IV-D worker indicates that a parent lives and/or works in a municipality(ies) that assesses a local income tax, the MiChildSupport Calculator will estimate local taxes. When an individual lives and works in different municipalities and those municipalities assess different exemption amounts, the Calculator will use the smaller exemption amount to estimate that parent's taxes.

If there is a city or municipality that assesses a local income tax but it is not currently tracked in the MiChildSupport Calculator, the IV-D worker will enter a Help Desk ticket so the MiChildSupport Calculator can be updated with that municipality's tax information the next time OCS updates the factors that go into the calculation.⁴³ In the meantime, the IV-D worker will manually enter the taxes assessed by the municipality in the Calculator.

Note: When a IV-D worker includes an imputed income amount in a calculation, the MiChildSupport Calculator estimates the taxes on that imputed amount. The Calculator does not display taxes on

⁴⁰ The MiChildSupport Calculator estimates federal and state income taxes, including Federal Insurance Contributions Act (FICA) and Medicare taxes, and local income taxes when applicable. Ref: *MiCSES Customer Information Guide: Support Calculation* and the [MiCSES 8.13 Release Notes](#).

⁴¹ Ref: *MiCSES Customer Information Guide: Support Calculation* and the *MiCSES 8.13 Release Notes*.

⁴² Ref: Section 2.04(A) of the 2013 MCSF for a discussion of means-tested income. Ref: irs.gov for information on which tax credits are refundable.

⁴³ OCS will update the factors in the MiChildSupport Calculator on an annual basis.

imputed income separately from taxes on known income, but rather displays a single dollar amount for each tax category.

3.2.6 Medical Provisions

The Calculator determines the reasonable cost of health care as a percentage (either 5% by default, or 0% when the IV-D worker deems it appropriate per the MCSF)⁴⁴ of a parent's actual and potential income. The IV-D worker has the ability to show the reasonable cost of health care in the Calculator as either a percentage or a dollar amount. The Calculator will import whichever one the IV-D worker selects – percentage or dollar amount – to the OPRE screen.

If the IV-D worker prefers that the Calculator show the reasonable cost of health care as a dollar amount, the Calculator will determine it as a percentage of the **parent's total actual income plus the parent's total potential income**, if any potential income has been included in the support calculation.

The MCSF allows for multiple interpretations in the calculation of reasonable cost when figuring the dollar amount stated in a support recommendation or in a proposed order. If the IV-D worker interprets the reasonable cost of health care to be a percentage of the parent's **actual income only**, the IV-D worker should opt to show the reasonable cost of health care as a percentage, rather than as a dollar amount, within the Calculator.⁴⁵

Since the MiChildSupport Calculator only allows for the reasonable cost of health care to be set as 0% or 5%, any deviation from the MCSF on this amount must be captured as a deviation from the calculation results,⁴⁶ rather than as a deviation to the Calculator inputs.

3.2.7 Calculations Started Prior to November 13, 2015

Prior to November 13, 2015, IV-D workers used the MiCSES GREC, GPIF, and GGDL screens to calculate support. After that date, the GPIF screen was removed from MiCSES. IV-D workers will be able to update specific fields on incomplete GREC/GGDL screen calculations (i.e., calculations for which the GUIDLINE template is not yet printed);

⁴⁴ Ref: 2013 MCSF 3.05(A) regarding a \$0 reasonable cost of health care and Subsection 3.3.1(A) of this manual section for a discussion of reasonable cost.

⁴⁵ According to SCAO, this is not considered a deviation since both interpretations in the calculation of reasonable cost (based on the parent's actual income or the parent's actual income plus potential income) follow the MCSF.

⁴⁶ Ref: Subsection 3.5.2(B) of this manual section.

however, once the IV-D worker prints the GUIDLINE template, the calculation will be complete and no fields will be editable.⁴⁷

The IV-D worker will be unable to import GREC/GPIF/GGDL support calculations into the OPRE screen after November 13, 2015; however, the IV-D worker will still be able to manually associate the Guideline ID⁴⁸ from the GREC/GPIF/GGDL support calculation to the OPRE record.

3.3 Medical Support Establishment

Federal and state laws require child support orders to include a provision for medical support,⁴⁹ which may include provisions for:

- Health care coverage;
- Cash medical support; and/or
- Birth expenses.

MiCSES-tracked health care provisions include:

- Who is ordered to provide insurance;
- The name of a third party who is allowed through the court order to supply a health care coverage obligation on behalf of an ordered party;
- The type of insurance a party is ordered to provide;
- Dependents for whom insurance is ordered;
- The reasonable cost limitation for the order, at both the dollar and the percentage level;⁵⁰
- Whether the order has an “accessible” provision for the insurance;
- The effective date of the health care coverage provisions; and
- Health care coverage provisions, exceptions, or notes.

3.3.1 Health Care Coverage

Michigan law⁵¹ requires one or both parents to obtain or maintain health care coverage when it is available to them at a reasonable cost. SCAO⁵² recommends that only one parent be ordered to provide health care coverage.

⁴⁷ Ref: *MiCSES Customer Information Guide: Support Calculation*, [MiCSES Screen Description: CALC – MiChildSupport Calculator](#), and the MiCSES 8.13 Release Notes.

⁴⁸ The Guideline ID on the GREC screen is analogous to the Calculation ID on the MiChildSupport Calculator and the OPRE screen.

⁴⁹ Ref: [Section 6.06, “Medical Support,” of the Michigan IV-D Child Support Manual](#).

⁵⁰ Ref: Subsection 3.3.1(A) of this manual section for a discussion of reasonable cost.

⁵¹ Ref: MCL 552.605a.

⁵² Ref: [2013 MCSF Supplement 3.02](#).

A. Reasonable Cost

1. Reasonable Cost for Orders Entered After July 21, 2008

45 CFR 303.31(a)(3) modifies the definition of reasonable cost and only applies it to orders established or modified after July 21, 2008. 45 CFR 303.31(a)(3) indicates that health insurance is considered reasonable in cost if the cost to the parent responsible for providing medical support does not exceed 5% of his/her gross income.

However, 45 CFR 303.31(a)(3) also indicates that the state may opt to use an alternative income-based, numeric state standard. Michigan's current alternative income-based, numeric state standard for reasonable cost is defined in the 2013 MCSF.

According to 45 CFR 303.31(a)(3), when applying the MCSF reasonable cost definition, IV-D workers will use the amount that it costs a parent to add the child(ren) to an existing coverage, or the difference between self-only and family coverage.

2. Reasonable Cost for Orders Entered Before July 21, 2008

Reasonable cost for orders entered prior to July 21, 2008 was defined by 45 CFR 303.31(a)(1). That definition considered health insurance "reasonable in cost if it is employment-related or other group health insurance, regardless of service delivery mechanism."

3. The MCSF Definition of Reasonable Cost

The 2008 and 2013 MCSF suggest court orders apply the following definition for reasonable cost:

A reasonable cost for providing private health care coverage must not exceed 5% of the providing parent's gross income unless either of the two following factors applies:

- Parents with a net income below 133% of the federal poverty level or whose child is covered by Medicaid based on that parent's income will not be ordered to contribute toward or provide private coverage, unless private coverage is obtainable without any financial contribution by that parent; or
- A parent's costs for providing private health care coverage are unreasonable if the parent's total current obligation for support, child care expenses, ordinary health care expenses,

plus the parent's net share of health care insurance exceeds 50% of the parent's regular aggregate disposable earnings.⁵³

Section 3.07(B)(2) of the 2004 MCSF provided the same content regarding the definition of reasonable cost; however, the more recent versions use slightly different language.

Because the MCSF definition of reasonable cost has set a standard limitation for orders established or modified since October 1, 2004, any order that has been established or modified since that date will default to a limitation of 5% on the MiCSES OPRE screen. After the MiCSES 9.1 Release (June 2016), a calculation from the Calculator with a 0% reasonable cost will update the OPRE screen when imported.

If the reasonable cost **percentage** deviates from the MCSF, the IV-D worker will update the *Other Provisions* field in the *Order Details* tab of the OPRE screen, and will later manually update the *Medical Order Provisions (MORP)* screen.⁵⁴

If the reasonable cost **dollar amount** deviates from the MCSF, the IV-D worker will update the OPRE screen with that information, and MiCSES will later automatically update the MORP screen.

If an order has **not** been established or modified under the rules of the 2004, 2008, or 2013 MCSF, then the 45 CFR 303.31(a)(1) definition applies. This definition considers health insurance "reasonable in cost if it is employment-related or other group health insurance, regardless of service delivery mechanism."

B. Accessibility

The IV-D program in Michigan determines the accessibility of private health insurance by referencing the 2013 MCSF Supplement before making a recommendation to the court. Health insurance coverage, as determined by the court order, is accessible for a child if the availability of medical care is within a reasonable traveling distance from the child's primary residence.

3.3.2 Cash Medical Support⁵⁵

The MCSF establishes three different types of cash medical support:

⁵³ Ref: 2013 MCSF Section 3.05(A).

⁵⁴ Ref: Subsection 3.5 of this manual section for more information about deviations from the MCSF. Ref: Subsection 4.2.8(B) for more information on recording this information on the MORP screen.

⁵⁵ Ref: *Michigan IV-D Child Support Manual* Section 6.06 regarding cash medical support.

- Routine/Remedial cash medical support;
- Ordinary cash medical support; and
- Extraordinary cash medical support.

The MiChildSupport Calculator allows the IV-D worker to indicate which parent incurs the majority of the uninsured medical expenses for all children on the calculation. If base support is zero after the parenting time offset equation has been applied, this indicator will help the Calculator determine which parent is the payer.⁵⁶

3.3.3 Birth Expenses

Birth expenses include the reasonable and necessary expenses in connection with a mother's pregnancy.⁵⁷

3.4 Health Care Premium Adjustment (HCPA)⁵⁸

The MCSF requires that base support be adjusted by adding the net health care premium attributable to the children (whether positive or negative) to the base support obligation. The MCSF does **not** include the HCPA in its calculation of base support.

The MiChildSupport Calculator includes the HCPA in the base support amount that it calculates. The base support amount, including the HCPA amount, is imported into the OPRE screen.⁵⁹

3.5 Deviations⁶⁰

3.5.1 Deviations From the MCSF⁶¹

Michigan law⁶² allows deviations from the MCSF if the court determines that application of the MCSF would be unjust or inappropriate. The court must record information regarding the deviation, including the reason for the deviation and the support amount calculated by the MCSF, on the order. A IV-D worker creating a support recommendation may determine that the results of the support calculation are unjust or inappropriate; however, the judge ultimately makes that determination when signing the order.

⁵⁶ Ref: *MICSES Customer Information Guide: Support Calculation and MiCSES Screen Description: MiChildSupport Calculator*.

⁵⁷ Ref: [Section 4.25, "Birth Expenses," of the Michigan IV-D Child Support Manual](#).

⁵⁸ Ref: 2013 MCSF 3.05(C)(1)(b).

⁵⁹ Base support appears in the *Subtotal* field on the OPRE screen's *Support Detail* tab.

⁶⁰ Ref: Subsections 4.2.9 and 5.2 in this manual section for more information on deviations.

⁶¹ Ref: 2013 MCSF 1.04(E) for more information on deviation factors.

⁶² Ref: MCL 552.605.

Federal regulations⁶³ require that the IV-D agency (or its designee) review the child support formula every four years.⁶⁴ The agency must consider deviations from the formula as part of the review; therefore, IV-D workers will record deviations from the MCSF in MiCSES, and indicate whether the order follows the MCSF. Accurate data regarding the application of and deviation from the MCSF is critical since SCAO uses this information to determine if changes to the MCSF are necessary.

SCAO's *Uniform Child Support Order* includes a separate page, the *Uniform Child Support Order Deviation Addendum*, that must be completed when the order deviates from the MCSF. SCAO calls this page the FOC10d.

In MiCSES, language from the *Deviation Addendum* appears as part of the MiCSES FOC10 or the 5085 when the IV-D worker indicates that the order is a deviation; however, there is no separate FOC10d in MiCSES.

3.5.2 Deviating Within the MiChildSupport Calculator

There are two ways that a IV-D worker may deviate from the MCSF when calculating support:

- The IV-D worker may deviate on an **input** to the calculation (e.g., when it has been determined that the NCP's income from a second job should not be included in the calculation); and/or
- The IV-D worker may deviate from the **results** of the calculation (e.g., the MCSF results in a \$200 monthly child support obligation, but the parties have a stipulated agreement for \$250).

A. Deviating on an Input

When using the MiChildSupport Calculator, the IV-D worker will first calculate support according to the MCSF, without deviating on any inputs. If the MCSF results in an unjust or inappropriate result, the IV-D worker will indicate that (s)he wants to deviate on an input(s), at which point the Calculator will create a second calculation, indicating that it is a deviation from the original. This will create a relationship between the two calculations.

The IV-D worker must complete all deviation information required by the MiChildSupport Calculator.⁶⁵

⁶³ Ref: 45 CFR 302.56(e).

⁶⁴ MCL 552.519 gives the responsibility for maintaining the formula to SCAO.

⁶⁵ Ref: *MiCSES Customer Information Guide: Support Calculation* and the MiCSES 8.13 Release Notes.

Michigan law⁶⁶ requires written reports associated to recommendations to include “the support amount determined by application of the child support formula.” Therefore, the relationship between the two calculations will allow for the MCSF-calculated support amount to display on the CALCRSLT template for the support calculation with the deviated inputs. This relationship will also improve SCAO’s quadrennial review of the MCSF.

Note: Deviating from a support calculation is not the same as editing a support calculation. Editing the calculation is appropriate when the IV-D worker is correcting a mistake to an input, changing an input based on new information, or creating a second or subsequent support calculation for the same parties.

B. Deviating From Results

When the IV-D worker completes a support calculation using the MiChildSupport Calculator and then deviates from that result because the calculated amount has been determined unjust or inappropriate, this is not recorded within the MiChildSupport Calculator. The IV-D worker will record this type of deviation, including the reason for the deviation and the specific support types affected by the deviation, on the OPRE screen after importing the calculation.⁶⁷

3.6 Calculation Results Template (CALCRSLT)

The MiChildSupport Calculator allows the IV-D worker to print the CALCRSLT template. This template is used to explain the calculation to CPs, NCPs, attorneys and judges. It has two sections – *Summary* and *Details*. The *Summary* section may be used to provide a high-level overview of the calculation; however, it may not be used without the *Details* section.⁶⁸ The *Details* section meets statutory requirements outlined in MCLs 552.505 (for court-referred support investigations), 552.507a, 552.517b, and 552.605.⁶⁹

The CALCRSLT template indicates whether the included tax amounts are estimates or whether the IV-D worker manually entered the amounts. The CALCRSLT template also indicates when the IV-D worker has included any imputed income in the calculation.

⁶⁶ Ref: MCL 552.517b(6)(a).

⁶⁷ Ref: Subsection 4.2.9 of this manual section.

⁶⁸ The IV-D worker can print just the *Details* section, or both sections; however, the IV-D worker cannot generate the *Summary* section alone.

⁶⁹ Ref: SCAO plans to publish policy on this in the future.

Note: Tax information included on the CALCRSLT template, when provided by a CP or an NCP, is not considered federal tax information. Refer to Subsection 2.1 of this manual section for more information.

4. Preparing the Recommendation or Court Order

A recommendation must state the calculations upon which the support amount is based.⁷⁰

IV-D workers preparing a recommendation may use the CALCRSLT template to provide the calculations. The IV-D worker will pair the CALCRSLT template with a USO (the MiCSES FOC10 or 5085) when presenting a recommendation to CPs, NCPs, and/or the court for a 21-day objection period.

When the IV-D worker imports the results of the MiChildSupport Calculator into MiCSES to prepare a recommendation or order,⁷¹ MiCSES will automatically associate the calculation with:

- The recommendation resulting from the child support calculation; and
- The order resulting from the child support calculation.

The IV-D worker may import information from the MiChildSupport Calculator to the OPRE screen, or the IV-D worker may enter the information on the OPRE screen manually and generate the FOC10 or 5085, indicating that it is a recommendation.

The IV-D worker will be unable to import to the OPRE screen a child support calculation that was completed on the GREC/GPIF/GGD screens prior to November 13, 2015. (S)he will manually enter the calculation's Guideline ID into the OPRE screen along with the provisions of the recommendation or order so the connection between the calculation and the recommendation or order will be properly recorded.⁷²

If the IV-D worker is conducting a review or is working toward the initial establishment of an order, (s)he will send the recommendation to the court, the parties, and the attorneys for a 21-day objection period before it is entered as an order.

Because the recommendation and order processes are tied closely together, and because the IV-D worker is likely using the information from the recommendation when (s)he creates and/or records the order, both the order and recommendation processes are discussed together in this subsection.

⁷⁰ Ref: MCL 552.517b(6)(a).

⁷¹ Ref: *MiCSES Customer Information Guides: [REVMD – Review and Modification Activity Chain](#) and [CTRSI – Court Referred Support Investigation Activity Chain](#).*

⁷² Ref: *MiCSES Quick Reference Guides: [OPRE – Prepare a Support Order](#) and [OPRE – Prepare a Modification Order After Review](#).*

4.1 Order Establishment

In the initial establishment of a child support order, PA staff prepare a USO in reaction to a CAR.⁷³

4.1.1 Preparing a USO Prior to Docket Assignment

PAs may begin preparation of the USO before a docket is filed with the court, if local office practice accommodates it. The OPRE screen allows PA staff to search by CAR⁷⁴ rather than by docket ID if the court has not yet assigned a docket.

In this case, once MiCSES associates the CAR and the docket,⁷⁵ the OPRE screen will ask the IV-D worker whether to convert the OPRE record to a docket-based record. This means that the OPRE record will no longer be searchable by CAR, but will be searchable by docket ID instead. Generally, the IV-D worker must convert the OPRE record to a docket-based record as early in the USO creation process as possible.

A IV-D worker may import an “unattached calculation” prepared on the MiChildSupport Calculator to an OPRE record.⁷⁶

4.1.2 Multiple CARs for the Same IV-D Case and Docket Combination

If multiple CARs exist for the same IV-D case and docket combination, the IV-D worker will close or link the CARs not used in the creation of the USO. Otherwise, the multiple CARs may inappropriately appear as if further IV-D effort is needed to establish support orders for children associated to those CARs. Additionally, these extraneous CARs may appear in reports generated from the *Legal Case List Selection* (LLST) and *Legal/Establishment Management* (LRPT) screens.

- If the IV-D worker uses multiple CARs to create a single USO, the IV-D worker will link the children on those CARs on the LCSE screen.⁷⁷

⁷³ Ref: Section 2.20 of the *Michigan IV-D Child Support Manual*.

⁷⁴ Ref: [MiCSES Quick Reference Guide: OPRE – Search by Docket or Master CAR](#).

⁷⁵ MiCSES associates a CAR and docket when a IV-D worker has entered a docket on the *Legal Case* (LCSE) screen for the CAR number shown in the OPRE screen’s *Master CAR* field.

⁷⁶ Ref: *MiCSES Quick Reference Guides: OPRE – Prepare a Support Order* and *OPRE – Prepare a Modification Order After Review*, *MiCSES Customer Information Guide: Support Calculation*, and Subsection 3.2.1(B) of this manual section.

⁷⁷ Ref: [MiCSES Quick Reference Guide: LCSE – Linking a Child from One CAR to Another CAR](#).

- The IV-D worker will appropriately close all CARs for the same docket and IV-D case combination that are not used in the creation of the USO. The IV-D worker will also close any dismissed CARs.⁷⁸

4.2 All Recommendations and Court Orders

The following information is pertinent to:

- The establishment of the initial child support order;
- Subsequent reviews and modifications of the order; and
- Court-referred support investigations.⁷⁹

4.2.1 Order End Dates

As of January 1, 2015, the *Uniform Child Support Order* requires the court to indicate a specific end date for a specific child's support obligation. It provides standard language for the child support obligation to end on the last day of the month that the child turns 18, unless indicated otherwise by checking a box for post-majority support. If post-majority support is ordered (i.e., the appropriate box on the *Uniform Child Support Order* is checked), the court must order a specific end date for the child support obligation.

When preparing a recommendation, the IV-D worker must recommend a date certain to end the child support obligation. Ensuring the appropriate level of child support (i.e., right-sizing orders) is an element of the Michigan Child Support Program's Strategic Plan. A child continuing to attend high school after his/her 18th birthday has an increased need for support since (s)he is generally unable to support herself/himself while attending high school full-time.

Conversely, a child completing high school before his/her 18th birthday could be expected to support herself/himself upon turning 18. Consequently, at both the establishment of a support order and in subsequent reviews of the order, IV-D workers will recommend orders with a specific end date that is **the later** of either the last day of the month of the child's 18th birthday or a date that meets the criteria for post-majority support.

A. Recommending an End Date at Order Establishment

⁷⁸ Ref: [PA Job Aid: CAR Processing](#). Dismissed CARs must be set to "O" or "P" to avoid inclusion in the LLST and LRPT reports.

⁷⁹ Ref: Section 3.45 of the *Michigan IV-D Child Support Manual*.

When preparing a recommendation for the establishment of the support order, the IV-D worker will propose that post-majority support be ordered for any child who will turn age 18 and:

- Has a reasonable expectation of completing sufficient credits to graduate from high school; and
- Who will be attending high school full-time while living full-time with a support recipient or in an institution.

IV-D workers should identify the final day of the child's graduation month⁸⁰ along with the graduation year as the recommended end date in the USO, unless there is evidence that the child will not be attending high school, or will attend less than full-time, after the age of 18.

The IV-D worker will propose post-majority support and use the final day of the month along with the year the child turns 19 ½ as the recommended end date if the child:⁸¹

- Will not complete high school until after age 19 ½;
- Is attending high school full-time;
- Has a reasonable expectation of completing high school; and
- Is residing with a parent.

If the child is not attending high school past the age of 18, or does not have a reasonable expectation of completing sufficient credits to graduate, the IV-D worker must not recommend post-majority support. The support obligation will end on the last day of the month that the child reaches age 18.

B. Recommending an End Date at Order Modification

Unless there is evidence that the existing order precludes modification of its end date, it is appropriate for the IV-D worker to recommend a changed end date if new information regarding the child's expected high school graduation date is available.

The IV-D worker must follow the guidance from Subsection 4.2.1(A) of this manual section for recommending an end date.

⁸⁰ A graduation date is easier for a IV-D worker to predict or estimate, and is generally the same month as the child's last day of attending high school.

⁸¹ Ref: [SCAO Administrative Memorandum \(ADM\) 2012-10, Prorating, End-dating, and Converting Support Orders to Monthly Amounts.](#)

If the support order indicates that it was not the court's intent for support to continue, the IV-D worker should recommend the same end date as the last order.

When reviewing an order with standard end-date language from a *Uniform Child Support Order* dated before January 1, 2015, IV-D workers will recommend post-majority support following the guidance in Subsection 4.2.1(A) of this manual section. IV-D workers will not recommend post-majority support if there is evidence that the existing order precludes the modification of its end date.

Example 2:

Jerome will turn 18 in January 2020 and will graduate from high school in June 2020. His existing support order indicates an end date of January 31, 2020. The judge has indicated specific reasons that post-majority support was not ordered in the order's Other Provisions. OCS suggests that FOC staff review the order, if and when appropriate, and recommend that support end on January 31, 2020.

C. Future MiCSES Order End Date Enhancements

The MiCSES FOC10 and 5085 were updated on December 19, 2014, to include obligation end dates. The GUIDLINE template was updated on January 28, 2015, to include obligation end dates.⁸²

Currently, the MiCSES OPRE screen does not allow IV-D workers to record the obligation end date as specified on the order. Therefore, the OPRE screen may not accurately reflect the order details related to post-majority support. IV-D workers must track support obligation end dates in a docket-level note on the MiCSES NOTE screen until enhancements are made in the future.

The appearance of a specific end date on the USO may eventually allow for MiCSES to stop sending the *Emancipation Notification Letter* (FEN803) (IV-D workers send the FEN803 to customers and use their responses to assist in determining the end date of the order). However, the *Member Demographics* (DEMO) screen has not been updated, and MiCSES logic for triggering the FEN803 has not been changed.

Note: Help Desk ticket 455014 tracks these future enhancements.

⁸² In November 2015, the GUIDLINE template was replaced with the CALCRSLT template, which does not include obligation end dates. Ref: Subsection 3.6 of this manual section.

4.2.2 Order Types

Michigan uses the order type to report its IV-D caseload to OCSE. It is important that IV-D workers accurately report active order types (e.g., judgment, modification, temporary, ex parte) in MiCSES. Inaccuracies in the order type may result in the under-reporting of active orders.

The IV-D worker will enter the order type on the OPRE screen as follows:⁸³

A. Entering Dismissal, Ex Parte, or Temporary Order Types

If the court dismisses an order, the IV-D worker will indicate it on the OPRE screen.

If the court indicates that the issued order is an ex parte or temporary order, the IV-D worker will indicate the order type on the OPRE screen.

Currently, MiCSES does not automatically select ex parte or temporary orders for review and modification. IV-D workers will manually monitor these order types to ensure the IV-D program is meeting federal standards for review and modification.⁸⁴

B. Entering Judgment Order Types

IV-D staff will track the first non-temporary, non-ex parte order on a IV-D case as a judgment on the OPRE screen.

C. Entering Modification Order Types

The IV-D worker will indicate on the OPRE screen that the order is a modification under the existing docket when the order is not:

- An ex parte order;
- A temporary order; or
- The first order on the IV-D case.

D. Multiple IV-D Cases Associated to a Single Docket

If there are multiple IV-D cases associated to a single docket, the IV-D cases may have different order types. The *Support Order Entry*

⁸³ Ref: [MiCSES Screen Description: OPRE – Order Preparation and Entry](#).

⁸⁴ Ref: Section 3.45 of the *Michigan IV-D Child Support Manual*.

(SORD) screen maintains only one order type for each docket; therefore, it cannot accurately reflect multiple order types.⁸⁵

When multiple IV-D cases associated with a single docket have different order types, the IV-D worker will update the SORD screen as follows:

- If only one of the IV-D cases has an active order type, the IV-D worker will update the *Order Type* field on the SORD screen with that type; or
- If multiple IV-D cases have active order types, the IV-D worker will update the *Order Type* field on the SORD screen with the most recent active order type.

If a court order has been dismissed, and a IV-D case associated to the docket has an active order type, the IV-D worker will not update the order type on the SORD screen. Doing so may cause the open IV-D case to be inappropriately excluded from federal reporting. Instead, the IV-D worker will indicate on the NOTE screen that the court order for the IV-D case/docket combination has been dismissed.

In any instance when multiple IV-D cases associated to a single docket have different order types, the IV-D worker will enter the order type on the SORD screen as indicated above and also indicate the order type for each IV-D case on the NOTE screen.

4.2.3 Judge's Signed Date and Order Effective Dates

The IV-D program tracks the judge's signed date for the purposes of determining when the next three-year review and modification is due.⁸⁶

The IV-D worker will enter the judge's signed date on the USO as the order signed date on the OPRE screen. The IV-D worker will also enter the order effective date.⁸⁷ The order effective date is the earliest support effective date indicated on the USO. If the USO does not have a support effective date, the IV-D worker may enter the judge's signed date.

4.2.4 Multiple Plaintiffs and Defendants

The IV-D worker will identify the plaintiff and defendant on the recommendation or order.

⁸⁵ Help Desk ticket 433994 has been entered to allow the tracking of multiple order types on the SORD screen.

⁸⁶ Ref: Section 3.45 of the *Michigan IV-D Child Support Manual*.

⁸⁷ MiCSES does not use the order effective date for review and modification purposes.

MiCSES will normally populate the OPRE screen with the proper plaintiff and defendant; however, MiCSES has a small number of dockets where more than one plaintiff and/or defendant with a member ID inappropriately exists on the LCSE screen.⁸⁸

If this occurs, the OPRE screen's *Docket Persons* tab will display multiple plaintiffs and/or defendants. The IV-D worker will select which plaintiff and/or defendant MiCSES will push to the *Docket Persons* (DPRS) screen.

4.2.5 Multiple Tiered Grids

The MiChildSupport Calculator allows the IV-D worker to create a support calculation with multiple payer/payee scenarios. The OPRE screen allows the IV-D worker to create a USO that encompasses up to four different ordered amounts depending on the circumstances of the case. Each of these scenarios is a "tiered grid."⁸⁹

A single recommendation or order may encompass multiple suggested ordered amounts depending on the circumstances of the case. This allows the IV-D worker to use a single recommendation or order for all parties on a docket rather than multiple USOs to accomplish the same result. This may result in less confusion for parties and less paperwork for the IV-D program.

IV-D workers will enter the tiered grids on the OPRE screen in chronological order. That way, the grids will appear in chronological order when the IV-D worker generates the USO template, and this will make it easier for parties to understand.

The IV-D worker must import or enter the calculation results to the OPRE screen for each IV-D case and set the appropriate effective date or event for each tiered grid.

If the IV-D worker wishes to create an order or recommendation that encompasses more than four different tiered grids, (s)he will prepare multiple USOs based on multiple OPRE records.⁹⁰

⁸⁸ Help Desk ticket 421882 documents this known issue in MiCSES.

⁸⁹ When multiple scenarios appear on a USO, the USO repeats items 1 and 2 on the form, creating a different "tiered grid" of children and support amounts for each scenario. The first tiered grid appears with numbers 1a and 2a, the second with 1b and 2b, and so on. If there is a deviation from the MCSF for more than one tiered grid, MiCSES will generate multiple instances of the *Deviation Addendum* and indicate which tiered grid each instance of the *Deviation Addendum* addresses. Ref: Subsection 3.5 of this manual section for more information about deviations.

⁹⁰ Ref: *MiCSES Quick Reference Guide: OPRE – Prepare a Modification Order After Review*.

Note: If there are multiple children on a single IV-D case, IV-D workers will keep the tiered grids with the same children on a single USO.⁹¹

The recommendation or order may need provisions for:

- Multiple payers or payees;
- Changing support amounts depending on time-limited circumstances of one or both of the parents;
- An anticipated change in parenting time overnights; or
- Other variables.

Example 3 (Multiple Payers):

The court ordered Millicent Mother to pay Gertie Grandma. The court also ordered Freddie Father to pay Gertie Grandma. A single USO can accommodate both of these IV-D cases.

Example 4 (Multiple Payees):

The court ordered Freddie Father to pay Millicent Mother, who has custody of Donnie Dependent. The court also ordered Freddie Father to pay Gertie Grandma, who has custody of Danielle Dependent. A single USO can accommodate both of these IV-D cases.

If the order contains multiple tiered grids, those tiered grids may have different tiered grid effective dates. Each tiered grid will become effective:

- On a date certain; or
- Upon the occurrence of an event.

⁹¹ If IV-D workers do not keep the tiered grids with the same children on a single USO in this situation, MiCSES may push inaccurate information to the *Medical Order Provisions* (MORP) screen.

Example 5 (Time-Limited Circumstances):

The court ordered Millicent Mother to pay support to Freddie Father. Millicent is currently receiving unemployment, so the IV-D worker uses the MCSF to calculate a support amount based on her unemployment earnings.

Millicent Mother has received a job offer. She will earn three times as much as her unemployment earnings when she begins her new job in two months.

The IV-D worker will use the MCSF to calculate the support amount with the income from the new job. The IV-D worker may include this support amount, which is for a different time period, on the USO that has the support amount based on Millicent's unemployment earnings. A single USO can accommodate the same IV-D case multiple times with different effective dates.

Example 6 (Tiered Grid Begins on Occurrence of Event):

Freddie Father is incarcerated. The court orders zero support, effective today. The court also orders a support amount to be paid upon Freddie's release from prison. The date is not certain; the IV-D worker must indicate on the USO that this tiered grid is effective "upon Freddie Father's release from incarceration."

If none of the USO's tiered grids includes an effective date that begins on a date certain, but rather all the grids are effective upon the occurrence of an event, and none of those events has yet occurred, the IV-D agency must properly record the order. To do this, the IV-D worker must indicate on the OPRE screen that the order is a zero support order. This will ensure federal reports correctly reflect that the IV-D case has a support order which used the MCSF or deviated from the MCSF.⁹²

4.2.6 Payer and Payee Switching Roles

If the IV-D worker is preparing an order or recommendation that involves the payer and payee switching roles (i.e., the payer becomes the payee and the payee becomes the payer), the IV-D worker can accommodate this in a single USO by including multiple tiered grids. In this instance, if a MiCSES IV-D case doesn't exist for the parties in the new roles, the IV-D worker will create a new MiCSES IV-D case.⁹³

⁹² Ref: [Section 5.20, "Obligation – Entry, Modification and Adjustments," of the Michigan IV-D Child Support Manual](#) for more information on zero support orders.

⁹³ Some IV-D offices associate the docket to the new IV-D case prior to the creation of the order so they can maintain docket-level notes within MiCSES.

Example 7 (Payer and Payee Switch Roles):

Millicent Mother and Freddie Father have two children – Donnie and Danielle Dependent. Millicent and Freddie have similar incomes, similar tax filing statuses, etc.

Donnie, the older child, spends 365 parenting time overnights with Freddie in a year, while Danielle spends 180 parenting time overnights with Freddie.

Given the circumstances, the IV-D worker uses the MCSF to determine that Millicent will pay support to Freddie; however, when Donnie emancipates and Danielle is the only dependent remaining, Freddie will pay support to Millicent.

On the existing MiCSES IV-D case, Millicent is the NCP and Freddie is the CP.

If a MiCSES IV-D case with Millicent as the CP and Freddie as the NCP does not exist, the IV-D worker will create a new MiCSES IV-D case.

This new IV-D case is based on the same IV-D application or referral on which the existing IV-D case was opened. The parties to the new IV-D case are already on an existing IV-D case; only the **roles** of the parties are different in the new IV-D case. Because a MiCSES IV-D case is a specific combination of CP, NCP, and dependents, the IV-D worker will open a new MiCSES IV-D case to accommodate the new support recommendation.

When the IV-D worker opens a new IV-D case in this situation, (s)he will enter the date (s)he opened the new IV-D case in all *Signed Request* fields on the *Case Member Details* (CASE) screen, and record the action taken in MiCSES on the NOTE screen.⁹⁴

The worker **must not** enter the return date of the original application or the open date of the original IV-D case in the *Signed Request* fields on the CASE screen. Entering these incorrect dates will make it appear that the IV-D worker took more than 20 calendar days to open a IV-D case after referral.⁹⁵

If the IV-D worker creates a new MiCSES IV-D case for a recommendation and that case is not used when the court issues the order, the IV-D worker will close the newly created MiCSES IV-D case.⁹⁶

⁹⁴ Ref: [MiCSES Quick Reference Guide: Add Notes on the NOTE Screen](#).

⁹⁵ Ref: 45 CFR 303.2. Ref: [Section 2.05, "Referrals and Applications," of the Michigan IV-D Child Support Manual](#) for more information on applications and referrals for IV-D services.

⁹⁶ Ref: [Section 3.50, "Case Closure," of the Michigan IV-D Child Support Manual](#).

4.2.7 Average Number of Overnights for Children

In the MCSF, the average number of parenting time overnights is used to calculate the child support amount. Prior to November 13, 2015, when creating support calculations via the GREC/GPIF/GGDL screens, the IV-D worker entered the **average** number of overnights for all the children on the order. This is the number that imported to the *Support Setup* tab on the OPRE screen when the IV-D worker imported the support calculation.

The USO, however, identifies the average number of parenting time overnights for **each individual child**. Therefore, prior to November 13, 2015, after importing the information into the OPRE screen, the IV-D worker had to update the parenting time overnights on the OPRE screen for each individual child. This allowed for the accurate depiction of the USO's terms in MiCSES and stored the information for use in a future review and modification.

IV-D workers calculating child support amounts after November 13, 2015 using the MiChildSupport Calculator will enter the actual number of parenting time overnights for each child in the Calculator, and will be able to import that actual number to the OPRE screen.

4.2.8 Medical Support

IV-D staff will record or import all medical support provisions for a recommendation or order on the OPRE screen. MiCSES will push the data from the OPRE screen to the MORP screen when the IV-D worker finalizes the USO. IV-D workers may not manually add new medical support provisions to the MORP screen; however, they may update existing provisions.⁹⁷

IV-D workers will enter medical support orders and medical support information timely in MiCSES.⁹⁸

A. Effective Dates

The cash medical and medical insurance provisions may have different effective dates. The effective date for cash medical provisions is the same as the support order effective date of the USO;

⁹⁷ Ref: [MiCSES Quick Reference Guide: MORP – Update Medical Order Provisions](#).

⁹⁸ Ref: *Michigan IV-D Child Support Manual* Section 6.06 for federal reporting requirements regarding medical support.

the effective date for medical insurance provisions is the date the judge signed the USO.⁹⁹

A single recommendation or order may encompass multiple ordered amounts (tiered grids) depending on the circumstances of the case.¹⁰⁰ If the order has multiple tiered grids that do not have effective dates, but rather are effective with the occurrence of an event (e.g., payer begins a new job, sale of the marital home, etc.), MiCSES will push the medical provisions associated with the first tiered grid on the USO to the MORP screen when the IV-D worker finalizes the USO.

If the tiered grids have effective dates, MiCSES will push the medical insurance data to the MORP screen in chronological order when the IV-D worker finalizes the USO.

If there is a delay in entering the USO, one or more of the events specified in the USO may have already triggered a later tiered grid to become effective. In this situation, the IV-D worker will manually correct the record that MiCSES pushed to the MORP screen.

B. Reasonable Cost of Health Care Percentage

The USO has a checkbox which indicates that the reasonable cost of health care is “not to exceed 5% of the plaintiff’s/defendant’s gross income.”¹⁰¹

If the recommendation or order reflects that a parent’s reasonable cost of health care is any percentage other than 5% of gross income, the IV-D worker will uncheck the box and indicate the reasonable cost of health care percentage in the USO’s Other Provisions.

If only one of either the plaintiff or defendant has a reasonable cost of health care percentage of 5%, the IV-D worker will indicate this on the OPRE screen. When this occurs, the USO will generate with only “plaintiff’s” or “defendant’s” instead of “plaintiff’s/defendant’s.”

The USO is designed to display **either** a dollar amount or a percentage for the reasonable cost of health care. If both are populated on the OPRE screen, both will display on the USO, but it may confuse readers of the USO. To avoid this confusion, OCS

⁹⁹ The obligation to provide insurance cannot occur prior to the date the court issues the order.

¹⁰⁰ Ref: Subsection 4.2.5 of this manual section for information on tiered grids.

¹⁰¹ Ref: Subsection 3.3.1(A) of this manual section for a discussion of the 5% reasonable cost of health care percentage.

recommends that IV-D workers **not** enter both on the OPRE screen, unless they are entering an already prepared USO that displays both.

The OPRE screen will automatically populate the MORP screen if the payer and/or payee has a reasonable cost of health care percentage of 5%. If the USO reflects any other percentage, the IV-D worker will manually update the MORP screen. After June 3, 2016, the reasonable cost of health care percentage reflected on the MORP screen will also appear on the EHIS screen.

C. Accessible Insurance Coverage¹⁰²

When the court orders medical coverage, the IV-D worker will indicate this in MiCSES. If the court no longer orders medical coverage because the coverage is no longer accessible, IV-D staff will indicate this on the MORP screen and enter a note on the NOTE screen¹⁰³ in MiCSES. If the court does not enter medical coverage due to reasons other than accessibility, the IV-D worker will not enter anything on the MORP screen regarding the accessibility of insurance coverage.

D. Medical-Support-Only Orders

Medical-support-only orders are orders that address only medical obligations. If the IV-D worker indicates on the OPRE screen that the order is a medical-support-only order, MiCSES will push that information to the MORP screen when the IV-D worker finalizes the order. If the order addresses only medical support because the court used the MCSF to determine that monetary child support should be zero,¹⁰⁴ the IV-D worker will indicate this as a zero support order on the OPRE screen.

Refer to Section 6.06 of the *Michigan IV-D Child Support Manual* for information on medical-**enforcement**-only cases.

4.2.9 Recording a Deviation in MiCSES¹⁰⁵

A deviation from the MCSF may be a deviation on an input or a deviation to the result of the calculation.¹⁰⁶

¹⁰² Ref: Subsection 3.3.1(B) of this manual section.

¹⁰³ Ref: *MiCSES Quick Reference Guide: Add Notes on the NOTE Screen*.

¹⁰⁴ Ref: *Michigan IV-D Child Support Manual* Section 5.20 for information on zero support orders.

¹⁰⁵ Refer to Subsections 3.5 and 5.2 for more information on deviations.

¹⁰⁶ Ref: Subsection 3.5.2 of this manual section for more information.

When a IV-D worker is using the MiChildSupport Calculator to deviate on the value of an input to the calculation, (s)he may enter or import the Calculation ID of the deviated calculation into the MiCSES OPRE screen, and the deviation information will be automatically populated. When the IV-D worker is deviating on the *result* of a calculation, (s)he must manually enter the deviation information on the OPRE screen.

When manually entering an order or recommendation directly onto the OPRE screen, or when deviating on a result from the MiChildSupport Calculator, the IV-D worker will select the deviation reason(s) on the *Med/Dev Detail* tab on the OPRE screen. The worker may select multiple reasons.

Note: The formula amount recorded on the OPRE screen is the amount of support calculated according to the MCSF, **not** the difference between the support amount calculated according to the MCSF and the support amount recommended due to the deviation factor(s).

The IV-D worker will ensure that the USO accurately records all of the information about the deviation and fulfills the statutory criteria.¹⁰⁷ When a IV-D worker enters deviation information on the MiCSES OPRE screen, that information will populate the *Deviation Addendum* on the MiCSES FOC10 or 5085. Prior to November 13, 2015, the information collected on the OPRE screen was not always sufficient to populate all the fields on the *Deviation Addendum*; therefore, the IV-D worker added and/or edited the information on the USO, if necessary, before presenting it to the judge for signing. After November 13, 2015, these worker additions and edits will be unnecessary.

If the IV-D worker is entering a *Uniform Child Support Order* that was prepared by a private attorney, by the parties, or by anyone else outside of the FOC or PA office, (s)he will assume that the order follows the MCSF unless the order states otherwise, or unless (s)he is presented with contrary information.

If a deviation reason is provided on the USO prepared by a private attorney, by the parties, or by anyone else outside of the FOC or PA office, and the reason for the deviation is not provided on the *Med/Dev Detail* tab on the OPRE screen, the IV-D worker will choose “OT – Other” and enter a note in the *Other Dev Info* box explaining the reason for the deviation.

If a USO prepared outside of the FOC or PA office does not include a reason for a deviation from the MCSF, and the worker is presented with

¹⁰⁷ Ref: MCL 552.605.

information that leads him/her to believe the order does indeed deviate from the MCSF,¹⁰⁸ the worker will update the OPRE screen accordingly. The IV-D worker will indicate that the order deviates from the MCSF and that it does not state the reason.

4.2.10 Other Provisions

IV-D workers will include all provisions on the recommendation or order. The *Order Detail* tab on the OPRE screen allows the IV-D worker to enter other provisions to the recommendation or order. These other provisions appear in item 13 of the USO.

After the IV-D worker finalizes the order, the IV-D worker may import information from the OPRE screen to the *Obligation Maintenance* (OBLG)¹⁰⁹ screen, which MiCSES maintains at the IV-D case/docket level.

If the IV-D worker enters other provisions on the OPRE screen, MiCSES makes those provisions available:

- On the MORP screen, when the IV-D worker finalizes the order on the OPRE screen; and
- On the OBLG screen, when the IV-D worker imports information from the OPRE screen to the OBLG screen.

If there are other provisions available on the MORP and/or OBLG screens, the IV-D worker will determine whether the manual entry or update of additional information is necessary on the MORP and/or OBLG screens.

If there are multiple IV-D cases represented on the USO, the IV-D worker will enter the other provisions on the *Order Detail* tab of the OPRE screen with enough information so that any IV-D worker looking at the OBLG screen can identify which provisions belong to which IV-D case.

4.2.11 Generating the Recommendation and *Judgment Information Form*

The IV-D worker will verify that the OPRE screen contains all the information required for the recommendation before (s)he generates the USO. The recommendation must also include the calculations upon which the recommended support amount is based.¹¹⁰ If a IV-D worker generates the *Judgment Information Form* (MiCSES form 5086), (s)he

¹⁰⁸ For example, the support amount is not what the MCSF would have calculated, etc.

¹⁰⁹ Ref: Section 5.20 of the *Michigan IV-D Child Support Manual*.

¹¹⁰ Ref: MCL 552.517b(6)(a).

will first update information on the *Custody/Birth Exp* tab of the OPRE screen.¹¹¹

5. Finalizing the USO

The USO becomes final the date the judge signs it. The judge may sign a USO that was prepared by a private attorney, by the parties, or anyone else outside of the FOC or PA office. The judge may also sign a USO that was prepared by someone in the IV-D program. To fulfill the requirement to report all support cases to the SCR,¹¹² the IV-D worker will enter the order information on the OPRE screen. If the IV-D worker completed the recommendation information on the OPRE screen, the IV-D worker will also verify that the information on the OPRE screen properly reflects the information on the USO signed by the judge before finalizing the order in MiCSES. Finalizing the order includes marking the checkbox that indicates whether the final order follows the recommendation.

The IV-D worker will then finalize the order by clicking the *To SORD* button. Clicking this button indicates that the judge has signed the USO and that it is final within MiCSES. It changes the OPRE record from an active record to a historical one. The historical OPRE record documents the order details, as signed by the judge, in MiCSES.

Clicking the *To SORD* button also sends information from the OPRE screen to the SORD screen and to other screens in MiCSES.¹¹³

5.1 Changes to the Signed USO

If the judge made any changes to the recommendation before signing it, the IV-D worker will update the OPRE screen with these changes prior to clicking the *To SORD* button.

Example 8 (Judge Makes a Change):

The IV-D worker generates a recommendation and presents it to the judge. The judge crosses out an amount and writes in something else, and then signs the USO. The IV-D worker will update the OPRE screen to reflect the actual USO as signed by the judge before clicking the *To SORD* button on the OPRE screen.

5.2 Pushing Deviations to the SORD Screen¹¹⁴

¹¹¹ MiCSES allows a IV-D worker to finalize an OPRE record even if data on the *Custody/Birth Exp* tab is not updated.

¹¹² Ref: Subsection 1.3 of this manual section.

¹¹³ Ref: *MiCSES Screen Description: OPRE – Order Preparation and Entry*.

¹¹⁴ Ref: Subsections 3.5 and 4.2.9 of this manual section for more information on deviations.

When the USO reflects a deviation from the MCSF, and the IV-D worker enters the deviation onto the OPRE screen or imports it from the MiChildSupport Calculator, MiCSES copies the deviation information from the OPRE screen to the SORD screen at the time the IV-D worker finalizes the OPRE record.

When a IV-D case/docket combination on the OPRE screen includes multiple deviation reasons, clicking the *To SORD* button will result in the SORD screen indicating that multiple reasons exist (however, it will not document each individual reason).

When the IV-D worker enters the order on the OPRE screen or imports it from the MiChildSupport Calculator and the USO includes multiple tiered grids for the same IV-D case and docket combination, the OPRE screen will copy the deviation information for only **one** of those grids to the SORD screen (it will copy the information for the tiered grid with the lowest number of all the tiered grids¹¹⁵ for that IV-D case/docket combination).¹¹⁶

Example 9 (Multiple Tiered Grids and Multiple IV-D Cases Push to the SORD Screen):

An order has three tiered grids, involving two IV-D cases. Tiered Grid 1 and Tiered Grid 2 are associated to IV-D Case 1. Tiered Grid 3 is associated to IV-D Case 2. Tiered Grid 1 deviates from the MCSF for multiple reasons, and those multiple reasons are reflected on the OPRE screen. Tiered Grid 3 also deviates from the MCSF. Deviation information from the OPRE screen will populate the SORD screen for Tiered Grid 1 (the grid with the lower number of the two tiered grids associated with that IV-D case/docket combination) and will display as “multiple reasons.” The specific reason for deviating shown on the OPRE screen will also populate for Tiered Grid 3 since it is the only tiered grid for that particular IV-D case/docket combination and it only has one deviation reason code selected.

In these situations, IV-D workers will refer to the OPRE screen for complete deviation information.

5.3 Next Review Date

Federal¹¹⁷ and state¹¹⁸ laws provide requirements for the review and modification of child support orders,¹¹⁹ including how often the IV-D program must conduct reviews. MiCSES tracks review dates to ensure the IV-D program meets these requirements.

¹¹⁵ Tiered grids are numbered on the OPRE screen by their position among the other tiered grids and the total number of tiered grids. For instance, “2/3” represents the second of three tiered grids.

¹¹⁶ Ref: *MiCSES Screen Description: OPRE – Order Preparation and Entry*.

¹¹⁷ Ref: 42 USC 666(a)(10).

¹¹⁸ Ref: MCL 552.517.

¹¹⁹ Ref: Section 3.45 of the *Michigan IV-D Child Support Manual*.

When a IV-D worker finalizes the initial order associated to a IV-D case, this action will update the *Nxt Rvw Dt* field on the *Review and Modification Processor (REVP)* screen.

MiCSES will automatically update the *Nxt Rvw Dt* field:¹²⁰

- When it sends the *Notice of Support Review (RNMRVWNOT)*;
- When it automatically sends an eligibility notice (*RNMELIGLTR*); and
- During a court-referred support investigation, when a IV-D worker indicates the recommendation has been provided to the court, parties, and attorneys.

5.4 Error Correction

IV-D workers may use the OPRE screen's order correction functionality¹²¹ if they discover discrepancies between the signed USO and the OPRE screen after the USO is finalized.

If PA staff discover an error:

- On the same day the OPRE record is finalized (i.e., the day the *To SORD* button is clicked), they may correct the order using the order correction functionality on the OPRE screen; or
- After the day the OPRE record is finalized, they will contact the FOC office and convey the need for a correction. At this point, IV-D workers may have already entered obligations and started enforcement of the order; therefore, PA staff will notify the FOC of the error.

SUPPORTING REFERENCES:

Federal
42 USC 666(a)(10)
42 USC 667a
45 CFR 301.77
45 CFR 301.77(e)
45 CFR 301.77(f)
45 CFR 302.56(a)
45 CFR 302.56(e)
45 CFR 303.2
45 CFR 303.8
45 CFR 303.31(a)(1)
45 CFR 303.31(a)(3)
45 CFR 307.10(b)(4)(iv)

¹²⁰ Help Desk ticket 476544 requests further analysis of review termination reasons since some termination reasons (e.g., review opened in error, review opened on the wrong docket) should result in the MiCSES next review date being reverted back to the next review date that existed prior to the opening of the review.

¹²¹ Ref: [MiCSES Quick Reference Guide: OPRE – Correct Order Entry Errors](#).

45 CFR 307.11(e) and (f)
45 CFR 308.2

OCSE AT-12-01

State

MCL 552.505
MCL 552.505(h)
MCL 552.507a
MCL 552.517
MCL 552.517(1)(e)
MCL 552.517b
MCL 552.517b(4)
MCL 552.517b(6)
MCL 552.517b(6)(a)
MCL 552.518(4)
MCL 552.519
MCL 552.519(3)(a)(vi)
MCL 552.605
MCL 552.605(3)
MCL 552.605a
MCL 552.605b(3)
MCL 722.1500
MCR 3.211(D)
MCR 3.211(F)(2)

2004 MCSF
2008 MCSF
2013 MCSF
2013 MCSF Supplement 3.02

SCAO ADM 2012-10

REVISION HISTORY:

[IV-D Memorandum 2016-011](#)
IV-D Memorandum 2015-027
IV-D Memorandum 2015-013
IV-D Memorandum 2015-004
IV-D Memorandum 2013-010