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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING

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DIRECTOR

**MICHIGAN IV-D ACTION TRANSMITTAL 2005-033**

**TO:** Friends of the Court (FOCs) Staff  
Prosecuting Attorney (PA) Staff  
Office of Child Support (OCS) Staff

**FROM:** Marilyn F. Stephen, Director  
Office of Child Support

**DATE:** October 3, 2005

**SUBJECT:** Requesting a Certified Accounting or Audit of Family Independence Program (FIP) Grant Payments

**PURPOSE:**

This Action Transmittal (AT) describes how to obtain formal (certified) and informal FIP grant information from the Department of Human Services (DHS).

**BACKGROUND:**

Federal and state laws require an applicant/custodial party (CP) filing an *Assistance Application* (DHS-1171) for public assistance to assign his/her rights to child support to the state, up to the assistance grant amount.

The unreimbursed grant amount (URG) is the balance of FIP total assistance amounts for a FIP grant family less the amount of the current/past-due child support retained by the state for reimbursement of assistance.

Example: The Jones family received a total of \$5,000 in FIP grant payments. During the period of time the Jones family was receiving FIP payments, the non-custodial parent (NCP) made, and the state retained, child support payments totaling \$2,500. The URG amount is \$2,500 ( $\$5,000 - \$2,500 = \$2,500$ ).

Note: The State receives either the amount paid in assistance **or** the amount ordered for child support, whichever is less.

## **PROCESS:**

The URG calculates as follows:

1. The IV-A program calculates the total FIP grant amounts;
2. The IV-A information is sent to Central Financials (CenFin) once a month;
3. The Michigan Child Support Enforcement System (MiCSES) records child support Temporary Assistance to Needy Families (TANF) collections (Medicaid payments are not included);
4. MiCSES sends the child support TANF collection information to CenFin four times a month;
5. If the collection amount has changed from the last calculation, CenFin calculates the URG; and
6. CenFin sends the URG calculation to MiCSES, where it displays on the *FIA Unreimbursed Assistance History* (FIAG) screen.

While a CP is receiving FIP, the CP assigns all child support payments to the state. Once the NCP repays the family's total amount of assistance amounts to the state, any payments above the total assistance amount are paid directly to the CP. CenFin sends payments which exceed URG to the FOC, the FOC verifies whether it will be sent to the family.<sup>1</sup>

The CP, court and/or attorney may request a certified audit of DHS grant records. Audits are requested typically for three reasons:

- To determine whether the amount of assigned child support exceeds the total amount of the assistance;
- To verify the periods of assistance are correct for the children covered by the court order; or
- For other evidentiary purposes.

## **PROGRAM ACTIONS AND POLICY INFORMATION:**

### **Policy**

Frequently, customers question OCS or FOC staff about the assignment of support payments to the state and the amount of total assistance received by a family. A customer may require only a quick balance, in which an informal (uncertified) URG balance will suffice, or a detailed and certified accounting (certified) URG balance. OCS and FOC staff may provide informal (uncertified) URG balances to customers. If a customer requests a formal (certified) URG balance, the FOC or OCS staff will direct the customer to submit a formal request in writing to the FOC or OCS staff.

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<sup>1</sup> Ref: AT 2003-021, *FIA 820, Support Collection Payment Request*. This AT details the steps to pass through money to the family, or to refund to individuals other than family members, <http://mi-support.cses.state.mi.us/policy/stateat/pdf/2003/2003-021.pdf>.

The Reconciliation and Recoupment Section calculates and provides official URG and FIP payment records. The Reconciliation and Recoupment Section is the only office that has the authority to obtain an official audit or affidavit of URG and FIP payments.

## **Procedure**

OCS or FOC staff procedures for requesting an audit or an affidavit of URG and FIP are as follows:

### **Formal Requests**

If a customer requests a certified URG balance, OCS or FOC staff will direct the customer to send a written request to:

Department of Human Services  
Reconciliation and Recoupment Section  
P.O. Box 30025  
Lansing, MI 48909

The request must include:

- An explanation of the information sought;
- The type of certification required (i.e. affidavit, certified accounting, etc.);
- The docket number and DHS FIP number;
- The child's name and date of birth;
- The time period the requested accounting is to cover; and
- The date the certification is required (for court hearing).

If the customer sends a written request to OCS or FOC staff, the OCS or FOC staff member will forward a written request on behalf of a customer to the above postal address or to [torresb2@michigan.gov](mailto:torresb2@michigan.gov) with the above listed information.

OCS and FOC staff with procedural questions may contact the DHS Reconciliation and Recoupment Section at (517) 335-3674.

The OCS or FOC worker will follow confidential information policy when providing or obtaining the URG information.<sup>2</sup>

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<sup>2</sup> Ref: AT 2004-022, *Responding to Requests for Confidential Information* (<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2004/2004-022.pdf>) and AT 2004-040, *Transmission of Restricted Information via Email* (<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2004/2004-040.pdf>).

## **Informal Requests**

OCS or FOC staff will respond to requests from IV-D parties for 'non-certified' or informal requests for his/her URG amount. OCS or FOC staff will find the total amount due to the state for URG on the FIAG screen. The FIAG screen is updated nightly and provides information on both FIP and foster care assistance payments. The OCS or FOC worker must inform the requester that the information is not certified and inform the requester to make a formal request in writing to OCS or FOC staff, which will be forwarded to the Reconciliation and Recoupment Section.

### **LEGAL REFERENCES:**

Federal  
42 USC 608(a)(3)  
42 USC 656  
42 USC 657  
45 CFR 301.1  
45 CFR 302.50  
45 CFR 302.54

State  
None

### **POLICY REFERENCE:**

Combined IV-D Online Manual sections 110 – *IV-D Case Initiation and Establishment* and 600 – *Federal Distribution Requirements*  
Child Support Manual sections 315 – *FIP Collection Distribution* and 320 – *FIP Collection Record Adjustments*.  
Friend of the Court Manual section 670 – *Unreimbursed Public Assistance and FIP Payment Records*.  
AT 2004-022 – *Responding to Requests for Confidential Information*.  
AT 2004-040 – *Transmission of Restricted Information via Email*.

### **AT MAINTENANCE:**

Retain AT until further notice.

### **EFFECTIVE DATE:**

Upon receipt.

### **REVIEW PARTICIPANTS:**

Enforcement WIT team  
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Lynn Davidson, Macomb County FOC  
Steve Capps, State Court Administrative Office,  
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**CC:**

None

**ATTACHMENTS:**

None

MFS/DES