MICHIGAN IV-D ACTION TRANSMITTAL 2006-008

TO: All Office of Child Support (OCS) Staff
All Friends of the Court (FOCs)
All Prosecuting Attorneys (PAs)

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

DATE: February 13, 2006

SUBJECT: Adding a Child to a IV-D Case

PURPOSE:

This Action Transmittal (AT) provides information to IV-D staff concerning the addition of a child to a IV-D case by support specialist (SS) and FOC staff.

After the Michigan Child Support Enforcement System (MiCSES) February maintenance release, the Case Member Addition (CMAD) screen and case assignment functionality will change. Because of this change, SS and FOC workers must exercise caution when adding a child to a IV-D case. It is imperative this new functionality will not compromise MiCSES’ current ability to monitor and initiate action on a IV-D case in which a court order does not exist for all children on the case.

HISTORY AND BACKGROUND:

Prior to the MiCSES February release, there were problems with the case assignment process:

- Incorrect case assignment occurred when an SS assigned to the interstate central registry (ICR) or an FOC worker added a new or existing member to an existing IV-D case on the CMAD screen. If the case was assigned to the ICR or the enforcement (ENF) functional area, MiCSES automatically reassigned the IV-D case to the SS functional area and changed the assigned case county; and
- To prevent case reassignment, workaround 2003-046 instructed ICR and FOC workers to make the Case Type “Non-IV-D” before adding a child to an existing IV-D case.

1 A member can be the custodial party, non-custodial parent or child.
With the MiCSES February maintenance release, the following changes will occur:

- When an SS assigned to the ICR or an FOC worker adds a new or existing member to a IV-D case in the ENF or ICR functional area, MiCSES will not reassign the IV-D case to the SS functional area. The case will remain in either the ENF or ICR functional area with the same case county assignment; and
- Workaround 2003-046 will no longer be valid and will be obsolete with the February maintenance release.

After the February release, the following functionality will remain the same:

- A new or existing member added to a IV-D case in the SS functional area will remain in the SS functional area with the same case county assignment;
- A new or existing member added to a IV-D case in the establishment (EST) functional area will be reassigned to the SS functional area with the same case county assignment;
- An SS may add a member to a IV-D case in the ENF functional area regardless of the case county;
- FOC staff may add a member to a IV-D case in the SS functional area only if the FOC worker is located in the same county as the IV-D case; and
- MiCSES will send an automated communication to another state via the Child Support Enforcement Network (CSENet) when a IV-D worker adds a member to an interstate IV-D case.

**POLICY:**

There is no change to current policy with the CMAD screen and case assignment functionality changes. SS and FOC workers must continue to add a child to a IV-D case as follows:

- SSs will add a child to a IV-D case in which paternity or support action is needed or if a court order exists for the child; and
- FOC staff will add a child to a IV-D case only if a court order exists for the child.

**LEGAL REFERENCES:**

Federal
- 45 Code of Federal Regulations (CFR) 303.2
- 45 CFR 303.4 – 303.6

State
- None

**POLICY REFERENCE:**

Combined IV-D Manual Item 110, IV-D Case Initiation and Establishment

**AT MAINTENANCE:**

Retain until further notice.
EFFECTIVE DATE: Upon receipt.

REVIEW PARTICIPANTS: Program Leadership Group (PLG)
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