



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING



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**MICHIGAN IV-D ACTION TRANSMITTAL 2006-059**

**TO:** All Office of Child Support (OCS) Staff  
All Friend of the Court (FOC) Staff  
All Prosecuting Attorney (PA) Staff

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

**DATE:** September 26, 2006

**SUBJECT:** Spanish *IV-D Child Support Services Application/Referral*

**PURPOSE:**

This Action Transmittal (AT) introduces the Spanish-only *IV-D Child Support Services Application/Referral* (Department of Human Services [DHS]-1201-SP) (Ref: Attachment 1).

**HISTORY AND BACKGROUND:**

Before the DHS-1201 was revised in August 2005, it was a combined English/Spanish application known as the DHS-1201-E-SP. After revision, the DHS-1201<sup>1</sup> was an English-only application for IV-D services; the revision did not include a Spanish-only application. The DHS-1201-E-SP was still available for use by Spanish-reading customers.

Now Spanish-reading customers can use the new DHS-1201-SP. The DHS-1201-SP and the DHS-1201 are:

- Available in Microsoft Word® on all DHS-managed sites;
- Posted to mi-support; and
- Posted to the DHS Web site.

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<sup>1</sup> Ref: DHS-1201 at: [http://www.michigan.gov/documents/DHS-1201\\_136519\\_7.pdf](http://www.michigan.gov/documents/DHS-1201_136519_7.pdf).

## **POLICY:**

Effective with the release of this AT, the combined English/Spanish DHS-1201-E-SP must no longer be used and will be removed from all DHS-managed sites.

Note: DHS staff will not be able to access the DHS-1201-SP in Microsoft Word®<sup>2</sup> nor will the form be available on the DHS Web site until **September 28, 2006**.

There are no changes to current policy<sup>3</sup> related to the introduction of the DHS-1201-SP.

## **IMPROVEMENTS IN THE NEW DHS-1201-SP:**

- Redesigned to allow a non-parent caretaker, non-custodial parent (NCP) or alleged father to apply for IV-D services;
- Simplified language for easier understanding by IV-D customers;
- Updated language to reflect new terminology;
- Additional information requested in the “FOR OFFICE USE ONLY” box;
- Section headings in bold print for easier recognition;
- Addition of the word “Suffix” in the name fields to record a suffix;
- Addition of a field to record a member’s maiden name, if applicable;
- Additional questions to improve referrals for paternity/support action;
- Additional acknowledgements included in the signature box;
- DHS nondiscrimination statement updated;
- Addition of Family Independence Program (FIP) and Food Assistance Program (FAP) nondiscrimination statement;
- Updated Authorities section to reflect that cooperation is mandatory for Child Development and Care (CDC) and FAP; and
- Added instructions on where to return the completed application.

## **LEGAL REFERENCES:**

### Federal

42 United States Code (USC) 654(4)(A)(ii)

42 USC 666(a)(13)

45 Code of Federal Regulations (CFR) 302.31

45 CFR 302.33

45 CFR 303.2

Public Law (PL) 104-193

Automated Systems For Child Support Enforcement:

A Guide For States: Objective A-1.a&b

### State

Michigan Administrative Code (MAC) R 400.3009 and

MAC R 400.5008

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<sup>2</sup> DHS staff access DHS templates in Microsoft Word® by selecting File – New.

<sup>3</sup> Ref: AT 2006-009, **REVISED:** *Changes to the IV-D Child Support Services Application/Referral* at: <http://mi-support.mfia.state.mi.us/policy/stateat/pdf/2006/AT2006-009.pdf>.

Michigan Court Rule (MCR) 2.406  
MCR 2.114

**POLICY REFERENCES:**

*Combined IV-D Policy Manual* Item 105, *IV-D Eligibility*

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

AT 2006-009, **REVISED:** *Changes to the IV-D Child Support Services Application/Referral*

Office of Child Support Enforcement (OCSE) *Dear Colleague Letter* (DCL) 05-25

**AT MAINTENANCE:**

Retain AT until further notice.

**EFFECTIVE DATE:**

Upon receipt.

**REVIEW PARTICIPANTS:**

Program Leadership Group (PLG)  
Friend of the Court Association  
Case Management Work Improvement Team (CM WIT)  
Spanish Language Proofreading Workgroup

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**CC:**

None

**ATTACHMENTS:**

Attachment 1: DHS-1201-SP

**MFS/DE**