

Allowable Number of Personal Computers (PCs)/Laptops

The number of PCs/laptops that will be furnished to a state-managed office or approved to be purchased by a county-managed office will be based on 110 percent of the most recent 12-month IV-D full-time equivalent (FTE) average on the *Title IV-D Cooperative Reimbursement Actual Expenditure Report* (DHS-286) forms submitted monthly by Friend of the Court (FOC) or Prosecuting Attorney (PA) offices. The additional 10 percent is designed to cover business reasons such as the need to access the Michigan Child Support Enforcement System (MiCSES) in mediation rooms, common rooms, referee hearings, and client interviews.

A. Additional PCs/Laptops Above the FTE Count

Additional PCs/laptops above the count described in the above paragraph may be approved by Office of Child Support (OCS) Financial Management in the following circumstances:

1. An FOC or PA office has a permanent increase in IV-D staff, and the increase does not immediately affect the IV-D FTE count; or
2. Work may need to be performed outside the FOC or PA office (for example, pursuant to IV-D Memorandum 2016-013, *Remote Access for County IV-D Offices*); or
3. The FOC or PA office has a demonstrated business need that requires additional PCs/laptops.

The state-managed FOC or PA office may send a request to their OCS contract manager for the additional PCs/laptops to be provided by the Department of Technology, Management & Budget (DTMB). The county-managed FOC or PA office may send a request to their OCS contract manager to purchase the additional PCs/laptops.

A state-managed office must send its request for additional PCs/laptops, including a description of the circumstances for additional PCs/laptops, to:

Michigan Department of Health and Human Services
OCS Financial Management
P.O. Box 30478
Lansing, MI 48909

A county-managed office must follow the procedures in Exhibit 1.23E2 for purchasing and billing.

The request must include a description of the specific need for the additional PCs/laptops, including a detailed calculation of the total number of PCs needed for the FOC's or PA's operations. If the request is for remote access pursuant to IV-D Memorandum 2016-013, *Remote Access for County IV-D Offices*, the requirements of IV-D Memorandum 2016-013 must be met.

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B. Decrease in Number of IV-D Staff, Additional PCs/Laptops No Longer Needed

If a state-managed FOC or PA office has a permanent decrease in IV-D staff, or if additional PCs/laptops provided by DTMB to meet a business need such as remote access are no longer needed, the FOC or PA office must make arrangements with DTMB to return the unused PCs/laptops.

If a county-managed FOC or PA office has a permanent decrease in IV-D staff, or if additional PCs/laptops that were purchased to meet a business need such as remote access are no longer needed, the unused PCs/laptops may be relocated to another federally funded program in the county. If the PCs/laptops are relocated to a non-federally funded program in the county, then a credit equal to the value of the PCs/laptops must be given to the IV-D program either as a reduction of the costs billed or as other income on the DHS-286.