

# Court Action Referral (CAR) Processing CARD

## CPS Action Requirement Document

<b>Contract Language</b>	<ul style="list-style-type: none"> <li>• Court action referrals (CARs) are evaluated and acted upon (progressed from “EVCAR” to the next minor activity on the <i>Legal Processor</i> [LPRO] screen) pursuant to IV-D policy and recorded in the Michigan Child Support Enforcement System (MiCSES) within 14 calendar days of receipt.</li> <li>• 75 percent of CARs were evaluated and acted on pursuant to IV-D policy and recorded in MiCSES within 14 calendar days.</li> </ul>
<b>Federal Regulations</b>	None
<b>Michigan IV-D Policy</b>	Section 1.25, “Contract Performance Standards (CPS),” of the <i>Michigan IV-D Child Support Manual</i>
<b>Language Differences</b>	n/a
<b>Responsible Partner</b>	Prosecuting Attorney (PA)

<b>Cases are included in the CPS when:</b>	<b>Cases are excluded from the CPS when:</b>
<p>The 15th day from the day the county can act upon the CAR in MiCSES falls within the selected reporting period (a given date or date range, such as fiscal year).</p> <p>When calculating the percentage of cases for the CAR Processing CPS, the denominator is the number of CARs meeting the condition above.</p> <p>For this CPS, the county that receives the CAR is the county that receives credit.</p>	<p>At the time the CPS need begins, the MiCSES case is:</p> <ul style="list-style-type: none"> <li>• Not a IV-D case;</li> <li>• IV-D-closed, or fully closed;</li> <li>• Pending IV-D closure;</li> <li>• Pending a determination of good cause not to cooperate with child support requirements; or</li> <li>• Granted good cause not to cooperate with child support requirements with a determination to end action.</li> </ul>

<b>Cases pass when:</b>	<b>Cases fail when:</b>
<p>At least one of the following qualified actions is taken on or before the 15<sup>th</sup> day from the day the county could act upon the CAR:</p> <ul style="list-style-type: none"> <li>• Generating paper or electronic CSENet transmissions to another state related to the CAR’s IV-D case;</li> <li>• Generating any forms or documents in support of the CAR;</li> <li>• Initiating workflow processes in MiCSES in support of the CAR;</li> <li>• Advancing existing workflow processes in MiCSES in support of the CAR;</li> <li>• Attempting service of process following the commencement of legal action related to the CAR;</li> <li>• Commencing legal action to establish paternity;</li> </ul>	<p>By the 16<sup>th</sup> day:</p> <ul style="list-style-type: none"> <li>• None of the qualifying actions in the “Cases pass when” section occurred at all; or</li> <li>• One or more of the qualifying actions in the “Cases pass when” section happened, but not by the end of the 15<sup>th</sup> day.</li> </ul>

- Commencing legal action to establish child support;
- Accessing a locate source for the custodial party related to the CAR;
- Accessing a locate source for the non-custodial parent related to the CAR;
- Accessing a locate source for the putative father related to the CAR;
- Filing a docket for paternity and child support related to the CAR;
- Transferring a CAR to the appropriate venue;
- Using workflow processes to close a CAR; and/or
- Initiating IV-D case closure manually or automatically.

Note: The CPS reports will fail a CAR if it is rejected. Per Subsection 2.1.1(A) of Section 1.25 of the *Michigan IV-D Child Support Manual*, an office can explain a proper CAR rejection on the Response Questionnaire.

When calculating the percentage of cases passing the CAR Processing CPS, the numerator is the number of CARs in which a qualifying action was taken on or before the 15<sup>th</sup> day from the day the CAR could be acted upon, and the 15<sup>th</sup> day from the day the CAR could be acted upon falls within the reporting period.