

# Service of Process (SOP) CARD

CPS Action Requirement Document

<b>Contract Language</b>	<ul style="list-style-type: none"> <li>• Successful SOP pursuant to <i>Michigan IV-D Child Support Manual</i> Section 4.15, "Service of Process (SOP)."</li> <li>• 75 percent of cases had a successful SOP pursuant to <i>Michigan IV-D Child Support Manual</i> Section 4.15. <u>Note:</u> If, from the date of the court action referral (CAR) initiation, there are at least 75 days remaining in the federally required 90-day SOP timeframe (the timeframe is maintained in MiCSES as the <i>Federal Expiration Date</i> [FED]), then the SOP requirement pursuant to Section 4.15 must be met, and those cases are included in the evaluation. Any cases in which MiCSES calculated the FED before March 4, 2016 are excluded from the evaluation of the performance standard.</li> </ul>
<b>Federal Regulations</b>	45 Code of Federal Regulations (CFR) 303.4(d); 45 CFR 303.101(b)(2)(iii); 45 CFR 303.101(b)(2)(i)
<b>Michigan IV-D Policy</b>	Section 1.25, "Contract Performance Standards (CPS)," of the <i>Michigan IV-D Child Support Manual</i> and Section 4.15, "Service of Process (SOP)," of the manual
<b>Language Differences</b>	The contract specifies that, to be included in the CPS, there must be at least "75 days remaining in the federally required 90-day SOP timeframe (the timeframe is maintained in MiCSES as the <i>Federal Expiration Date</i> [FED])."
<b>Responsible Partner</b>	Prosecuting Attorney (PA)

<p><b>Cases are included in the CPS when:</b></p> <ul style="list-style-type: none"> <li>• SOP is required;</li> <li>• The CPS was due within the selected reporting period (a given date or date range, such as fiscal year); and</li> <li>• From the date of the CAR initiation, 75 or more calendar days remained in the federally required 90-day SOP timeframe (<i>Federal Expiration Date</i>, or FED).</li> </ul> <p>When calculating the percentage of cases for SOP CPS, the denominator is the number of IV-D cases that match the above conditions.</p> <p>The SOP requirement for a case is met when:</p> <ul style="list-style-type: none"> <li>• SOP is successfully performed upon the non-custodial parent (NCP) for that IV-D case;</li> <li>• The FED is in effect, and three documented, unsuccessful SOP attempts occurred prior to the FED;</li> <li>• A IV-D-qualifying summons extension is applied prior to the FED;</li> <li>• A child support order is entered for that IV-D case; or</li> <li>• IV-D case closure is initiated manually or automatically prior to the FED.</li> </ul>	<p><b>Cases are excluded from the CPS when:</b></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> <p>Cases are also excluded from this CPS when the following conditions exist on the case:</p> <ul style="list-style-type: none"> <li>• If, from the date of the CAR initiation, less than 75 calendar days remained in the 90-day SOP timeframe;</li> <li>• The SOP timeframe is resolved but not considered for a IV-D case if there is another open IV-D case (typically when payers change) where:</li> </ul>
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<p>The SOP requirement for a case is not met when:</p> <ul style="list-style-type: none"> <li>• The FED is in effect, and the SOP timeframe was not successfully resolved by the FED.</li> </ul> <p>When a IV-D case is reopened, it is considered a new, discrete IV-D case for purposes of the SOP performance standard.</p> <p>For this standard, the county of the CAR under which the SOP timeframe was resolved receives credit.</p> <p><u>Note:</u> Certain conditions, such as the CP being noncooperative with the IV-D program or the NCP being unlocated, pause the FED.</p>	<ul style="list-style-type: none"> <li>○ The custodial party (CP) of the second case is the NCP of the first case;</li> <li>○ The NCP of the second case is the CP of the first case; and</li> <li>○ The SOP timeframe of the second case was previously resolved.</li> <li>• The SOP timeframe is resolved but not considered for a IV-D case (typically a third-party payee or foster care case with the same NCP) if there is another open IV-D case where: <ul style="list-style-type: none"> <li>○ The NCP of the second case is the NCP of the first case;</li> <li>○ The CP of the second case is not the CP of the first case; and</li> <li>○ The SOP timeframe of the second case was previously resolved.</li> </ul> </li> </ul>
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<p><b>Cases pass when:</b></p> <ul style="list-style-type: none"> <li>• SOP is required;</li> <li>• SOP was resolved successfully within the SOP timeframe, within the reporting period; and</li> <li>• From the date of the CAR initiation, the PA had 75 or more calendar days in the federally required 90-day SOP timeframe (or FED) to work the case.</li> </ul> <p>When calculating the percentage of cases passing the SOP CPS, the numerator is the number of IV-D cases meeting the above conditions.</p>	<p><b>Cases fail when:</b></p> <ul style="list-style-type: none"> <li>• SOP is required;</li> <li>• Resolution of the SOP timeframe did not occur within the reporting period; and</li> <li>• From the date of the CAR initiation, the PA had 75 or more calendar days remaining in the federally required 90-day SOP timeframe (or FED) to work the case.</li> </ul>
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