

AT 2002-014, Appendix 3
Location of Missing Payees

Purpose

The purpose of this item is to notify all IV-D staff that location efforts must be made in situations

- where checks are returned because of a bad address; or
- where monies are held because the IV-D office does not know the address of the person to whom the money belongs (payees, most often custodial parents).

This policy mandates locate efforts to ensure money is disbursed timely.

Policy

MCL 400.233 (Office of Child Support Act), states that one of the duties of the IV-D office is to assist governmental agencies and departments with locating adults responsible for children, for specified reasons. One of the reasons is to disburse support receipts.

When the IV-D staff does not have a good mailing address or direct deposit bank account for the payee for whom money is being held, activities to locate the payee must begin immediately and continue as long as the money is held. Those activities include automated locate functions and manual locate actions.

The Michigan Child Support Enforcement System Version 2.3 (MiCSES 2.3) supports the same automated locate processes for a custodial parent (CP) as those available for noncustodial parents (NCP). This functionality meets a federal requirement for automated systems, which directs that the system must “electronically interface with all appropriate sources to obtain and verify locate, asset and other information on the non-custodial/putative parent or the custodial parent.” MiCSES 2.3 automatically generates FPLS inquiries for missing payees (both NCPs and CPs) and sends them to the federal database on a weekly basis.

MiCSES 2.3 also supports manual locate activities as needed for the purpose of finding the owner of held money. Refer to the Combined IV-D Manual 200-2X1 for information on manual locate activities.

Refer to the Combined IV-D Manual 200 for regulatory and statutory location requirements including timeframes for locate. Further instruction will be forthcoming with MiCSES 2.3 release documents.

LEGAL REFERENCES:

MCL 400.233

RELATED MATERIAL:

Combined IV-D Policy Manual Items 200 and 200-2

AT MAINTENANCE:

Retain Action Transmittal and the attached appendices.

EFFECTIVE DATE:

Upon receipt.

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All Combined IV-D Policy Manual recipients