



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

JENNIFER M. GRANHOLM
GOVERNOR



IV-D MEMORANDUM 2010-014

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

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

DATE: May 11, 2010

SUBJECT: Interim Policy – Delay in Processing Cases Due to a Parent Seeking Employment Out of State

RESPONSE DUE: None

POLICY EFFECTIVE DATE: May 11, 2010

PURPOSE:

This IV-D Memorandum introduces an interim policy allowing support specialists (SSs) to delay processing specific public assistance referrals from the Department of Human Services (DHS) into IV-D court action referrals (CARs) through the Michigan Child Support Enforcement System (MiCSES). This interim policy is designed specifically for families¹ who apply for public assistance due to the temporary separation of a parent who is actively seeking employment out of state. This policy was developed in an effort to allow financial latitude for families who are struggling due to Michigan’s current economic environment and to avoid referring significant numbers of temporary cases to PAs and FOCs for order establishment.²

DISCUSSION:

Over the next 12 to 24 months, many unemployed Michigan citizens will reach the end of their unemployment benefits. Families who have depended on unemployment compensation to supplement their income may seek public assistance from DHS. It is anticipated that many currently intact families in this situation will become temporary single-parent families when one parent leaves the home in search of employment

¹ In this context, a "family" consists of an intact household unit of two parents, married or unmarried, and their child(ren).

² When paternity has not been established, the case will continue to be processed like a regular case.

<p>UPDATE(S):</p> <p><input type="checkbox"/> Manual</p> <p><input type="checkbox"/> Form(s)</p>

outside of Michigan. Interim IV-D policy and MiCSES procedures for processing these cases have been developed and approved. The policy and procedures will remain in place until further notice.

Policy

This interim policy allows for a case processing determination that is in the best interests of the family and the children.³ SSs will have first-line responsibility for reviewing and processing these unique cases when referrals come in from the DHS assistance program. The SS will delay IV-D case processing for 60 days after OCS receives the referral if a case meets all of the following criteria:

1. Interviewing reveals that the family was intact and would have remained intact if not for the unemployment and the job-seeking parent leaving the state to obtain employment;
2. In support of the above criteria, Business Objects reveals:
 - No previous public assistance history; or
 - The family began to receive public assistance after the job-seeking parent became unemployed;
3. Paternity has been established for the child(ren);⁴ and
4. The custodial party (CP) has provided current address information for the job-seeking parent as well as additional demographic information.

System Procedure

After completing an initial interview with the CP, the SS will set an alert in MiCSES for 55 days from the date of that interview. This time period will coincide with the maximum 60-day time frame for delaying the processing of a CAR from the referral. Setting the alert at 55 days will give the SS five days' notice until the end of the 60-day time frame.

To set the alert in MiCSES, the SS must manually override the default system and then reset the action due date to 60 days from the date of the IV-A referral receipt. Resetting the due date will create an automatic system alert that is detailed on the alert report generated for the SS. The alert will not disappear until action is taken on the case. The technical details of these procedures are outlined in the Single Business Practice written and published by OCS Operations for this process.

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

⁴ Established paternity ensures the legal relationship of both parents within the family unit. When paternity has not been established, the interim policy cannot be applied and the SS must adhere to standard processing of the case.

Action Required After 60 Days

After the 60-day time period has passed, the SS must take action on the case. The SS will review Business Objects and MiCSES to determine if the family has ended their public assistance benefits. If the family is no longer receiving public assistance, the system will reflect that the CP was sent a *Notice of Continued Eligibility* (OCS 4636).⁵ At this point, the SS will attempt contact with the CP, request an update of the family's status, and determine if the case can now be closed. If the family has already ended their assistance and requests closure during the contact, the SS will set the case for closure. If the CP wants to continue IV-D services, the SS will proceed with normal case processing. If the family has not ended public assistance benefits or the CP cannot be contacted after issuance of the OCS 4636, the SS will review the case for CAR processing. The SS will reaffirm and/or determine the job-seeking parent's locate status and process the CAR.

REVIEW PARTICIPANTS:

Case Management Work Improvement Team
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None

SUPPORTING REFERENCES:

Federal
USC 654(4)(A)

State

⁵ Ref: [Combined IV-D Manual Item 4DM 105, IV-D Eligibility.](#)

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

ATTACHMENTS:

None

MFS/CLC