



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2011-015

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: December 29, 2011

SUBJECT: *Michigan Child Support Enforcement System Assigned Support Statement (FEN852) Mailing Termination*

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

The purpose of this IV-D Memorandum is to introduce two changes regarding the FEN852:

- After April 2012, custodial parties (CPs) will no longer receive paper copies of the FEN852 by mail; and
- A temporary notice will be added to the FEN852 informing CPs about the mailing termination.

DISCUSSION:

Discontinued Mailing of the FEN852

States are required to provide assigned support information to CPs on a monthly basis.¹ OCS provides this information on the FEN852 and mails it to CPs on a quarterly basis due to a waiver from the federal Office of Child Support Enforcement (OCSE). Because of advances in technology, OCSE policy now allows assigned support information to be

UPDATE(S):

Manual

Form(s)

¹ Section 454(5) of the Social Security Act and 45 Code of Federal Regulations (CFR) 302.54

provided via alternative (e.g., electronic) means instead of a monthly or quarterly mailing.²

Beginning in February 2012, OCS will provide assigned support information on the MiCase Web site. Paper copies of the FEN852 will no longer be mailed to CPs after April 2012. The *Michigan IV-D Child Support Manual*, Section 5.40, "Public Assistance Impacts: Unreimbursed Grant, Linking and Pass-Through (Client Participation Payment)," will be updated in a future publication to reflect details about when and where the assigned support information will be provided.

FEN852 Changes

To inform CPs of OCS's intent to no longer mail the FEN852, the following notice will be added to the top of the FEN852 for the January and April 2012 mailings:

Important Notice:

After April 2012, the *Michigan Child Support Enforcement System Assigned Support Statement* (FEN852) will no longer be mailed to you. Beginning February 2012, you may get the same information each month on the MiCase Web site. MiCase is a Web application that allows you to obtain child support case information online. The MiCase Web site can be found at www.michigan.gov/micase. If you do not have a MiCase account now, click the Sign Up button under "Need a MiCase ID?" on the MiCase Web site.

Additional MiCase Information

In early 2012, new MiCase policy will be available for IV-D workers. It will include information on upcoming MiCase development changes, the future communication plan for MiCase releases, and updated login information. IV-D workers will be notified of the publication via a hotline message, and the policy will be available on mi-support.

NECESSARY ACTION:

Until further notice, retain this IV-D Memorandum as a supplement to the *Michigan IV-D Child Support Manual* Section 5.40, "Public Assistance Impacts: Unreimbursed Grant, Linking, and Pass-Through (Client Participation Payment)."

The FEN852 attached to this memorandum replaces and obsoletes the FEN852 published with IV-D Memorandum 2011-013 (July 19, 2011).

After the FEN852 is mailed to CPs in April 2012, it will be discontinued.

² Ref: [OCSE Action Transmittal \(AT\)-2010-11, Alternative Methods to Meet the Monthly Notification Requirement.](#)

REVIEW PARTICIPANTS:

Program Leadership Group
Financial Work Improvement Team

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SUPPORTING REFERENCES:

Section 454(5) of the Social Security Act
45 CFR 302.54

OCSE AT-2010-11

ATTACHMENT:

FEN852: *Michigan Child Support Enforcement System Assigned Support Statement*

MFS/EBH