



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2012-016

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

FROM: Office of Child Support

DATE: October 22, 2012

SUBJECT: Changes to the Michigan State Disbursement Unit (MiSDU)
Billing Sheet/Coupons, Employer Payment Coupon/Remittance,
and Temporary Payment Coupon

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum explains recent changes to three MiSDU forms: the billing sheet/coupons, the Employer Payment Coupon/Remittance, and the Temporary Payment Coupon. Changes to the MiSDU billing sheet/coupons include the following:

- A "Balance as of" date was added to the Case Summary information on the billing sheet with the Michigan Child Support Enforcement System (MiCSES) 8.1 Release (June 8, 2012);
- A Department of Human Services (DHS) form number (DHS-1259) has been added to the coupons, and the DHS non-discrimination statement has been added to the back of the billing sheet. These changes will appear on the coupons that are printed the week of October 22, 2012; and
- A sentence regarding the payment of support obligations will be removed from the billing sheet instructions. This change will appear on the coupons that are printed in November 2012.

Changes to the Employer Payment Coupon/Remittance and the Temporary Payment Coupon include the addition of DHS form numbers (DHS-1258 and DHS-831, respectively) and the DHS non-discrimination statement. Also, text fields have been

UPDATE(S):

Manual

Form(s)

added so users can type information into the forms when they are accessed online.¹ The updated forms will be available on the MiSDU website the week of October 22, 2012.

DISCUSSION:

MiSDU Billing Sheet/Coupons

MiCSES sends a billing sheet and coupons² every month to non-custodial parents (NCPs) who meet billing coupon selection criteria,³ primarily NCPs who do not pay child support through income withholding and do not have the mailing of billing coupons suppressed in MiCSES. The NCP may receive more than one set of coupons depending on the number of dockets/cases (s)he has in MiCSES. NCPs who mail their child support payments to the MiSDU include one of the coupons along with their check or money order payable to the MiSDU. The NCP may write the payment amount, payment date, and check number on the payment stub and keep it for his/her records.

The billing sheet (the top of the first page of the coupons) shows the NCP's:

- Name;
- Address;
- Social Security number;
- Docket county;
- Docket number; and
- Total support obligation and total arrears amount owed for that docket.

The set of coupons contains one monthly coupon for NCPs who pay child support once a month, and four weekly coupons for NCPs who pay child support in weekly payments. The coupons show the NCP's:

- Name;
- Social Security number;
- Docket county; and
- Docket number.

Addition of the "Balance As of" Date

The Case Summary part of the billing sheet shows the NCP's total support obligation and total arrears amount. Effective with the MiCSES 8.1 Release (June 8, 2012), the "Balance as of" date has been added below these amounts. This date is the last day of the month prior to the month when the billing sheet/coupons were printed and sent. This shows NCPs their balances as of a specific date.

¹ Users may enter information into the forms online, print them, and then mail them to the MiSDU. Or users may print the forms, complete them manually, and mail them to the MiSDU.

² A sample set of billing coupons (DHS-1259) is attached to this IV-D Memorandum. The four pages represent the front and back of the two pages that are sent to the NCP.

³ Ref: [MiCSES Customer Information Guide: Billing Coupons](#).

Addition of the DHS Form Number and DHS Non-Discrimination Statement

As part of a DHS effort to label existing forms and documents with form numbers, the billing sheet/coupons have been given a DHS form number (DHS-1259), which will appear in the upper-right corner of each coupon. In addition, the DHS non-discrimination statement will appear on the back of the billing sheet. These changes will be on the coupons starting the week of October 22, 2012. By that time, it is expected that the current supply of coupons will have been used, and the new coupons will be printed.

Change to Billing Sheet Instructions

With the November 2012 printing of the billing sheet/coupons, the following sentence will be removed from the billing sheet instructions: "Support obligations not paid by the end of the month are past due."

MiSDU Employer Payment Coupon/Remittance

The MiSDU Employer Payment Coupon/Remittance form is available on the [MiSDU website](#).⁴ Employers who make child support payments on behalf of their employees will complete this form and send it to the MiSDU along with the payment. The address of the MiSDU is shown on the form.

Employers will complete the form by writing or typing in the following information:

- Employer name;
- Date of withholding;
- Federal Employer Identification Number (FEIN);
- Employee name;
- Remittance Identifier (as found on the *Income Withholding for Support* form);
- Employee's Social Security number; and
- Amount withheld from the employee's paycheck.

The following changes have been made to the Employer Payment Coupon/Remittance:

- The previous version of the form had a column titled "MI Case # (docket)." This has been changed to "Remittance Identifier" to match the term used on the *Income Withholding for Support* form;
- The previous form had a column titled "MI FIPS Code." This column has been deleted because this information is no longer needed from the employer;
- A DHS form number (DHS-1258) and the DHS non-discrimination statement have been added; and

⁴ On the MiSDU website, click the General Information tab → Forms → Employer Payment Coupon/Remittance. A copy of the Employer Payment Coupon/Remittance (DHS-1258) is attached to this IV-D Memorandum.

- Text fields have been added so employers can type information into the form when it is accessed online.

Temporary Payment Coupon

The Temporary Payment Coupon is available on the MiSDU website.⁵ Obligor who make child support payments may use this payment coupon temporarily until they receive the billing sheet/coupons in the mail. Also, FOC staff provide Temporary Payment Coupons to obligors on new cases so they can make payments until income withholding with their employer is established or until MiCSES sends them the billing sheet/coupons. Temporary Payment Coupons are typically used for new cases, but they are sometimes used for ongoing cases.

The Temporary Payment Coupon asks for the following information:

- Name;
- Social Security number;
- Docket county;
- Docket number; and
- Amount enclosed with payment.

The following changes have been made to the Temporary Payment Coupon:

- The FIPS Code line, which was in the previous version of the form, has been deleted because it is no longer needed;
- A DHS form number (DHS-831) and the DHS non-discrimination statement have been added; and
- Text fields have been added so obligors can type information into the form when it is accessed online.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Financial Work Improvement Team
Program Leadership Group

CONTACT PERSON:

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⁵ On the MiSDU website, click the General Information tab → Forms → Temporary Payment Coupon. A copy of the Temporary Payment Coupon (DHS-831) is attached to this IV-D Memorandum.

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CC:

None

SUPPORTING REFERENCES:

Automated System for Child Support Enforcement: A Guide for States,
Chapter III, F-1

ATTACHMENTS:

DHS-1258:	Employer Payment Coupon/Remittance
DHS-1259:	MiSDU Billing Sheet/Coupons
DHS-831:	Temporary Payment Coupon

SR/SM