



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

MAURA D. CORRIGAN
DIRECTOR

IV-D MEMORANDUM 2012-023

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: July 30, 2012

SUBJECT: Unique Identifier Added to the *National Medical Support Notice*
(NMSN)

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

A unique identifier will be added to the footer of some pages of the NMSN to assist OCS Central Operations staff in processing NMSNs. This change to the NMSN will be implemented in the Michigan Child Support Enforcement System (MiCSES) on August 3, 2012.

DISCUSSION:

Federal regulations require IV-D agencies to issue the NMSN to employers to enforce health care coverage in a child support order.¹ In Michigan, a NMSN must be sent within two business days of any employer being identified for any custodial party or non-custodial parent who is ordered to provide health care coverage.²

MiCSES sends employers the NMSN (FEN302), which is comprised of the federally required NMSN, along with a Michigan-specific addendum called the *Addendum to the National Medical Support Notice (NMSN)* (FEN302A). This IV-D Memorandum refers to the packet that includes both the FEN302 and FEN302A as the "NMSN."

¹ 45 Code of Federal Regulations (CFR) 303.32(a)

² Michigan Compiled Law (MCL) 552.626

UPDATE(S):

Manual

Form(s)

Once the NMSN response is complete, employers and plan administrators send it to the issuing agency (the FOC). FOC offices that participate in centralized NMSN processing mail the NMSN response to the OCS Central Operations post office box to process. The current NMSN process requires OCS Central Operations staff to manually assign and track the paper NMSNs.

Starting August 3, 2012, MiCSES will generate a unique identifier at the bottom of three pages of the NMSN. This unique identifier, which is the employee's IV-D case number, will permit a central team to electronically scan the NMSN responses. This in turn will allow OCS Central Operations staff to retrieve NMSN responses electronically.

Although the court order number appears in the footer of all NMSN pages, it was determined that adding the IV-D case number to the footer of some pages would assist with the scanning process.

The IV-D case number will appear in the footer of the following pages:

- The Employer Response page in Part A of the NMSN;
- The Plan Administrator Response page in Part B of the NMSN; and
- The first page of the NMSN addendum.

Note: FOC workers will not be able to view scanned copies of NMSN responses at this time.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Enforcement Work Improvement Team
Program Leadership Group

CONTACT PERSON:

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CC:

None

SUPPORTING REFERENCES:

Federal
45 CFR 303.32(a)

State
MCL 552.626

ATTACHMENTS:

FEN302: *National Medical Support Notice (NMSN)*

FEN302A: *Addendum to the National Medical Support Notice (NMSN)*

MFS/LBC/SM