

Retooling Grant Pilot County Publication Review Process

This document¹ provides requirements for any publication² that the Friend of the Court (FOC) pilot office staff may develop and use during the Retooling Grant pilots.

Each new publication must have:

1. A statement regarding grant funding required by the federal and state governments.³ For this effort, the following statement will be used:

This publication is supported by Grant Number 90FD018101 from the federal Office of Child Support Enforcement (OCSE). Its contents are solely the responsibility of the Michigan Office of Child Support and do not necessarily represent the views of OCSE. This project is financed solely by Grant Number 90FD018101.

2. Approval by the Friend and the Pilot Lead.
3. The IV-D Director's approval. The Pilot Lead will forward the draft publication to the Office of Child Support (OCS) Retooling Grant Coordinator Jan Merkle at merklej@michigan.gov for IV-D Director approval.
 - a. Allow a minimum of five work days⁴ for review; and
 - b. Notify the OCS Retooling Grant Coordinator about extraordinary time constraints when necessary.
4. U-M SSW approval. This can be accomplished before or simultaneously with the IV-D Director's approval. The Pilot Lead will forward the draft publication to the OCS Retooling Grant Coordinator Jan Merkle at merklej@michigan.gov. She will send documents to the appropriate U-M SSW staff.

Once approved, the basic text for a publication can be republished without further review if the only update to the publication is a change in the publication date. In this situation, the Pilot Lead will forward the final copy of the republication to the OCS Retooling Grant Coordinator for record keeping.

Questions regarding the pilot should be directed to the OCS Retooling Grant Coordinator, Jan Merkle.

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² A "publication" is any new medium providing information about the pilots. A publication may include, but is not limited to a public announcement, press release, website content, Facebook posting, Twitter content, flyer, pamphlet, request for proposal, memorandum of understanding, bid invitation, or other document describing the pilots or pilot functions created for the Retooling Grant.

³ Ref: Subsection II-23, "Acknowledgement of Federal Funding" in Part II, "Terms and Conditions of Award" in the federal *Health and Human Services Grant Policy* manual.

⁴ OCS may need more than five work days for lengthy publications or public announcements.