

## **CAROTS Payment Agreement Instructions<sup>1</sup>** (Compromise Arrears in Return for On-Time Support)

On the *CAROTS Payment Agreement*, the Friend of the Court (FOC) staff will:

1. Enter the name of the county into the heading of the agreement: “Friend of the Court \_\_\_\_\_ County.”
2. In the “Date” field, enter the month, day and year that the dollar amounts in the CAROTS Obligation and Payment Chart (CAROTS Chart) were calculated.
3. Print the name of the payer in the “Payer Name” field.
4. Complete the CAROTS Chart.
  - a. Fill in the IV-D case numbers, docket case numbers, and their corresponding:
    - Monthly current support amount (Column A);
    - Monthly arrears payment amount (Column B);
    - Total docket payment amount (Column C) by summing entries from Column A and Column B for the case/docket; and
    - Total state-owed arrears that could be discharged through the CAROTS program (Column D) for the case/docket.

If the payer has more cases or dockets than can be entered into the chart, FOC staff will create and attach a separate chart containing these same fields for the remaining case/dockets.

The CAROTS monthly support amount includes the charging amount for the following debt types on all cases/dockets for the non-custodial parent (NCP): Child Support (CS), Spousal Support (SS), Payee Bonus (PB), and Child Care (CC).

FOC staff will calculate the arrears payment amount as directed in 2013-008E1, Retooling Grant Policy for Pilot Friend of the Court Staff. Arrears for each case/docket will only contain the state-owed permanently assigned arrears for any CS, SS, PB and CC debt for each case/docket.

- b. Enter the total amounts of state-owed arrears possible for discharge in Line 5 (D) by adding all amounts in Column (D), including amounts in Column (D) on any additional charts, if created in Step 4a above.

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- c. Enter the total CAROTS payment amount in Line 6 (C) by adding all amounts in Column (C), including amounts in Column (C) on any additional charts, if created in Step 4a above.
5. Enter the month and year that the first payment of Payment Period 1 will be due.
6. Enter 20 percent of the amount in Line 5 (D) in the field following 7a.
7. Enter 10 percent of the amount in Line 5 (D) in the fields following 7b and 7c.
8. Enter 20 percent of the amount in Line 5 (D) in the fields following 7d, 7e and 7f.
9. Indicate for the payer, or ensure the payer indicates his/her preferred method(s) for *CAROTS Payment Agreement* communication by checking the appropriate box(es) and entering information into the appropriate fields as described below:
  - a. If calling is the preferred method of contact, enter the area code and telephone number to phone the payer in the first telephone entry line;
  - b. If an alternative telephone number is provided, enter the name of the alternate and his/her area code and telephone number on the second telephone entry line;
  - c. If email is the preferred method of contact, enter the email address to use to email the payer; or
  - d. If mail is the preferred method of contact, enter the postal address (street address, city, state and Zip code).
10. Enter or ensure the payer enters the name of his/her current or most recent employer and the employer's address (street address, city, state and Zip code) into the appropriate fields.
11. In the sentence following the CAROTS Pilot Study box, enter the name of the county.
12. Ensure the payer signs and dates the form on the appropriate lines.
13. Sign and date the agreement on the appropriate lines.
14. Enter your area code, telephone number and email address.