



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

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GOVERNOR

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IV-D MEMORANDUM 2013-009

TO: All Friend of the Court (FOC) Staff
All Office of Child Support (OCS) Staff
Michigan State Disbursement Unit (MiSDU) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: June 3, 2013

SUBJECT: Updates to the *Change in Personal Information* (FEN350) Form

RESPONSE DUE: None

POLICY EFFECTIVE DATE: June 7, 2013

PURPOSE:

This IV-D Memorandum explains formatting and wording changes to the FEN350 form in the Michigan Child Support Enforcement System (MiCSES). The FEN350 has been revised to incorporate changes made by the State Court Administrative Office (SCAO) forms committee.¹

These changes will be implemented in the MiCSES 8.4 Release (June 7, 2013).

DISCUSSION:

Michigan Court Rule (MCR) 3.203 states that notices and court papers must be served to the address that a party provided in writing to the FOC office. The FEN350 allows custodial parties and non-custodial parents to report changes in their address, name, employer, driver's license, occupational license, Social Security number, or medical insurance to the FOC.

Changes to the FEN350

In addition to minor formatting, punctuation, and field name changes, the following changes were made:

¹ The FEN350 has been updated to match changes to a related SCAO form, the *Change in Personal Information* (FOC 108).

<p>UPDATE(S):</p> <p><input type="checkbox"/> Manual</p> <p><input checked="" type="checkbox"/> Form(s)</p>
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- A. At the end of the first paragraph, the phrase “and send it to the friend of the court” was added after “You must sign this form.”
- B. In Item 1, the following revisions were made:
 - 1. The option “mailing address only (where I receive mail)” was removed;
 - 2. The option “legal address only (where I want legal notices to be sent)” was removed; and
 - 3. The option “the single mailing address to which all notices and papers will be served” was added.
- C. In Item 8, the three fields titled “Name,” “Type,” and “Contact Number” were replaced with four fields: “Provider name,” “Provider address and telephone number,” “Group number,” and “Policy number.”
- D. The return agency address on the mailer page was changed to match the FOC address. Under certain conditions, the return address on the mailer page of the previous version of the FEN350 was blank or contained a non-FOC address.
- E. The revision date in the footer was changed from 04/06 to 06/13.

Changes to MiCSES Generation of the FEN350

The generation of the FEN350 in MiCSES was updated to:

- A. Remove family violence suppression for the mailing address on the mailer page. This will not change the suppression of the “plaintiff v defendant” names for cases with family violence.
- B. Show only the middle initial instead of the full middle name on the mailer page.
- C. Ensure that the FOC name and address displays at the top of the form (under the header) and no other name and address displays.
- D. Display the correct docket type in the header and the footer. On the previous version of the FEN350, the docket type was occasionally missing from the form.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Case Management Work Improvement Team
Program Leadership Group

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SUPPORTING REFERENCES:

None

ATTACHMENTS:

FEN350: *Change in Personal Information*

EPF/JFH