



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2013-029

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

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

DATE: December 17, 2013

UPDATE(S):	
<input type="checkbox"/>	Manual
<input checked="" type="checkbox"/>	Form(s)

SUBJECT: Revisions to the *National Medical Support Notice* (NMSN)

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces revisions to the NMSN and its corresponding instructions, and the December 20, 2013 implementation of these revisions in the following Michigan Child Support Enforcement System (MiCSES) forms:

- *National Medical Support Notice* (FEN302); and
- *Combination Income Withholding for Support and National Medical Support Notice* (FEN58X).

Note: The FEN58X includes a copy of the FEN302. Therefore, any changes made to the FEN302 are also made to the FEN58X.

The federal [Office of Child Support Enforcement \(OCSE\) Action Transmittal \(AT\)-13-03, National Medical Support Notice \(Part B – Expires 3-31-16\)](#) announced revisions to the NMSN Part B, “Medical Support Notice to Plan Administrator.” The revisions to the NMSN Part B are not substantive. The primary purpose of the revisions is to make the terminology in Part B match the terminology in Part A, “Notice to Withhold for Health Care Coverage.”

The revisions to Part B, as well as minor revisions to Part A and the Michigan-specific addendum, will be implemented in the corresponding NMSN forms (FEN302 and FEN58X) in MiCSES on December 20, 2013.

DISCUSSION:

The federal NMSN is the federally approved and mandated form used to enforce health care coverage.¹ Federal regulations require IV-D agencies to use the NMSN to enforce health care coverage where appropriate.²

The federal NMSN consists of two parts: Part A and Part B. Part A allows the employer to respond that health care coverage is not available to the employee. Part B allows the plan administrator to respond when the employer has enrolled the dependent(s) in available health care coverage. The NMSN generated in MiCSES is comprised of Part A, Part B and a Michigan-specific addendum.

Revisions to the NMSN Part A and Part B

OCSE announced revisions to Part A in March 2011, and OCS implemented the revisions in the corresponding MiCSES NMSN forms on June 15, 2012.³ As part of the December 20, 2013 NMSN revisions in MiCSES, OCS will update the web address for the NMSN and its instructions on Part A and on the Michigan-specific addendum.

The expiration date on the NMSN Part A is March 31, 2014; on Part B, it is March 31, 2016. OCSE is currently in the process of synchronizing the expiration date for Part A so that it will be the same as Part B. OCS will announce through a hotline message when the expiration date is revised on the MiCSES NMSN forms.

On July 15, 2013, OCSE announced revisions that the Department of Labor made to the NMSN Part B.⁴ The Department of Labor previously made revisions to Part B; however, OCSE never formally announced those revisions, and OCS did not implement them on the NMSN forms in MiCSES. For the December 20, 2013 NMSN revisions in MiCSES, OCS will make all the necessary updates on its NMSN Part B to match the OCSE revisions. For example, OCS will revise Part B to match the terminology in Part A. In addition, OCS will implement several formatting changes, make minor additions to the text, and add page numbers.

The changes to the NMSN Part B include the following:

Page 6: Medical Support Notice to Plan Administrator

- The terms “Notice Date” and “CSE Agency Case Identifier” will replace “Date of Notice” and “Case Number”;

¹ Michigan uses the NMSN to enforce against both non-custodial parents and custodial parents.

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

³ Ref: [IV-D Memorandum 2012-010, Transition of National Medical Support Notice \(NMSN\) Processing From Michigan Medical Support Enrollment \(MiMSE\) Program Staff to OCS Central Operations; Revisions to the NMSN.](#)

⁴ Ref: OCSE AT-13-03.

- The terms “Order Date” and “Order Identifier” will replace “Date of Support Order” and “Support Order Number”;
- Several data elements will be added to the header to conform with Part A, including:
 - Document Tracking Identifier;
 - Employer web site; and
 - The phrase “See NMSN Instructions:” along with the OCSE web address for the NMSN form instructions;
- A new column will be added to document the child(ren)’s gender; and
- Information regarding the Paperwork Reduction Act of 1995 will be added, and the expiration date will be updated to 3/31/2016.

Page 7: Plan Administrator Response

- A space will be added at the top of the page so the issuing agency (FOC) can document the “Case #” (CSE Agency Case Identifier); and
- Instructions will be added requiring the provider, policy and group numbers for insured plans.

Pages 8-9: Instructions to Plan Administrator

- In paragraph (C), the following sentence will be added to allow the Plan Administrator to send required notifications to the custodial parent, child(ren) and/or participant electronically: “You may choose to furnish these notifications electronically in accordance with the requirements of the Department of Labor’s electronic disclosure regulation codified at 29 C.F.R. 2520.104b-1(c)”;
- The requirement to enroll the participant (non-custodial parent or custodial parent) in a plan if his/her enrollment is necessary in order to enroll the child(ren) will be modified to add that the Plan Administrator must enroll the participant “regardless of whether the participant has applied for enrollment in the plan.”

Verification of the Fax Number on the MiCSES County Profile Information Editor (FCPE) Screen

Both the NMSN Part A and Part B allow the issuing agency to provide a fax number. MiCSES currently extracts the fax number from the FCPE screen under the *Profile Desc* field “FOC Fax Number.” Effective December 20, 2013, MiCSES will extract the fax number from the field “FOC Medical Enf unit fax number.”

FOC staff assigned the Local Options Administrator (LOA) role must verify on the FCPE screen that a fax number is entered in the field "FOC Medical Enf unit fax number" before December 20, 2013. If the field is not populated on the FCPE screen, MiCSES will generate the NMSN with a blank fax number for the issuing agency.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. Review the revised FEN302, which includes the Michigan-specific *Addendum to the National Medical Support Notice* (FEN302A). This IV-D Memorandum obsoletes the previous version of the FEN302 (Rev. 08/12) and the FEN302A (Rev. 08/12), which were published with IV-D Memorandum 2012-023.

REVIEW PARTICIPANTS:

Enforcement Work Improvement Team
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SUPPORTING REFERENCES:

45 CFR 303.32(a)

OCSE AT-13-03

ATTACHMENT:

FEN302: *National Medical Support Notice*

EPF/LC