



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2014-028

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

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

DATE: September 29, 2014

SUBJECT: Revisions to the *Affidavit of Parentage* (AOP) and the *Office of Child Support Publication Order List* (DHS-1454), and Announcement Regarding Child Support Publications on the Department of Human Services (DHS) Website

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

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces revisions to the *Affidavit of Parentage* (AOP) and its accompanying instructions. The revised AOP, which is currently available on the Michigan Department of Community Health (MDCH) website, will be uploaded in the Michigan Child Support Enforcement System (MiCSES) after 5 p.m. on October 3, 2014.

This memorandum also explains changes to the DHS-1454 and provides information on child support publications found on the DHS website.

DISCUSSION:

A. Revisions to the *Affidavit of Parentage* (AOP)

MDCH revised the AOP in October 2013 and subsequently updated it on the MDCH website.¹ OCS has modified the MiCSES version of the AOP to reflect those

¹ Due to competing priorities between MiCSES and OCS, there was a delay in the update to the AOP in MiCSES.

revisions. One of OCS's modifications to the MiCSES AOP changed its form number from DCH-0682w to DCH-0682 to match the MDCH AOP form number.

Note: MDCH has indicated it will not accept older versions of the AOP. IV-D workers must destroy prior versions or risk rejection from MDCH.

Other changes to the AOP include the following:

1. Form (Page 1)

- a. In the header, "Vital Records and Health Data Development" was changed to "Division for Vital Records and Health Statistics";
- b. In subsections (b) and (g), the word "acknowledgment" was changed to "affidavit";
- c. In subsection (h), "acknowledgment of parentage" was changed to "Affidavit of Parentage," and "Michigan Compiled Law 722.1011" was changed to "the Revocation of Paternity Act (Michigan Compiled Law [MCL] 722.1437)";
- d. Under the "Father" and "Mother" information sections:
 - 1) The street address field name was changed from "Name and Street Number" to "Number and Street Name";
 - 2) The word "Signed" in the notary portion was changed to "Subscribed"; and
 - 3) The fields in the notary portion were formatted differently; for example, the field name "Notary Public's Signature" now appears to the left of the field rather than underneath it.

2. Instructions (Page 2)

- a. The department and section names were removed from the header;
- b. The fees for certified copies of the completed form were increased from \$26.00 to \$34.00 for the first certified copy and from \$12.00 to \$16.00 for additional copies;
- c. Under "Establishing Paternity After Leaving the Hospital," the form number "(Form DCH-0848)" was added after "Application to Add a Father on a Michigan Birth Record"; and
- d. In the address for simply filing the affidavit, "Vital Records & Health Data Development Section" was changed to "Vital Records and Health Statistics Section."

The AOP can be generated in MiCSES on the *Document Generation* (DOGN) screen as template 6040.

Note: In the near future, OCS will update all related in-hospital training materials to reflect changes to the AOP.

B. Revisions to the DHS-1454

The DHS-1454 is available on the DHS website. It is used by IV-D staff and the general public to order OCS publications free of charge. The DHS-1454 has been revised with a department name change and two address changes. "Office Services Division" has been changed to "Forms & Mail Management." Additionally, the addresses for Forms & Mail Management and the Office of Child Support have been updated.

C. Child Support Publications on the DHS Website

The following child support publications are available on the [Forms and Publications](#) page of the DHS website:

- *Office of Child Support Publication Order List* (DHS-1454);
- *Understanding Child Support: A Handbook for Parents* (DHS-Pub 748);
- *Entendiendo El Sostenimiento para Niños Un Manual para Padres* (DHS-Pub 748-SP);
- *What Every Parent Should Know About Establishing Paternity* (DHS Pub-780);
- *Lo Que Cada Padre Debe Saber Sobre Estableciendo la Paternidad* (DHS Pub 780-SP);
- *Fatherhood* (DHS Pub-806);
- *Prueba de Paternidad de DNA* (DHS Pub-865-SP); and
- *DNA Paternity Testing* (DHS Pub-865).

OCS periodically updates these publications. When this occurs, the revised version is made available on the DHS website. The DHS website contains the most current electronic copies of these publications. However, when customers order hard copies, OCS will usually deplete any existing stock of the previous version of these publications before printing the new version and making it available for order.

Because OCS developed the DHS-Pub 748 and DHS-Pub 748-SP to meet the federal requirement to provide child support applicants with their rights and responsibilities, OCS will continue to announce revisions to these publications with IV-D Memorandums. As for the other publications listed above, OCS will continue to follow a rigorous approval process for revisions but will not announce the revisions in IV-D Memorandums.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. The revised AOP in MiCSES (DCH-0682) (Rev. 10/2013) obsoletes the previous version of the DCH-0682w (Rev. 06/2006). The revised DHS-1454 (Rev. 9-14) obsoletes the previous version of the DHS-1454 (Rev. 7-09).

REVIEW PARTICIPANTS:

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None

SUPPORTING REFERENCES:

Federal
45 Code of Federal Regulations (CFR) 302.2(a)(2)
45 CFR 303.5(g)(5)

State
None

ATTACHMENTS:

DCH-0682: *Affidavit of Parentage*

DHS-1454: *Office of Child Support Publication Order List*

EPF/BTS