

Initiating a Combined Agreement (COM): Tasks and Timeframes
Change of IV-D Cooperative Reimbursement Program (CRP) Agreements

Responsible Party	Task	Due Date	Needed Signatures
Chief circuit court judge and Prosecuting Attorney (PA)	Submit a combined agreement (COM) request	Six months before the fiscal year (FY) end	PA, chief circuit court judge, chair of the county board of commissioners
Michigan Department of Health and Human Services (MDHHS) Office of Child Support Financial Management (OCS FM) staff	Review the request and determine approval	Four months before the FY end	OCS FM staff
OCS FM staff	Provide technical assistance for agreements	Two to four months before FY end	
Friend of the Court or designee	As appropriate and as directed by OCS FM, submit application budget in EGrAMS	Three months before the FY end	Friend of the Court or designee
MDHHS Office of Contracts and Purchasing (OCP) staff	Provide COM to responsible parties through the OCP contracting process (currently EGrAMS)	One to two months before the FY end	PA, Friend of the Court, chief circuit court judge, chair of the county board of commissioners
Friend of the Court	Ensure appropriate staff are hired and trained	One to two months before the FY end	
PA and Friend of the Court, as appropriate	Submit forms DHS-392, DHS-393 and/or DHS-395 to delete, add or change user access to IV-D computer systems as appropriate	One to two months before the FY end	PA and Friend of the Court
PA	As appropriate, contact DTMB-MiCSES ¹ Help Desk to return state-owned equipment in accordance with IV-D Memorandum 2012-004, or transfer to the FOC any county equipment purchased with IV-D funds	One to two months before the FY end	
Friend of the Court	As appropriate, contact OCS FM and DTMB-MiCSES Help Desk to obtain additional equipment in accordance with IV-D Memorandum 2012-004, or obtain any county equipment purchased with IV-D funds from the PA office.	One to two months before the FY end	

¹ DTMB is the Department of Technology, Management & Budget; MiCSES is the Michigan Child Support Enforcement System.

Initiating a Combined Agreement (COM): Tasks and Timeframes
 Change of IV-D Cooperative Reimbursement Program (CRP) Agreements

Responsible Party	Task	Due Date	Needed Signatures
Chief circuit court judge and PA	As appropriate, submit MOU between the PA and FOC	Six months before the FY end	PA, Friend of the Court, chief circuit court judge, chair of the county board of commissioners
OCS FM staff	As appropriate, submit contract termination requests (CM-0005) to OCP for PA and/or Friend of the Court	One month before the FY end	OCS FM staff
PA and FOC	Submit final FY bills for the terminated agreements	As required by the OCS FM year-end closing calendar	PA