

Separating 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, Friend of the Court and Prosecuting Attorney (PA)	Submit a request to terminate a combined agreement (COM) and enter into separate FOC and PA agreements	Six months before the 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 and PA or designees	As appropriate and as directed by OCS FM, submit application budget in EGrAMS	Three months before the FY end	Friend of the Court and PA or designees
Friend of the Court	As appropriate, contact DTMB-MiCSES ¹ Help Desk to return state-owned equipment in accordance with IV-D Memorandum 2012-004, or transfer any county equipment purchased with IV-D funds to the PA	Two months before the FY end	
PA	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 FOC	Two months before the FY end	PA
MDHHS Office of Contracts and Purchasing (OCP) staff	Provide individual FOC and PA CRP agreements to responsible parties through the OCP contracting process system (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
PA	Ensure appropriate staff are hired and trained.	One to two months before the FY end	
PA and Friend of the Court	Submit forms DHS-392, DHS-393 and/or DHS-395 to delete, add or change user access to IV-D	One to two months before the FY end	PA and Friend of the Court

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

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	computer systems as appropriate		
OCS FM staff	As appropriate, submit contract termination requests (CM-0005) to OCP for the COM	One month before the FY end	OCS FM staff
Friend of the Court	Submit final FY bills for any terminated agreements	As required by the OCS FM year-end closing calendar	Friend of the Court