



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2015-029

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

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

DATE: December 4, 2015

SUBJECT: Cooperative Reimbursement Program (CRP) Agreements, Line Item Transfers, and Amendments

RESPONSE DUE: For CRP Agreements and MDHHS-Initiated Amendments: As directed by MDHHS.

For Line Item Transfers and County-Initiated Amendments:
By June 30 of each fiscal year (FY).

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum updates the procedures for CRP applications and agreements, line item transfers, and amendments.

The content in this memorandum replaces and obsoletes Action Transmittal (AT) 2008-027, *Line Item Transfers (LITs) and Contract Amendments for Fiscal Year (FY) 2008 Cooperative Reimbursement Program (CRP)* (published May 8, 2008), and AT 2008-036, *Fiscal Year (FY) 2009 and All Future FYs Legal Support/Cooperative Reimbursement Program (CRP) Agreement Applications* (published June 10, 2008).

DISCUSSION:

Since the publication of AT 2008-027 and AT 2008-036, the CRP application and agreement process has changed from a paper process to an electronic process using the web-based Electronic Grants Administration & Management System (EGrAMS). All phases of the CRP agreement process, including the original application through agreement signatures, line-item transfers, and amendments, are completed in EGrAMS.

UPDATE(S):

Manual

Form(s)

All documents, including the specific instructions for a particular CRP agreement and the EGrAMS user documents that contain the EGrAMS instructions and requirements of the CRP agreement process, are posted to EGrAMS under “Show Documents” or “Documents.” They are also posted to [mi-support](#) under the Central Activities tab > Contracts > CRP Agreement / EGrAMS Information.

All guidelines in this IV-D Memorandum are mandatory for all county FOC and PA offices that are reimbursed by the Michigan Department of Health and Human Services (MDHHS) for the services they provide to the Michigan IV-D child support program.

A. CRP Agreement Procedure

The process for a IV-D office to obtain a CRP agreement with MDHHS for one or more FYs begins with an OCS announcement of the specific instructions, the current *Addendum to the EGrAMS User Guide*,¹ and the budget allocations for each FY that will be covered by the CRP agreement.² The instructions and the budget allocations specific to a particular CRP agreement and the EGrAMS user documents are posted to EGrAMS under “Show Documents” or “Documents” and to mi-support under the Central Activities tab > Contracts > CRP Agreement / EGrAMS Information. The EGrAMS general user instructions can be found in the *EGrAMS User Guide*.

Next, the OCS Financial Management team enters the budget allocations into EGrAMS. The budget allocation for each IV-D office is based on the most recently completed FY’s actual expenditures adjusted to accommodate estimated increases or decreases in expenditures for the FYs that will be covered by the CRP agreement.

After the OCS Financial Management team enters the budget allocations into EGrAMS, the county IV-D office must complete the budget application in EGrAMS. EGrAMS will not allow the county’s CRP budget amount to exceed its budget allocation.

1. Identify a Project Director for the IV-D Office

The project director in each county IV-D office will conduct the budget application process. If an office does not have a project director assigned for this particular budget application process, it must designate one. Each county IV-D office may have only one identified OCS-approved project director who is either the actual FOC or the elected PA. The approval process is done through EGrAMS and is described in the following sections of the *EGrAMS User Guide*:

- “Create Project Director Request”; and
- “Confirmation of the Project Director Request.”

¹ On mi-support, the addendum is titled *EGrAMS User Guide CRP Amendment Addendum*.

² OCS will make this announcement via an email notification and via EGrAMS.

Note: There may also be some instructions in the *Addendum to the EGrAMS User Guide* that may apply to any agreement. For example: IV-D offices will have a project director for the agreement that is currently in effect, but a new project director must be designated for a new agreement. IV-D offices may wish to have the project director designated for the current agreement copied to the new agreement. The *Addendum to the EGrAMS User Guide* will address whether or not this can be done.

If the actual FOC or the elected PA wants another individual to be designated as the IV-D office project director, (s)he must submit a signed request on county letterhead to his/her OCS contract manager. (The request may be submitted to OCS as a PDF document via email.) The OCS contract manager will send an email approval/disapproval to the actual FOC or the elected PA.

The project director in each county IV-D office must set up a user profile in EGrAMS and create a login and password to access the system.

Project directors must keep their contact information up-to-date in EGrAMS so they may complete the budget application process and receive notifications and updates about the CRP agreement as well as other program-related matters.

2. CRP Application Procedure

Refer to the “Application Entry & Submission Process” section in the *EGrAMS User Guide* and any specific instructions in the *Addendum to the EGrAMS User Guide*.

The CRP application consists of the following sections in EGrAMS:

- Identification Section;
- Mgmt Plan Section;
- Caseload Section;
- Budget Section; and
- Index Section.

Each section contains various worksheets that need to be completed.

The IV-D office project director may assign other users to work on a particular CRP application. In order for any other users to access a budget application, they will need an EGrAMS login and password, and the project director must grant them the appropriate permissions.

The project director must complete the CRP application and submit it to OCS along with all required attachments through EGrAMS by the deadline prescribed by MDHHS. OCS will communicate the deadline as part of the announcement of

the specific instructions, the *Addendum to the EGrAMS User Guide*, and the budget allocations for each FY that will be covered by the CRP agreement.

3. Execution of CRP Agreement

The CRP agreement templates (CSFOC, CSPA and CSCOM) from the MDHHS Office of Contracts and Purchasing (OCP) will be available in EGrAMS. After an office's CRP application and attachments are submitted, the CRP agreement template will populate with the IV-D office's specific information including the budget(s), and each CRP agreement will be created in EGrAMS.

OCS Financial Management staff will complete their review of the application and the completed agreement template within 31 days. If OCS approves the application and template, EGrAMS will submit them to OCP. If revisions are required, OCS Financial Management staff will notify the IV-D office project director through EGrAMS, by email, or by telephone, and provide further instructions.

a. OCP Staff Review and Approval/Disapproval

OCP staff will do their review and approval/disapproval of each CRP agreement in EGrAMS. The OCP contract analyst assigned to OCS will review and approve/disapprove the CRP agreement.

- 1) If the OCP contract analyst approves the CRP agreement, EGrAMS will submit it to the OCP director.
 - a) If the OCP director approves the CRP agreement, EGrAMS will submit it to the IV-D office project director for appropriate county signatures.
 - b) If the OCP director disapproves the CRP agreement, EGrAMS will return it to the OCP contract analyst and possibly to OCS Financial Management for correction and resubmission.
- 2) If the OCP contract analyst disapproves the CRP agreement, EGrAMS will return it to OCS Financial Management for correction and resubmission.

b. Electronic Signatures

The CRP agreement will be signed electronically in EGrAMS (there is not a paper process). The required signatures for the CRP agreements are as follows:

- FOC CRP Agreement – The chief circuit court judge and the chair of the county board of commissioners;

- PA CRP Agreement – The elected PA and the chair of the county board of commissioners; and
- Combined CRP Agreement – The chief circuit court judge, the chair of the county board of commissioners, and the elected PA in accordance with [IV-D Memorandum 2015-012, Updates to the Cooperative Reimbursement Program \(CRP\) Combined Agreement \(COM\)](#).

Note: A county may have another designated signatory sign an agreement in place of any individuals listed above.

The IV-D office project director must ensure that the county officials required to electronically sign the CRP agreement have an active user profile in EGrAMS and have been assigned to the particular CRP application. The CRP agreement must be signed by the county officials no later than September 15 (15 days prior to the first day of the CRP agreement effective date, or as otherwise directed by MDHHS-OCS).

Once the appropriate county officials have electronically signed the CRP agreement in EGrAMS, the MDHHS director or designee will then electronically sign the CRP agreement. EGrAMS will send a notification to the IV-D office project director when the CRP agreement has been signed by the MDHHS director or designee.

4. Multi-Year CRP Agreements

MDHHS may enter into a multi-year CRP agreement with county IV-D offices. The application and execution process for a multi-year CRP agreement is the same as the process for a one-year CRP agreement, except that budget data must be entered for multiple FYs because the CRP agreement will contain budgets for all of the FYs covered by the agreement. OCS will provide a budget allocation for each FY.

B. Line Item Transfer (LIT)

Pursuant to the CRP agreement language,³ a IV-D office may request increases and decreases in an approved budget line item(s) without exceeding the originally approved FY budget total. FY budget adjustments between budget line items that do not result in an increase in the originally approved FY budget total are referred to as line-item transfers (LITs). A LIT must be requested, prepared and submitted in EGrAMS. A LIT relates to an individual FY; therefore, a LIT must be submitted for each FY covered by a CRP agreement. More than one LIT may be done for any particular FY. A LIT may be requested for a FY at any time up to June 30 during the FY.

³ The language in the current CRP agreement covering FY13 through FY16 is contained in §I. Contractor's Duties and Responsibilities, subsection E. (2) Budget; however, the language may be located in a different section in a future CRP agreement.

1. CRP Line Item Transfer Request

Refer to the “Line Item Transfer” section in the *EGrAMS User Guide* and the specific LIT instructions related to the current CRP agreement.⁴

- a. The IV-D office project director must complete the CRP LIT request in EGrAMS for a FY and submit it to OCS.
- b. OCS Financial Management staff will review and approve/disapprove the LIT request in EGrAMS within three days.
 - 1) If OCS disapproves the LIT request in EGrAMS, the IV-D office project director will not be able to open the budget application for that FY, and therefore, will not be able to make adjustments to the worksheets and complete a LIT. If circumstances change, the project director may submit a new LIT request in EGrAMS.
 - 2) If OCS disapproves the LIT request in EGrAMS but requests revisions, the IV-D office project director will not be able to open the budget application for that FY, and therefore, will not be able to make adjustments to the worksheets and complete a LIT. The project director may choose to make the revisions and submit a new LIT request in EGrAMS.
 - 3) If OCS approves the LIT request in EGrAMS, the IV-D office project director will be able to open the budget application for that FY, make the adjustments to the necessary line-item worksheets to complete the LIT, and then submit the LIT to OCS through EGrAMS. As identified in Section A(2), “CRP Application Procedure,” in this memorandum, the project director may assign other users to work on a particular CRP application.

2. CRP Line Item Transfer (LIT) Execution

The CRP LIT template from OCP is available in EGrAMS. Once the project director completes the line-item worksheets, the CRP LIT template will populate with the IV-D office’s specific budget(s) information, and the LIT will be created in EGrAMS.

OCS Financial Management staff will complete their review of the LIT within 31 days.

⁴ The *EGrAMS User Guide* and LIT instructions are posted to EGrAMS under “Show Documents” or “Documents,” and to mi-support under the Central Activities tab > Contracts.

- a. If OCS disapproves the LIT and requests revisions, OCS Financial Management staff will notify the IV-D office project director through EGrAMS, by email, or by telephone, and provide further instructions.
- b. If OCS approves the LIT, OCS will print the LIT and submit it to the MDHHS contracts payment unit. The MDHHS contracts payment unit will adjust the particular FY CRP budget in their payment system so that payments can be made against the revised budget.

C. County-Initiated Budget Amendments

Pursuant to the CRP agreement language,⁵ a IV-D office may request an increase in its approved FY budget total. A FY budget adjustment that results in an increase in the originally approved FY budget total is referred to as an amendment. An amendment must be requested, prepared and submitted in EGrAMS. An amendment relates to an individual FY; therefore, an amendment must be submitted for each FY covered by a CRP agreement. More than one amendment may be done for any particular FY. An amendment may be requested for a FY at any time up to June 30 during the FY.

MDHHS will process all amendments initiated by the counties as a Notice of Funds Available (NFA) pursuant to the CRP agreement language.⁶ Upon MDHHS's receipt and approval of an amended budget application, the MDHHS director (or designee) will sign an NFA. The NFA will become effective within 14 days unless MDHHS receives a written disagreement from the contractor. The NFA does not require the signature of the chair of the county board of commissioners, the circuit court judge, or the county PA as applicable. (Note: Although MDHHS does not require these approvals, it is possible that they may be required according to the county's internal approval process.)

1. CRP Budget Amendment Request

Refer to the "County Initiated Amendment Request" section in the *EGrAMS User Guide* and the specific amendment instructions related to the current CRP agreement.

The IV-D office project director must complete the CRP amendment request in EGrAMS for a FY and submit it to OCS.

OCS Financial Management staff will review and approve/disapprove the amendment request in EGrAMS within three days.

⁵ The language in the current CRP agreement covering FY13 through FY16 is contained in §I. Contractor's Duties and Responsibilities, subsection E. (3) Budget; however, the language may be located in a different section in a future CRP agreement.

⁶ The language in the current CRP agreement covering FY13 through FY16 is contained in §II. DHS Duties and Responsibilities, subsection E. Additional Funding; however, the language may be located in a different section in a future CRP agreement.

- a. If OCS disapproves the amendment request in EGrAMS, the IV-D office project director will not be able to open the budget application for that FY, and therefore, will not be able make adjustments to the worksheets and complete an amendment. If circumstances change, the IV-D office project director may submit a new amendment request in EGrAMS.
- b. If OCS disapproves the amendment request in EGrAMS but requests revisions, the IV-D office project director will not be able to open the budget application for that FY, and therefore, will not be able make adjustments to the worksheets and complete an amendment. The project director may choose to make the revisions and submit a new amendment request in EGrAMS.
- c. If OCS approves the amendment request in EGrAMS, the IV-D office project director will be able to open the budget application for that FY, make the adjustments to the necessary line-item worksheets to complete the amendment, and then submit the amendment to OCS through EGrAMS. The amendment must be submitted within 15 days of OCS's approval of the request. As identified in Section A(2), "CRP Application Procedure" in this memorandum, the project director may assign other users to work on a particular CRP application.

2. CRP Budget NFA Execution

The CRP amendment template from OCP is available in EGrAMS. Once the project director completes the line-item worksheets, the CRP NFA template will populate with the IV-D office's specific budget information, and the amendment will be created in EGrAMS.

OCS Financial Management staff will complete their review of the CRP NFA within 31 days.

- a. If OCS approves the CRP NFA, OCS will submit it to OCP through EGrAMS. The OCP contract analyst assigned to OCS will review and approve/disapprove each CRP NFA in EGrAMS:
 - 1) If the OCP contract analyst approves the CRP NFA, (s)he will submit it to the OCP director for review and approval through EGrAMS.
 - a) If the OCP director approves the CRP NFA, EGrAMS will submit it to the MDHHS authorized signatory.
 - b) If the OCP director disapproves the CRP NFA, EGrAMS will return it to the OCP contract analyst, and then possibly to OCS Financial Management for correction and resubmission. (This may ultimately

result in OCS rejecting the CRP NFA in EGrAMS and sending it back to the IV-D office project director.)

- 2) If the OCP contract analyst disapproves the CRP NFA, EGrAMS will reject it back to OCS Financial Management for correction and resubmission. (This may ultimately result in OCS rejecting the CRP NFA in EGrAMS and sending it back to the IV-D office project director.)
- b. If OCS disapproves the CRP NFA and requires revisions, OCS Financial Management staff will notify the IV-D office project director through EGrAMS, by email, or by telephone, and provide further instructions.

D. MDHHS-Initiated Amendments

Pursuant to the CRP agreement language,⁷ MDHHS may request an amendment to the CRP agreement. The procedure for MDHHS-initiated CRP amendments is essentially the same procedure as for CRP agreements described in Section A of this IV-D Memorandum. However, deadlines and some parts of the procedure (including actions in EGrAMS) may be different. Deadlines and any deviations in procedures will be communicated as part of MDHHS's announcement for the amendment.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. This IV-D Memorandum obsoletes AT 2008-027 and all its attachments:

- Attachment A: Instruction Summary;
- Attachment B: Amendment Application Instructions and Checklist;
- Attachment C: Amendment Application and Worksheets; and
- Attachment D: Revised Budget Summary.

This IV-D Memorandum also obsoletes AT 2008-036 and all its attachments:

- Attachment A: Office of Child Support Cooperative Reimbursement Program (CRP) Contract Manager Assignments;
- Attachment B: Agreement Application Instructions and Checklist;
- Attachment C: Application and Worksheets for FY 2009;
- Attachment D: FY 2009 Allocation Amounts;
- Attachment E: Electronic Budget Sheet;
- Attachment F: Performance Incentives Scheduled to Be Paid in FY 2008;
- Attachment G: Federal Performance Incentives MOE Base Amount; and

⁷ The language in the current CRP agreement covering FY13 through FY16 is contained in §III. General Provisions, subsection R. Amendment, and subsection S. Options to Renew; however, the language may be located in a different section in a future CRP agreement.

- Attachment H: FY 2007 Bench Warrant Enforcement Funds Paid to FOC in FY 2008.

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