



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2017-010

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: April 24, 2017

UPDATE(S):

Manual

Form(s)

SUBJECT: Revisions to the *Notice of Intent to Report Child Support Debt to Credit Reporting Agencies* (FEN081)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces revisions to the *Notice of Intent to Report Child Support Debt to Credit Reporting Agencies* (FEN081) that will be implemented in the Michigan Child Support Enforcement System (MiCSES) on April 27, 2017.

Revisions to the FEN081 were last announced in [IV-D Memorandum 2017-004, *New Credit Reporting Policy and Centralized e-OSCAR Dispute Processing; Counties Will Stop Processing e-OSCAR Disputes After March 1, 2017*](#). As stated in IV-D Memorandum 2017-004, OCS had planned to implement these FEN081 revisions in MiCSES on March 10, 2017. Then after that date, OCS had planned to make additional changes to the FEN081 based on comments received in the later stages of the review process, and announce the changes in an email notification.

Ultimately, however, OCS decided to delay the March 10 implementation of the FEN081 to make the additional form revisions. As a result, OCS is now announcing the incorporation of all the recent changes to the FEN081:

- The revisions described in IV-D Memorandum 2017-004;
- The comments received in the later stages of the review process for the March 10 revision; and
- Additional clarifying text changes.

These changes will be visible in MiCSES on April 27, 2017.

DISCUSSION:

A. Form Description

OCS uses the FEN081¹ to notify the NCP that OCS intends to report the NCP to the consumer reporting agencies (CRAs).² The FEN081 consists of two pages:

1. The first page informs the NCP that OCS is required to report his/her child support debt to the CRAs because the support debt meets the legislative threshold for reporting. It also explains how the NCP can avoid being reported.
2. The second page is a *Request for Administrative Review* that the NCP can complete to make an objection³ based on a mistake of fact regarding the amount of the debt or the NCP's identity.

B. Form Revisions

In addition to the changes listed in IV-D Memorandum 2017-004, OCS has made the following changes to the FEN081:

1. First page
 - a. Second paragraph:
 - 1) After "pay your support debt," the text "**and** any additional support that becomes due" has been added. This text was inadvertently omitted in the last revision.
 - 2) In the text "ask the Friend of the Court office for a review of your support order based on a mistake of fact," the words "of your support order" have been removed. This will prevent readers from confusing the review mentioned on the FEN081 with a review and modification of their support order.
 - 3) Second bullet: This text has been expanded to explain the mistake in the monthly support amount. It now reads: "There is a mistake in the current monthly support amount because it does not match the monthly support amount in the most recent order."

¹ When the non-custodial parent (NCP) initially accrues two or more months of support arrears, MiCSES sends the *Notice of Rights and Responsibilities* (FEN003), which notifies the NCP of possible enforcement activities, including credit reporting. This is a more general notice than the FEN081.

² The terms "consumer reporting agencies" and "credit reporting agencies" may be used interchangeably.

³ An objection happens before an NCP is reported to the CRAs.

- b. Third paragraph: “review your account” was changed to “complete a review” for clarity.
2. Second page
- a. First sentence: Previously, the form stated “I object to credit reporting because.” This sentence has been expanded to better describe the purpose for submitting the form.
 - b. Second option: This option previously contained the phrase “that credited money paid directly to the person owed support.” This language has been simplified to make it easier for readers to understand.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. With the publication of this memorandum, the FEN081 published with IV-D Memorandum 2017-004 (February 21, 2017) is obsolete.

REVIEW PARTICIPANTS:

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ATTACHMENT:

FEN081: *Notice of Intent to Report Child Support Debt to Credit Reporting Agencies*

EPF/VW