



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

NICK LYON
DIRECTOR

IV-D MEMORANDUM 2017-022

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 25, 2017

SUBJECT: Correction to the Reasonable Cost of Health Care Percentage in the Michigan Child Support Enforcement System (MiCSES) and Updated Policy on Duplicating Calculations in the MiCSES Calculator

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

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces a correction to MiCSES functionality to accurately populate the *Reas Cost %* field on the *Medical Order Provisions* (MORP) screen.¹ This change will be effective with the MiCSES 9.6.1 Release (September 29, 2017). The MORP screen's *Reas Cost %* field has been incorrectly populating 5%, rather than 6% as identified on the *Order Entry and Preparation* (OPRE) screen, since the MiCSES 9.6 Release (December 3, 2016).²

Additionally, to correct MORP records that were incorrectly populated on orders completed after December 3, 2016, MiCSES will retroactively update the reasonable cost of health care percentage to 6% on orders entered after December 3, 2016.³

¹ Ref: [Section 4.20, "Support Recommendations and Order Entry," of the Michigan IV-D Child Support Manual](#) for more information about the reasonable cost of health care coverage.

² This issue was identified in a [May 10, 2017 email notification](#).

³ Ref: Section 2 of this memorandum for information on queries that will help identify orders for which FOCs may need to modify the reasonable cost percentage.

MiCSES will not update orders with a reasonable cost of health care percentage of 0% or orders with recorded deviations.

OCS will identify orders affected by the retroactive update as well as orders with deviations that are not affected by the update. FOC staff will have the option to review these orders and make any necessary updates.

This memorandum also announces an update to Section 4.20, “Support Recommendations and Order Entry,” of the *Michigan IV-D Child Support Manual*. The manual section now provides additional guidance about duplicating calculations on the MiCSES Calculator.

Within Section 4.20, significant changes to the policy since its last publication are indicated by a change bar in the right margin. Content that has been reorganized or reformatted since its last publication is not identified with a change bar.

DISCUSSION:

A. MORP Reasonable Cost Percentage

1. Updating MiCSES Functionality

IV-D programs are required to include in all child support orders a provision for health care coverage that is accessible and available at a reasonable cost.⁴ The State Court Administrative Office (SCAO) updated the Michigan Child Support Formula (MCSF) in January 2017, which changed the reasonable cost of health care percentage from 5% to 6%.⁵ MiCSES implemented the MCSF changes with the 9.6 release on December 3, 2016. Shortly after the release, it was reported that MiCSES was incorrectly populating the reasonable cost of health care percentage in the MORP record.

When a IV-D worker finalizes⁶ an order, MiCSES automatically updates the MORP screen’s *Reas Cost %* field with the reasonable cost of health care percentage documented on the OPRE screen. After December 3, 2016,⁷ when the OPRE screen had 6% as the reasonable cost, MiCSES was not updating the reasonable cost percentage on the MORP screen from 5% to 6%. As a result, forms that pulled the reasonable cost percentage from the MORP screen were

⁴ 45 Code of Federal Regulations (CFR) 303.31

⁵ 2017 MCSF 3.05(A); Ref: [IV-D Memorandum 2016-035, Implementing the 2017 Michigan Child Support Formula \(MCSF\) and Transitioning National Medical Support Notice \(NMSN\) Processing to the NMSN Processing Unit](#) for more information regarding the 2017 MCSF.

⁶ An order is finalized when the IV-D worker enters the order details and clicks on the *To SORD* button on the OPRE screen. Ref: Section 4.20 of the *Michigan IV-D Child Support Manual* for more information about the order entry process.

⁷ Ref: IV-D Memorandum 2016-035 for more information on implementation of the 2017 MCSF.

not populated with the correct percentage.

As a temporary solution, OCS modified the *National Medical Support Notice* (NMSN) (FEN302), *Parent Health Coverage Explanation Sheet* (FEN303), *Combination Income Withholding for Support and National Medical Support Notice* (FEN58X), and *Administrative Determination* (FEN152) to display 6% for the reasonable cost percentage instead of retrieving the 5% identified on the MORP screen.⁸ This temporary solution will end with the MiCSES 9.6.1 Release (September 29, 2017) when the functionality will be updated to correctly populate the *Reas Cost %* field on the MORP screen. Additionally, MiCSES will retroactively update the MORP screen *Reas Cost %* field to 6% on orders with an order entry date on the *Support Order Entry* (SORD) screen after December 3, 2016.

2. Queries

OCS will provide FOCs two queries to identify orders that may need to be reviewed due to issues with the reasonable cost of health care percentage. FOC workers may review these queries at their discretion.

- The first query will identify all *Uniform Support Orders* (USOs) entered on the OPRE screen that have an *Order Effective Dt* on the OPRE screen after December 31, 2016, and also have a deviation.⁹ Orders meeting these conditions will not be retroactively updated from 5% to 6% with the MiCSES 9.6.1 Release because the orders may have deviated on the reasonable cost percentage. FOCs may want to review these query results to determine if the MORP record accurately reflects the most recent order.
- The second query will identify USOs entered on the OPRE screen with an *Order Effective Dt* on the OPRE screen between December 3, 2016, and April 30, 2017.¹⁰ The reasonable cost percentage will be updated to 6% for orders in this date range. FOCs may have intended for a small percentage of these orders to have a reasonable cost percentage of 5%. FOCs may want to review the query results to determine whether the reasonable cost percentage needs to be modified on the MORP screen.

Shortly after the MiCSES 9.6.1 Release, FOCs will receive an email notification announcing that the query results are available in the Document Distribution Center on [mi-support](#). The email notification will include more details about the query results.

⁸ Ref: the May 10, 2017 email notification for more information.

⁹ Ref: 2017 MCSF 1.04 for more information on deviations.

¹⁰ OCS consulted with FOC medical workers to create these parameters. It is unlikely that orders outside of this date range intended to have a 5% reasonable cost percentage.

B. Revisions to Section 4.20

OCS updated Section 4.20 by adding a requirement for IV-D workers to review the inputs and end results when duplicating a calculation in the MiCSES Calculator. Updates to the MiCSES Calculator functionality since the date of the original calculation may result in automatic changes to the duplicated calculation.

Other revisions to Section 4.20 include updated references to the federal Child Support Portal, an added reference to the revised federal medical support regulations,¹¹ and minor wording changes.

NECESSARY ACTION:

Review Section 4.20 of the *Michigan IV-D Child Support Manual*. For those maintaining a hard copy of the manual, print the manual section and add it to the manual. Discard the previously published version of Section 4.20 (published March 6, 2017).

REVIEW PARTICIPANTS:

Program Leadership Group
Enforcement Work Improvement Team (WIT)
Establishment WIT

CONTACT PERSON:

Vanessa P. Washington
OCS Policy Analyst
(517) 241-8328
washingtonv@michigan.gov

CC:

SCAO

SUPPORTING REFERENCES:

Federal
45 CFR 303.31
45 CFR 303.56

¹¹ Revisions to 45 CFR 303.31 occurred in December 2016. OCS will not make changes in policy until further analysis is conducted.

State
2017 MCSF 1.04
2017 MCSF 3.05(A)

ATTACHMENT:

Section 4.20: Support Recommendations and Order Entry

EPF/VPW