



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ROBERT GORDON
DIRECTOR

IV-D MEMORANDUM 2019-019

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: October 17, 2019

SUBJECT: Update to the *County IV-D User Remote Access Request* (MDHHS-5454)

UPDATE(S):

Manual

Form(s)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces a minor change to an OCS address listed on the *County IV-D User Remote Access Request* (MDHHS-5454).

DISCUSSION:

On page 2 of the MDHHS-5454, OCS updated the PO box number in the address for returning canceled tokens. The correct PO box number is 30478.

In addition, the MDHHS-5454 has been reformatted as part of efforts to improve Michigan Department of Health and Human Services (MDHHS) forms to better serve customers with disabilities. The most significant change is the enlargement of the text for ease of reading. More information about this effort is found in [IV-D Memorandum 2019-009, OCS Forms With Updated Michigan Department of Health and Human Services \(MDHHS\) Letterhead and Modified Formatting for Customers With Disabilities](#).

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. IV-D staff should begin using the revised version of the MDHHS-5454 (9/19) and discard any copies of the previous version (5/16).

REVIEW PARTICIPANTS:

Program Leadership Group

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None

ATTACHMENT:

MDHHS-5454: *County IV-D User Remote Access Request*

EPF/SM