



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ROBERT GORDON
DIRECTOR

IV-D MEMORANDUM 2020-012

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: April 27, 2020

SUBJECT: Revised *Interstate Notice of Lien* (FEN060)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces updates to the *Interstate Notice of Lien* (FEN060). The federal Office of Child Support Enforcement (OCSE) announced revisions to the *Interstate Notice of Lien* on July 26, 2018.¹ Updates made to the FEN060 will ensure that the OCS form matches the federal form. The revised FEN060 will be implemented in the Michigan Child Support Enforcement System (MiCSES) with the 10.3.3 Release on May 1, 2020.

DISCUSSION:

The FEN060 is used during the administrative lien and levy process to notify financial institutions and IV-D programs in other states that a lien has been placed on a non-custodial parent’s (NCP’s) assets.² In this revision of the FEN060, OCS will modify the format and some of the text. Existing functionality to generate the FEN060 will not change. Instructions to complete the FEN060 are not included in MiCSES but can be accessed from OCSE’s website.³

UPDATE(S):

Manual

Form(s)

¹ Ref: [OCSE Action Transmittal \(AT\)-18-05, Administrative Subpoena and Notice of Lien Forms – Expire July 31, 2021.](#)

² Ref: [Section 6.27, “Liens – FIDM/MSFIDM,” of the Michigan IV-D Child Support Manual](#) for information on using the FEN060.

³ Ref: OCSE AT-18-05 to access the instructions for the FEN060.

A. Format, Heading and Expiration Date Changes to the FEN060

1. Format

OCS has changed the format of the FEN060 from a two-page letter to a three-page form. OCS has also changed the layout of the FEN060 to match the federal form.

2. Heading

On page 1, the existing heading information was removed. It contained the seal of Michigan as well as contact information and other content, depending on which office generated the form – OCS Central Operations or an FOC office.

The revised heading on the FEN060 includes:

- A statement regarding the disclosure of information;
- Instructions for the recipient of the form if (s)he is not the intended recipient; and
- An area in the upper-right corner of the page for a file stamp.

In addition, the “To” and “From” lines contain a brief definition of the entities, agencies or individuals listed under those areas, and the obligor information includes the field “Alias Name(s).”

3. Expiration Date

The expiration date on the form has been updated from 06/30/2018 to 07/31/2021.

B. Content Changes to the FEN060

Much of the content from the previous version of the FEN060 is included on the revised form. However, the form has been divided into six sections for ease of reading. Each of these sections and any significant content changes from the previous version of the form are described below.

1. Section I – Case Identifier

The table in this section has fields for:

- IV-D case numbers or non-IV-D docket numbers; and
- Remittance IDs or other payment identifiers (optional).

2. Section II – Lien Notice

This section provides information on the date the lien was entered, the amount of unpaid support owed, the issuing tribunal, and the tribunal number.

While the previous version of the FEN060 stated that the judgment may be subject to interest, the revised form states that the judgment may be subject to interest, penalties, fees, surcharge, or other related amounts. Also, new language added to this section informs the recipient of the notice to contact the IV-D agency, obligee or his/her private attorney to obtain the current lien amount.

Checkboxes for “real property,” “personal property,” and “real and personal property” have been added to the statement that the lien attaches to all nonexempt real/personal property of the obligor.

A barcode box has been added. The form instructions state that this box is for entities using imaging technology.

3. Section III – Property Description

This section provides information on the property. It includes a box to enter property descriptions, and a checkbox to select if additional sheets have been attached to describe the property.

4. Section IV – Remit Payment

This section is new and provides information for remitting payment to the Michigan State Disbursement Unit (MiSDU), the obligee, or the obligee representative.

5. Section V – Submission Entity

This section provides information regarding the IV-D agency that generated the form on behalf of the obligee. Language and checkboxes providing options to “Check either ‘A’ or ‘B’” have been removed from this section because only one option is now provided.

6. Section VI – Release of Lien

This is a new section for the issuer of the lien to complete once the lien has been satisfied. This section is also signed and dated by the authorized agent.

Encryption requirements for sending the FEN060 electronically are included in this section.

C. Addition of Tool Tips to the Electronic FEN060

OCS has added tool tips to new editable fields in the electronic version of the FEN060 to alert users to complete the fields. The tool tip appears when users roll their cursor over the fields.

- In Section II, the *Issuing Tribunal* field provides a tool tip to alert the IV-D worker to “Edit as you like”;⁴
- In Section II, the three checkboxes “real property,” “personal property,” and “real and personal property” have the tool tip “Click to select”; and
- In Section III, the checkbox for “Continued on attached sheet(s)...” has the tool tip “Click to select.”

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. The updated FEN060 (Rev. 5/20) replaces the previous version of the FEN060 (Rev. 10/17), which was published with IV-D Memorandum 2017-024.

REVIEW PARTICIPANTS:

Enforcement Work Improvement Team
Program Leadership Group

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CC:

None

SUPPORTING REFERENCES:

Federal
OCSE AT-18-05

State
None

⁴ All editable fields in the FEN060 provide a tool tip that states “Click to select” or “Edit as you like.” The form contains existing tool tips where IV-D workers are to select dates, edit locations, or update phone/fax numbers.

ATTACHMENT:

FEN060: *Interstate Notice of Lien*

EPF/AC