



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

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GOVERNOR

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**IV-D MEMORANDUM 2020-019**

**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:** June 15, 2020

**SUBJECT:** Revisions to Intergovernmental Forms

**RESPONSE DUE:** None

**POLICY EFFECTIVE DATE:** Upon receipt

**PURPOSE:**

The federal Office of Child Support Enforcement (OCSE) has announced a revised expiration date and other minor updates to the federally approved standard intergovernmental forms. The revised forms will be available in the Michigan Child Support Enforcement System (MiCSES) on June 19, 2020.

**DISCUSSION:**

IV-D workers use the intergovernmental forms, or a combination of these forms, to make up intergovernmental packets and transmittals. IV-D workers can find a list of required forms for each type of intergovernmental request in [Exhibit 7.01E1, Intergovernmental Referrals – Required UIFSA Forms](#).

OCSE updated the expiration date from 12/31/19 to 12/31/2022 on all the forms. The expiration date appears only on page 1 of each form. On some forms, only the expiration date was updated, while on other forms, text and formatting changes were made in addition to the expiration date. All the forms are listed below, along with a description of each form and the significant changes that were made. Changes in spacing, formatting, capitalization, punctuation, and text size are not included.

**UPDATE(S):**

Manual

Form(s)

## A. Forms With an Updated Expiration Date Only

1. *Child Support Agency Confidential Information Form (SINTCONFINFO)* – This form safeguards the privacy of individuals by providing a means to record their personal identifying information (PII) on a separate document that is not to be filed with a tribunal or shared with the other party.
2. *Personal Information Form for UIFSA § 311 (SINTPERSINFO)* – This form records, in a separate document, the PII required by the Uniform Interstate Family Support Act (UIFSA) 2008, eliminating repetition of the required PII in the *Uniform Support Petition, Declaration in Support of Establishing Parentage, and General Testimony*.
3. *Child Support Locate Request (FSA-206 and INTLOCDS)* – A IV-D agency uses this form to request locate information from another state if a CSENet agreement<sup>1</sup> is not in place.
4. *Notice of Determination of Controlling Order (FSA-208 and INTNDCO)* – This form provides a standard format for alerting entities in other jurisdictions about a controlling order determination.

## B. Forms With an Updated Expiration Date and Additional Updates

1. *Child Support Enforcement Transmittal #1 – Initial Request (FSA-200-1 and INTTRANS1)* – An initiating transmittal is required to refer IV-D intergovernmental cases to a responding state’s Interstate Central Registry (ICR).  
  
In Section I of the INTTRANS1, the sentence “(Please return the acknowledgment form)” was changed to “(Please acknowledge receipt of the Transmittal #1).”
2. *Child Support Enforcement Transmittal #1 – Initial Request Acknowledgment (INTACK1)* – This form provides a standard format for a responding child support agency to acknowledge the receipt of a Transmittal #1 request and to notify the initiating agency of any additional forms or information needed. The following changes were made to INTACK1:
  - a. The sentence “Return this form to the initiating jurisdiction” was removed from the top of the page and from the ACKNOWLEDGMENT section; and
  - b. In the footer, the sentence “Return This to the Initiating Jurisdiction” was removed,<sup>2</sup> and the form number “FSA-200-1” was added.

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<sup>1</sup> Ref: [Section 7.01, “Intergovernmental Overview,” of the Michigan IV-D Child Support Manual](#) for information on the use of CSENet.

<sup>2</sup> This text only showed on the first page.

3. *Child Support Enforcement Transmittal #2 – Subsequent Actions* (FSA-200-2 and INTTRANS2) – The initiating or responding jurisdiction uses this form to request or provide additional information in previously referred cases. The following changes were made to Section I of INTTRANS2:
  - a. A new selectable checkbox 18 was added after checkbox 17;
  - b. The following language was added next to the new checkbox 18: “Modification of the order in an open intergovernmental case. Please advise what pleading or documents are needed”; and
  - c. The previous checkbox 18, “Other (List and describe in section III),” was numbered 19.
  
4. *Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery* (FSA-200-3 and INTTRANS3) – The requesting jurisdiction uses this form when it is working its case locally and needs limited assistance from another jurisdiction. The following changes were made to Section I of INTTRANS3:
  - a. In the sentence “The requesting agency asks for the following payment processing action,” the word “action” was changed to “information/action”;
  - b. Under the above sentence, a new checkbox 11 was added, along with the sentences: “Provide the Remittance ID for this case (IV-D or non-IV-D) in your state. This is the Remittance ID that the employer/income withholder should include with payments sent to your agency’s State Disbursement Unit (SDU)”;
  - c. The previous checkbox 11 was numbered 12. The following changes were made to the new checkbox 12:
    - 1) The second sentence was changed from “Send payments to: (SDU Name and Address)” to “Send payments to the requesting agency’s SDU: (SDU Name, SDU Address, and Remittance ID)”;
    - 2) The last line, “Payment Locator Code: \_\_\_\_\_ State \_\_\_\_\_,” was removed.
  
5. *Declaration in Support of Establishing Parentage* (FSA-204 and PATERNITYAFF) – This form supplements the *Uniform Support Petition* when parentage is at issue in an intergovernmental case. The following changes were made to PATERNITYAFF:
  - a. On page 1, the text “COMPLETE THE DECLARATION TO THE EXTENT THAT YOU HAVE THE INFORMATION” was added in a box below the box stating “A SEPARATE DECLARATION IS REQUIRED FOR EACH CHILD NEEDING PARENTAGE ESTABLISHED”;
  - b. In Section II, the text “To Be Completed by the Petitioner (Continued)” was updated to read “To Be Completed by the Petitioner (complete either 1 or 2, as appropriate)”;

- c. In Section III, the text “To Be Completed by the Birth Mother Only” was updated to read “To Be Completed by the Birth Mother Only (if you are not the birth mother, skip this Section and go to Section IV)”; and
  - d. In Section V, the word “or” was added under the “Petitioner (Name)” line, and a “Name/Title, Agency or Tribunal Representative” date/signature line was added.
6. *General Testimony* (FSA-202 and GENTEST/GENTESTVER) – This form provides a framework for stating detailed information and evidence to support the action requested in the petition. The following changes were made to GENTEST/GENTESTVER:
- a. In Section IV, box 3, “Child care expense per month \$\_\_\_\_\_” was changed to:
    - Child care expense per month – Total: \$\_\_\_\_\_
    - State Subsidized: \$\_\_\_\_\_
    - Out of Pocket: \$\_\_\_\_\_
  - b. In Section XI, the text “...true to the best of my knowledge and belief” was changed to “...true to the best of my knowledge, information, and belief,” and the word “or” was added under the “Petitioner (Name)” line.
7. *Letter of Transmittal Requesting Registration* (FSA-207 and INTREGSTMT) – The initiating jurisdiction completes this form to request registration of an existing order for enforcement and/or modification. The following changes were made to INTREGSTMT:
- a. Above Section I, the sentence “For IV-D cases, a Transmittal #1 and Child Support Agency Confidential Information Form must be attached” was updated to read: “To open an intergovernmental IV-D case, attach a Transmittal #1 and the Child Support Agency Confidential Information Form”; and
  - b. In Section VI, the text “...true to the best of my knowledge and belief” was changed to “...true to the best of my knowledge, information, and belief.”
8. *Uniform Support Petition* (FSA-201 and INTSUPPORT): This is the legal pleading needed for the responding state to initiate action.

In the sentence that begins “Under penalty of perjury...” the text “knowledge and belief” was changed to “knowledge, information, and belief.”

**NECESSARY ACTION:**

IV-D workers must use the updated intergovernmental forms for intergovernmental case processing. With the publication of this memorandum, the intergovernmental forms (Rev. 12/17) published with IV-D Memorandum 2017-026 are obsolete.

**REVIEW PARTICIPANTS:**

Intergovernmental Work Improvement Team  
Program Leadership Group

**CONTACT PERSON:**

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**SUPPORTING REFERENCES:**

Federal  
45 Code of Federal Regulations (CFR) 303.7(a)(4)  
Public Law 113-183

OCSE AT-17-01

State  
Act 255 of 2015  
Michigan Compiled Law (MCL) 552.2102(e)  
MCL 552.2307(1)(c)  
MCL 552.2310

**ATTACHMENTS:**

- INTTRANS1: *Child Support Enforcement Transmittal #1 – Initial Request (FSA-200-1)*
- INTACK1: *Child Support Enforcement Transmittal #1 – Initial Request Acknowledgment*
- INTTRANS2: *Child Support Enforcement Transmittal #2 – Subsequent Actions (FSA-200-2)*
- INTTRANS3: *Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery (FSA-200-3)*
- SINTCONFINFO: *Child Support Agency Confidential Information Form*
- SINTPERSINFO: *Personal Information Form for UIFSA § 311*

PATERNITYAFF: *Declaration in Support of Establishing Parentage (FSA-204)*

GENTEST/  
GENTESTVER: *General Testimony (FSA-202)*

INTSUPPET: *Uniform Support Petition (FSA-201)*

INTLOCDS: *Child Support Locate Request (FSA-206)*

INTREGSTMT: *Letter of Transmittal Requesting Registration (FSA-207)*

INTNDCO: *Notice of Determination of Controlling Order (FSA-208)*

**EPF/LRK**