



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ROBERT GORDON
DIRECTOR

IV-D MEMORANDUM 2020-022

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: August 5, 2020

SUBJECT: Updates to Hague Child Support Convention Forms

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces the following updates to the Hague Child Support Convention (Convention) forms:

- A new expiration date of February 28, 2023; and
- The addition of the Paperwork Reduction Act of 1995 Statement of Public Burden.

There are no changes to content in the forms.

IV-D workers will use the updated Convention forms for manual case processing. They can access the forms through the [OCSE website](#) or from [mi-support](#); the Convention forms are not available in the Michigan Child Support Enforcement System (MiCSES).

DISCUSSION:

Hague Child Support Convention Forms

There are 14 Convention forms, including the Transmittal, Acknowledgement, and 12 case-processing forms:

- Annex I: Transmittal form under Article 12(2);

<p>UPDATE(S):</p> <p><input type="checkbox"/> Manual</p> <p><input checked="" type="checkbox"/> Form(s)</p>
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- Annex II: Acknowledgement form under Article 12(3);
- Annex A1: Application for Recognition or Recognition and Enforcement;
- Annex A2: Abstract of a Decision;
- Annex A3: Statement of Enforceability of a Decision;
- Annex A4: Statement of Proper Notice;
- Annex A5: Status of Application Report (Application for Recognition or Recognition and Enforcement);
- Annex B1: Application for Enforcement of a Decision Made or Recognized in the Requested State;
- Annex B2: Status of Application Report (Application for Enforcement);
- Annex C1: Application for Establishment of a Decision;
- Annex C2: Status of Application Report (Application for Establishment of a Decision);
- Annex D1: Application for Modification of a Decision;
- Annex D2: Status of Application Report (Application for Modification of a Decision); and
- Annex E1: Financial Circumstances Form.

Information about the use of each Convention form is found in [IV-D Memorandum 2016-040, Hague Maintenance Convention Case-Processing Forms](#).

Changes to the Forms

The expiration date on the forms has been changed from April 30, 2020 to February 28, 2023. In addition, the Paperwork Reduction Act of 1995 Statement of Public Burden has been added to each form. This statement is placed at the bottom of page 1 and includes the following:

- The purpose of the form or the information;
- The estimated time for completing the form;
- A statement that the collection of information is mandatory per 45 CFR 303.7;¹
- The fact that an agency may not conduct or sponsor, and a person is not required to respond to, a form that is subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number; and
- The email address for submitting comments on the form.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. IV-D staff should begin using the new versions of the Convention forms and discard any copies of the previous versions. The Convention forms published with IV-D Memorandum 2016-040 are obsolete.

¹ CFR is the Code of Federal Regulations. Annex I states that the collection of information is required to process child support cases under the 2007 Hague Child Support Convention.

REVIEW PARTICIPANTS:

Program Leadership Group

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ATTACHMENTS:

- Annex I: Transmittal form under Article 12(2)
- Annex II: Acknowledgement form under Article 12(3)
- Annex A1: Application for Recognition or Recognition and Enforcement
- Annex A2: Abstract of a Decision
- Annex A3: Statement of Enforceability of a Decision
- Annex A4: Statement of Proper Notice
- Annex A5: Status of Application Report (Application for Recognition or Recognition and Enforcement)
- Annex B1: Application for Enforcement of a Decision Made or Recognized in the Requested State
- Annex B2: Status of Application Report (Application for Enforcement)
- Annex C1: Application for Establishment of a Decision
- Annex C2: Status of Application Report (Application for Establishment of a Decision)
- Annex D1: Application for Modification of a Decision
- Annex D2: Status of Application Report (Application for Modification of a Decision)
- Annex E1: Financial Circumstances Form

EPF/LTK