STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ROBERT GORDON
DIRECTOR

IV-D MEMORANDUM 2020-027

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 14, 2020

SUBJECT: FIPS[1] Code Verification, International Case Indicators, and
Hearing Notifications Via CSENet[2]

UPDATE(S):

☐ Manual

☐ Form(s)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces updates to MiCSES to comply with federal regulations and the 2017 version of *Automated Systems for Child Support Enforcement: A Guide for States*.[3] These updates will:

- Prevent the entry of an unverified FIPS code;
- Allow a case to be identified as a Hague Child Support Convention[4] case or a foreign reciprocating country (FRC) case; and
- Generate a CSENet transaction when a hearing is scheduled to establish paternity or establish a support order for an intergovernmental case.

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[1] FIPS stands for Federal Information Processing Standards. FIPS codes are also referred to as "Locator Codes" and are called "Locator Codes" on all Uniform Interstate Family Support Act (UIFSA) forms. This IV-D Memorandum uses "FIPS code" because that term is still used throughout the Michigan Child Support Enforcement System (MiCSES) and on the *Request for New Entry or Modification of Federal Information Processing Standard (FIPS) Code* (DHS-550).
[2] CSENet is the Child Support Enforcement Network.
[3] *Automated Systems for Child Support Enforcement: A Guide for States* will be referred to as the Certification Guide for the remainder of this IV-D Memorandum.
[4] Hague Child Support Convention cases will be referred to as Convention cases for the remainder of this IV-D Memorandum.

These updates will be available in MiCSES with the 10.5 Release on September 18, 2020.

DISCUSSION:

A. Use of Verified FIPS Codes

IV-D agencies and tribunals are assigned a seven-digit FIPS code comprised of a two-digit FIPS State/Country Code, a three-digit FIPS County/Region Code, and a two-digit FIPS Office Code. Michigan IV-D offices use FIPS codes when interacting with child support offices and jurisdictions outside of Michigan. These codes are used in the automatic generation of intergovernmental electronic communications via CSENet.[5]

IV-D workers must use FIPS codes that have been verified by the federal Office of Child Support Enforcement (OCSE).[6] It is important that accurate FIPS codes be maintained on the FIPS screen in MiCSES to ensure that intergovernmental communications are sent to the correct place. Changes in the MiCSES 10.5 Release will ensure that correct FIPS codes are entered in MiCSES.

B. Identification of Convention Countries and FRCs[7]

Federal regulations require computerized child support systems (i.e., MiCSES) to maintain information pertaining to intergovernmental cases.[8] State systems must identify information received from or referred to a foreign country in which the Hague Child Support Convention is in force or a foreign country with which the state has entered into a reciprocal arrangement (i.e., FRC).[9]

Prior to the MiCSES 10.5 Release, MiCSES was unable to track whether an intergovernmental case is from a Convention country, an FRC, or neither. The MiCSES 10.5 Release will add federally required functionality to identify and track this information in MiCSES.

Additionally, OCS is required under Title IV-D of the Social Security Act to report child support data, including intergovernmental case information, to OCSE annually. OCSE uses this data to compute incentives and program performance measures. With the MiCSES 10.5 Release, the system will have the ability to track the required intergovernmental case data in preparation for OCSE-157 updates in spring 2021. OCS will begin reporting this data to OCSE for fiscal year 2022.

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[5] For more information about FIPS codes, reference Section 7.01, "Intergovernmental Overview," of the *Michigan IV-D Child Support Manual*.
[6] Federal regulations require states to use verified information in their child support enforcement systems. Ref: Certification Guide, Chapter III, Section D-7.
[7] Ref: Section 7.15, "International," of the *Michigan IV-D Child Support Manual* for more information on the Hague Child Support Convention.
[8] Ref: 45 Code of Federal Regulations (CFR) 307.10(b)(1-5)
[9] Ref: Certification Guide, Chapter III, Section A-6(c)(8).

C. Hearing Notifications for Intergovernmental Cases

Federal regulations require IV-D programs to provide (through CSENet if available) communications in intergovernmental cases when a hearing is scheduled that may result in the establishment of paternity and/or a child support order.[10] MiCSES uses CSENet to transfer child support information electronically through standardized transactions to provide intergovernmental case information to the initiating jurisdiction.

Prior to the MiCSES 10.5 Release, MiCSES was unable to use CSENet to transfer hearing information electronically. Changes in the 10.5 release will allow MiCSES to use CSENet to transfer this information electronically.

D. Changes With the MiCSES 10.5 Release

1. Updates to the FIPS Screen

   Changes in the MiCSES 10.5 Release will allow the FIPS Administrator or Central Table Administrator (CTA) to update the *FIPS State/Country Code* field on the FIPS screen. The FIPS Administrator must still contact the Help Desk to have the new FIPS State/Country Code (two-digit code) added to the *County / State / Country Maintenance* (CSTC) screen prior to adding that code on the FIPS screen.

   The MiCSES 10.5 Release will add a "Verified" indicator to the FIPS screen and mark all existing FIPS codes as verified. In addition, the FIPS screen will be updated with a new indicator to allow FIPS Administrators and CTAs to identify whether a country is a Convention country or an FRC.[11]

2. Updates to the *Intergovernmental Information* (ISIN) Screen

   With the MiCSES 10.5 Release, the ISIN screen will be modified to require IV-D workers to select a new verified FIPS code if the existing record contains a FIPS code that is no longer verified. If an unverified FIPS code displays on the ISIN screen, MiCSES will display a message stating: "The FIPS Code is no longer verified."[12]

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[10] Ref: Chapter III, Section D-8(d) of the Certification Guide and 45 CFR 303.7(d)(7).
[11] Ref: *MiCSES Screen Description: FIPS – Federal Information Processing Standards* for more information on the FIPS screen.
[12] Ref: *MiCSES Screen Description: ISIN – Intergovernmental Information* for more information on the ISIN screen.

3. Updates to the *Intergovernmental Send Correspondence* (ISND) Screen

   With the MiCSES 10.5 Release, the ISND screen will be updated to display only Convention countries or FRCs with verified FIPS codes. Fields will be added to the *Destination FIPS* section of the ISND screen to identify whether a case is a Convention case or an FRC case.[13]

4. Update to CSENet Transactions for Intergovernmental Cases

   The MiCSES 10.5 Release will introduce new functionality to trigger a transaction via CSENet when a hearing is scheduled for either paternity and/or child support order establishment. Prior to the MiCSES 10.5 Release, MiCSES did not automatically generate a CSENet transaction when a hearing was scheduled in an intergovernmental case.

   While testing for the MiCSES 10.5 Release, OCS discovered that a paper transmittal will inappropriately be triggered for a Convention case in these situations. Since Convention cases are required to use Hague Child Support Convention-approved forms that are not available in MiCSES, the paper transmittal should not be generated. The MiCSES technical team is analyzing this issue to determine when a correction can be made in MiCSES.

   Because of this defect, when a PA worker adds a hearing to a Convention case for paternity and/or support order establishment, MiCSES will open a new window that displays the transmittal. The PA worker will need to close the window so the outgoing paper transmittal is not generated.

NECESSARY ACTION:

Retain this memorandum until further notice.

REVIEW PARTICIPANTS:

   Intergovernmental Work Improvement Team
   Program Leadership Group

CONTACT PERSON:

   Lynn Kulbacki
   OCS Policy Analyst
   kulbackil@michigan.gov

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[13] Ref: *MiCSES Screen Description: ISND – Intergovernmental Send Correspondence* for more information on the ISND screen.

SUPPORTING REFERENCES:

<u>Federal</u>
Title IV-D of the Social Security Act, section 459A

45 CFR 307.10(b)(1-5)
45 CFR 307(d)(7)

Automated Systems for Child Support Enforcement: A Guide for States (2017), Chapter III, Sections A-6(c)(8), C-2(h), D-7, D-7(h), D-8

ATTACHMENTS:

None

EPF/LTK