



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

IV-D MEMORANDUM 2023-012

TO: All IV-D Staff*
FROM: Erin P. Frisch, Director
Office of Child Support (OCS)
DATE: August 4, 2023

UPDATE(S):

- Manual
- Form(s)

SUBJECT: Minor Updates to the *Application Status Letter* (OCS1202/DHS-1202)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces minor revisions to the *Application Status Letter* (OCS1202/DHS-1202) that will be implemented with the Child Support 23.2.2 Release on August 11, 2023.

DISCUSSION:

The child support program uses the OCS1202/DHS-1202 to inform case participants about the status of their application for IV-D services.¹ It is sent to participants who need to provide additional information or who already have a IV-D case. It is also sent to NCP applicants when IV-D services cannot be provided. There are two versions of the form:

- The OCS1202, which the Michigan Child Support Enforcement System (MiCSES) sends to applicants who complete the online DHS-1201 (e1201); and
- The DHS-1202, which is fillable and printable, and available on mi-support.²

¹ The application is the *IV-D Child Support Services Application/Referral* (e1201/DHS-1201).

² Ref: [Section 2.05, "Referrals and Applications," of the Michigan IV-D Child Support Manual](#) for more information on the IV-D application process. Section 2.05 refers to the OCS1202 in MiCSES as "DHS-1202."

Changes to the OCS1202/DHS-1202

OCS has made the following changes to the OCS1202/DHS-1202:

- Removed the titles “Mr.” and “Ms.” from the salutation to be inclusive of all case participants regardless of their gender. Also, the salutation will include the participant’s full name; for example, it will display “Dear Jim J. Smith” instead of “Dear Mr. Smith”;
- Updated the Michigan Department of Health and Human Services (MDHHS) nondiscrimination statement with the most recent language used by MDHHS; and
- Removed the Legal Authorities information at the bottom of the form because it is no longer needed.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. IV-D staff who use the paper DHS-1202 will begin using the updated form.

REVIEW PARTICIPANTS:

Program Leadership Group

CONTACT PERSON:

Chris Budny
OCS Policy Analyst
BudnyC@michigan.gov

CC:

None

ATTACHMENTS:

DHS-1202: *Application Status Letter*

OCS1202: *Application Status Letter*

EPF/SLM

* Ref: the [Michigan IV-D Child Support Manual Introduction and Table of Contents](#) for a definition of IV-D staff.