



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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IV-D MEMORANDUM 2023-016

TO: All IV-D Staff*
FROM: Erin P. Frisch, Director
Office of Child Support
DATE: September 6, 2023

UPDATE(S):

- Manual
- Form(s)

SUBJECT: Updated Expiration Date on the Hague Child Support Convention Forms and Introduction of Two New Forms

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces a revised expiration date for the Hague Child Support Convention (Convention) forms¹ and introduces two new Convention forms:

- *Request for Specific Measures*; and
- *Request for Specific Measures – Response*.

This memorandum replaces and obsoletes:

- IV-D Memorandum 2016-040, *Hague Maintenance Convention Case-Processing Forms*; and
- IV-D Memorandum 2020-022, *Update to Hague Child Support Convention Forms*.

Content from IV-D Memorandum 2016-040 is included in this memorandum and has not changed.²

¹ Ref: federal [Office of Child Support Services \(OCSS\) Action Transmittal \(AT\)-23-03, Hague Child Support Convention Forms – Expire March 31, 2026](#).

² Content from IV-D Memorandum 2016-040 that does not appear in this memorandum was moved to [Section 7.15, "International," of the Michigan IV-D Child Support Manual](#) in the December 2017 revision of that manual section.

DISCUSSION:

U.S. states process child support cases with other countries that have ratified the Convention.³ The Convention and the Uniform Interstate Family Support Act of 2008 (UIFSA) require the use of specific forms when processing a child support case with a Hague Contracting State.⁴ The forms are designed to comply with the Convention and reduce the complexity of international case processing for all Convention countries.

IV-D staff use the Convention forms for manual case processing with Hague Contracting States.⁵ They may access the forms through the [OCSS website](#) or from [mi-support](#). The Convention forms are not available in the Michigan Child Support Enforcement System (MiCSES).

A. Updated Expiration Date on Hague Child Support Convention Forms

All Convention forms have been updated with an expiration date of March 31, 2026. There are no changes to the content of the forms.

B. New Hague Child Support Convention Forms

OCSS has recently published two additional forms for use by IV-D professionals: the *Request for Specific Measures* and the *Request for Specific Measures – Response*.

1. *Request for Specific Measures*

A request for specific measures under Article 7 of the Convention is a request for limited assistance, with justification and for a child support purpose, from a Hague Contracting State when there is no Convention application pending. IV-D staff can complete and submit a *Request for Specific Measures* to determine if they may initiate a full Convention application.⁶ For example, IV-D staff may send a *Request for Specific Measures* for a parent locate request before submitting a Convention application.

Other examples of specific measures include:

- Obtaining evidence;

³ Ref: [Convention on the International Recovery of Child Support and Other Forms of Family Maintenance](#).

⁴ The Convention became effective for the United States on January 1, 2017, and case processing with Hague Contracting States is a Convention requirement under Article 7 of UIFSA. Ref: Michigan Compiled Law (MCL) 552.2101 et seq. Also, 45 Code of Federal Regulations (CFR) 303.7 requires child support programs to use federally approved forms in intergovernmental IV-D cases.

⁵ For a current list of Hague Contracting States, IV-D staff may reference the [Hague Conference website](#).

⁶ The Convention uses different terminology than what is commonly used in Michigan child support cases. For example, the Convention uses the term “application” to refer to an intergovernmental referral. For a table of the unique terms, reference Section 7.15 of the *Michigan IV-D Child Support Manual*.

- Parentage establishment; and
- Assistance with an existing case in the requesting country.⁷

When completing the form, IV-D staff must include reasons for making the request.

2. *Request for Specific Measures – Response*

The Central Authority in the Hague Contracting State that receives the request will review the reasons for the request and decide if the request is necessary. If the Central Authority decides the request is necessary, the Hague Contracting State must respond. IV-D staff in the Hague Contracting State will respond to requests with the *Request for Specific Measures – Response* form.

C. Hague Child Support Convention Forms

IV-D staff should consult the [Hague Convention Requirements](#) and [Country Profiles](#) for country-specific requirements before preparing Convention forms.

1. Mandatory and Recommended Annexes

The Convention forms are called Annexes. They include Mandatory and Recommended Annexes. These are explained below.

a. Mandatory Annexes

Hague Contracting States must use the:

- Mandatory Transmittal form for outgoing cases to Hague Contracting States; and
- Mandatory Acknowledgement form for incoming cases from Hague Contracting States.

b. Recommended Annexes

Each Hague Contracting State determines its own requirements regarding the use of the Recommended Hague Convention Annexes. The Recommended Annexes are groups of forms that make up a specific request.

When a country ratifies the Convention, it completes a Country Profile, which is a country-specific reference document published on the Hague Conference website. The Country Profile is similar to the *Intergovernmental Reference*

⁷ For more information about specific measures, reference Section 7.15 of the *Michigan IV-D Child Support Manual* and the [Practical Handbook for Caseworkers under the 2007 Child Support Convention](#), Chapter 13, “Completing Outgoing Requests for Specific Measures,” and Chapter 14, “Processing Incoming Requests for Specific Measures.”

Guide (IRG). In its Country Profile, a country may identify whether it wants other Hague Contracting States to use the standard Recommended Annexes when sending an application under the Convention.

A Hague Contracting State may require use of a different form or may indicate that it does not have a prescribed or preferred form. Countries can also require additional information along with the Recommended Annexes. If a country chooses to use a Recommended Annex, all of the included forms must be used to complete the application. The Country Profile for the United States indicates that other countries must use all the Convention's Recommended Annexes when sending cases to the United States.

2. List of Forms

- Mandatory Annexes
 - Annex I: *Transmittal form under Article 12(2)*
 - Annex II: *Acknowledgement form under Article 12(3)*
- Recommended Annexes, which include:
 - Annex A: Recognition or Recognition and Enforcement
 1. *Application for Recognition or Recognition and Enforcement*
 2. *Abstract of a Decision*
 3. *Statement of Enforceability of a Decision*
 4. *Statement of Proper Notice*
 5. *Status of Application Report (Application for Recognition or Recognition and Enforcement)*
 - Annex B: Enforcement of a Decision Made or Recognized in the Requested State
 1. *Application for Enforcement of a Decision Made or Recognized in the Requested State*
 2. *Status of Application Report (Application for Enforcement)*
 - Annex C: Establishment of a Decision
 1. *Application for Establishment of a Decision*
 2. *Status of Application Report (Application for Establishment of a Decision)*
 - Annex D: Modification of a Decision
 1. *Application for Modification of a Decision*
 2. *Status of Application Report (Application for Modification of a Decision)*

- Annex E: Financial Circumstances
 1. *Financial Circumstances Form*
- Annex F: Request for Specific Measures
 1. *Request for Specific Measures*
 2. *Request for Specific Measures – Response*

For instructions and more information about the forms, see the *Practical Handbook for Caseworkers under the 2007 Child Support Convention*, Chapter 15, “Completing the Forms.”

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. This memorandum obsoletes IV-D Memorandum 2016-040, IV-D Memorandum 2020-022, and the Convention forms attached to IV-D Memorandum 2020-022. IV-D staff should begin using the new Convention forms and discard any copies of the previous versions.

REVIEW PARTICIPANTS:

Program Leadership Group

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SUPPORTING REFERENCES:

Federal
45 CFR 303.7

OCSS AT-23-03
OCSS OMB 0970-0488
OCSS Dear Colleague Letter (DCL)-16-21

State
MCL 552.2101

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*
- Annex F1: *Request for Specific Measures*
- Annex F2: *Request for Specific Measures – Response*

EPF/KAS

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