



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

**IV-D MEMORANDUM 2024-005**

**TO:** All IV-D Staff\*  
**FROM:** Erin P. Frisch, Director  
Office of Child Support  
**DATE:** April 5, 2024

**UPDATE(S):**

Manual

Form(s)

**SUBJECT:** Updates to the *Notice Regarding Health Care Coverage* (FEN308)

**ACTION DUE:** None

**POLICY EFFECTIVE DATE:** Upon receipt

**PURPOSE:**

This IV-D Memorandum announces the following updates to the *Notice Regarding Health Care Coverage* (FEN308):

- Removal of employer information on the copy of the FEN308 sent to the party who is not the employee; and
- Addition of the IV-D case number to the form.

OCS will implement the revised FEN308 in the Michigan Child Support Enforcement System (MiCSES) with the Child Support 24.1.1 Release on April 12, 2024.

**DISCUSSION:**

The IV-D program is required to inform an employer when a medical support order for which the IV-D agency is responsible terminates.<sup>1</sup> The FEN308 informs the employer, non-custodial parent (NCP) and custodial party (CP) that the employee (NCP/CP) is no longer obligated to provide health care coverage for the child(ren) identified on the form. The form also provides the reason that medical coverage is ending.

<sup>1</sup> Ref: 45 Code of Federal Regulations (CFR) 303.32(c)(7).

## Revisions to the FEN308

- Removal of Employer Information

The FEN308 is generated for the employer and both parties on the child support case.<sup>2</sup> It includes the employer's name, address and Federal Employer Identification Number (FEIN). On April 12, 2024, OCS will remove all of the employer information from the FEN308 provided to the party who is not the employee.

Friend of the Court staff reported that parties have used the employer information on the FEN308 to repeatedly contact and harass the employer. By removing the employer information, OCS hopes to reduce how often this occurs.

The employer information will remain on the FEN308 provided to the employer and to the party who is the employee.

- Addition of the IV-D Case Number

The FEN308 currently lists the docket number as a case identifier. Employers have requested that IV-D staff resubmit the FEN308 because of the limited case-identifying information listed on the form.

Starting April 12, 2024, OCS will add the IV-D case number on the FEN308 under the support order number. This will help employers identify and match the case information on the FEN308 with the case identifiers on the *National Medical Support Notice* (NMSN)<sup>3</sup> that the employer may have on file.

### **NECESSARY ACTION:**

Retain this IV-D Memorandum until further notice.

### **REVIEW PARTICIPANTS:**

Enforcement Work Improvement Team  
Program Leadership Group

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<sup>2</sup> Ref: [Section 6.06, "Medical Support," in the Michigan IV-D Child Support Manual](#) for more information about when the FEN308 is generated.

<sup>3</sup> The NMSN is the federally approved form sent to employers that enforces employer-provided health care coverage where appropriate. Ref: Subsection 3.1, "National Medical Support Notice (NMSN) (FEN302)," in Section 6.06 of the *Michigan IV-D Child Support Manual* for more information about the NMSN.

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**CC:**

None

**SUPPORTING REFERENCES:**

Federal  
45 CFR 303.32(c)(7)

State  
None

**ATTACHMENTS:**

- FEN308: *Notice Regarding Health Care Coverage* (copy to parent/employee and employer)
- FEN308: *Notice Regarding Health Care Coverage* (copy to parent who is not the employee)

**EPF/CJF**

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