



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

IV-D MEMORANDUM 2025-004

TO: All IV-D Staff*

FROM: Erin P. Frisch, Director
Office of Child Support (OCS)

DATE: March 3, 2025

UPDATE(S):

☐ Manual

☒ Form(s)

SUBJECT: Minor Update to the *Parent Health Care Coverage Explanation Sheet* (FEN303)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces a minor update to the *Parent Health Care Coverage Explanation Sheet* (FEN303). OCS will implement this change with the Child Support 25.1 Release on March 7, 2025.

DISCUSSION:

The Michigan Child Support Enforcement System (MiCSES) generates and sends the FEN303 to a parent after the *National Medical Support Notice* (NMSN) is sent to the parent's employer. The FEN303 explains the NMSN and describes the circumstances when parents can object to providing health care coverage for their children through their employer.

The first paragraph of the FEN303 includes a link to a sample NMSN on the federal Office of Child Support Services (OCSS) website. This link changed when OCSS changed its name from the Office of Child Support Enforcement (OCSE) in 2024. OCS has updated the FEN303 with the new link.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Program Leadership Group

CONTACT PERSON:

Cy'Kenya Ford
OCS Policy Analyst
517-241-5067
Fordc3@michigan.gov

CC:

None

ATTACHMENT:

FEN303: *Parent Health Care Coverage Explanation Sheet*

EPF/CJF

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