



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

IV-D MEMORANDUM 2025-007

TO: All IV-D Staff*

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

DATE: April 7, 2025

UPDATE(S):

☐ Manual

☒ Form(s)

SUBJECT: Updates to the *Request to Discharge State-Owed Debt* (DHS-681/FEN681)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum introduces revisions to the *Request to Discharge State-Owed Debt* (DHS-681/FEN681).

OCS revised the language and formatting of the form. The revisions make it easier for payers to read, understand and complete the form. OCS also changed the title of the form to *Request to Forgive Debt Owed to the State*.

The updated form will be available in the Michigan Child Support Enforcement System (MiCSES) with the Child Support 25.1.1 Release on April 11, 2025.

DISCUSSION:

A. Background

Non-custodial parents (NCPs) use the DHS-681/FEN681 to request a discharge of state-owed child support arrears.¹ The Friend of the Court (FOC) uses the information provided on the form to determine the NCP's eligibility for the discharge of arrears. The FOC has the authority² to waive state-owed arrears when specific

¹ Arrears owed to custodial parties (CPs) will not be forgiven using this form.

² Michigan Compiled Law (MCL) 205.13(4)

case conditions exist. Also, FOC staff may use the form to determine if the NCP qualifies for any other arrears management strategies.

Redesigning the DHS-681/FEN681 advances the Michigan Child Support Program's Strategic Plan goal to improve the customer experience. In addition, it will improve the efficiency of the arrears management process if NCPs can easily understand and complete the form.

B. Updates to DHS-681/FEN681

FOC staff use the information provided on the DHS-681/FEN681 to complete the [Arrears Discharge Worksheet](#). The State Court Administrative Office (SCAO) developed this worksheet to help FOC staff determine whether NCPs qualify for an arrears discharge or any of the arrears management strategies pursuant to OCS policy.

OCS removed questions from the DHS-681/FEN681 that were not relevant to evaluating a request for discharge (e.g., "How many hours per week are you willing to volunteer?"). OCS also removed a question about whether the payer could make a minimum \$1,000 one-time payment if the FOC discharged the same amount of the payer's state-owed debt. The question was replaced with one asking payers how much of a one-time (lump-sum) payment they could make toward their past-due child support debt. IV-D workers will use this information to determine whether the payer is eligible for the lump-sum arrears management strategy.³

OCS also renamed or added some headings and subheadings and reorganized the questions under them to ease navigation throughout the form. Additionally, OCS simplified the language, made minor updates to the address fields, and added information about translation services. The OCS Community Advisory Council provided input on these improvements to the form.

1. Changes to Headings and Subheadings

OCS renamed or added headings and subheadings throughout the DHS-681/FEN681 as follows:

- Replaced the heading "Your Situation" with "Tell Us Who Lives With You."
- Added the heading "Tell Us About Yourself" with the following subheadings and simple yes/no questions:
 - Your Situation (This section is now used to list the NCP's current child support case information);
 - Your Education and Skills;

³ Ref: [Section 6.51, "Arrears Management," of the Michigan IV-D Child Support Manual](#) for more information about arrears management strategies.

- Your Other Sources of Income and Assistance;
- Assets;
- Expenses; and
- Additional Information.
- Replaced the headings “Monthly Income Information” and “Average Monthly Expenses” with “Tell Us About Your Income and Expenses.”
- Added the heading “Tell Us About Your Employer.”
- Added a “Tell Us More” section that provides space for NCPs to include any information they want the FOC to consider when evaluating the request for the discharge of arrears.
- Added a “Next Steps” section that provides instructions for NCPs to submit the form to the FOC.

2. Addition of Translation Information

MDHHS has identified English, Spanish, and Arabic as the three languages most used by families who receive its services in Michigan. OCS worked with MDHHS staff and translation services to create Spanish and Arabic versions of the DHS-681/FEN681. The forms are posted on the MDHHS-OCS public website www.michigan.gov/childsupportpubs.

At the end of the DHS-681/FEN681, OCS added a box with a link to the above website so NCPs can find the DHS-681/FEN681 translated into Spanish and Arabic.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Enforcement Work Improvement Team
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CC:

None

SUPPORTING REFERENCES:

Federal

None

State

MCL 205.13(4)

ATTACHMENT:

DHS-681/FEN681: *Request to Forgive Debt Owed to the State*

EPF/CF

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