



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

IV-D MEMORANDUM 2025-020

TO: All IV-D Staff*

FROM: Monica Bowman, Interim Director
Office of Child Support (OCS)

DATE: September 19, 2025

SUBJECT: Kalamazoo County IV-D Establishment

ACTION DUE: None

UPDATE(S):

Manual

Form(s)

POLICY EFFECTIVE DATE: October 13, 2025

PURPOSE:

This IV-D Memorandum announces changes to the processing of Kalamazoo County IV-D establishment cases. The Kalamazoo County Prosecuting Attorney's (PA's) office stopped processing these cases and ceased most IV-D work on May 2, 2025. OCS notified IV-D staff of this change in an email notification on May 5, 2025. OCS will now oversee all IV-D establishment duties for Kalamazoo County.

OCS has contracted with a private law firm owned by attorneys Amanda Wirth and Christopher Wirth to provide IV-D establishment services for Kalamazoo County, including paternity and support order establishment. This contract was signed on September 1, 2025, with plans to begin processing cases as soon as possible. OCS will work closely with the firm to ensure cases are worked in accordance with IV-D policy.

This memorandum also introduces the new Central Establishment Team, housed within the OCS Operations Division, that will work with the firm to process Kalamazoo County establishment cases.

DISCUSSION:

A. Background

State law requires the PA's office to establish paternity and support orders as directed by the Family Support Act,¹ the Paternity Act,² and the Status of Minors Act.³ These acts also state that "the prosecuting attorney and the department [MDHHS⁴] may enter into an agreement to transfer the prosecutor's responsibilities under this act to 1 of the following:

- (a) The Friend of the Court, with the approval of the chief judge of the circuit court.
- (b) An attorney employed or contracted by the county under section 1 of 1941 PA 15, MCL 49.71.
- (c) An attorney employed or under contract with the department."

In March 2025, the Kalamazoo County PA notified OCS of his intention to terminate his office's IV-D contract. In all other counties where the PA has opted to end the office's IV-D contract and transfer its IV-D responsibilities, the Friend of the Court (FOC) has taken on establishment functions in addition to enforcement and financials.⁵ In this instance, the Kalamazoo FOC opted to **not** take on these responsibilities. As a result, OCS will transfer these responsibilities "...to an attorney employed or under contract with the department."

OCS staff began exploring options to contract with a private attorney. They engaged in discussions with the Kalamazoo County FOC, Kalamazoo County MDHHS office, and several other state MDHHS divisions. This led to the development of a comprehensive contract with Amanda and Christopher Wirth's firm.⁶ This contract includes terms and expectations similar to the grant agreements made between MDHHS and each county office that provides IV-D services. Under the contract, OCS will be performing establishment duties in conjunction with the contracted attorneys.

This project marks the first time OCS will be responsible for IV-D establishment services. OCS will perform the IV-D duties of the PA due to special circumstances in Kalamazoo County.

¹ Michigan Compiled Law (MCL) 552.454(2)

² MCL 722.714(4)

³ MCL 722.3(3)

⁴ MDHHS is the Michigan Department of Health and Human Services.

⁵ The IV-D program refers to these FOC offices as "combined offices."

⁶ The firm has significant domestic relations legal experience and practice in partnering with government entities, including representing the Michigan attorney general on matters regarding adult protective services.

B. Processing Kalamazoo County IV-D Establishment Cases

Beginning on or about October 13, 2025, OCS and the firm will start processing Kalamazoo County IV-D establishment cases. Initially, the firm will be conducting the bulk of the work, with support from OCS. Over time, OCS will adopt a greater share of the establishment work, with duties requiring an attorney being performed by the firm.

1. Central Establishment Team

To assist in this effort, OCS created the Central Establishment Team within OCS Operations. This new team will work exclusively on Kalamazoo County IV-D establishment, in a similar capacity as county PA and combined office establishment staff. Currently there is one person assigned to this team with plans to hire more staff as OCS prepares to adopt a greater share of the Kalamazoo County establishment work.

2. Case Processing Manual and IV-D Training

OCS is creating a case processing manual to guide the Central Establishment Team and contracted attorneys in standard practices and approved policies. When the manual is complete, OCS will share it with IV-D staff for informational purposes, not as a directive to county establishment offices.

Staff of the firm who provide establishment services will be considered IV-D staff. They will take IV-D training courses to prepare for processing IV-D cases. They will also take confidentiality and security training per *Michigan IV-D Child Support Manual* Section 1.10. After training is completed, they will be granted the same access as other IV-D establishment staff for IV-D systems such as MiCSES,⁷ Business Objects, and mi-support.

3. Processing Cases Placed on Hold During the Transition

With the transition from Kalamazoo PA to OCS, there has been a lapse in working cases, and OCS placed most cases on hold in May 2025. OCS did perform some routine functions on select cases. OCS will now prioritize cases that were in process when the Kalamazoo County PA ceased IV-D work (e.g., genetic testing or service of process was complete, or parties had been interviewed), with the initial cases being those closest to completion, working backward toward new court action referrals (CARs).

OCS acknowledges that it will take some time to catch up on Kalamazoo County establishment cases, and the transition may be difficult at times. As the firm and the OCS team develop efficient and effective processes and hand-offs, OCS expects to improve the service. OCS and the firm are prioritizing the needs of the

⁷ MiCSES is the Michigan Child Support Enforcement System.

families of Kalamazoo County, and they ask for understanding from the IV-D community.

4. Office Location

OCS and the firm will perform services from their current locations and conduct much of the work remotely. For those situations in which in-person interactions are necessary or are requested by case participants, a location in Kalamazoo will be available to the team. OCS continues to refine these plans.

C. Contact information

OCS created an email inbox for the Central Establishment Team for all Kalamazoo IV-D-establishment-related emails. Additionally, OCS has created an IVR phone line queue for this team so IV-D staff and case participants can be routed to speak directly with a Central Establishment Team member. Staff from the firm have been assigned Michigan.gov email addresses and have obtained a dedicated phone line to use for all IV-D communication.

OCS Central Establishment Team:

Email: MDHHS-OCS-CET@michigan.gov
Phone: 866-540-0008; ask for Kalamazoo Establishment
Mailing Address:
PO Box 30125
Lansing, MI 48909

The law firm:

Email: WirthA5@michigan.gov
WirthC2@michigan.gov
Phone: 616-953-9526

OCS has updated the [County Information page](#) for Kalamazoo County on mi-support to reflect the change in providing IV-D establishment services.

D. Communications

OCS continues to work on MiCSES-generated letterhead, forms, templates, and merge fields to best reflect an establishment team that is not housed within or employed by the county.

At a later date, OCS will share the IV-D establishment processes that the Central Establishment Team will follow.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Program Leadership Group
Amanda Wirth and Christopher Wirth
Kalamazoo FOC

CONTACT PERSON:

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Prosecuting Attorney Liaison
517-335-3397
MayS13@michigan.gov

CC:

Kalamazoo County Friend of the Court
Kalamazoo County DHHS
MDHHS Bureau of Legal Affairs

SUPPORTING REFERENCES:

Federal
None

State
MCL 552.454(2)
MCL 722.3(3)
MCL 722.714(4)

ATTACHMENT(S):

None

MSB/SRM

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