

Michigan IV-D Child Support Manual
Michigan Department of Health and Human Services

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1. Legal Requirements

The Michigan IV-D program has a “responding case” when it receives an intergovernmental referral from another state, territory, tribe or country.

1.1 Responding Case Overview

Federal regulations include provisions of services in intergovernmental IV-D cases¹ and responding state responsibilities² for intergovernmental IV-D

¹ 45 Code of Federal Regulations (CFR) 303.7

² 45 CFR 303.7(d)(1-10)

referrals.³ An intergovernmental responding case exists when a tribunal outside of Michigan⁴ asks the Michigan IV-D program for assistance with a IV-D case. Michigan is considered the “responding state” when another state, country, territory or tribe initiates an intergovernmental case with the Michigan IV-D program.⁵

1.2 General Responsibilities for Responding States

Upon receipt of a request for services from an initiating IV-D agency, the responding state must:

- A. Accept and process an intergovernmental request for services regardless of whether the initiating state has a one-state solution(s) available;⁶
- B. Provide the same services for intergovernmental cases as those provided in intrastate IV-D cases.⁷ These services include, but are not limited to:
 - Establishing parentage;
 - Attempting to obtain a judgment for costs;
 - Establishing a support order;
 - Reporting overdue support to consumer reporting agencies;
 - Processing and enforcing support orders referred by another state, whether pursuant to the Uniform Interstate Family Support Act (UIFSA)⁸ or another legal process;
 - Collecting and monitoring support payments;
 - Forwarding payments to the correct location; and
 - Reviewing and adjusting an order upon request.
- C. Provide locate services when requested by the initiating tribunal or when the initiating tribunal does not provide adequate locate information on the NCP within 75 days of receiving an intergovernmental referral;⁹

³ An intergovernmental referral is a request from another IV-D agency. In addition to accepting intergovernmental referrals, Michigan IV-D workers must accept applications for IV-D services from individuals who reside outside of Michigan. However, an application for IV-D services is not an intergovernmental case unless Michigan has to request establishment and/or enforcement services from another IV-D agency.

⁴ Ref: [Section 7.15, “International,” of the Michigan IV-D Child Support Manual](#) for information on how to handle international responding cases. Unless otherwise noted in policy directly related to international cases, this manual section applies to IV-D interstate and tribal cases.

⁵ Michigan Compiled Law (MCL) 552.2102(w)

⁶ 45 CFR 303.7(d)(1); Ref: [Section 7.05, “Initiating Cases,” of the Michigan IV-D Child Support Manual](#) for information on one-state solutions.

⁷ 45 CFR 303.7(d)(6)

⁸ Ref: [Section 7.01, “Intergovernmental Overview,” of the Michigan IV-D Child Support Manual](#) for information about UIFSA.

⁹ 45 CFR 303.7(d)(2)

- D. Provide timely notice to the IV-D agency in the initiating state in advance of both formal and informal hearings that may result in establishment or adjustment of an order;
- E. Identify any fees or costs deducted from support payments when forwarding payments to the initiating agency;¹⁰
- F. Notify the IV-D agency in the initiating state within 10 working days of receipt of new information using the appropriate intergovernmental forms;¹¹
- G. Stop a Michigan-issued income withholding order for support and close the intergovernmental case within 10 working days of receipt of case-closure instructions from an initiating agency that intends to issue its own income withholding order, unless Michigan and the initiating tribunal reach an alternate agreement;¹² and
- H. Notify the initiating agency or tribunal when the Michigan IV-D program closes its case pursuant to one of the case-closure criteria.¹³

1.3 Michigan IV-D Worker Requirements

When an initiating state is requesting services from the Michigan IV-D program, the Michigan IV-D worker will:

- A. Within 75 calendar days¹⁴ of receipt of an intergovernmental referral from the Michigan Interstate Central Registry (ICR), the Michigan IV-D worker will:¹⁵
 - 1. Provide location services (if requested or necessary);
 - 2. Notify the IV-D agency in the initiating state if additional or corrected information, forms or documents are needed to continue case action; and
 - 3. Process the intergovernmental IV-D case to the extent possible while awaiting the necessary action by the initiating state.

¹⁰ 45 CFR 303.7(d)(8)

¹¹ 45 CFR 303.7(a)(7)

¹² 45 CFR 303.7(d)(9); 45 CFR 303.7(c)(12)

¹³ 45 CFR 303.7(d)(10); Ref: [Section 3.50, "Case Closure," of the Michigan IV-D Child Support Manual.](#)

¹⁴ 45 CFR 303.7(d)(2)

¹⁵ 45 CFR 303.7(d)(2)

- B. Within 10 working days of locating the non-custodial parent (NCP)¹⁶ in a different jurisdiction within Michigan, send the intergovernmental referral to the jurisdiction where the NCP resides, and notify the initiating state of this action.¹⁷
- C. Within 10 working days¹⁸ of locating the NCP in a different state:
 - 1. At the direction of the initiating state, return the intergovernmental referral, including information on the location of the NCP, to the initiating state, or send the referral to the Central Registry in the state where the NCP has been located; and
 - 2. Inform the Michigan ICR where the IV-D worker sent the intergovernmental referral.

2. Michigan Interstate Central Registry (ICR)

Federal regulations require initiating states to send intergovernmental referrals to the Central Registry in the responding state. The Michigan ICR will review the intergovernmental referral for completeness and send the case to the local IV-D office for processing.

2.1 Michigan ICR Worker Actions Upon Receipt of a *Child Support Enforcement Transmittal #1 – Initial Request* (FSA-200-1 or INTTRANS1)

The Michigan ICR worker will:

- A. Log the case.

Officially logging the case will start the clock for federal timeline requirements.

- B. Determine what type of request is being made.

The Michigan IV-D worker will review the intergovernmental referral, determine what the initiating state is requesting, and determine what documentation is needed to process the request.

- C. Review the intergovernmental referral for completeness.

¹⁶ UIFSA uses the term “obligee” to describe the individual or organization that is owed support, and the term “obligor” to describe the individual who owes support. This policy will use the traditional terms “custodial party (CP)” and “non-custodial parent (NCP)” that are used throughout the *Michigan IV-D Child Support Manual*.

¹⁷ 45 CFR 303.7(d)(4)

¹⁸ 45 CFR 303.7(d)(3)

The Michigan ICR worker will review the referral for completeness before referring the case to the appropriate local IV-D office.¹⁹ The Michigan ICR worker will refer to [Exhibit 7.01E1, Intergovernmental Referrals – Required UIFSA Forms](#) for a list of required documentation for each intergovernmental referral type.

D. Determine if the NCP address is verified.

An address provided by the initiating state on an intergovernmental form or a Child Support Enforcement Network (CSENet) transaction less than 60 days old is a verified address.²⁰ If the intergovernmental referral has an address with a confirmed date less than 60 days old, the Michigan ICR worker will enter it on the MiCSES²¹ *Address History* (AHIS) screen as a verified address by setting the address type to “Y – Confirmed/Verified Good” and selecting “INT – INTERSTATE” for the *Verified By* field, unless the initiating state includes a postal verification. If a postal verification is included, the Michigan ICR worker will enter “POS – POST OFFICE” in the *Verified By* field. The Michigan ICR worker will enter “CSN – CSENET” into the *Source* field.

If the address has a date that is more than 60 days old or does not have a confirmed date, the Michigan ICR worker will enter the address as an address type of “O – Other.” The Michigan ICR worker will include in the case note on the *Notes Processor* (NOTE) screen that the address provided by the initiating state is not verified because it is out-of-date or does not have a date included.

E. Enter case information in MiCSES.

The Michigan ICR worker will set up the case using information provided on the intergovernmental referral. If the ICR receives a referral where the gender of the NCP or CP is listed as “Other” on the intergovernmental form, the Michigan ICR worker will enter the gender of that individual as “Unknown” in MiCSES.

F. Generate and send the *Transmittal #1 – Initial Request Acknowledgment* (INTACK1).

The ICR worker will generate the *Transmittal #1 – Initial Request Acknowledgment* from the *Intergovernmental Send Correspondence* (ISND) screen and indicate that the intergovernmental referral was received. The *Transmittal #1 – Initial Request Acknowledgment* will also be used to request additional information if needed. The ICR worker will

¹⁹ 45 CFR 303.7(b)(2)(i)

²⁰ Ref: [Section 3.15, “Addresses,” of the Michigan IV-D Child Support Manual.](#)

²¹ MiCSES is the Michigan Child Support Enforcement System.

indicate the specific document(s) needed to complete the intergovernmental referral if the intergovernmental referral is incomplete. The *Transmittal #1 – Initial Request Acknowledgment* will also inform the initiating state where the Michigan ICR worker sent the intergovernmental case.²² The Michigan ICR worker will send the initiating tribunal or state the *Transmittal #1 – Initial Request Acknowledgment* and an electronic copy via CSENet.

G. Make a case note on the NOTE screen.

The Michigan ICR worker will leave a detailed case note on the NOTE screen for the Michigan IV-D worker in the local IV-D office. The Michigan ICR worker must include:

1. Who sent the intergovernmental referral;
2. What documents were included in the intergovernmental referral;
3. Any missing documentation that was requested in the *Transmittal #1 – Initial Request Acknowledgment*; and
4. Any other relevant information the local IV-D worker will need to process the case.

H. Forward the intergovernmental referral to the appropriate local IV-D office.

The Michigan ICR will send all responding intergovernmental referrals to the appropriate local IV-D offices through the Electronic Document Exchange (EDE) on the Federal Child Support Portal.²³ These referrals sent by the ICR are labeled as “unsolicited” documents in EDE. Unsolicited documents are available to IV-D workers for only 60 days in the EDE. The Michigan ICR worker will send the appropriate local IV-D office an email when there are 21 days remaining before the documents are deleted from the EDE.

1. Information Received Via Mail

If the Michigan ICR receives a paper copy of an intergovernmental referral through the mail, ICR staff will scan the referral and send it to the local IV-D office through the EDE.

2. Information Received Via EDE

If the Michigan ICR receives an intergovernmental referral through the EDE, ICR staff will forward it to the local IV-D office through the EDE.

²² 45 CFR 303.7(b)(2)(iii)

²³ Ref: [Section 3.06, “Federal Child Support Portal,” of the Michigan IV-D Child Support Manual](#) for more information on the EDE application. Ref: Section 7.01 of the *Michigan IV-D Child Support Manual* for more information on how the EDE is used in intergovernmental casework.

3. Timeframe the Michigan ICR Will Hold Documents

Until September 30, 2018, the Michigan ICR will hold the paper copy of an intergovernmental referral for 30 calendar days before shredding it. Effective October 1, 2018, the ICR will hold the paper copy for 14 calendar days before shredding it. IV-D workers will request paper copies from the originating state if the Michigan ICR has shredded them.

Note: A local IV-D office may request a paper copy of an imaged document from the Michigan ICR only if the electronic transmission of the document was incomplete or illegible. Due to limited resources, the Michigan ICR will not forward complete paper copies to a local IV-D office that chooses not to participate in the implementation of EDE.

2.2 Michigan ICR Worker Actions Upon Receiving a *Transmittal #2 – Subsequent Actions* (FSA-200-2 or INTTRANS2)

If the Michigan ICR receives a *Transmittal #2 – Subsequent Actions*, the Michigan ICR worker will identify the case in MiCSES using the case number on the transmittal. The Michigan ICR worker will enter a case note on the NOTE screen indicating the ICR received the *Transmittal #2 – Subsequent Actions* and what was contained in the transmittal. Then the Michigan ICR worker will send the *Transmittal #2 – Subsequent Actions* through the EDE to the local IV-D office working the case.

3. Establishment of Parentage and/or Support

The Michigan ICR worker will send intergovernmental referrals to the Prosecuting Attorney (PA) to request the establishment of parentage and/or support. The Michigan ICR worker will send all the documents received in the intergovernmental referral to the PA through the EDE. Upon receipt of the referral, the PA will follow Michigan policies and procedures to establish parentage similar to those used in an intrastate case.²⁴ The Michigan IV-D worker will complete the following tasks in addition to the tasks (s)he must complete in an intrastate establishment of parentage.

3.1 Request for Establishment of Parentage

Establishment of parentage in a responding intergovernmental case is much like establishment of parentage in an intrastate case. Parentage-only services are not available in an intergovernmental case, so if the initiating state is

²⁴ Ref: [Section 4.05, "Paternity Establishment," of the Michigan IV-D Child Support Manual](#) for more information.

requesting the establishment of parentage, it must also request the establishment of a support order.

If the initiating state is requesting parentage services, it will include the *Declaration in Support of Establishing Parentage* (FSA-204 or PATERNITYAFF). The initiating state must send a separate *Declaration in Support of Establishing Parentage* for each child on the case. If the child was born in Michigan, the Michigan IV-D worker will check to see if the parents on the case signed an *Affidavit of Parentage*. If not, the Michigan IV-D worker will proceed with establishment of parentage and will inform the alleged father and the initiating state of all scheduled appointments and hearings.

3.2 Establishment of Support

In an intergovernmental responding case, the Michigan IV-D worker will establish a support order much the same as a support order for an intrastate case. In addition to the usual establishment functions, the Michigan IV-D worker will:

- A. Review the case note on the NOTE screen left by the Michigan ICR worker when the CAR was sent.
- B. Review the intergovernmental referral for completeness.

The IV-D worker will ensure that all the documentation needed to establish an order is included with the intergovernmental referral.

- C. Update the *Intergovernmental Information* (ISIN) screen to ensure the Michigan IV-D worker's information is present and not the information for the initiating state's Central Registry.
- D. Request any documentation needed by sending the *Transmittal #1 – Initial Request Acknowledgment*.

When the Michigan ICR worker reviews an intergovernmental referral for completeness, (s)he only looks to see if the required federal forms are present. The Michigan IV-D worker may require other documentation to go forward on a case, such as driver's licenses, employment records, etc. The Michigan IV-D worker will request all documentation needed to proceed with the case.

- E. Locate the NCP.

The Michigan IV-D worker will use any locate tools available to locate the NCP.²⁵

²⁵ Ref: [Locate](#) documentation on mi-support for information on available locate tools.

F. Update the case and member information in MiCSES.

The Michigan IV-D worker will update the case and member information using the information sent with the intergovernmental referral. The Michigan IV-D worker will check all case and member information against the information in the *General Testimony* (FSA-202 or GENTEST), *Personal Information Form for UIFSA § 311* (SINTPERSINFO), and the *Child Support Agency Confidential Information Form* (SINTCONFINFO).

G. File a complaint using the *Complaint – Interstate* (1020) form located on the *Document Generation* (DOGN) screen.

H. After the order is established, send the certified court order and associated documentation to the CP's resident county in the initiating state.

Once the Michigan tribunal establishes the support order, the IV-D worker will send a copy of the support order and calculations of the child support amount, if any, to the NCP, the initiating state, and the FOC.

Example 1: Responding to a Request for Parentage and Order Establishment

The Kentucky IV-D program sends an intergovernmental referral to the Michigan ICR, requesting the establishment of parentage and an order for child support for the alleged father who resides in Michigan. The CP and child reside in Kentucky.

The Michigan ICR worker reviews the referral for completeness and sends it to the PA office in the county where the alleged father resides.²⁶ The Michigan ICR worker sends the *Transmittal #1 – Initial Request Acknowledgment* back to the initiating state, indicating that no additional documentation is needed.

Michigan IV-D workers will confirm that the alleged father currently resides in their county by verifying his address. When Michigan IV-D workers confirm the alleged father's residence, they will file a complaint using the *Complaint – Interstate* (1020) form on the DOGN screen. The Michigan IV-D worker will process the case just like an intrastate parentage case.

²⁶ Ref: Section 7.01 of the *Michigan IV-D Child Support Manual* for information on intergovernmental case types.

4. Enforcement of a Support Order

A support order not issued by a Michigan tribunal but registered in Michigan is fully enforceable as if it were a Michigan-issued order.²⁷ The order must be enforced as it is, unless a Michigan tribunal acquires continuing, exclusive jurisdiction (CEJ) and goes through the procedure outlined in UIFSA to modify the order.²⁸

When the Michigan IV-D program is enforcing an order issued by another jurisdiction, the laws of the other jurisdiction will prevail with respect to the terms of the order.²⁹ The laws and procedures of the original issuing jurisdiction will govern the terms, duration, computation and payment of arrearages, interest, satisfaction, and interpretation of the order.³⁰ Also, when both states involved have different statutes of limitations on the collection of arrears, the longer statute of limitations will apply.³¹

The Michigan IV-D worker will use all available enforcement remedies allowed by Michigan statutes and policies³² with the exception of submitting the case for federal tax refund offset. The initiating state will submit all eligible cases for federal tax refund offset.³³ IV-D staff in the responding state will submit an intergovernmental case for state tax refund offset in their state if necessary.³⁴

Upon receipt of an intergovernmental referral from the ICR, the Michigan IV-D worker will review the referral for completeness and ensure the case information is correct. The request could involve enforcing an order issued by Michigan, or it could involve registering and enforcing an order issued by a non-Michigan tribunal.

4.1 Request to Enforce a Michigan-Issued order

If the initiating state requests enforcement of a Michigan-issued order, the Michigan IV-D worker will enforce it as (s)he would enforce an intrastate case. Generally, the Michigan IV-D program is already enforcing the order, and the CP moves to a different state and applies for services. The Michigan IV-D program will continue to enforce the order, but the Michigan State Disbursement Unit (MiSDU) will forward the payments received from the NCP to the initiating state for disbursement.

²⁷ Ref: Section 7.05 of the *Michigan IV-D Child Support Manual* for what must be included in an intergovernmental referral for registration and enforcement.

²⁸ Ref: Section 7.01 of the *Michigan IV-D Child Support Manual* for information on CEJ.

²⁹ MCL 552.2603(3)

³⁰ MCL 552.2604(1)

³¹ MCL 552.2604(2)

³² Ref: [Chapter 6, "Enforcement," of the Michigan IV-D Child Support Manual](#) for available enforcement options.

³³ If the *Intergov* field on the DEMO screen in MiCSES is set to "Responding," the IV-D case will not be submitted for federal tax refund offset.

³⁴ 45 CFR 303.7(c)(8)

4.2 Request to Register and Enforce a Support Order Not Issued in Michigan

To ensure the proper registration of a support order, the Michigan IV-D worker will:

- A. Read the order(s) and ensure the payment history matches the ordered amount of support;
- B. Send copies of the order(s)³⁵ along with the registration statement to the county clerk, asking that the clerk file the case, open a file, and assign a docket number;
- C. After receiving a docket number from the county clerk, update the case information in MiCSES;
- D. Use the *Registration of Out-of-State Orders* (RGOO) chain³⁶ in MiCSES to start the registration process and generate the *Notice of Registration* (FEN260). The Michigan IV-D worker will enter the required case information in the notice;³⁷
- E. Serve a copy of the *Notice of Registration* along with a copy of the order and the arrears calculation to the NCP by certified return receipt mail. If Michigan IV-D workers are unsuccessful in serving the NCP through certified mail, they may ask their bench warrant officer or sheriff's department to serve the NCP;
- F. After receiving the "green card" from the post office verifying that the NCP has been served, the NCP has 20 days to object to the filing. If the NCP objects, the Michigan IV-D worker will schedule a hearing before a judge. If the NCP does not object within 20 days, the Michigan IV-D worker will complete the registration;
- G. Generate the *Order Confirming Registration* (FEN262) in the RGOO chain and obtain a judge's signature on the order. The Michigan IV-D worker will send a copy of this order to the initiating state and to the NCP; and
- H. Close the RGOO chain in MiCSES.³⁸ Once payments start coming in, Michigan IV-D workers will monitor the case for incoming payments just as they would monitor an intrastate case. They will use all enforcement

³⁵ Some court clerks require certified copies while some accept uncertified copies. FOC staff will confirm with their court clerk which is acceptable for registration.

³⁶ Ref: [MiCSES Customer Information Guide: RGOO – Registration of Foreign Support Orders Activity Chain](#) for more information on processing the registration using the RGOO chain.

³⁷ To ensure proper case processing in the RGOO chain, FOC staff may refer to [Workaround 2004-W013](#) on mi-support at: Systems > MiCSES > Workarounds.

³⁸ By closing the RGOO chain, the case will flow into standard enforcement in MiCSES.

remedies available under Michigan statutes and procedures, except they will not submit responding cases for federal tax refund offset.

Example 2: Michigan Responding to a Request for Enforcement of Another State's Order

California sends an intergovernmental referral to the Michigan ICR requesting enforcement of a California child support order. The NCP resides in Michigan, and the CP and child reside in California.

The Michigan ICR worker will receive the intergovernmental referral, review it for completeness, and send it to the appropriate FOC office. A Michigan ICR worker will indicate what is needed in the *Transmittal #1 – Initial Request Acknowledgment* and return it to the initiating tribunal. If the referral is incomplete, ICR staff will still send the intergovernmental referral to the appropriate office and request the missing information from the initiating tribunal in the *Transmittal #1 – Initial Request Acknowledgment*.

Michigan IV-D workers will confirm the NCP is in Michigan and currently resides in their county by verifying the NCP's address. Once the address is confirmed, the Michigan IV-D worker will add the obligation and any arrears reported in MiCSES.

Example 3: Unable to Serve the NCP

The Michigan IV-D worker has made attempts to serve the NCP with the complaint but has been unsuccessful.

The Michigan IV-D worker must complete locate efforts in compliance with federal regulations³⁹ and continue to attempt to serve the NCP. Michigan IV-D workers must notify the initiating state that they have been unable to serve the NCP, and that there are ongoing locate efforts. The Michigan IV-D worker will also ask the initiating state to provide notification if any NCP location information becomes available.

5. Modification of a Support Order

An initiating state can ask the Michigan IV-D program to modify an existing support order issued by either a Michigan tribunal or a non-Michigan tribunal. When the Michigan IV-D program receives an intergovernmental referral requesting modification of an order, the Michigan IV-D worker will confirm the Michigan tribunal can exercise CEJ.⁴⁰ The Michigan IV-D worker will make this determination even for orders previously issued by a Michigan tribunal because the issuing tribunal may have lost CEJ in certain circumstances. If the Michigan tribunal does not have CEJ to modify the order, the Michigan IV-D worker will contact the worker in the initiating

³⁹ 45 CFR 303.3

⁴⁰ Ref: Section 7.01 of the *Michigan IV-D Child Support Manual* for more information on determining who has CEJ.

state, notifying him/her that the Michigan tribunal does not have CEJ and cannot modify the order.

Once a Michigan tribunal registers the order for modification, the order can be modified using Michigan's laws and procedures. The only exception is when a Michigan tribunal modifies an order issued by another jurisdiction, the laws of the state that originally issued the order determine the duration of the order.⁴¹ When a Michigan tribunal has CEJ and modifies an order, the modified order is the controlling order. All states, including the order-issuing state, must recognize the modification.⁴² The Michigan IV-D worker will send a certified copy of the modified order to the initiating state.

6. Intergovernmental Referral Sent to an Incorrect Tribunal

If the initiating state sends an intergovernmental referral to the Michigan IV-D program and the Michigan IV-D worker determines the referral has not been sent to the appropriate tribunal, the Michigan IV-D worker will attempt to determine the appropriate tribunal within the federally required timeframes provided below. The appropriate tribunal could be within Michigan, in another state, in another tribe, or in another country. The Michigan IV-D worker will take the following actions if the appropriate tribunal is:

- Another **county** in Michigan – Within 10 working days of locating the NCP in another Michigan county, the Michigan IV-D worker will transfer the case using the CRAS screen and will notify the initiating agency where the case was sent.⁴³
- Another **state** – Within 10 working days of locating the NCP in another state, the Michigan IV-D worker will contact the initiating state's ICR and ask if the intergovernmental referral should be forwarded to the other state or be returned to the initiating agency.⁴⁴
- Another **country** – The IV-D worker will notify the initiating agency or party and return the referral to the initiating state.

7. Request for a Determination of Controlling Order (DCO)

If the initiating state requests a determination of controlling order (DCO):⁴⁵

- A. Michigan ICR staff will file the DCO request with the appropriate county tribunal within 30 calendar days of receipt of the request or the location of the NCP (whichever is later). If a Michigan IV-D worker receives the DCO request directly, (s)he can either process it or contact the ICR for assistance;⁴⁶ and

⁴¹ MCL 552.2611(3)

⁴² MCL 552.2612

⁴³ 45 CFR 303.7(d)(4)

⁴⁴ 45 CFR 303.7(d)(3)

⁴⁵ Ref: Section 7.01 of the *Michigan IV-D Child Support Manual* for information on DCOs.

⁴⁶ 45 CFR 303.7(d)(5)(i)

B. Within 30 calendar days of receipt of the controlling order determination, the Michigan IV-D worker will notify the following about the determination and any reconciled arrearages:⁴⁷

- The initiating state's IV-D agency;
- The state that is determined to have the controlling order; and
- Any other state where a support order in the case was issued or registered.

Note: If the initiating state requests any order and payment record information for a controlling order determination and a reconciliation of arrearages, the Michigan IV-D worker must provide the information within 30 **working days**, or notify the other state when it will be provided.⁴⁸

8. Requests for Limited Services

When a state IV-D agency seeks specific interventions to aid its case without the responding state having to open a IV-D case, it will make a limited service request. A state sending a request for limited services has no intention to involve the responding state in the entire life of the case. The Michigan IV-D program will not open a IV-D case upon receipt of a limited service request. Limited-service requests are sent through the UIFSA form *Transmittal #3 – Request for Assistance/Discovery*.

The Michigan IV-D program has an obligation to cooperate with the following limited-service requests:

- Quick locate;
- Service of process;
- Assistance with discovery;
- Assistance with genetic testing;
- Teleconference hearings;
- Administrative reviews;
- High-volume automated administrative enforcement; and
- Requests for copies of court orders and payment records.⁴⁹

IV-D workers may, at their discretion, honor requests for other limited services.⁵⁰

Requesting states will send requests for limited services to the ICR. The ICR will review the request and send it to the appropriate functional area to complete the request. For the most part, this will be the county office where the order was issued and/or enforced or where an individual on the requesting state's case resides. Requests for locate-only services will be sent to the OCS locate team.

⁴⁷ 45 CFR 303.7(d)(5)(ii)

⁴⁸ 45 CFR 303.7(a)(6)

⁴⁹ 45 CFR 303.7(a)(8)

⁵⁰ 45 CFR 303.7(a)(8)

9. Third-Party Cases

There may be instances in which the Michigan IV-D program is enforcing another state's order that requires the NCP to pay both the CP and a third-party custodian. This would involve two separate IV-D cases. The Michigan IV-D program will enforce these cases pursuant to the initiating state's laws and remit payments to the other state's disbursement unit for distribution to the parties.

There are many states that require separate IV-D cases for each child, even when each child has the same foster care provider/guardian and NCP. In this situation, the Michigan IV-D worker will set up separate IV-D cases.

10. Case-Processing Costs

The IV-D agency in the responding state is responsible for the payment of costs it incurs in processing intergovernmental IV-D cases.

10.1 Genetic Testing Costs

The IV-D agency in the responding state must pay for the costs of genetic testing for all parties in actions to establish paternity.

If paternity is established in the initiating state, the initiating state is entitled to reimbursement of the costs of genetic testing for the child and the mother, the costs of mailing the samples to the laboratory, and the testing costs. PAs will recover case-processing costs using the same procedures for an intrastate case.⁵¹

10.2 Cost-Recovery Exceptions

The IV-D agency in the responding state may recover case-processing costs⁵² except in two types of cases:

1. A public assistance case (e.g., Family Independence Program,⁵³ Food Assistance Program, Medicaid, and/or Child Development and Care); or

⁵¹ Ref: [Section 4.10, "Genetic Testing," of the *Michigan IV-D Child Support Manual*.](#)

⁵² Ref: [Section 5.70, "Fees \(SF/PF, OSR and FFEE\)," of the *Michigan IV-D Child Support Manual*](#) for information on Out-of-State Recovery (OSR) Fees.

⁵³ Temporary Assistance for Needy Families (TANF) is also known as Family Independence Program in Michigan.

2. A case involving a foreign country⁵⁴ or a case with an NCP residing in a foreign country.⁵⁵

11. UIFSA 319(b) Requests for Redirection of Payments

The Michigan IV-D program has decided to not issue 319(b) requests for redirection, and the Michigan IV-D worker must not send these requests to other states.

If a Michigan IV-D worker receives a 319(b) request, (s)he will contact the caseworker in the requesting state and ask that the state use a different method of enforcement.⁵⁶ The Michigan IV-D worker will explain that MiCSES is set up in a way that, if payments are not flowing through the MiSDU, the Michigan IV-D worker will do one of the following:

- Close the IV-D case, making it impossible for the Michigan IV-D Program to act as the official record-keeper; or
- Keep the IV-D case open and risk automatic enforcement actions because MiCSES would show that no payments are being made.

Also, according to Office of Child Support Enforcement (OCSE) policy, a 319(b) redirection request is only appropriate when the order-issuing state has closed its case.⁵⁷ If Michigan's IV-D case is still open, IV-D workers will advise the requesting state that according to OCSE, a 319(b) redirection is inappropriate in the case in question. The state making the 319(b) request does not have to honor the IV-D worker's desire for alternative actions.

SUPPORTING REFERENCES:

Federal

45 CFR 303.3
45 CFR 303.7
45 CFR 303.7(a)(6)
45 CFR 303.7(a)(7)-(8)
45 CFR 303.7(b)(2)(i)
45 CFR 303.7(b)(2)(iii)
45 CFR 303.7(c)(8)
45 CFR 303.7(c)(12)
45 CFR 303.7(d)(1)-(10)
45 CFR 303.11(e)(2)

OCSE AT-91-11
OCSE AT-17-07

⁵⁴ Ref: Section 7.15 of the *Michigan IV-D Child Support Manual* for the UIFSA definition of "foreign country."

⁵⁵ Ref: 45 CFR 303.11(e)(2)

⁵⁶ Ref: Section 7.01 of the *Michigan IV-D Child Support Manual* for information on 319(b) requests.

⁵⁷ Ref: [OCSE Action Transmittal \(AT\)-17-07, Interstate Child Support Payment Processing](#).

State

MCL 552.2102(w)

MCL 552.2319(2)

MCL 552.2602(1)

MCL 552.2603(3)

MCL 552.2604(1)-(2)

MCL 552.2611(3)

MCL 552.2612

Michigan Court Rule (MCR) 3.203

REVISION HISTORY:

[IV-D Memorandum 2018-013](#)

IV-D Memorandum 2017-026