



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



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MICHIGAN IV-D ACTION TRANSMITTAL 2006-008

TO: All Office of Child Support (OCS) Staff
All Friends of the Court (FOCs)
All Prosecuting Attorneys (PAs)

FROM: Marilyn F. Stephen, Director
Office of Child Support

DATE: February 13, 2006

SUBJECT: Adding a Child to a IV-D Case

PURPOSE:

This Action Transmittal (AT) provides information to IV-D staff concerning the addition of a child to a IV-D case by support specialist (SS) and FOC staff.

After the Michigan Child Support Enforcement System (MiCSES) February maintenance release, the *Case Member Addition* (CMAD) screen and case assignment functionality will change. Because of this change, SS and FOC workers must exercise caution when adding a child to a IV-D case. It is imperative this new functionality will not compromise MiCSES' current ability to monitor and initiate action on a IV-D case in which a court order does not exist for **all** children on the case.

HISTORY AND BACKGROUND:

Prior to the MiCSES February release, there were problems with the case assignment process:

- Incorrect case assignment occurred when an SS assigned to the interstate central registry (ICR) or an FOC worker added a new or existing member¹ to an existing IV-D case on the CMAD screen. If the case was assigned to the ICR or the enforcement (ENF) functional area, MiCSES automatically reassigned the IV-D case to the SS functional area and changed the assigned case county; and
- To prevent case reassignment, workaround 2003-046 instructed ICR and FOC workers to make the Case Type "Non-IV-D" before adding a child to an existing IV-D case.

¹ A member can be the custodial party, non-custodial parent or child.

With the MiCSES February maintenance release, the following changes will occur:

- When an SS assigned to the ICR or an FOC worker adds a new or existing member to a IV-D case in the ENF or ICR functional area, MiCSES will not reassign the IV-D case to the SS functional area. The case will remain in either the ENF or ICR functional area with the same case county assignment; and
- Workaround 2003-046 will no longer be valid and will be obsolete with the February maintenance release.

After the February release, the following functionality will remain the same:

- A new or existing member added to a IV-D case in the SS functional area will remain in the SS functional area with the same case county assignment;
- A new or existing member added to a IV-D case in the establishment (EST) functional area will be reassigned to the SS functional area with the same case county assignment;
- An SS may add a member to a IV-D case in the ENF functional area regardless of the case county;
- FOC staff may add a member to a IV-D case in the SS functional area only if the FOC worker is located in the same county as the IV-D case; and
- MiCSES will send an automated communication to another state via the Child Support Enforcement Network (CSENet) when a IV-D worker adds a member to an interstate IV-D case.

POLICY:

There is no change to current policy with the CMAD screen and case assignment functionality changes. SS and FOC workers must continue to add a child to a IV-D case as follows:

- SSs will add a child to a IV-D case in which paternity or support action is needed **or** if a court order exists for the child; and
- FOC staff will add a child to a IV-D case only if a court order exists for the child.

LEGAL REFERENCES:

Federal

45 Code of Federal Regulations (CFR) 303.2

45 CFR 303.4 – 303.6

State

None

POLICY REFERENCE:

Combined IV-D Manual Item 110, *IV-D Case Initiation and Establishment*

AT MAINTENANCE:

Retain until further notice.

EFFECTIVE DATE: Upon receipt.

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