



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING



MARIANNE UDOW  
DIRECTOR

**MICHIGAN IV-D ACTION TRANSMITTAL 2006-025**

**TO:** All Prosecuting Attorney (PA) Staff  
All Friend of the Court (FOC) Staff  
All Office of Child Support (OCS) Staff

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

**DATE:** June 12, 2006

**SUBJECT:** Changing Michigan's IV-D Case Identifier to the Michigan Child Support Enforcement System (MiCSES) *IV-D Case Number* for Reporting to the Federal Case Registry (FCR)

**PURPOSE:**

This Action Transmittal (AT) provides information regarding the use of MiCSES' *IV-D Case Number* as Michigan's single case identifying (ID) number on all IV-D cases and court orders<sup>1</sup> that are sent to the FCR as required for federal reporting and other activities. With the MiCSES 4.0 Release, Michigan will report MiCSES' *IV-D Case Number* to the FCR.

OCS, PA and FOC staff will notice an influx of Child Support Enforcement Network (CSENet) alerts as the State Case Registry (SCR) and FCR synchronize the new Michigan case IDs. This one-time massive change will also cause a mass influx of alerts to other states as the change passes through the FCR. Federal FCR staff will send an email (Eflash) to other states notifying them of the change in Michigan. Michigan IV-D workers may receive telephone calls from other states' IV-D workers regarding which IV-D case ID is correct. When the implementation plans for the one-time massive change are finalized, child support workers will be notified of the implementation date.

**BACKGROUND:**

The FCR is a database maintained by the federal government. It is a repository of all child support cases in the United States and the four U.S. territories (Guam, Puerto Rico, U.S. Virgin Islands and the District of Columbia). The FCR proactively matches

---

<sup>1</sup> In MiCSES, these are court orders associated to non-IV-D cases.

individuals on child support cases in different states and returns potential matches back to all states that share a common individual.

In 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) required all states to transmit data to the FCR beginning October 1, 1998. With this new law, the federal Office of Child Support Enforcement (OCSE)<sup>2</sup> mandated all states to include an SCR in their automated child support systems. Michigan's SCR is an electronic repository of both IV-D and non-IV-D cases<sup>3</sup> that reflects what is in MiCSES.<sup>4</sup>

When Michigan's SCR was designed and programmed in the late 1990s, support specialists (SSs), PAs and FOCs used different automated systems, and the systems had different case IDs. The SSs used the Child Support Enforcement System (CSES) *IV-D Case Number*, and the PAs and FOCs used the *Docket Number* assigned by the court. Michigan's SCR consolidated the two case IDs (*IV-D Case Number* and *Docket Number*) into a single case ID for purposes of federal reporting. This "third" number was then forwarded to the FCR.

The SCR-created ID (the "third" number) caused several problems:

- MiCSES did not have this number in the system;
- Michigan had difficulty transmitting information from its SCR to the FCR and receiving data in return;
- The FCR had difficulty forwarding data to other states with a number that was not a MiCSES number;
- OCS was unable to open up CSENet communications for all states because of the case ID in the FCR;
- OCS was unable to participate in the federal Interstate Reconciliation Project; and
- Duplicate cases reported to the FCR incorrectly increased Michigan's case count.

At the end of 2004, OCSE asked Michigan to change this SCR-created ID to a number MiCSES would recognize. Other system priorities kept Michigan from undertaking such an effort, but now Michigan is prepared to implement it.

---

<sup>2</sup> Ref: Dear Colleague Letter (DCL) 98-41, *Federal Case Registry and State Case Registries*, at: <http://www.acf.dhhs.gov/programs/cse/pol/DCL/dcl9841.htm>.

<sup>3</sup> DCL 98-41 requires states to report non-IV-D orders entered or modified after October 1, 1998. However, Michigan reports all non-IV-D cases with court orders regardless of whether they were entered or modified after October 1, 1998.

<sup>4</sup> Michigan's SCR is located within the Data Warehouse (DW). Ref: *Data Warehouse, Customer Information Guide* at: <http://mi-support.cses.state.mi.us/systems/dwdocs/cig/DataWarehouse.pdf>.

## PROGRAM ACTIONS AND POLICY INFORMATION:

Using the MiCSES *IV-D Case Number* as Michigan's single case ID will allow Michigan to exchange more accurate information with the FCR. According to OCSE,<sup>5</sup> the standardization of IV-D case IDs is paramount to the success of external communications.

The current process within DW (Ref: Attachment 1) will remain as follows:

1. The Data Interface Guide (DIG) retrieves and sends case and member information from MiCSES to the DW;
2. The DW assesses members for duplication and combines cases that have the same custodial party (CP) and non-custodial parent (NCP) into a single-family case;
3. The DW includes all shared dependents in the single-family case;
4. The DW stores the single-family case in the Federal Case Inventory (FCI); and
5. From the FCI, MiCSES project staff forward IV-D cases, non-IV-D cases with court orders and all associated members to the FCR.

OCS, along with the partners, developed a hierarchy (Ref: Attachment 2) to determine the MiCSES *IV-D Case Number* (associated with a single-family case) that will be reported to the FCR. FOC and PA staff will still use their court *Docket Numbers* for judicial purposes, but the above process will allow Michigan to forward to the FCR the case and member information that best represents Michigan IV-D cases.

Because of the new hierarchy and the fact that multiple MiCSES cases are combined into one, a IV-D worker from another state may call a Michigan IV-D worker and provide a different MiCSES *IV-D Case Number* than the one that the Michigan IV-D worker is assigned. This occurs when the FCR has sent the other state a proactive match regarding a shared individual.<sup>6</sup> This is the result of duplicate cases in MiCSES (i.e., the SCR combines duplicate cases into a single-family case and the new hierarchy will select one MiCSES *IV-D Case Number*). For example:

- *IV-D Case Number* 123 is an initiating interstate case with child 1 and a paternity ("DP") order established with the mother as the CP and the father as the NCP;
- *IV-D Case Number* 234 is a non-IV-D case with child 2 and a divorce, minor children ("DM") order established with the same mother as the CP on Case 123 and the same father as the NCP on Case 123; and
- *IV-D Case Number* 345 is a IV-D case with child 3 and no court order with the same mother as the CP on Cases 123 and 234 and the same father as the NCP on Cases 123 and 234.

---

<sup>5</sup> Ref: DCL 04-42, *Standardization of IV-D Case Identifiers*, at: <http://www.acf.dhhs.gov/programs/cse/pol/DCL/2004/dcl-04-42.htm>.

<sup>6</sup> This will not occur for cases that are sent or received via CSENet because CSENet transmissions use the proper assigned MiCSES *IV-D Case Number*.

The FCI combines all five members from the three cases into a single-family case and selects *IV-D Case Number* 123 to report to the FCR.

To determine which *IV-D Case Number* is reported to the FCR, IV-D workers may cross-reference Michigan child support case information with FCI case information in the DW.<sup>7</sup> To view the information, IV-D staff must select the “Federal Case Registry Cross Referencing (FCI Query Search)” button on the *Friend of the Court Queries* screen. IV-D workers may search the FCI data by the MiCSES *IV-D Case Number*, *Member ID* or Social Security number (SSN). The DW will display results on individuals, showing relationships between multiple Michigan child support cases and the single-family case that is reported to the FCR. It will also display the MiCSES *IV-D Case Number*, the *Member ID* and the SSN for all members, along with the previous SCR-created case ID.

The Michigan State Disbursement Unit (MiSDU) and the electronic funds transfers (EFTs) will not be affected. The MiSDU can receipt payments with either the MiCSES *IV-D Case Number* or the *Docket Number*.

Besides eliminating the problems listed earlier, the implementation of the new hierarchy will eliminate some of the duplicate IV-D cases forwarded to the FCR. As a result, Michigan may notice a drop in its federal case count.

**LEGAL REFERENCES:**

Federal

42 United States Code (USC) 654(6)(A)  
45 Code of Federal Regulations (CFR)  
307.11(e) and (f)

State

None

**POLICY REFERENCES:**

OCSE AT 98-08  
OCSE DCL 98-41  
OCSE DCL 04-42

**AT MAINTENANCE:**

Retain AT until further notice.

**EFFECTIVE DATE:**

Upon receipt.

**REVIEW PARTICIPANTS:**

Program Leadership Group (PLG)  
Friend of the Court Association (FOCA)  
reviewers

---

<sup>7</sup> Ref: *How to: Query the Data Warehouse at:*  
[http://mi-support.cses.state.mi.us/systems/dwdocs/qrg/query\\_the\\_DW.htm](http://mi-support.cses.state.mi.us/systems/dwdocs/qrg/query_the_DW.htm).

Case Management Work Improvement Team  
(CM-WIT) members  
Lynn Davidson, Macomb County FOC  
Dave Clagett, Prosecuting Attorneys  
Association of Michigan

**CONTACT PERSON:**

Ardene K. Martin  
Senior Business Analyst  
Case Management Policy  
[MartinA2@michigan.gov](mailto:MartinA2@michigan.gov)  
517-241-5017

**ATTACHMENTS:**

*Attachment 1: State Case Registry Process  
Flowchart in the Data Warehouse*  
*Attachment 2: Federal Case Registry  
Reporting Hierarchy Flowchart*

**CC:**

None

**MFS/AM**