



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN IV-D ACTION TRANSMITTAL 2007-021

TO: All Prosecuting Attorney (PA) Staff
All Friend of the Court (FOC) Staff
State Court Administrative Office (SCAO) Staff

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

DATE: May 24, 2007

SUBJECT: **REVISED:** State Directive Information

PURPOSE:

On March 29, 2007, Governor Jennifer Granholm issued 10 executive directives to reduce spending in state government. This Action Transmittal (AT) informs IV-D staff of these directives and how they will affect local partners.

This AT has been updated to include an exemption for the travel moratorium (directive 2007-19). County staff will continue to be reimbursed for travel expenses when participating in user acceptance testing (UAT).

A change bar in the left margin identifies the changes since the previous publication of this AT.

BACKGROUND:

The directives, which will be effective through September 30, 2007, are as follows:

- Special monitor for state purchasing (2007-10)
- Moratorium on state grant expenditures (2007-11)
- Moratorium on state employee training expenditures (2007-12)
- Moratorium on statewide hiring, creation of new positions, filling vacant positions, transfers, and promotions (2007-13)
- Moratorium on performance pay awards (2007-14)
- Collecting revenue payable to the state of Michigan (2007-15)
- Reduction of state expenditures for periodical subscriptions and other subscription services (2007-16)

- Restrictions on purchase of non-essential supplies, materials, equipment, printing, or other products (2007-17)
- Moratorium on service contracts and use of temporary employees (2007-18)
- Travel moratorium (2007-19)

A detailed description of these directives is located at:
<http://www.michigan.gov/gov/0,1607,7-168-36898---,00.html>.

The two directives that affect FOC and PA staff are:

- Moratorium on state employee training expenditures (2007-12); and
- Travel moratorium (2007-19).

This AT will be updated again if Office of Child Support (OCS) staff receive additional information on any of the directives indicating an impact on county staff that OCS has not foreseen.

PROGRAM ACTIONS AND POLICY INFORMATION:

I. Moratorium on State Employee Training Expenditures (2007-12)

- A. As a result of this directive, new employee training for all IV-D staff will continue to be scheduled, but with the following changes:
1. No training class will be conducted if the number of participants is fewer than six.
 2. Training will continue to be scheduled in Office of Professional Development Centers throughout the state, but the frequency of the training will be reduced.
- B. Other changes regarding training courses are as follows:
1. The beginning to intermediate Interstate course will not be delivered via classroom training April 6, 2007, through September 30, 2007.
 2. OCS will only schedule classroom training courses that are mandated by state or federal regulations or that meet the exception criteria outlined in the governor's directive.

II. Travel Moratorium (2007-19)

- A. Travel restrictions for training

1. Effective immediately, the Department of Information Technology, through the Michigan Child Support Enforcement System (MiCSES) contract, will not pay the travel expenses for county staff when they attend future training classes.
2. As a result of travel restrictions, the use of technology is recommended as an alternative to travel.
 - a. Training Services will increase efforts to develop and deliver training using technology. If possible, e-learning training, WebEx meeting software, Timbuktu software, audio conferencing and video conferencing will be used to provide training to partner staff.
 - b. Although budgetary constraints require that the current process for webcast training be discontinued, Training Services staff are exploring low-cost methods for providing webcast training in the future.

Note: MiCSES documentation will continue to be posted on mi-support without interruption.

B. Travel restrictions for the MiCSES project

1. Effective immediately, the MiCSES project will not reimburse county personnel for future travel to joint application design (JAD) or Ticket Assessment Group (TAG) sessions.¹ However, the MiCSES project will continue to reimburse county personnel for travel expenses related to UAT.
2. County FOC and PA participation in these sessions remains critical to the ultimate success of any changes to MiCSES. OCS and MiCSES project staff will continue to ask FOC and PA staff to participate.

C. Travel restrictions for work improvement team (WIT) and workgroup meetings

As outlined in the *Description and Explanation of Partnership Structure* document dated June 25, 2003,² section 9.1, travel to WIT and workgroup meetings will not be reimbursed by the state of Michigan. WIT and workgroup co-leads have been instructed to conduct meetings through teleconference, telephone, email or any other method that will not include travel.

D. Options for travel reimbursement

If a county chooses to send staff for training, MiCSES meetings, or WIT/workgroup meetings, their travel can be billed to the Cooperative

¹ OCS and MiCSES management staff are exploring ways to request exemptions to allow critical travel to be reimbursed.

² Ref: http://mi-support.cses.state.mi.us/partneractivities/Work_Improvement/Partnering_Description.pdf.

Reimbursement Program (CRP) and it will be reimbursed at the 66 percent federal financial participation rate (FFP).

ADDITIONAL INFORMATION:

OCS staff will provide more information on directives affecting IV-D staff as it becomes available.

LEGAL REFERENCES: Federal
None

State
None

POLICY REFERENCES: None

AT MAINTENANCE: Retain AT until further notice.

EFFECTIVE DATE: Upon receipt.

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