



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



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GOVERNOR

MICHIGAN IV-D ACTION TRANSMITTAL 2007-029

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: October 22, 2007

SUBJECT: Implementation of the State Verification Exchange System (SVES)
Program in the Data Warehouse Business Objects

PURPOSE:

This Action Transmittal (AT) describes the SVES information (SVES report)¹ that will be available to IV-D staff through the Business Objects² program after the Michigan Child Support Enforcement System (MiCSES) 4.7 Release. The SVES report will provide Social Security Administration (SSA) and locate information on child support parties³ as well as information regarding incarcerated individuals.

BACKGROUND:

The federal Office of Child Support Enforcement (OCSE) and SSA collaborated to provide SSA data to child support agencies through the Federal Parent Locator Service (FPLS). SVES data contains information for NCPs, CPs and PFs who receive:

- Title II, Federal Old-Age, Survivors, Disability Insurance benefits; or
- Title XVI, Supplemental Security Income (SSI) benefits.

¹ The SVES report consists of four reports, which are discussed in Section 3 of this AT.

² Business Objects is a reporting tool used to run specific queries on the Data Warehouse. Ref: *MiCSES Customer Information Guide (CIG): Data Warehouse* and *MiCSES Quick Reference Guides (QRGs): Running a Query in Business Objects and Data Warehouse – Business Objects Login Procedures*.

³ The child support parties include the non-custodial parent (NCP), the custodial party (CP) or a putative father (PF). Children are not currently included in the returned SVES report; however, a Helpdesk ticket has been opened asking that children be included in a future release.

The SVES report will also provide information on child support parties who are incarcerated in federal, state or local prisons and jails.⁴

Before SVES data was included in Business Objects, child support staff obtained SSA information by calling the local SSA office. The availability of SVES data in Business Objects will allow staff to verify SSA and prisoner information without having to call the local SSA office. Additionally, this information will:

- Aid staff in initiating income withholding orders (IWNs);⁵
- Provide evidence of income or a change in circumstances for review and modification of child support obligations;
- Help locate parties; and
- Aid in closing cases.

PROGRAM ACTIONS AND POLICY INFORMATION:

Obtaining and using SVES information will enhance IV-D staffs' ability to handle IV-D cases because it provides detailed locate, income and benefit information for the parties.

1. Submitting Requests to SVES

Requests for SVES information will be made in three ways:

1. MiCSES will automatically send the member to FPLS because (s)he is marked as "not located" on MiCSES;
2. MiCSES will automatically send a Federal Case Registry (FCR) add or modification when the member's FCR record is added or changed;⁶ and
3. A IV-D worker will manually request the member be sent to FPLS on the *Locate Request* (LREQ) screen.⁷

MiCSES will not send an automatic or manual request for FPLS unless there is a verified Social Security number (SSN) for the member.

⁴ Ref: Attachment to OCSE's Dear Colleague Letter (DCL) 05-35, *Social Security Administration's State Verification and Exchange System: Benefits to State Child Support Enforcement Agencies*, at: <http://www.acf.hhs.gov/programs/cse/pol/DCL/2005/dcl-05-35a.doc>.

⁵ All IWNs being sent to SSA as a result of SVES data must be sent to the local SSA office and not to the SSA/OCSE special post office (P.O.) box used in 2004 and 2005. This P.O. box was closed September 30, 2005.

⁶ Ref: DCL 98-41, *Federal Case Registry and State Case Registries*, at: <http://www.acf.hhs.gov/programs/cse/pol/DCL/1998/dcl9841.htm>.

⁷ Ref: *Screen Description – LREQ – Locate Request, MiCSES QRG: (Locate Request) LREQ – Initiating a Manual Locate Request – FPLS, and MiCSES CIG: Locate Interface (BATCH_CFLC) Batch Process*, for information on submitting a locate request.

FPLS will not return any information if Michigan or any other state has marked a case with a family violence indicator (FVI). Specifically, no information will be returned if MiCSES has sent the FCR a case that has been marked with any of the following FVI reason codes:⁸

- PW – Michigan personal protection order (PPO) with confidential address, when the PPO contains a confidential address provision;
- FW – Foreign PPO with confidential address, when the PPO contains a confidential address provision;
- SS – Sworn statement;
- FP – FPLS has returned a confidential address; or
- CT – The court has ordered the address be protected.

2. Business Objects

The primary purpose of the Data Warehouse is to collect data from different sources and provide IV-D staff the ability to search for and review child support case information. IV-D staff may only view and print data from Business Objects; Business Objects will not download data into MiCSES.⁹

IV-D staff and MiCSES may send full child support locate requests to SVES through the FCR. SVES will return matched information to the Data Warehouse: the information will be available through Business Objects approximately one week after the locate request is made.

2.1 IV-D staff may search for child support case information in Business Objects using any of the following search criteria or a combination of the criteria:

- SSN;
- Birth month;
- Birth day;
- Birth year;
- Last name;
- First name;
- Date range (the span of dates the response may have been received);
- County code; and
- Prison type (when searching for prisoner information).¹⁰

Note: Each field must either have a specific criterion or “ALL” selected.¹¹

⁸ Ref: AT 2007-024, **REVISED:** *Family Violence Indicator (FVI) and the Michigan Child Support Enforcement System (MiCSES) 4.5 Release Federal Case Registry (FCR) Reporting Change*, at: http://mi-support.cses.state.mi.us/policy/stateat/?year=2007#AT2007_024.

⁹ Ref: *MiCSES CIG: Data Warehouse*, and *MiCSES QRG: Running a Query in Business Objects*.

¹⁰ Prison type is not selectable for Title II or Title XVI searches.

¹¹ For SSN, “ALL” is entered as “1,” but for all other fields, it is “ALL.”

Example:

An FOC worker is querying prison information and selects SSN = 1, Birth month = May, Birth day = ALL, Birth year = ALL, Last name = Smith, First name = Robert, Date range = ALL, County code = ALL and Prison type = 1 (state prison facility). The results will list all Robert Smiths, born in May, being held in a state prison.

2.2 Business Objects will return up to 10,000 rows of information for each request. If more than 10,000 rows are found, the additional rows will not show. If the query reaches the 10,000 row limit, IV-D staff must narrow their search by limiting their search criteria.

3. Acting on SVES Data

The SVES report is divided into four reports.¹² Each CP or NCP will be placed on only one of the reports. IV-D staff must review each of the four reports individually to determine whether SVES contains data on a member. For example, running a Title II search will only bring back information on the *Title II Report* and not on any other report. Once the data is returned, IV-D staff may print the report and use it for IV-D purposes.

OCSE considers the data returned on SVES to be verified. However, the data may change over time as individuals go on and off of disability and are released from or moved within the corrections system.

3.1 *Title II – SSA Retirement, Survivors, Disability and Health Insurance Benefits Information (Title II Report)*¹³

Title II benefits are retirement, survivors, disability or health insurance benefits. Members on this report include:

- Individuals who have started receiving partial benefits at the age of 62 or received their full benefits when the old-age threshold is reached (65 for persons born before 1938, 66 for persons born between 1938 and 1960, and 67 for those born after 1960);¹⁴
- Individuals who cannot work because of a medical condition that is expected to last at least one year or result in death;¹⁵

¹² The Business Object reports are QN-112 for Title II, QN-113 for Title XVI, QN-114 for prisoner data and QN-115 for participant not found.

¹³ While this report is named *SSA Retirement, Survivors, Disability and Health Insurance Benefits*, the United States Code (USC) title is *Federal Old-Age, Survivors, Disability Insurance Benefits*. Both refer to the same type of benefits.

¹⁴ Ref: *Retirement Benefits*, SSA publication (pub.) no. 05-10035, January 2007, at: <http://www.ssa.gov/pubs/10035.html>.

¹⁵ Ref: *Disability Benefits*, SSA pub. no. 05-10029, January 2006, at: <http://www.ssa.gov/pubs/10029.html>.

- Surviving family members of a deceased individual, including the individual's surviving wife/husband, dependent children or dependent parents;¹⁶
- Unmarried children of retired or disabled parents, including adopted children, up to age 18 or up to age 19 if they are full-time students who have not yet graduated from high school;¹⁷ or
- Unmarried children over the age of 18 if they have a disability that started before age 22.¹⁸

3.2 SVES Title XVI – Supplemental Security Income Benefits Information (Title XVI Report)

Title XVI benefits are SSI for the aged, blind and disabled. Individuals on this report include:

- Disabled or blind children with income levels that fall within the eligibility limit for SSI;¹⁹ or
- Individuals who have low income and limited resources and are:
 - Over the age of 65;
 - Blind; or
 - Disabled.²⁰

3.3 SVES – Prisoner Information Report

Individuals on the *Prisoner Information Report* are under the jurisdiction of the Bureau of Prisons and are incarcerated in federal, state or local correctional facilities.²¹

The Bureau of Prisons data does not provide prisoners' future release dates to SVES. IV-D staff may find a prisoner's date of release by checking:

- The Bureau of Prisons Inmate Locator at: <http://www.bop.gov/iloc2/LocateInmate.jsp> for prisoners in federal correctional institutions; or

¹⁶ Ref: *Survivors Benefits*, SSA pub. no. 05-10084, July 2006, at: <http://www.ssa.gov/pubs/10084.html>.

¹⁷ Ref: *Retirement Benefits*, SSA pub. no. 05-10035 and *Disability Benefits*, SSA pub. no. 05-10029.

¹⁸ Ref: *Benefits For Children With Disabilities*, SSA pub. no. 05-10026, January 2007, at: <http://www.ssa.gov/pubs/10026.html>.

¹⁹ Ref: *Benefits For Children With Disabilities*, SSA pub. no. 05-10026.

²⁰ Ref: *Supplemental Security Income (SSI)*, SSA pub. no. 05-11000, August 2005, at: <http://www.ssa.gov/pubs/11000.html>.

²¹ SSA pays a bounty to prisons and jails to report their inmates to SSA. This is intended to prevent Social Security fraud. Because prisons and jails receive payments to provide the information, the information is considered accurate.

- The Michigan Department of Corrections, Offender Tracking Information System (OTIS) at:
<http://www.michigan.gov/corrections/0,1607,7-119-1409---,00.html> for inmates in Michigan correctional institutions.

3.4 SVES – Participant Not Found Report

If a party is submitted for an SVES locate request and the submitted information does not match SSA’s Title II, Title XVI or prisoner data, the party will be listed on this report. The CP/NCP may be listed on this report for three reasons; the CP/NCP:

1. Does not receive any type of Social Security benefit;
2. Is not incarcerated; or
3. Has an FVI on his/her case and his/her address is indicated as being confidential because it has one of the reason codes listed in Section 1 of this AT.

4. SVES Report Formats

The following attachments contain model formats of the SVES reports and explanations of the data fields on each of the four reports:²²

- Attachment 1: *SVES – Title II – SSA Retirement, Survivors, Disability and Health Insurance Benefits Information Report*;
- Attachment 2: *SVES – Title XVI – Supplemental Security Income Benefits Information Report*;
- Attachment 3: *SVES – Prisoner Information Report*; and
- Attachment 4: *SVES – Participant Not Found Report*.

5. Use of Reports

5.1 IWNs on Title II Benefits

Benefits individuals receive from Title II are considered income for child support purposes and are attachable with an IWN.²³ FOC staff will treat Title II benefits as a new source of income and will initiate an IWN in MiCSES as follows:

1. Open the *Member Employment History (EHIS)* screen, enter “E” in the *Income Type* field and select the appropriate local SSA office identifier from

²² For more information, see the SVES Data Dictionary available from OCSE at:
<http://www.acf.hhs.gov/programs/cse/newhire/library/fcr/datadict02-01.htm>.

²³ Ref: DCL 00-103, *Attachment of Social Security Benefits*, at:
<http://www.acf.hhs.gov/programs/cse/pol/DCL/2000/dcl-00-103.htm>.

the *Other Party Cross Reference* (OTHX) list to enter in the *Other Party Id* field;²⁴

2. Mark the *Insurance Available* box as “No” (N). MiCSES entries coded “E” will not generate a *National Medical Support Notice* (NMSN) when the *Insurance Available* box is marked N; and
3. Click on the *IWN Information* pop-up window to finish initiating the IWN.²⁵

Title XVI benefits are means-tested income; therefore, they must not be considered as income for determining child support and cannot be attached with an IWN. However, any other income the Title XVI recipient earns that is not means-tested may be used to determine the child support obligation and may be attached with an IWN.

5.2 *Review and Modification*

Michigan Compiled Law (MCL) 552.517 requires FOC staff to initiate a review of a child support order when there are reasonable grounds to believe that the amount of child support awarded should be modified. Reasonable grounds to review an order include a change in financial circumstances of a CP or NCP including, but not limited to:

- Application for or receipt of public assistance; or
- Incarceration for a term of more than one year.

SSI is means-tested income and is considered “public assistance.”²⁶ If FOC staff determine that an NCP or CP has been sentenced to be incarcerated for one year or more or is receiving SSI, they must initiate a child support review.²⁷

5.3 *Locate*

FOC staff may use the information provided through SVES to locate an individual. However, SSA addresses must be independently verified.

5.4 *Closing a Case*

²⁴ FOC staff may send the IWN to any local SSA office, but it is recommended that FOC staff send the IWN to their nearest local office so that no one local SSA office is burdened with a large number of IWNs.

²⁵ For more information on IWNs, reference AT 2007-030, **REVISED:** *Income Withholding Notices (IWNs)*, at: http://mi-support.cses.state.mi.us/policy/stateat/?year=2007#AT2007_030.

²⁶ 2004 Michigan Child Support Formula (MCSF) 2.05(A)-(C)

²⁷ For more information on review and modification of child support, reference AT 2007-001, **REVISED:** *Review and Modification of Child Support Orders: Statutory and System Changes*, at: http://mi-support.cses.state.mi.us/policy/stateat/?year=2007#AT2007_001.

FOC staff may be able to close a IV-D case if a party has died or is incarcerated for life.²⁸

LEGAL REFERENCES:

Federal

42 USC 401-434 (Title II)

42 USC 1381-1385 (Title XVI)

State

MCL 552.517

2004 MCSF 2.05(A)-(C)

POLICY REFERENCES:

DCL 05-35, *Social Security Administration's State Verification and Exchange System: Benefits to State Child Support Enforcement Agencies, Attachment*

DCL 00-103, *Attachment of Social Security Benefits*

DCL 98-41, *Federal Case Registry and State Case Registries*

AT 2007-030, **REVISED:** *Income Withholding Notices (IWNs)*

AT 2007-024, **REVISED:** *Family Violence Indicator (FVI) and the Michigan Child Support Enforcement System (MiCSES) 4.5 Release Federal Case Registry (FCR) Reporting Change*

AT 2007-004, **REVISED:** *Updated IV-D Partner Case Closure Responsibilities and Michigan Child Support Enforcement System (MiCSES) 4.4 Release Case Closure Fix*

AT 2007-001, **REVISED:** *Review and Modification of Child Support Orders: Statutory and System Changes*

Retirement Benefits, SSA pub. no. 05-10035, January 2007

²⁸ Case closure process is described in AT 2007-004, **REVISED:** *Updated IV-D Partner Case Closure Responsibilities and Michigan Child Support Enforcement System (MiCSES) 4.4 Release Case Closure Fix*, at: http://mi-support.cses.state.mi.us/policy/stateat/?year=2007#AT2007_004.

Disability Benefits, SSA pub. no. 05-10029,
January 2006

Survivors Benefits, SSA pub. no. 05-10084,
July 2006

Benefits For Children With Disabilities, SSA
pub. no. 05-10026, January 2007

Supplemental Security Income, SSA pub. no.
05-11000, August 2005

AT MAINTENANCE:

Retain AT until further notice. Obsolete AT
2005-059, *State Verification and Exchange
System (SVES) Income Withholding Notice
(IWN) Project Closing of the Special IWN Post
Office (P.O.) Box*

EFFECTIVE DATE:

Upon receipt.

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ATTACHMENTS:

Attachment 1: *Department of Human Services
QN-112 SVES – Title II – SSA Retirement,
Survivors, Disability and Health Insurance
Benefits Information Report*

Attachment 2: *Department of Human Services
QN -113 SVES – Title XVI – Supplemental
Security Income Benefits Information Report*

Attachment 3: *Department of Human Services
QN -114 SVES – Prisoner Information Report*
Attachment 4: *Department of Human Services
QN -115 SVES – Participant Not Found Report*

MFS/DES