STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

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MICHIGAN IV-D ACTION TRANSMITTAL 2008-045

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff

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

DATE: December 8, 2008

SUBJECT: **REVISED:** End-of-Year (EOY) Statements

PURPOSE:

The purpose of this Action Transmittal (AT) is to inform IV-D staff of the enhancements to the EOY statements effective with the Michigan Child Support Enforcement System (MiCSES) 5.2 Release. This AT also replaces and obsoletes existing policy published in AT 2007-035, *End-of-Year (EOY) Statements*.

A change bar in the left margin indicates where a change has been made in this AT.

DEFINITIONS:

Oracle Forms – Components of the Oracle Developer Software Suite that programmers use to create and maintain reports and documents populated with data from an Oracle database.

Template Markup Language (TML) – This is a variation of HyperText Markup Language (HTML), which programmers use to create and maintain Internet pages and forms on the World Wide Web.

HISTORY/BACKGROUND:

Michigan law requires that upon request, each party receive an annual statement of account pursuant to Michigan Compiled Law (MCL) 552.509(5). This statement includes payment summary and collection information for the non-custodial parent (NCP) or custodial party (CP). Prior to the MiCSES 4.7 Release, a batch process in MiCSES generated Adobe Acrobat (.pdf) versions of the NCP EOY statement (FEN850) and CP EOY statement (FEN851) from two different templates. The FEN850 and FEN851 statements were saved on compact disk (CD) and mailed to the individual counties to

print on county letterhead. The FOC could either print each FEN850 and FEN851 upon request of the NCP or CP or have all the FEN850 and FEN851 statements on the CD printed in bulk.

In 2007, the FEN850 and FEN851 became available on the *Account Statements* (ACTS) screen in MiCSES. The FEN850 and FEN851 forms may be individually generated using the ACTS screen. Documents generated from these templates may be printed on demand in a county office or transmitted to the central print facility. An image of each generated form will be stored in forms history as a .pdf, which will be available for viewing and printing using the *Historical Reprints* (FHST) screen.

PROGRAM ACTIONS AND POLICY INFORMATION:

Prior to December 2008, the FEN850 and FEN851 only provided the NCP and CP with the obligation and either the amount paid by the NCP for the NCP's docket or the amount received by the CP for the CP's docket.

The enhanced FEN850 (Ref: Attachment 1) and FEN851 (Ref: Attachment 2) will include more detailed information. If more than one case is associated with a docket, the FEN850 or FEN851 will report each case separately. This will allow the parties to view how much was paid or received for each case.

A. EOY Statement – Header, Footer, Mailer Page

MiCSES will include standard FOC letterhead and footer information on the EOY statement. A standard mailer page will be included with the EOY statement. The mailer page will contain the return address of the FOC office that appears on the docket ID and docket county combination for the EOY statement.

B. EOY Statement Contents

The EOY statement will include county-specific information based on the docket ID and docket county combination entered when the EOY statement is generated. The EOY statement will separately list each IV-D case when multiple IV-D cases are associated to a particular NCP or CP for the specific docket.

The NCP FEN850 and the CP FEN851 will include the *Docket Details* section and the *Account Information Summary* section.

1. *Docket Details* Section

a. NCP FEN850 *Docket Details*

The NCP *Docket Details* section identifies the active CPs on the NCP/docket combination and lists the corresponding cases by case ID. The dependent

details section identifies active dependents on the NCP/docket combination for the corresponding case.[1]

b. CP FEN851 *Docket Details*

The CP *Docket Details* section identifies the NCPs on the CP/docket combination and lists the corresponding cases by case ID. The dependent details section identifies active dependents on the CP/docket combination for the corresponding case.[2]

2. *Account Information Summary* Section[3]

The *Account Information Summary* section displays information by case ID and then by debt type for the requested year. This section reports debt types in distribution priority order using the *Debt Type Priority* (DBTP) screen criteria.

a. NCP FEN850 *Account Information Summary*

The NCP *Account Information Summary* section reports the following information per debt type per IV-D case:

i.   Charges;
ii. Payments;
iii. Net Adjustment Amount; and
iv. Balance.

The NCP *Account Information Summary* section provides totals for each of the columns listed above for each IV-D case.

b. CP FEN850 *Account Information Summary*

The CP *Account Information Summary* section reports payment information per debt type per IV-D case. The CP *Account Information Summary* section provides a *Case Balance* and *Docket Total* section for each IV-D case listed.

C. EOY Statement Generation on the ACTS Screen

1. The EOY Tab

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[1] Both the CP and dependent information is pulled from the *Member Demographics* (DEMO) screen, and family violence logic is applied.
[2] Both the NCP and dependent information is pulled from the DEMO screen, and family violence logic is applied.
[3] Training materials and documentation regarding what is included in the Charges, Payments, Net Adjustment Amount and Balance columns will be available after the December 2008 release.

A tab titled "EOY" appears on the ACTS screen. All FOC workers will have the ability to generate the FEN850 and FEN851 from this tab.

2. NCP and CP Address Information

A valid address is required for EOY statement generation. NCP and CP address information will be extracted from MiCSES according to the Enforcement 1 (ENF1) address hierarchy[4] at the time the FEN850 and FEN851 are generated.

When no usable address can be found within the ENF1 hierarchy, the worker will be required to enter a valid address in MiCSES before generating the FEN850 and FEN851 forms.

D. Printing EOY Statements

FOC staff can print individual EOY statements on demand (locally) or send individual statements to the central print facility for printing and mailing.

A worker in County A will be able to generate EOY statements (FEN850 and FEN851) for a docket that resides in County B by entering the appropriate docket ID on the ACTS screen. This functionality was added so a customer does not have to obtain an EOY statement from each county in which a given customer may have a docket.

After the worker clicks the *Generate Report* button located at the bottom of the ACTS screen, the HTML window will display. The printing options located at the bottom of the HTML window are controlled by each county Local Options Administrator (LOA). MiCSES will initially set the FEN850 and FEN851 to be central print eligible. If the LOA in County A retains that setting for the FEN850 and FEN851, then the worker in County A will be able to generate a statement for a docket that is in County B and send it to central print.

If the LOA in County A turns off central print for the FEN850 and FEN851, then the County A worker will only be able to print the statement on demand (and still be able to generate the statement for a docket that exists in a different county).

Each county office LOA will be able to set the print destinations on a template-by-template basis. This means that the county FOC LOA can set the FEN850 and FEN851 eligible print destinations as "Central" and "On Demand" while the county PA LOA sets the FEN850 and FEN851 eligible print destinations as "On Demand"

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[4] Refer to the *Address Hierarchy Maintenance* (AHMN) screen in MiCSES for more information about address hierarchies.

only. Counties will not have the ability to "bulk print" copies of the FEN850 and FEN851.[5]

E. Accessing Copies of EOY Statements

FOC staff have the ability and authority to view and print EOY statements previously generated in MiCSES. FOC staff can exercise this authority from the FHST screen.

LEGAL REFERENCES:	<u>Federal</u> None
	<u>State</u> MCL 552.509(5)
POLICY REFERENCES:	None
AT MAINTENANCE:	Retain AT until further notice.
	Obsolete AT 2007-035, *End-of-Year (EOY) Statements.*
EFFECTIVE DATE:	Upon receipt.
REVIEW PARTICIPANTS:	Financial Work Improvement Team Friend of the Court Association Reviewers Program Leadership Group Jennifer Granzow, Kalamazoo County PA Office
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ATTACHMENTS:	Attachment 1 – FEN850 Attachment 2 – FEN851

MFS/RLE

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[5] Office of Child Support (OCS) policy staff consulted with members of the FOC Users' Group and determined that bulk-print functionality is not going to be used by counties at this time; therefore, this functionality was excluded from this design.