STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

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MICHIGAN IV-D ACTION TRANSMITTAL 2009-007

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: March 27, 2009

SUBJECT: **REVISED:** *Understanding Child Support: A Handbook for Parents* (DHS-Pub 748)

PURPOSE:

This Action Transmittal (AT) introduces the revised *Understanding Child Support: A Handbook for Parents* (DHS-Pub 748) (Ref: Attachment 1).[1] The OCS Program Development Division (PDD) has reformatted the handbook and updated it with current program information.

This AT has been updated to include the final hard copy version of the DHS-Pub 748 that includes graphics and Department of Human Services (DHS) punctuation standards. The publication revision date is March 2009. Previous editions may be used with the supplemental page, *Supplement to DHS-Pub 748* (DHS-Pub 748-Supplement).

BACKGROUND:

OCS is responsible for providing information to the public regarding child support services in Michigan. OCS PDD staff designed the DHS-Pub 748 to meet the federal requirements for public information. To comply with Section 45 Code of Federal Regulations (CFR) 302.30 and 45 CFR 303.2, this information must include at least:

- A description of the child support services available;
- An explanation of the individual's rights and responsibilities;
- A list of the support enforcement services available;
- Information about fees related to the child support program;
- Information about cost recovery and distribution; and

[1] A Hotline message will be sent when the Michigan Child Support Enforcement System (MiCSES) version of the handbook is updated.

- A telephone number or postal address for obtaining further information.

PROGRAM ACTIONS AND POLICY INFORMATION:

Changes to DHS-Pub 748

Federally Required Annual $25 Fee
The child support program must comply with a legislative requirement to assess an annual $25 fee on certain cases in which $500 in child support payments has been collected.[2] In Michigan, this fee is collected from the custodial party.[3] AT 2008-033, ***REVISED:*** *Assessment and Retention of the Federal $25 Annual Fee (FED fee)*[4] provides policy information on this fee. Information about the fee was originally issued as a supplement to the DHS-Pub 748. This information is incorporated into the new handbook.

Expanded Michigan State Disbursement Unit (MiSDU) Information
Information about child support payment options, payment disbursement options, debit cards, and methods for contacting the MiSDU is included in the handbook.

Customer Rights
The handbook includes information regarding customer rights and responsibilities, and the child support program requirement to provide a Social Security number.

Enforcement Services Available
The handbook provides a more inclusive list of enforcement services available through the child support program.

Additional Changes
The DHS-Pub 748 includes updated information regarding tax refund offset, medical support, contact information and addresses, and Web sites. Also, the handbook is reformatted and reorganized.

Obtaining Copies of the DHS-Pub 748

IV-D workers and the public can access the handbook online from the DHS publications page (in the "Child Support" section) at:
http://www.michigan.gov/dhs/0,1607,7-124-5458_7699---,00.html.

Printed copies of the most current version of the handbook are available at no cost. Send a request to:

- Office Services Division
  Department of Human Services

[2] Deficit Reduction Act of 2005, Title IV-D of the Social Security Act, Section 454(6)(B)(ii)
[3] Public Act 13 of 2008, Section 461
[4] http://mi-support.cses.state.mi.us/policy/stateat/?year=2008#AT2008_033

235 S. Grand Ave.
Suite 203
Lansing, MI 48909-7978
Or call: (517) 373-7837

Or:

- Office of Child Support
  235 S. Grand Ave.
  Suite 1215
  P.O. Box 30478
  Lansing, MI 48909-7978
  Or call: (517) 373-9202

DHS-Pub 748 on mi-support

The DHS-Pub 748 is available on mi-support under the "Systems" tab, in "System Forms": http://mi-support.cses.state.mi.us/systems/micses/forms/application_forms/.

On the "MiCSES-Generated Forms" screen, navigate to the "List Form Templates by:" section, and in the "Form ID" box, enter any of the following form numbers for the following results:

Form ID	Form Name	Generated	Component	Used by	Forms in Package
OCSPAMP	Support Specialist Pamphlet	*Queue Processor* (FQPR) screen	Support Specialist	Support Specialist	OCSPAMP
OCS1201	Non-FIP CSS[5] Application	Central	Support Specialist	Support Specialist	OCS1201, OCSPAMP
OCS1201P	Non-FIP CSS Application with Pamphlet	Central	Support Specialist	Support Specialist	OCS1201, OCSPAMP
OCS0015P	1st Client Contact Letter with Pamphlet	Central	Miscellaneous, Support Specialist	Support Specialist	OCS0015, OCSPAMP
F1201	Non-FIP CSS Application	Central	Enforcement	FOC	F1201, OCSPAMP

[5] "FIP" stands for "Family Independence Program"; "CSS" stands for "Child Support Services."

LEGAL REFERENCES:

Federal
45 CFR 302.30
45 CFR 303.2
42 United States Code (USC) 654
Deficit Reduction Act of 2005, Title IV-D of the Social Security Act, Section 454(6)(B)(ii)

State
Public Act 13 of 2008, Section 461

POLICY REFERENCES:

Office of Child Support Enforcement (OCSE) Dear Colleague Letter (DCL) 05-25, *Privacy Act Disclosure Requirement*

AT 2008-033**, *REVISED:* ***Assessment and Retention of the Federal $25 Annual Fee (FED fee)***

AT MAINTENANCE:

Retain AT until further notice.

EFFECTIVE DATE:

Upon receipt.

REVIEW PARTICIPANTS:

Establishment Work Improvement Team (WIT)
Case Management WIT
Communications Workgroup
Enforcement WIT
Financials WIT
Paternity Establishment Percentage (PEP) Team
Friend of the Court Association (FOCA) Reviewers
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None

ATTACHMENTS:

Attachment 1 – *Understanding Child Support: A Handbook for Parents* (DHS-Pub 748)

Attachment 2 – *Office of Child Support Publication Order List*

MFS/ED