

**Michigan IV-D Child Support Manual**  
**Department of Human Services**

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## 1. Establishment of Tribal IV-D Programs

The Administration for Children and Families (ACF) issued final regulations to implement direct funding to Indian Tribes and Tribal organizations under Section 455(f) of the Social Security Act on March 30, 2004. Section 455(f) of the Act authorizes direct funding of Tribal Child Support Enforcement (IV-D) programs that meet the requirements contained in the statute and established by the Secretary of Health and Human Services. The federal government will provide funding for an Indian Tribe or Tribal organization that demonstrates it has the capacity to operate a child support enforcement program which meets the objectives of the IV-D regulations. These objectives include the establishment of paternity; the establishment, modification and enforcement of support orders; and the location of non-custodial parents (NCPs).

The Act was implemented in response to the needs of Tribes and Tribal organizations. It provides them the opportunity to design programs that will strengthen the economic and social stability of families. Implementation of Tribal IV-D programs will result in increased child support enforcement services, including increased child support payments for those Tribal members eligible for child support services. By helping to ensure that parents support their children, Tribal IV-D programs will strengthen personal responsibility and increase disposable family income.

## 2. Tribal IV-D Program Requirements

Tribes exercise their inherent sovereignty by deciding whether or not to operate a Tribal IV-D program. Tribes that choose to administer a Tribal IV-D program must operate a program that meets the objectives of Title IV-D of the Social Security Act and that is consistent with Tribal laws and traditions.

### 2.1 Elements of the Tribal IV-D Plan

The Tribe or Tribal organization (Tribe) must designate an agency to administer the Tribal IV-D plan. In addition, the Tribal IV-D plan must include:

- A description of the population subject to the jurisdiction of the Tribal court or administrative agency for child support purposes;
- Evidence that the Tribe has in place procedures for accepting all applications for IV-D services and providing IV-D services required by law and regulation;
- Assurance that due process rights will be protected;
- Administrative and management procedures;
- Procedures for safeguarding information;
- Maintenance of records;
- Copies of applicable Tribal laws and regulations;
- Procedures for the location of NCPs;
- Procedures for the establishment of paternity;

- Guidelines for the establishment and modification of child support obligations;
- Procedures for income withholding;
- Procedures for the distribution of child support collections;
- Procedures for intergovernmental case processing; and
- Tribe-determined performance targets.

## 2.2 Federal Requirements to Extend Services and Cooperate Across IV-D Programs

2.2.1 According to 45 Code of Federal Regulations (CFR) 309.120, Tribes are required to include in the Tribal IV-D plan:

- A. That the Tribal IV-D agency will extend the full range of services available under its IV-D plan to respond to all requests from and cooperate with state and other Tribal IV-D agencies; and
- B. That the Tribe will recognize child support orders issued by other Tribes and by states.

2.2.2 The Michigan IV-D program will extend the full range of services available under the IV-D State Plan to all federally approved Tribal IV-D programs (including those outside of Michigan). Some Michigan Tribes operate child support programs, but they do not receive federal IV-D funding. Counties may have informal arrangements with local Tribes in their area.

Note: If problems arise at the local level, the Prosecuting Attorney (PA) and Friend of the Court (FOC) offices should contact the Michigan Office of Child Support (OCS). If necessary, OCS can then work with the Department of Human Services (DHS) Office of Native American Affairs to resolve the issue.

## 2.3 Full Faith and Credit for Child Support Orders Act (FFCCSOA)

Tribes and states are required to recognize child support orders issued by other Tribes and Tribal organizations and by states in accordance with the requirements under the FFCCSOA, 28 United States Code (USC) 1738B. Regardless of whether a Tribe operates a IV-D program, FFCCSOA requires courts of all U.S. territories, states and Tribes to accord full faith and credit to a child support order issued by another state or Tribe that properly exercised jurisdiction over the parties and the subject matter.

## 3. Keweenaw Bay Indian Community (KBIC) Office of Child Support Services (OCSS), Baraga County: Overview

KBIC OCSS, in Baraga County, Michigan, receives federal funding and became a comprehensive IV-D program on July 1, 2008.

45 CFR 302.34 requires the State IV-D Plan to provide that the state will enter into written agreements for cooperative arrangements with the appropriate courts, law enforcement officials, Indian Tribes or Tribal organizations. These agreements require states to extend the full range of services available under their IV-D State Plans to all Tribal IV-D programs.

### 3.1 The First Step in Collaboration Between the Michigan OCS and KBIC OCSS

In the fall of 2007, OCS and KBIC OCSS developed a workgroup to discuss ways to deliver child support services to the children and families of KBIC OCSS. The following offices had representatives on the workgroup:

- OCS;
- KBIC OCSS;
- State Court Administrative Office (SCAO);
- Baraga County FOC;
- Baraga County PA;
- Baraga County DHS; and
- Federal Office of Child Support Enforcement (OCSE) Region V.

### 3.2 Workgroup Goals

The goals of the workgroup were to determine how best to serve the needs of KBIC members through the IV-D program and to:

- Develop a Memorandum of Understanding (MOU) to clarify responsibilities for each IV-D program;
- Develop a process to forward applications and/or refer<sup>1</sup> appropriate IV-D cases from the Michigan IV-D program to KBIC OCSS for paternity and/or child support order establishment and/or child support order enforcement;
- Develop a process for redirecting money to reimburse Michigan-issued (DHS-administered) public assistance and receipting it through the Michigan State Disbursement Unit (MiSDU);
- Provide read-only access to the Michigan Child Support Enforcement System (MiCSES) for KBIC OCSS IV-D staff; and
- Provide Michigan State Parent Locator Service and tax intercept services through OCS.

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<sup>1</sup> A referral is an intergovernmental request that a IV-D agency sends to another IV-D agency via intergovernmental transmittals or a non-IV-D agent via the submission of an application for services. Referrals are used to request assistance with establishing paternity, child support, medical support, modification of child support orders, enforcement or locate services.

## 4. OCS and KBIC OCSS Agreements

Following the recommendations of the workgroup, and considering the pending approval for KBIC Tribal IV-D program applications, OCS and KBIC OCSS entered into the following agreements:

### 4.1 Statement of Understanding (SOU)

In June 2009, OCS and KBIC OCSS entered into an agreement, referred to as the SOU, regarding the sharing of case data from MiCSES to KBIC OCSS. MiCSES staff, in coordination with OCS, developed a query of Baraga County IV-D cases including the following information:

- IV-D case number;
- County code (07);
- Court case status;
- Court docket number;
- Docket county number;
- Court case type;
- Functional area;
- Member role;
- Names of the parties on the case;
- Gender;
- Date of birth; and
- Residential address.

In December 2009, KBIC OCSS staff compared the IV-D cases in the query against the current KBIC membership list to identify a list of potential IV-D Tribal cases for referral. This information was used strictly for a one-time match to assist in transitioning appropriate cases to the KBIC OCSS IV-D program (Ref: Subsection 7 in this manual section for more information).

### 4.2 Memorandum of Understanding (MOU)

OCS and KBIC OCSS signed an MOU on March 16, 2010. The purpose of the MOU is to form a collaborative effort to deliver child support services to the children and families of KBIC and the state of Michigan. The MOU outlines the responsibilities of each IV-D program.

The MOU includes an agreement between KBIC OCSS and OCS to extend the full range of services available under their respective IV-D plans, promote effective and efficient delivery of child support services, respond to all requests, and cooperate with each other. In addition, the parties have agreed to establish and implement policies and procedures between the two programs wherever possible, in accordance with applicable regulations and directives.

The MOU only addresses IV-D cases without child support orders. Future updates to the MOU will include decisions and agreements regarding the complex nature of jurisdiction.

## **5. Verification of Tribal Membership and Territorial Jurisdiction by KBIC OCSS**

KBIC OCSS is responsible for verifying that a party to a IV-D case is in the population of the Tribe (valid Tribal membership), subject to the jurisdiction of the Tribal court (or courts) or administrative agency (or agencies). When KBIC OCSS staff verify that any one of the parties of the IV-D case is a member of the KBIC Tribe or any other federally recognized Tribe, band, or comparable entity and is found within the territorial jurisdiction of the KBIC Tribal court, the case can be considered a Tribal IV-D case.

### **5.1 When to Verify KBIC Tribal Membership**

OCS must request from KBIC OCSS verification of Tribal membership and KBIC territorial jurisdiction when an application or referral for IV-D services indicates that:

- One of the parties resides in Baraga County;
- The custodial party (CP), dependent(s) and/or NCP/putative father may be a member of KBIC or any other federally recognized Tribe and is living on KBIC Tribal lands. (This may be indicated on the IV-D application or during a phone interview); and
- There is no child support order.

### **5.2 How to Verify KBIC Tribal Membership**

When a case meets the requirements in Subsection 5.1 above, the OCS support specialist (SS) will complete the *Request for Verification of Tribal Membership and Territorial Jurisdiction* (DHS-1081) and send it to KBIC OCSS. The OCS SS can send the DHS-1081 to KBIC OCSS by:

- Secured email: [DHS-KBIC-Confidential@michigan.gov](mailto:DHS-KBIC-Confidential@michigan.gov); or
- Fax: 906-353-8132.

Contact information for the KBIC OCSS office and staff is on mi-support at: <http://mi-support.cses.state.mi.us/partneractivities/maps/>.

KBIC OCSS staff must complete the requested information on the DHS-1081 and return it to the OCS SS by fax within five business days.

## **6. Procedures for IV-D Case Processing Between KBIC OCSS and OCS**

### **6.1 Conditions for Forwarding/Referring Cases**

OCS will identify and forward appropriate cases to KBIC OCSS. An OCS SS will forward/refer OCS IV-D cases to the KBIC OCSS when all three of the following conditions are met:

- KBIC OCSS staff have verified any one of the members of the case to be a Tribal member of KBIC or any other federally recognized Tribe and located within the territorial jurisdiction of the KBIC Tribal Court (Ref: Subsection 5 in this manual section);
- The IV-D case has not yet been referred to a PA; and
- There is no child support order established.

## 6.2 Types of IV-D Cases

KBIC OCSS and OCS have two types of cases: shared interest IV-D cases and non-shared interest IV-D cases.

### 6.2.1 Shared Interest IV-D Case

A IV-D case is a shared interest IV-D case when both KBIC OCSS and OCS have an open IV-D case. Shared interest IV-D cases are essentially the same as intergovernmental cases (formerly referred to as interstate cases) because one IV-D program asks another IV-D program for assistance in providing IV-D services. An example of this type of case is a IV-D case where the CP is currently receiving or previously received public assistance. Both IV-D programs must maintain an open IV-D case in order to correctly collect and distribute child support payments (Ref: Subsection 6.3.1 of this manual section).

### 6.2.2 Non-Shared Interest IV-D Case

A IV-D case is a non-shared interest IV-D case when only one IV-D program, KBIC OCSS or OCS, must maintain an open IV-D case. An example of this type of case is when a IV-D case qualifies as a Tribal case and the CP does not object to KBIC OCSS taking jurisdiction over the child support case (Ref: Subsection 6.3.2 of this manual section).

## 6.3 Procedures for Specific Case Situations

- 6.3.1 The CP is a current or former recipient of public assistance (FIP, Medicaid, FAP, CDC, or FC),<sup>2</sup> is receiving or has received IV-D services, and does not have a child support order.

The OCS SS will complete the DHS-1081 and send it to KBIC OCSS to verify KBIC Tribal membership.

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<sup>2</sup> “FIP” is the Family Independence Program, “FAP” is the Food Assistance Program, “CDC” is Child Development and Care, and “FC” is Foster Care.

A. If KBIC OCSS staff confirm there is Tribal membership and territorial jurisdiction of the KBIC Tribal Court, this is a shared interest IV-D case. The OCS SS will:

1. Complete the appropriate intergovernmental screens<sup>3</sup> on MiCSES using standard intergovernmental case processing and forward a *Child Support Enforcement Transmittal #1 – Initial Request (FSA-200-1)* and a screen print of the MiCSES *Case Member Details (CASE)* screen to KBIC OCSS; and

Note: The correct Federal Information Processing Standards (FIPS)<sup>4</sup> code for KBIC OCSS is 9047500.

2. Enter a note on the *Notes Processor (NOTE)* screen in MiCSES indicating the IV-D case has been referred to KBIC OCSS for establishment of paternity and/or child support.

When KBIC OCSS staff obtain a certified copy of the Tribal Court child support order, they will send it to the Baraga County FOC. This is for the purposes of assignment of support and receipting of monies in MiCSES. Because only IV-D applications or referrals that involve Baraga County are involved in this process, Baraga County will be the only county receiving KBIC court orders. There will be an open IV-D case on MiCSES because these are shared interest IV-D cases.

B. If KBIC OCSS staff confirm there is no valid Tribal membership and the IV-D case is not within KBIC territorial jurisdiction, the case does not qualify as a Tribal case and the OCS SS will follow normal case processing procedures.

6.3.2 An application for IV-D services (the *IV-D Child Support Services Application/Referral [DHS-1201]*) is received by the OCS Central Functions Unit (CFU)/SS, and the applicant has never received any form of public assistance and does not have a court order for child support.

The OCS CFU/SS will:

- Create a IV-D case;
- Confirm there is no existing IV-D case with state-owed arrears in MiCSES; and
- Request verification of Tribal membership and territorial jurisdiction of the Tribal Court by completing the DHS-1081 and sending it to the KBIC OCSS.

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<sup>3</sup> Ref: [MiCSES Quick Reference Guide: ISIN – Add Initial Interstate Information Record](#).

<sup>4</sup> FIPS codes are also referred to as “locator codes.”

Note: If there is an existing IV-D case with state-owed arrears in MiCSES, the case does not qualify as a Tribal case and normal case processing procedures must be followed.

- A. If KBIC OCSS staff confirm there is Tribal membership and territorial jurisdiction of the KBIC Tribal Court, the case qualifies as a Tribal case. This is a non-shared interest IV-D case. The CFU/SS will notify the applicant via the *Notice of Referral for Tribal Child Support Services* (DHS-1082) that the IV-D case will be forwarded to KBIC OCSS for processing.
1. If the applicant responds within 10 business days and requests that his/her IV-D case not be forwarded to KBIC OCSS, the CFU/SS will retain the IV-D case and the applicant will continue to receive services from the Michigan IV-D program. The case will be handled using normal business practices for potential intergovernmental cases.
  2. If the applicant does not respond or object to the referral to KBIC, the CFU/SS will:
    - a. Forward the DHS-1201, any documentation attached to the DHS-1201 by the applicant, and a screen print of the MiCSES CASE screen to KBIC OCSS for Tribal IV-D services; and
    - b. Close the IV-D case in MiCSES (Ref: Subsection 9 in this manual section).
- B. If KBIC OCSS staff confirm there is no valid Tribal membership and there is no territorial jurisdiction of the KBIC Tribal Court, the IV-D case does not qualify as a Tribal case. The CFU SS will follow established intergovernmental case processing procedures for the DHS-1201.

## **7. Open OCS IV-D Cases Identified As Tribal Cases in Accordance With the OCS and KBIC OCSS SOU**

OCS and KBIC OCSS entered into an SOU to facilitate the identification of existing IV-D child support cases that may be forwarded or referred to KBIC OCSS. Both agencies agreed to a process to identify existing IV-D child support cases that include Tribal members within the territorial jurisdiction of the KBIC Tribal Court.

An OCS IV-D case will be considered for transfer to the KBIC OCSS IV-D program if one of the parties on the case meets the requirements of Tribal membership in KBIC or any other federally recognized Tribe, band or comparable entity and is within the territorial jurisdiction of the KBIC Tribal Court. KBIC OCSS staff will notify OCS of matched cases.

### **7.1 Current or Former Assistance Recipient and No Child Support Order**

When the CP is a current or former recipient of public assistance (FIP, Medicaid, FAP, CDC, or FC), is receiving or has received IV-D services, and does not have a child support order, the OCS SS will:

- 7.1.1 Forward an FSA-200-1 and a screen print of the MiCSES CASE screen to KBIC OCSS; and
- 7.1.2 Enter a note on the NOTE screen in MiCSES indicating the IV-D case has been referred to KBIC OCSS for establishment of paternity and/or child support.

KBIC OCSS staff will send a certified copy of the Tribal Court child support order to the Baraga County FOC for the purposes of assignment of support and receipting of monies in MiCSES. Because only IV-D applications or referrals that involve Baraga County are involved in this process, Baraga County will be the only county receiving KBIC court orders. There will be an open IV-D case on MiCSES because these are shared interest IV-D cases.

## 7.2 Never Received Assistance, No Child Support Order

When the CP/applicant has never received any public assistance and does not have a court order for child support, the OCS SS will notify the CP/applicant via the DHS-1082 that the IV-D case will be forwarded to KBIC OCSS for processing.

- 7.2.1 If the CP/applicant responds within 10 business days and requests that his/her IV-D case not be forwarded to KBIC OCSS, the OCS SS will retain the IV-D case and the applicant will continue to receive services from the Michigan IV-D program. The case will be handled using normal business practices for potential intergovernmental cases.

Note: The OCS SS is not required to notify KBIC OCSS that the case will not be forwarded due to the objection of the CP/applicant.

- 7.2.2 If the CP/applicant does not respond or object to the referral to KBIC, the OCS SS will:
  - A. Forward all appropriate case materials to KBIC OCSS for Tribal IV-D services. The case materials may include:
    - A copy of the DHS-1201;
    - Any documentation attached to the DHS-1201 by the applicant; and
    - A screen print of the MiCSES CASE screen.

B. Close the IV-D case in MiCSES (Ref: Subsection 9 in this manual section).

## 8. Noncooperation or Good-Cause Claims

Michigan's public assistance recipients and ineligible and disqualified grantees must cooperate with the child support program in the establishment of paternity and/or child support for children receiving public assistance benefits unless there is a good-cause reason. In Michigan, the cooperation requirements apply to recipients of the following programs:

- FIP;
- Medicaid;
- FAP; and
- CDC based on low-income eligibility.

In shared interest IV-D cases where public assistance is being received, information regarding noncooperation or good-cause claims must be shared between the OCS IV-D program and the KBIC OCSS IV-D program.<sup>5</sup>

### 8.1 KBIC OCSS Responsibilities

When the CP does not cooperate or the CP claims good cause,<sup>6</sup> KBIC OCSS staff must notify the OCS SS via fax, secured email or telephone (Ref: Subsection 5.2 of this manual section for KBIC OCSS contact information).

### 8.2 OCS SS Responsibilities

8.2.1 An OCS SS may receive information from a DHS eligibility specialist (ES) or family independence specialist (FIS) that a public assistance recipient wants to claim good cause. If a case recipient is a CP on a KBIC OCSS IV-D case and claims good cause, OCS must notify KBIC OCSS and follow the good-cause policy in AT 2008-026.

8.2.2 An OCS SS may receive information from KBIC OCSS that the CP on a Tribal case is in noncooperation with the KBIC child support program. When this occurs, the OCS SS must forward that information to the FIS/ES staff person and follow the non-cooperation policy in AT 2009-018.

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<sup>5</sup> Ref: [Action Transmittal \(AT\) 2009-018, REVISED: Noncooperation/Cooperation: Changes to Support Specialist \(SS\) Procedures and Forms](#), and [AT 2008-007, REVISED: Department of Human Services \(DHS\) Policy Changes for Ineligible and Disqualified Grantees Who Are Not Cooperating With Child Support and Automatic Sanctions for Noncooperation With Child Support in Bridges](#). (Note: ATs are found under "IV-D Memorandums" on mi-support.)

<sup>6</sup> Ref: [AT 2008-026, REVISED: Good-Cause Policy and the Michigan Child Support Enforcement System \(MiCSES\) 5.1 Release](#).

## 9. OCS IV-D/Tribal Cases That Qualify for Closure

### 9.1 Qualifications for Case Closure

An OCS IV-D case identified as a Tribal case qualifies for closure when:

- An application for IV-D services (DHS-1201) is received;
- The applicant has never received any form of public assistance;
- There is no court order for child support;
- The case is identified as under the territorial jurisdiction of the KBIC Tribal Court;
- The applicant does not object to his/her case being forwarded to the KBIC Tribal Court; and
- The case is a non-shared interest IV-D case (Ref: Subsections 6.2, 6.3.2(A)(2), and 7.2.2).

### 9.2 Case Closure Reason

The following case closure reason applies for IV-D cases that qualify as Tribal cases:

(8) The non-IV-A recipient of services requests closure of a case and there is no assignment to the State of medical support under 42 CFR 433.146 or of arrearages which accrued under a support order.<sup>7</sup>

This closure reason is appropriate since the applicant did not respond or object to a referral to KBIC OCSS for child support services.

### 9.3 MiCSES Closure Code

Cases that qualify as Tribal cases and are forwarded to KBIC OCSS are closed using the WQ reason code (“Non-FIP CP requests closure”).<sup>8</sup>

OCS SS staff must enter information about Tribal membership and KBIC territorial jurisdiction and the reason for closing the case on the NOTE screen.

Note: Do not close the IV-D case if:

- The case is actively receiving public assistance; or
- State-owed arrearages exist; or

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<sup>7</sup> 45 CFR 303.11(b)(8)

<sup>8</sup> Ref: the following ATs regarding case closure: [AT 2007-007, Revised Support Specialist \(SS\) Case Closure Notices in the Michigan Child Support Enforcement System \(MiCSES\)](#) and [AT 2007-004, REVISED: Updated IV-D Partner Case Closure Responsibilities and Michigan Child Support Enforcement System \(MiCSES\) 4.4 Release Case Closure Fix.](#)

- The applicant objects to referral to KBIC OCSS.

## 10. Payments and Collections

The process used for payments and collections of child support depends on whether the Tribal IV-D case is a non-shared interest IV-D case or a shared interest IV-D case.

### 10.1 Non-Shared Interest IV-D Cases

A non-shared interest IV-D case is a IV-D case that only one IV-D program has open.

Collections received on non-shared interest IV-D cases will be distributed and disbursed by the IV-D program that is managing the IV-D case.

#### **Example: Non-Shared Interest IV-D Case**

A DHS-1201 is received in the CFU for an applicant who is not on assistance. A IV-D case number is assigned, and the case is identified as a possible KBIC case.

KBIC OCSS verifies Tribal membership and Tribal jurisdiction. The IV-D case meets all other requirements for a Tribal case. OCS notifies the CP that the case will be sent to KBIC OCSS.

The CP does not object to KBIC OCSS exercising jurisdiction.

OCS closes the IV-D case and sends it to KBIC OCSS. KBIC OCSS opens a IV-D Tribal case.

When the support order is established, the Tribal IV-D program will distribute and disburse collections without involvement of the Michigan IV-D program.

This case is a non-shared interest IV-D case. Only one IV-D program will have an open IV-D case.

### 10.2 Shared Interest IV-D Cases

A shared interest IV-D case is a IV-D case that two IV-D programs have open. Shared interest IV-D cases are essentially the same as intergovernmental cases (formerly referred to as interstate cases) because one IV-D program asks another IV-D program for assistance in providing IV-D services.

10.2.1 When OCS is the initiating agency<sup>9</sup> and KBIC OCSS is the responding agency,<sup>10</sup> KBIC OCSS staff will obtain an order for child support requiring the payer to make payments to KBIC OCSS. KBIC OCSS will provide a copy of the Tribal order to the Baraga FOC for entry into MiCSES. KBIC OCSS will enforce the order to collect the court-ordered child support and disburse the monies to the state of Michigan by submitting payments to the MiSDU. The Michigan IV-D program will receipt, distribute and disburse monies using the currently established processes.

A. KBIC OCSS will submit payments to the MiSDU by sending them to the following address:

MiSDU  
P.O. Box 30352  
Lansing, MI 48909-7852

B. MiSDU will receipt and process KBIC OCSS payments as “Interstate” (“I” receipt source) and allocate the payments to specific cases.

10.2.2 When OCS is the responding agency and KBIC OCS is the initiating agency, OCS will disburse monies to KBIC OCSS by submitting payments to the KBIC OCSS.

A. FOC staff will establish the obligation as a responding intergovernmental case to disburse the funds to KBIC OCSS using the appropriate FIPS code (9047500).

B. The KBIC OCSS IV-D program will receipt, distribute and disburse monies appropriately.

**Example: Shared Interest Case**

An OCS SS worker receives a referral for an assistance case through MiCSES. A IV-D case number is assigned, and the case is identified as a possible KBIC case.

KBIC OCSS verifies Tribal membership and Tribal jurisdiction. The IV-D case meets all other requirements for a Tribal case.

OCS sends the FSA-200-1 to KBIC OCSS to establish paternity and/or a child support order.

KBIC OCSS establishes paternity and/or a child support order and forwards a certified

<sup>9</sup> Initiating agency – The state or county court, or administrative agency that sends a request for action to another jurisdiction in an intergovernmental child support case.

<sup>10</sup> Responding agency – The court or administrative agency with jurisdiction over an NCP or child support order on which an initiating state has requested action.

copy of the order to Baraga County FOC. Baraga County FOC adds the order to the MiCSES case.

When the support order is established, the Tribal IV-D program will send collections to the MiSDU for distribution and disbursement.

This case is a shared interest case because both OCS and KBIC OCSS will have active IV-D cases.

### 10.3 Record Maintenance

Each IV-D program is responsible for maintaining accurate financial case records according to the applicable federal regulations. Each IV-D agency will retain all fiscal and case records relating to the IV-D program for as long as required under applicable laws and regulations.

## 11. MiCSES Access for KBIC OCSS

KBIC OCSS staff will have read-only access to MiCSES. As of the publication of this policy, KBIC does not have MiCSES access but it is expected in the future.

## 12. IV-D Program Support Services Provided by OCS

KBIC OCSS staff may request location information services through OCS. The Michigan State Parent Locator Service in the OCS CFU will provide location information on IV-D case participants on Tribal cases and send the information to KBIC OCSS. The request and return of this information will follow the currently established intergovernmental procedures:

- KBIC OCSS staff will submit a copy of the federal *Locate Data Sheet* (OCSE-OMB-0970-0085-L) to request information from the Michigan State Parent Locator Service via the CFU's secure email address: [FIA-OCS-CFU-Staff1@michigan.gov](mailto:FIA-OCS-CFU-Staff1@michigan.gov) or fax: 517-241-7234.
- The Michigan State Parent Locator Service will complete the *Locate Data Sheet* and return it to KBIC OCSS via the KBIC OCSS secure email address: [DHS-KBIC-Confidential@michigan.gov](mailto:DHS-KBIC-Confidential@michigan.gov) or fax: 906-353-8132.

### SUPPORTING REFERENCES:

Federal  
Section 455(f) of the Social Security Act

45 CFR 302.34  
45 CFR 302.36  
45 CFR 303.7  
45 CFR 303.11(b)(8)  
45 CFR 309

45 CFR 309.120  
45 CFR 310

69 Final Rule 16638

28 USC 1738B

OCSE AT-05-07  
OCSE AT-05-02  
OCSE AT-04-01  
OCSE AT-02-03  
OCSE AT-00-06  
OCSE AT-98-21

State

Michigan Compiled Law (MCL) 552.1101

**REVISION HISTORY:**

[IV-D Memorandum 2010-010](#)