

APPENDIX 4

Guideline Deviation Documentation

Purpose

This appendix provides staff with the system procedures for documenting any deviations from the State Child Support Formula in the IV-D case record.

Policy

Automated Systems For Child Support Enforcement: A Guide For States - Objective C.3.b, requires that the IV-D agency maintain a record of all cases where State Guidelines are not followed, and the reason(s) for deviation.

MiCSES provides a process to record instances where the Court deviates from the Guidelines in ordering support. MiCSES provides a list of deviation reasons for the worker. The following is a list of the choices:

- SP: Child's special needs
- ED: Child's educational expenses
- MP: Minor parent
- DB: Extraordinary debt (this family)
- PA: Property Awarded in lieu of Support
- IN: Parent incarcerated without income/assets
- IM: Imputed income to means tested income recipient
- MD: Extraordinary parental medical expenses
- EX: Support Excessive given ability to pay
- HI: Extraordinary Income - support exceeds reasonable amount for child's needs
- BP: Bonus Income support paid as percentage
- HC: Health Care Insurance (coverage by non-parent or not ordered)
- UN: Deviation for uninsured/unreimbursed medical expenses, to be used for deviation from the uninsured medical percentage only
- MU: Multiple reasons
- OT: Other

If the reason is not listed, the worker chooses “OT: Other” and writes case notes explaining the reason for the deviation. If more than one reason exists, the worker chooses “MU: Multiple reasons” and writes case notes noting each reason for the deviation.

REFERENCES:

Federal

Automated Systems for Child Support Enforcement: A Guide for States: C.3.b

State

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