



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

**MICHIGAN IV-D ACTION TRANSMITTAL 2007-006**

**TO:** All Office of Child Support (OCS) Staff  
All Friend of the Court (FOC) Staff  
All Prosecuting Attorney (PA) Staff

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

**DATE:** September 26, 2007

**SUBJECT:** Michigan Child Support Enforcement System (MiCSES) Versions of the  
*IV-D Child Support Services Application/Referral*

**PURPOSE:**

This Action Transmittal (AT) introduces the following revised *IV-D Child Support Services Application/Referral* forms found in MiCSES:

- The OCS1201 (Ref: Attachment 1), generated by support specialists (SSs); and
- The F1201 (Ref: Attachment 2), generated by FOC staff.

Additionally, this AT introduces three changes to page five of the OCS1201 and F1201 pamphlet, *Understanding Child Support, A Handbook for Parents* (Department of Human Services [DHS] - Publication 748) (Ref: Attachment 3).

**HISTORY AND BACKGROUND:**

The OCS1201 and F1201 have been revised to include the same information as the *IV-D Child Support Services Application/Referral* (DHS-1201).<sup>1</sup> The DHS-1201 is:

- Available in Microsoft Word® on all DHS-managed sites;
- Posted to mi-support; and
- Posted to the DHS Web site.

The OCS1201 and F1201 pamphlet has been updated to include new information on passport denial and the suspension of driver and occupational licenses.

<sup>1</sup> Ref: DHS-1201 at: [http://www.michigan.gov/documents/DHS-1201\\_136519\\_7.pdf](http://www.michigan.gov/documents/DHS-1201_136519_7.pdf).

## **POLICY:**

There are no changes to current policy<sup>2</sup> related to the revision of the OCS1201 and F1201.

The OCS1201 and F1201 pamphlet has been updated to reflect the following changes in policy:

- The Deficit Reduction Act (DRA) of 2005, Section 7303 changes, which reduce the threshold for child support arrearages triggering submission to the passport denial program from \$5,000 to \$2,500;<sup>3</sup> and
- The change in the driver license and occupational license suspension from three months to two months when a non-custodial parent (NCP) has an arrearage.

These changes appear on page five, under the “Passport denial,” “Driver license suspension” and “Occupational license suspension” sections.

## **CHANGES TO THE OCS1201 AND F1201:**

- Addition of the word “Suffix” in the name fields to record a suffix;
- Addition of a field to record a member’s maiden name, if applicable;
- Addition of a statement in the “Information About Child(ren)” section asking if there is a court order establishing paternity, and a box added to indicate “Yes” or “No”;
- Addition of the Social Security number (SSN) disclosure statement;
- DHS nondiscrimination statement updated;
- Addition of Family Independence Program (FIP) and Food Assistance Program (FAP) nondiscrimination statements; and
- Authorities section updated.

## **LEGAL REFERENCES:**

### Federal

42 United States Code (USC) 654(4)(A)(ii)

42 USC 666(a)(13)

42 USC 652(k)(1)

42 USC 654(31)

45 Code of Federal Regulations (CFR) 302.31

45 CFR 302.33

45 CFR 303.2

Public Law (PL) 104-193

Automated Systems For Child Support Enforcement:

A Guide For States: Objective A-1.a&b

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<sup>2</sup> Ref: AT 2006-009, **REVISED:** *Changes to the IV-D Child Support Services Application/Referral* at: [http://mi-support.cses.state.mi.us/policy/stateat/?year=2006#AT2006\\_009](http://mi-support.cses.state.mi.us/policy/stateat/?year=2006#AT2006_009).

<sup>3</sup> Ref: AT 2006-064, *Passport Denial Threshold Changes Added to Forms* at: [http://mi-support.cses.state.mi.us/policy/stateat/?year=2006#AT2006\\_064](http://mi-support.cses.state.mi.us/policy/stateat/?year=2006#AT2006_064).

State

Michigan Administrative Code (MAC) R 400.3009 and  
MAC R 400.5008

Michigan Court Rule (MCR) 2.406

MCR 2.114

Michigan Compiled Law (MCL) 552.635(2)(b)

**POLICY REFERENCES:**

*Combined IV-D Policy Manual Item 105, IV-D  
Eligibility*

*Combined IV-D Policy Manual Item 110, IV-D Case  
Initiation and Establishment*

AT 2006-009, **REVISED:** *Changes to the IV-D Child  
Support Services Application/Referral*

AT 2006-064, *Passport Denial Threshold Changes  
Added to Forms*

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

OCSE DCL 06-14, *Implementation of New Passport  
Denial Threshold*

**AT MAINTENANCE:**

Retain AT until further notice.

**EFFECTIVE DATE:**

Upon receipt.

**REVIEW PARTICIPANTS:**

Program Leadership Group (PLG)  
Friend of the Court Association  
Case Management Work Improvement Team (CM WIT)

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**CC:**

None

**ATTACHMENTS:**

Attachment 1: OCS1201  
Attachment 2: F1201  
Attachment 3: OCS1201 and F1201 pamphlet, page five

**MFS/DE**