



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

**MICHIGAN IV-D ACTION TRANSMITTAL 2007-007**

**TO:** All Office of Child Support (OCS) Staff

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

**DATE:** September 20, 2007

**SUBJECT:** Revised Support Specialist (SS) Case Closure Notices in the Michigan Child Support Enforcement System (MiCSES)

**PURPOSE:**

This Action Transmittal (AT) introduces changes and additions to the following case closure notices in MiCSES:

- *Notice of Title IV-D Support Case Closure (CLOSURESS) (Ref: Attachment 1);*
- *Notice of Title IV-D Support Case Closure (CLO\_IVDSS) (Ref: Attachment 2);*  
and
- *Notice of Title IV-D Support Case Action (CLO\_REOSS) (Ref: Attachment 3).*

**HISTORY AND BACKGROUND:**

OCS reviewed the case closure notices and determined that relevant information was missing. As a result, OCS has revised the case closure notices to provide additional information to IV-D customers and SSs.

**POLICY:**

There are no changes in policy related to the revision of the closure notices.

**CHANGES AND ADDITIONS TO THE CLOSURE NOTICES:**

- Addition of the names of the children included in the IV-D case;
- Addition of the wording "Child Support IV-D Case Number" to better identify the IV-D case number;
- Addition of the wording "Court Docket Number and County" to better identify the docket number and county;
- Addition of the number "1" before the area code in the OCS telephone number that appears under the name of the SS;

- Addition of the SS's telephone extension number;
- Addition of the Department of Human Services (DHS) nondiscrimination statement;
- Addition of legal authorities;
- Addition of Family Independence Program (FIP) and Food Assistance Program (FAP) nondiscrimination statements;
- Relocation of the template name to the footer; and
- Relocation of the revision date to the footer.

**LEGAL REFERENCES:** 45 Code of Federal Regulations (CFR) 303.11

**POLICY REFERENCES:** *Combined IV-D Policy Manual Item 130, Case Closure*

AT 2007-004, **REVISED:** *Updated IV-D Partner Case Closure Responsibilities and Michigan Child Support Enforcement System (MiCSES) 4.4 Release Case Closure Fix*

**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)

**CONTACT PERSON:** Dan Ellis  
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**CC:** All Friend of the Court (FOC) Staff  
All Prosecuting Attorney (PA) Staff

**ATTACHMENTS:** Attachment 1: CLOSURESS  
Attachment 2: CLO\_IVDSS  
Attachment 3: CLO\_REOSS

**MFS/DE**