

### 1.3 State Case Registry (SCR)

The State Case Registry (SCR) is a central registry of child support cases and orders in Michigan. Michigan is required to report all support cases, including non-IV-D cases, to the SCR.<sup>13</sup> Michigan reports these cases through MiCSES.

In Michigan, some *Uniform Child Support Orders* are prepared by a private attorney, by the parties, or anyone else outside of the Friend of the Court (FOC) or PA office. IV-D workers will enter these *Uniform Child Support Orders* on the MiCSES *Order Preparation and Entry* (OPRE) screen to meet the requirement to report to the SCR. IV-D workers will also enter *Uniform Child Support Orders* for non-IV-D child support cases on the OPRE screen for this same purpose.

### 1.4 Establishment Process

Effective March 17, 2015, MCL 772.1500 indicates that the IV-D agency will use procedures set forth in MCL 552.517b to establish the support obligation of a parent who is ordered to pay support, even if the IV-D agency using the procedures is not the FOC. The process of sending a recommendation and allowing the parties 21 days to object may expedite the support order establishment process.<sup>14</sup>

## 2. Gathering Information and Imputing Income

### 2.1 Gathering Information

The MCSF requires that the IV-D worker use information regarding income, medical expenses, child care expenses, etc. to calculate and determine support.

The federal Office of Child Support Enforcement (OCSE) recommends that states use actual income information, rather than imputed amounts, whenever possible. Imputed income “may not result in a support order based upon ability to pay and, ultimately, may not be effective in collecting child support.”<sup>15</sup>

The Michigan Child Support Program’s Strategic Plan lists Support Payment as one of its goals. Ensuring the appropriate level of support is one of the best approaches to ensuring compliance.

To this end, the IV-D worker will make a good-faith effort to conduct an investigation (discovery) of income information for the parties, including:

<sup>13</sup> Ref: [Action Transmittal \(AT\) 2006-025, Changing Michigan’s IV-D Case Identifier to the MiCSES IV-D Case Number for Reporting to the Federal Case Registry \(FCR\)](#) and 45 CFR 301.77(e) and (f).

<sup>14</sup> SCAO plans to publish policy on this in the future.

<sup>15</sup> Ref: [OCSE AT-12-01, Turner v. Rogers Guidance](#).

- Sending a second or subsequent request for information to the CP and NCP on open IV-D cases associated to the docket;
- Sending an employer disclosure to current or former employers;<sup>16</sup> or
- Requesting that the court issue a subpoena to the party and/or to the source of income to provide information.

The IV-D worker may determine that there is insufficient information<sup>17</sup> to calculate a support amount (i.e., the IV-D worker does not have the information necessary to calculate support according to the MCSF). If the information is insufficient, the IV-D worker will attempt to find that information using the *Member Income and Location Report* (MILR) (LC-001) and/or the *Income and Location Report* (ILR) (LC-002).<sup>18</sup>

IV-D workers will also search for actual income information:

- Through applications on the State Services Portal;<sup>19</sup> or
- Using third-party verification systems such as The Work Number, if available.

IV-D workers may also use these reports and sources to verify information provided by parties.

The IV-D worker may ask a recipient of Social Security Administration (SSA) or Supplemental Security Income (SSI) benefits to provide verification of those benefits using the website *my Social Security*, located at [www.ssa.gov/myaccount/](http://www.ssa.gov/myaccount/).

## 2.2 Imputing Income

If the IV-D worker has made a good-faith effort but is unable to locate income information for a party or parties, the IV-D worker may then impute income, per MCL 552.517b(6).

Per 45 CFR 307.10(b)(4)(iv), the state system (MiCSES) must retain information pertaining to the establishment of support obligations. The IV-D worker will document the steps taken to locate income information in a docket-level note on the MiCSES *Notes Processor* (NOTE) screen. The IV-D worker will then carefully follow the 2013 MCSF, section 2.01(G), to calculate the amount of potential income to impute to a party. The MCSF includes 11 relevant factors that the IV-D worker must consider.

<sup>16</sup> Ref: MCL 552.518(4). A former employer must provide information concerning a person who has been employed within the previous three years as of the date of the request.

<sup>17</sup> Ref: Section 3.45 of the *Michigan IV-D Child Support Manual* for more information on insufficient information.

<sup>18</sup> Ref: [Locate](#) documentation on mi-support.

<sup>19</sup> Ref: [Section 3.06, "State Services Portal \(SSP\)," of the Michigan IV-D Child Support Manual](#).

The IV-D worker may obtain information useful in the imputation of income from the U.S. Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov), or from the Michigan Labor Market Information website at [www.milmi.org](http://www.milmi.org). These sites include information on unemployment rates by county, as well as wage information for specific geographical locations and professions. The IV-D worker may find clues regarding a party's profession or income using Facebook or other social media.

### 3. Calculating Support

#### 3.1 Requirement to Use the MCSF

The support recommendation and order must be prepared in accordance with the MCSF.

#### 3.2 Medical Support Establishment

Federal and state laws require child support orders to include a provision for medical support,<sup>20</sup> which may include provisions for:

- Health care coverage;
- Cash medical support; and/or
- Birth expenses.

MiCSES-tracked health care provisions include:

- Who is ordered to provide insurance;
- The name of a third party who is allowed through the court order to supply a health care coverage obligation on behalf of an ordered party;
- The type of insurance a party is ordered to provide;
- Dependents for whom insurance is ordered;
- The reasonable cost limitation for the order, at both the dollar and the percentage level;<sup>21</sup>
- Whether the order has an “accessible” provision for the insurance;
- The effective date of the health care coverage provisions; and
- Health care coverage provisions, exceptions, or notes.

---

<sup>20</sup> Ref: [Section 6.06, “Medical Support,” of the Michigan IV-D Child Support Manual.](#)

<sup>21</sup> Ref: Subsection 3.2.1(A) of this manual section for a discussion of reasonable cost.