
SANILAC COUNTY FRIEND OF THE COURT

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MICSES – Michigan Child Support Enforcement System

Federal regulations require that the State of Michigan utilize one uniform statewide tracking system for child support enforcement (MiCSES) for all 83 counties. Users of the system are Support Specialists from the Michigan Department of Health and Human Services, as well as staff members from the offices of the Prosecuting Attorney and Friend of the Court. As of October 1, 2003, every county in Michigan is on this system. The name of the child support system is MiCSES which stands for the Michigan Child Support Enforcement System.

PAYMENTS

The SDU is a federal and state program acronym that stands for "State Disbursement Unit." The SDU is the physical work unit responsible for the receipt and disbursement of child support payments. In Michigan, the SDU is the main focus of all activity for Centralized Collections. Centralized Collections is a federally mandated program, established by the 1996 Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA). On November 3, 1999, Michigan Public Act 161 of 1999 was enacted providing authority for the SDU to receive and disburse support payments.

Federal laws require that all payments be made to the Michigan State Disbursement Unit (MiSDU) in Lansing, Michigan.

There may be times when you will be making a payment at the office of the Friend of the Court rather than to the MiSDU. Examples would be if you are making an extra payment, if you are paying off an Order to Show Cause, or if you are picked up on a bench warrant for non-payment of child support.

PLEASE BE ADVISED:

The Friend of the Court will only accept MONEY ORDER and CASH payments at the office. We will NOT accept checks or credit/debit cards.

Coupons - Coupons are only sent to payers that do not have an active employer, military or unemployment income withholding notice. Eligible payers must contact the MiSDU at (877) 464-3324 to request coupons by mail. Coupons are also available by accessing your case on www.michigan.gov/michildsupport. Temporary coupons are available at the Friend of the Court's office or online at

www.misdu.com. The information which must be provided on the coupon is as follows: payer's name, payer's social security number, docket number, docket county identifier, FIPS code, and amount of payment. For Sanilac County, our docket county identifier is 076 and our FIPS code is 26151. These numbers must be on your coupon with your individual information. If you do not put all of this information on the coupon with your payments, a delay in the processing of your payment will occur.

Support Disbursements – Public Act 548 of 2004 (MCL 400.236(4)) requires that the Michigan State Disbursement Unit (MiSDU) disburse support electronically. The MiSDU must accomplish this either through direct deposit to an individual's bank account or through use of a debit card. All payees of support, who are not exempt under the law, must choose to have his/her support payment either (1) directly deposited into their personal bank account or (2) deposited to a debit card.

Payees will receive a check for their first payment, but will be asked to set up either direct deposit or a debit card. These forms may also be found at www.misdu.com.

Monthly Charge Amounts – Federal regulations and Michigan statute require that support be charged on a monthly basis. (MCL 552.605c) The Michigan Child Support Formula manual is used by the Friend of the Court, Prosecutor's Office, and the Courts to set child support. All orders entered after 12/01/2002 are stated in monthly amounts. If your order was entered prior to 12/1/2002, your order was converted to a monthly order using the following calculation: 4.35 weeks per month multiplied by the weekly charge to obtain the monthly charge (i.e. \$100 per week X 4.35 = \$435.00 per month). If you want to figure out how much your child support is in a weekly amount, use the following calculation: total amount per month divided by 4.35 equals the weekly amount (i.e. \$435.00 ÷ 4.35 = \$100.00 per week).

The law requires that current child support owed to the family be paid first so weekly monies received by the custodial parent may be higher during the first part of the month and lower at the end of the month. Once all current child support is paid for the month, then any other monies received shall be applied to arrears.

If the payer of child support has more than one case, please read the section on Allocation of Payments as this will affect the distribution of the child support payments received by the payees of these cases.

Allocation of Payments – Pursuant to state and federal laws, when a support payer has more than one case, payments may be allocated in proportion to the unpaid current support balances and arrearages that are owed on all cases even if the payment is designated for one case. If the payer on your case has multiple cases, it is possible that you may see a difference in the payment amount. If the payer has only one case, allocation will not affect payments.

OTHER INFORMATION

Address, Employment, and Personal Information Changes –

FOC orders require that parties keep the FOC informed of any change in their address. Address changes must be reported **in writing** to the Friend of the Court office. Forms are available at the FOC office. **Addresses will only be marked “confidential” if the Court has entered an order making the address confidential under Michigan Court Rule 3.203(F).**

Updated employment information including the name, address, phone number, and contact person should be submitted **in writing or by phone** directly to the Friend of the Court office.

If you have a name change due to marriage, please submit a copy of your marriage license to the Friend of the Court.

Contacting the FOC – When you call or write the FOC, to assist us in providing prompt and accurate information, you must provide your docket number (case/file number) and social security number. The MiCSES computer system will have members from every county in Michigan and there may be duplicate names. It is important that every name be verified with the additional information.

FREQUENTLY ASKED QUESTIONS

How do I update my personal information with FOC?

Please complete the Change in Personal Information form and mail or fax it to the FOC. This form may be submitted to update your name, address, driver's or occupational license information and social security number. You must provide the FOC with the required supporting documentation for the changes to be implemented. Requirements are noted on the form.

How do I request payment/support enforcement?

If you know where the payer works but payments are not being taken from the payer's paycheck, please contact the FOC with the information. FOC will begin the process of filing an Income Withholding Notice (IWN) to collect the current amount of support and a payment on the arrearage. Please supply as much information as possible concerning the payer's employer.

If you do not know where the payer works, or the payer is self-employed, write us a letter requesting we review the case for enforcement. Please include the docket number and any information you believe would be helpful in enforcing the support order.

How do I request a payment history for my case?

Parties who pay or receive child support in Michigan now have a convenient and secure website to review their payment and case information. From this website, users may print their payment history at any time. To access online payment

summaries, amounts owed, scheduled hearing dates and other case information, you may access the website at www.michigan.gov/michildsupport.com. You can also request the payment history by contacting the FOC.

You may also hear information about your child support case by calling the Michigan child support county interactive voice response (IVR) 24-hour case information access line at (877)543-2660.

How can I obtain a Year-End Statement?

The FOC will mail a statement with the total amount of support paid for the year, to your address of record upon your written or phone request.

How do I make my support payment to MiSDU?

All support payments are receipted and distributed by the MiSDU. It is very important to include required identifying information with your payment. Payments lacking this information may be returned to the payer.

The following information should be included with your payment:

- Payer's full name
- Payer's SSN
- Docket county number: 76
- Docket number (i.e. 1999-11111-DS)

Payments should be mailed to:

MiSDU
P.O. Box 30351
Lansing, MI 48909-7851

MiSDU also accepts payments from your American Express, MasterCard, Discover, Visa. For online payments, the MiSDU website can be accessed by going to www.misdu.com. To pay by telephone, please call (877)543-2660.

Payments may also be made at the FOC by cash or money order.

How do I get a Notice of Income Withholding started to have the child support taken from my pay?

A Notice of Income Withholding is started by the employer information, such as employer name, address, and telephone number, being submitted to FOC so the notice can be sent to the employer's payroll department. You should make the payments on your own to the MiSDU or FOC until you see the deductions from your paycheck.

A Notice of Income Withholding was entered, why isn't it working?

If a Notice of Income Withholding was entered and it is not working, it is possible the party no longer works there (laid off, quit or fired) or the party is on workers' compensation for an injury sustained on the job or is collecting unemployment benefits. In these situations, a new notice to withhold would need to be sent to the new source of income.

A new withholding could take 3-4 weeks to begin working. If the withholding is not working within this timeframe, we will contact the employer for an explanation.

Why is the employer not withholding a full month's worth of payments?

For those non-custodial parents who are paid weekly or bi-weekly, the full obligation amount is not withheld each month. When determining the support to be withheld each pay period, it takes into consideration that there are months when an additional paycheck will be issued.

Employers, by law, are only allowed to withhold up to 50% of the payer's net pay. Should this be the case, the payer should pay the difference themselves in order to avoid enforcement action being taken.

My employer is not withholding support payments from my paycheck, what should I do?

If a Notice of Income Withholding was sent to your employer and you do not see your payments being withheld, contact the person who does the payroll for your employer to verify they received the Notice of Income Withholding. If they have not, the FOC may resend the Notice of Income Withholding upon request.

Any time an employer does not withhold monies for support (ex. company shuts down briefly, you have unpaid time off work, etc.), you should make the payments yourself to avoid enforcement action being taken for non-payment of support.

There is a bench warrant out for me, what do I do?

Please contact the Enforcement Supervisor at the FOC.

If you are the person receiving the support, then you should contact the FOC and furnish them with any new information you may have in regards to the payer.