
TIPS FOR CREATING A CHILD SUPPORT RECOMMENDATION IN MiCSES

Overview

MiCSES uses the 2008 Michigan Child Support Formula (MCSF) to calculate a child support recommendation, which is the basis for a support order. This document was created as a tool to provide additional information about the process of creating a child support guideline recommendation in MiCSES.

This document is intended to accompany both the **Creating a Michigan Child Support Guideline Recommendation in MiCSES** and **Creating a Michigan Child Support Guideline Recommendation for a Third Party Case in MiCSES** Web-based training simulations. The purpose of the simulations is to provide you with a basic understanding of how to create a child support recommendation in MiCSES.

Information is organized by screen name and tab, as well as by field name. Information pertaining specifically to third party cases is located in highlighted text boxes throughout the document.

Changes to the handout are indicated with a change bar on the left side of the page.

MiCSES Screen Tips

GREC– Guideline Recommendations

- MiCSES uses the **Parent A and Parent B Determination** table to select the case's custodial party (CP) or non-custodial parent (NCP) as **Parent A**, **Parent B** and **Third Party**
 - The selection is based on whether the CP is the biological parent, as well as the CP's and NCP's gender
 - The **Parent A and Parent B Determination** table is documented in the Quick Reference Guide: *GREC – Create a New Guideline Recommendation* on mi-support

Third Party Recommendations:

- The **Parent A and Parent B Determination** table refers to a third party as a non-biological CP
- If both parents' names should be included on a third party recommendation but only one parent's name populates on the GREC screen, the missing parent may be added to the guideline recommendation by double-clicking in the **Parent A** or **Parent B** field and selecting his or her name from the *Participants* pop-up window
- The person's name should **not** be typed in these fields; doing so will produce inaccurate results on the recommendation form
- If only one parent is recommended to pay support on a third party case, no information for the other parent is required
- **NOTE:** The third party's name and address will print on the header of the recommendation form only if the individual is a plaintiff on the case

- **Docket** field: Displays an active docket number when one exists for the case
 - An active docket or Court Action Referral (CAR) is required in order to create a new guideline recommendation
- **New Guideline** button: Used to create a new guideline recommendation
 - MiCSES will navigate to the *GPIF – Guideline Participants* screen to continue the process
- **Identifier** field: Displays a brief description (when entered on the GPIF screen) to allow the user to distinguish between different recommendations associated with the same case
- **Complete?** column: Indicates the status of each recommendation
 - **Y** indicates that the recommendation is complete, and **N** indicates that it is not complete
 - Completed recommendations may not be edited, however, it may be retrieved, creating a new recommendation
- **Retrieve Guideline** button: Used to update an incomplete recommendation, or to create a new guideline based on a selected recommendation
 - MiCSES will then navigate to the GPIF screen to continue the process

GPIF – Guideline Participants

The GPIF screen may only be accessed via the GREC screen when a user presses either the **New Guideline** or **Retrieve Guideline** button

- MiCSES automatically saves information as it is entered
 - Clicking the **Update** button is not required when moving from tab to tab or field to field
- **Calculate** button: Used to calculate the totals for the recommendation, then navigates the user to the *GGDL – Guideline Details* screen
- **Identifier** field: An optional field used to enter a brief description of each guideline recommendation to allow the user to distinguish between different recommendations associated with the same case
 - For example: “Case with a new family member”
 - Text entered in this field does not print on the recommendation form, but is displayed on the GREC screen

Details Tab

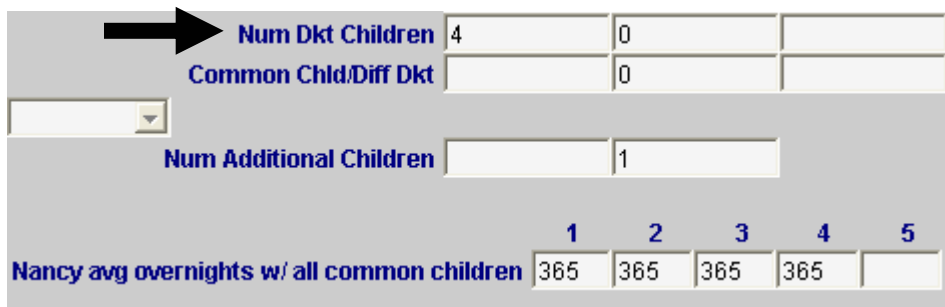
- **SS Child Ben** field: Used to enter the total dollar amount of the Social Security Administration (SSA) benefits received by all children on the guideline recommendation
 - The **SS Child Ben** field should not be entered until the guideline is completed to the point of knowing who should pay support
 - If the social security benefit recipient is the payer, then the **SS Child Ben** field should be entered

Third Party Recommendations:

The **Residence Type** field in the **Third Party** column is used to indicate whether the parents live together or separately

- This information is relevant only when either parent has **Social Security Retirement/Disability** income entered in the **More Incomes** section on **Incomes** tab
- MiCSES calculates the appropriate amount of tax on income based on whether **Parent A** and **Parent B** are living together or separately

- **Legal Custody** and **Physical Custody** fields: Used for informational purposes only
NOTE: Custody information does not display on the recommendation form
- **Num Dkt Children** field: Used to enter the number of children on the docket associated with the recommendation
 - When a number is entered in the **Num Dkt Children** field, the **avg overnights w/ all common children** fields automatically populates with 365 overnights per child on the docket
 - If the average number of overnights with all common children is not 365, then the correct number should be manually entered in the field(s) For example, see example page 5
 - The number of children in **the Num Dkt Children** field will populate the same number of fields for Parent A's **avg overnights w/ all common children**
 - For example: There are four children in the **Num Dkt Children** field, therefore four fields are required for Parent A's **avg overnights w/ all common children**



Num Dkt Children	4	0		
Common Chld/Diff Dkt		0		
Num Additional Children		1		
Nancy avg overnights w/ all common children	365	365	365	365

- **Common Chld/Diff Dkt** field: Used to enter the number of biological and adopted children who are common between the parties, who exist on a different docket than the docket for which the recommendation is being completed
 - The number may be entered in the column for either parent
 - When a number is entered in the **Common Chld/Diff Dkt** field, the **avg overnights w/ all common children** fields automatically populate with 365 overnights per child

- The number of active fields for **avg overnights w/ all common children** includes the number in the **Num Dkt Children** field plus the number in the **Common Chld/Diff Dkt** field
 - If the average number of overnights with all common children is not 365, then the correct number should be manually entered in the field(s)
- The number of children in the **Common Chld/Diff Dkt** field will populate the same number of fields for Parent A's **avg overnights w/ all common children**
- Stepchildren are not considered common children, therefore should not be entered in this field
- **Num Additional Children** field: Used to enter each parent's number of biological or adopted minor children (not step-children) who are:
 - From the parent's relationship with someone that is not on the docket,
 - In common with the other parent and are in a third party's custody (when determining support for children living with either **Parent A** or **Parent B**), or
 - In common with the other parent and are in **Parent A** or **Parent B**'s custody (when determining support for the other children in common who are in a third party's custody)
 - For example: Parent A's child from another marriage, or a child of both parents living with a third party
 - The physical custody of a child from another marriage is not considered in the child support recommendation calculation
 - The amount of support paid to another person for a child from another marriage is not considered in the calculation of the recommendation
 - Stepchildren are not considered additional children, therefore should not be entered in this field

Third Party Recommendations:

The number of children in common living with either parent should be entered into the **Num Additional Children** fields for **both** parents

- The number must be entered in the fields for both parents in order for MiCSES to apply the **Additional Children** adjustment to both parent's income
- See MCSF §2.01(B)(2) for information about the **Additional Children** adjustment

- **Parent A's avg overnights w/ all common children** fields: Used to enter **Parent A's** average number of overnights with all children in common including children on this docket and children on a different docket
 - MiCSES defaults these fields to 365 days for Parent A, but different numbers may be manually entered

- If the number of overnights differs between children, the numbers should be averaged for all children, and that average number should be manually entered for each child

For example: Parties A and B have three children in common

Child 3, the oldest, spends 60 overnights with Parent A and 305 with Parent B, and emancipates first.

Child 2, the middle child, spends 340 overnights with Parent A and 25 with Parent B and emancipates next.

Child 1, the youngest, spends 365 overnights with Parent A.

Calculation(s) and entry is as follows:

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
Child 1	365	365	365
Child 2	0	340	340
Child 3	<u>0</u>	<u>0</u>	<u>60</u>
Total	365	705	1045
	<u>/1</u>	<u>/2</u>	<u>/3</u>
Average:	365	252	348

	1	2	3	4	5
avg overnights w/ all common children	365	252	348		

- **Comment** field: An optional field used to enter a brief note
 - Notes entered in this field will print on the recommendation form

Third Party Recommendations:

- The Parent A **avg overnights w/ all common children** fields will not default to **365**, because parenting time does not apply in third party cases
- The fields should be remain blank
- See MCSF §4.01(B)(2) for information about the **Additional Children** adjustment

Incomes Tab

- **Regular** fields for Parents A and/or B: Used to verify or enter the amounts of the parents' regular incomes

- MiCSES will populate this field with the **Gross Pay** amount if a parent has a current, verified (**Action Code 'Y'**) employer (**Income Type 'E'**) with a **Gross Pay** amount on the *EHIS - Employment History* screen
- If the income field is pre-populated and the amount is correct, then the **Use?** checkbox must be checked
- If the income field is incorrect or blank, the amount must be entered manually and MiCSES will automatically check the **Use?** checkbox
- **Potnl** checkbox: Used to indicate if the income listed to the left of the checkbox is potential income
 - The income is considered actual income unless the **Potnl** checkbox is checked
 - See MCSF §2.01(G) for information on **Potential Income**
- **Emplr Name** field: Displays the party's employer name from the EHIS screen if there is a 'Y' in the **Primary Employer** field and the employer is confirmed (**Action Code 'Y'**)
 - Information manually entered in the **Emplr Name** field does NOT update the EHIS screen
- **More Incomes** section
 - **Inc Types** field: Used to select the parents' other incomes as defined by the MSCF
 - Double-click a field under the **Inc Types** column and select the parent's other income type from the *Income Types* pop-up window
 - See the MiCSES 5.1 Release Notes for information about five new income types added to this section
 - **Potnl** and **Use?** checkboxes: MiCSES will automatically check **Use?** when **Potnl** is checked
 - **Comment** field: Used to enter the reason why the income is marked as a potential, entry is required when **Potnl** checkbox checked
 - Notes entered in this field will print on the recommendation form

Third Party Recommendations:

If one of the parents is not a member on the IV-D case, but was added to the third party case, then his or her income and employment information must be manually entered on the **Incomes** tab.

Deductions Tab

- Tax deductions include federal and state income tax amounts, resident and non-resident city tax amounts, as well as Federal Insurance Contributions Act (FICA) tax amounts
 - MiCSES calculates taxes based on the tax status and deductions entered on the **Details** tab and income on the **Incomes** tab
- **Potential Tax** field: MiCSES calculates potential taxes when potential income is entered on the Incomes tab
- **Ovrd** checkbox: Used to allow an edit to the MiCSES-calculated amount in the **Potential Tax** field through manual entry of a different amount
- **More Deductions** section
 - **Ded types**: Used to select the parents' other deduction types allowed by the MSCF
 - Other deduction types may be selected from the *Expense Types* pop-up window in the **Ded Type** column
 - MiCSES will determine whether the selected income type(s) is taxable or non-taxable for the tax deduction calculations
 - See MiCSES 5.1 Release Notes for information about the taxable status of income types
- **Comment** field: Used to enter the reason why the tax deductions are manually edited, entry is required when the **Ovrd** checkbox is checked
 - Notes entered in this field will print on the recommendation form

Childcare Tab

- **Monthly Potential Child Care** field: Displays the potential cost of child care when potential income is entered on the **Incomes** tab
- **Ch Care Tax Credit** field: Displays the dollar amount of federal tax credit the party is entitled to for his/her child care expenses
 - MiCSES calculates the Child Care tax credit
 - Only one parent is entitled to receive tax credit on child care
 - If both parents have child care expenses, the child care tax credit for one parent must be deleted

Third Party Recommendations:

MiCSES does not calculate the parties' child care tax credit amount in the **CH Care Tax Credit** field for a third party case. The amount must be manually entered.

- **% of Childcare** field: Displays the MiCSES calculated percentage for each parent's percentage of family income

- **Comment** field: Used to enter the reason why the **% of Childcare** field was edited, entry is required when **Ovrd** checkbox is checked
 - Notes entered in this field will print on the recommendation form

Conf/Arres Tab

This tab is used when performing a review and modification, or when arrears or confinement expenses exist. Otherwise, information is **not** entered on this tab.

- **Medicaid Confinement % Ovrd** checkbox: Used to allow an edit of the amount displayed
 - MiCSES defaults this value to **Parent B**'s pro-rata share of the confinement expense amount
 - The displayed amount may be edited
- **Current Fees/Other** field: Displays the MiCSES default amount of \$3.50 (per month) for Processing and Service Fees
 - Amount may be edited for other non-support obligations for the case
- **Comment** field: Used to enter the reason why the **Current Fees/Other** field was edited, entry is required when **Ovrd** checkbox is checked
 - Notes entered in this field will print on the recommendation form

Medical Tab

Ordinary HC section

- **Additional Ordinary Health Care Expenses** field: Used to enter the dollar amount of any additional ordinary health care expenses if they are determined to be higher than the average Ordinary Medical Expense Obligation
 - See MCSF Supplement §2.02(A) for **Ordinary Medical Expense Averages** table
- **Comment** field: An optional field used to enter the reason why an additional amount was entered in the **Additional Ordinary Health Care Expenses** field
 - Notes entered in this field will print on the recommendation form

Health Care Cost section:

- **Monthly cost for children of order** fields for both parents:
 - Health insurance premiums (HIP) paid by the parents to cover dependent(s) are apportioned according to each parent's share of family income
- **% healthcare expense** field for each parents: Displays the health insurance premiums and the ordinary medical expenses for each parent
 - MiCSES calculates the health insurance premium and the ordinary medical expenses from the **% healthcare expense field**
 - If the **Medicaid Confinement % Ovrd** checkbox is checked, MiCSES will use the edited percentage in the calculation

- **Recommend to Provide** field: Used to indicate which party or parties are recommended to provide health insurance
 - Selection is required for calculating recommendations via the **Calculate** button
- **Comment** field: Used to enter the reason why the **Ovrd** checkbox is checked for either party's % **healthcare expense**
 - Entry is required when the **Ovrd** checkbox is checked
 - Notes entered in this field will print on the recommendation form

Calc BTW Parents Tab

On this tab, all figures correspond to the tiered amounts for the highest amount of support on the case.

- **Actual** columns: The amounts for each parents' **Total Monthly Income**, **Total Monthly Ded** and **Total Monthly Net**, derived from the actual income entered on the **Incomes** tab
- **Actual + Potential** columns: The amounts for both parents' **Total Monthly Income**, **Total Monthly Ded** and **Total Monthly Net**, derived from actual income plus potential income amounts entered on the **Incomes** tab
- **Actual Ovrd** and **Actual + Potential Ovrd** checkboxes: Used to allow an edit of the amount displayed
 - Only one of the two **Ovrd** checkboxes may be selected
- **Total Monthly Income**, **Total Monthly Ded** and **Total Monthly Net**: Displays the amounts for both parents
 - Starting with the **Base Support Amount** field, the remaining fields identified in the boxes below display amounts for the payer, which will print on the final child support recommendation

Michigan Child Support Enforcement System (MiCSES)

Case Management | Financial Management | Reports Management | Scheduling/Worker Management | System Maintenance | Exit | Window

GPIF - GUIDELINE PARTICIPANTS

User: DUMMY Date: 10/13/2008 04:02 PM Region: FDV Screen

County No: 082 IV-D Case No: 912131703 Guideline ID: 230839 Year: 09/01/2008

Parent A: UTAH, NANCY LYNN 34832529 **Calculate**

Parent B: UTAH, PHILLIP ADAM 24832529

Third Party: Identifier: New baby

Details | Incomes | Deductions | Childcare | Conf/Arns | Medical | Calc BTW Parents | Calc 3rd Party

	Actual		Actual + Potential		Actual	Ovrd	Actual + Potential		Ovrd
	Nancy	Phillip	Nancy	Phillip					
Total Monthly Income	2400.05	4700	2400.05	4700					
Total Monthly Ded	222.38	1150.19	222.38	550.19					
Total Monthly Net	2177.67	3549.81	2177.67	4149.81					
Base Support									
# of Common Children		1							
# Cmn Children on Dckt		1							
Base Support Amount		406		397					
Base support determined using general care formula									
Parental Time Offset									
Nancy Ave Num Days		20		20					
Base support after PTO		406		396					
		0		0					
Medical Obligations									
OME added to support		12		11		<input type="checkbox"/>			
		0		0					
Amt Sup Adj by Prmium		105		95		<input type="checkbox"/>			
		0		0					
Child Care Obligation									
% healthcare		.42		.38					
Amt Sup Adj by Ch Care		-174		-186		<input type="checkbox"/>			
		0		0					
SS Benefit Adj		0		0					
Total Recommend Sup Obl		349		316					
Alternative Support Amount		0		0		<input type="checkbox"/>			
Arrearage Payment Amnt		0		0		<input type="checkbox"/>			

Factual Assumptions: N/A

Manner or and reasons for alternative support amount: Error in MiCSES calculations for health insurance premiums

Record: 1/1 <OSC>

- **Base Support Amount** fields for the **Actual** and **Actual + Potential** columns: Displays the monthly base support amount as calculated by MiCSES per the 2008 MCSF
 - This amount is calculated before the Parenting Time Offset (PTO) equation is applied
- **Amt Sup Adj by Premium** field: Displays the amount of support adjusted by health insurance premiums
 - MiCSES calculates health insurance premiums according to the 2008 MCSF
- **Ovrd** checkbox: Used to allow an edit of the amount displayed in the **OME Added to Support**, **Amt Sup Adj by Premium**, and **Amt Sup Adj by Ch Care** fields
 - When checked, an empty field opens below the field and a different amount may be manually entered
- **Total Recommend Sup Obl** fields for the **Actual** and **Actual + Potential** columns: Displays the total monthly amount recommended for the support obligation for the parent

- The amount is calculated from the base support, parenting time offset, ordinary medical expense, health insurance premium, child care, and Social Security benefit adjustments as well as any manually entered amount(s) that deviate from the guideline amounts
- Entering notes in both the **Factual Assumptions** field and the **Manner of and reasons for alternative amount** field are required if any override checkboxes are checked

Third Party Recommendations:

Calc Third Party Tab

Left section:

- The left section of the tab displays calculation information for **Parent A** and **Parent B** based on information entered on the **Incomes** tab and the **Deductions** tab
- The top four lines display information for **Parent A** and the bottom four lines display information for **Parent B**

Right section:

- The top four fields display the recommended amounts of support to be paid by **Parent A** to the **Third Party**
- The bottom four fields display the recommended amounts of support to be paid by **Parent B** to the **Third Party**

NOTE: Parenting time is not considered in the third party calculations

GGDL – Guideline Details

If deviations are entered on the **Calc BTW Parents** or the **Calc 3rd Party** tabs, the amounts will not carry over to the tiered support amounts on the GGDL screen or the completed GUIDLINE form.

- These amounts must be manually entered on the draft GUIDLINE form

Third Party Recommendations:

- For third party recommendations, the completed GUIDLINE form will not display the plaintiff's name and address
- When a recommendation is created by an FOC worker, the defendant's information will appear on the document
- When a recommendation is created by a PA worker, neither the plaintiff's information nor the defendant's information will display on the form



Additional Information

Mi-support Program Library resources for **Child Support Formula Guidelines**, which include Quick Reference Guides (step-by-step instructions on how to do something in MiCSES), links to the 2008 MCSF, and more:

<http://mi-support.cses.state.mi.us/ProgramLibrary/DocumentList.aspx?id=3>

The Guideline Web-based training, which includes two simulations and one demonstration, along with this handout, is located on mi-support at:

<http://mi-support.cses.state.mi.us/training/guideline/launch.htm>