

Arrears Discharge Worksheet Step-by-Step Worksheet

Answer the information below using information from the DHS-681. This form must be submitted before using this worksheet.

[NCP Name]	[FOC Case Number]	[IV-D Case Number]
------------	-------------------	--------------------

Answer all questions on the spreadsheet in order, top down. As each question is answered, other questions will appear, as appropriate based on the answer provided.

Initial Evaluation

Has the Statute of Limitations period passed (10 years since the last support charge was due) and no payment has been made within the last ten years to renew the limitations period?

No

Go to the next evaluation question.

Does the case qualify for IV-D closure?

No

Go to the next evaluation question.

Has the CP waived his/her interest in CAA?

No

Go to the next evaluation question.

Is the NCP currently married to the CP?

No

Select the "Grid Color Determination" tab in this spreadsheet to determine if the NCP is qualified for Administrative Discharge.

Have the parties reconciled?

No

Go to the next evaluation question.

Has the CP waived his/her arrears?

No

Go to the next evaluation question.

Select the "Grid Color Determination" tab in this spreadsheet to determine if the NCP is qualified for Administrative Discharge.

Arrears Management Strategies

If any state-owed support arrears remain on an open IV-D case after applying the Pre Arrears Management Strategy, apply the following strategies to determine whether it qualifies for administrative discharge of arrears.

Arrears REDUCED: Full Discharge Criteria

Is the NCP in prison for life with no chance of parole?

No

Go to the next evaluation question.

Is the NCP incarcerated with an earliest release date of 10 or more years in the future, and his/her youngest child on the docket where the arrears are being discharged is at least 18 years old?

No

Go to the next evaluation question.

Is the NCP receiving supplemental security income (SSI) and has been determined to have a permanent impairment?

No

Go to the next evaluation question.

Is the NCP claiming permanent medical disability but is not receiving SSI?

No

Go to the next evaluation question.

Does the NCP currently receive SSI?

No

Go to the next evaluation question.

Arrears REDUCED: Full or Partial Discharge

Does the NCP live in the same household with the CP and the child(ren)?	No	Go to the next evaluation question.
Does the NCP have physical custody of the children?	No	Go to the next evaluation question.
Does the NCP have extraordinary medical expenses for himself/herself or a family member?	No	Go to the next evaluation question.
Is the NCP jobless?	No	Go to the next evaluation question.
Has the NCP been living in a long-term (not a 'night-by-night' or 'drop-in') homeless shelter for at least 30 days?	No	Go to the next evaluation question.
Has the NCP been participating in a long-term homelessness program, or a transitional or supportive housing program, for at least 30 days?	Yes	Case qualifies for Arrears REDUCED. Discharge state-owed arrears in full.

Lump Sum

Does the NCP have the ability to pay a one-time lump-sum amount?

\$0

\$0

Grid Color Determination

FOC staff can use this worksheet to determine if the NCP is a good candidate for the administrative discharge of state-owed arrears, following Section 6.51, "Arrears Management," of the *Michigan IV-D Child Support Manual*.

[NCP Name], [FOC Case Number], [IV-D Case Number]

Engagement Factors	Yes/No (Must select yes or no for at least one factor)
Has not hidden or attempted to hide assets	
Provides, or has provided in the past, non-monetary support (e.g., transportation, child care, etc.) to the child(ren) on an ongoing basis	
Has participated in a job program, if available and applicable	Yes
Has participated in a life skills program, personal finance class, etc., if available and applicable	
Has taken the initiative to contact the FOC office regarding his/her inability to pay	
Has kept his/her contact information current with the FOC office	
Has provided documentation timely when requested by the FOC office	
Has appeared at reasonable times and places when requested to provide information	Yes
Was consistently compliant or more compliant with support orders when his/her financial or personal circumstances were better than they are currently	Yes

Ability to Pay Factors	Select appropriate description from each factor
Assets	
Current and/or projected employment (consider skills and education as well as the local economy) and health status	
Age/life expectancy	
Past, current, and future incarceration status	
Geographic location	Local Geographic Unemployment Rate > 125% of State Average AND NCP has no personal transportation and lives in a geographic area without a public transportation system
Current public assistance status	
Current or future eligibility for Social Security Administration, Veterans Benefits Administration, railroad retirement, or any other publicly or privately provided benefits	NCP appears to qualify for SSD or VA benefits, but was denied at this time.
Current and/or previous orders to determine if the ordered amount was based on incorrect or imputed information and whether modifications occurred timely	Most orders based on default

Classification of NCP for arrears discharge: **Green**

NCP is a good candidate for administrative discharge of state-owed arrears.

Continue to evaluate NCP for potential administrative discharge using the step-by-step tab in this worksheet.

Partial Forgiveness Calculator

NCP Name	[NCP Name]
IV-D Case Number	[IV-D Case Number]
FOC Case (Docket) Number	[FOC Case Number]
Total amount of arrears owed	\$ -
Total amount of state-owed arrears	\$ -
Select NCP's state of residence	

Do NCP and CP repeatedly live together, break up and move out, then reconcile and move in together again?	No
Number of minor children on DHS-681	0
Total family size	0
Current monthly income amount (DHS-681)	\$0
Potential/Future monthly earning ability (DHS-681)	\$ -
Monthly Medical Bills from DHS-681	\$ -

Annual income less medical expenses: \$ -
 Federal poverty level (Feb. 2015)
 150% of federal poverty level
 Discretionary Income
 Amount to repay in 1 year
 Monthly expectation

Number of months to continue paying #VALUE!
 Total amount of reasonable payments: \$0.00
 Amount of state-owed arrears to forgive

The State-Owed Arrears Discharge Calculator was designed by SCAO's FOC Bureau, in cooperation with the OCS Program Development Division. In accordance with Section 6.51, "Arrears Management," of the *Michigan IV-D Child Support Manual*, FOC staff may use the spreadsheet and enter data directly into the yellow-shaded cells to help compute the amount the non-custodial parent may be able to pay.