



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

RICK SNYDER  
GOVERNOR

NICK LYON  
DIRECTOR

April 10, 2018

Dear Employers:

The State of Michigan Child Support Program asks for your continued cooperation in responding to our requests for employee information. Our program is struggling to receive the needed information from **some** employers.

First, **thank you** for your role in ensuring Michigan's children receive the child support and health care coverage that they need and deserve. Our program (which includes the Friends of the Court and Prosecuting Attorneys) often asks you for information about your employees. We need this information to establish and modify *fair* child support orders and send you *correct* income withholding and health care coverage notices. This benefits not only the children and their caregivers but **you and your employees**. When we receive the information you provide, parents and families are less likely to deal with frustration and stress that can lead to lost work time. So, thank you for your cooperation and timely responses to our requests.

The Michigan child support agency requests employee information using these forms/letters:

- *Employer's Disclosure of Income and Health Insurance Information* (FEN305, FOC22);
- *Employer's Disclosure of Health Insurance Information* (FEN306);
- *Employment Status Disclosure* (FEN307, FOC22b, RNMFOC22);
- *Employer's Verification of Income* (2030); and
- *Employer's Verification of Income and Health Insurance Information* (2031).

Michigan law requires employers to respond to these requests (or subpoenas) to verify income/employment for an employee who was employed within three years before the date of the request (or subpoena).<sup>1</sup> Employers may be asked to provide the company's name, contact information, address(es), and Federal Employer Identification Number (FEIN) as well as the employee's status, wages/income, Social Security number, date of birth, address, health care coverage, disability or workers' compensation information, etc.

Some employers pay service providers to respond to verification of employment requests. One of these providers is the TALX Corporation (a subsidiary of Equifax) which delivers information through an online database called The Work Number. In response to verification of employment requests, some employers are referring Michigan child support program staff to The Work Number. However, The Work Number is now requiring government agencies to sign up for a fee-based service to obtain employment information. This is preventing us from getting the information we need. **Therefore, the child support program is asking**

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<sup>1</sup> Michigan Compiled Law (MCL) 400.234 and MCL 552.518

**employers to directly respond to verification of employment requests and discontinue referring child support staff to The Work Number.**

Employers are an important part of helping ensure children receive the support they deserve. As always, the Michigan Child Support Program appreciates employers' cooperation in assisting the families of Michigan.

Thank you!

A handwritten signature in black ink, appearing to read "Erin P. Frisch". The signature is fluid and cursive, with a large initial "E" and "P".

Erin P. Frisch, Director  
Michigan Office of Child Support