

## **MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**

Compliance Monitoring

### **POLICY STATEMENT**

#### **CHILD SUPPORT VERIFICATION TOOL**

The Michigan State Housing Development Authority (MSHDA) and the Michigan Department of Health and Human Services Office of Child Support (MDHHS/OCS) have created an electronic tool, the MiChildSupport System, for management agents to use that streamlines verification of Child Support Payments in the State of Michigan. This tool has been in Beta testing for several years and is now being opened to all agents with LIHTC and MSHDA financing.

#### **Account Set-Up**

Before proceeding you must thoroughly read and understand the requirements in the Data Share Security Policy. To request an account, each user must complete the Client Information and MiChildSupport System application. Additional documentation that must be included with the application includes an acknowledgement of reading and agreeing to the data share security policy (signature page at the end of the document) and an acknowledgment of completion of cyber security awareness training. Once processed and approved, the user will receive an e-mail with credentials for logging into the MiChildSupport System.

#### **Required Tenant File Documents**

If a household indicates that Child Support is an income source on the MSHDA Income and Assets Checklist, a report must be run for each adult member of the household. Before a user can pull verifications from the MiChildSupport System, each adult household member must sign a Certification and Authorization to Release Information form. This form must be kept in the tenant file. A printout of each household members report, or blank page showing no report was found, must also be printed, and kept in the tenant file.

#### **Verification Documentation**

The MiChildSupport System pulls a report with the last 12-month history of child support payments. This 12-month history is what needs to be included as annual income for the household. (Please note that this does conform with new HOTMA clarification/regulations.)

#### **Audit Requirements**

MSHDA is audited by MDHHS/OCS on a percentage of the social security numbers pulled from the MiChildSupport System. This process requires that for each system user selected during the audit, MDHHS/OCS will send to MSHDA a list containing the last four digits of the social security number(s) entered, date(s) and time(s) of the request. Based on this information users are required to send MSHDA a copy of the tenant(s)/applicant(s) signed Certification and Authorization to Release Information form. Based on the audit, MSHDA recommends that you keep electronic copies of this information, using a naming convention similar to date pulled and last 4 digits of the social security number.

#### **Penalties for Misuse**

Violations and misuse of the MiChildSupport System can result in violation of Michigan Law which may lead to account inactivation, criminal charges, fines, or jail time.