

## Juvenile State Tax Intercepts by Batch - for Cost of Care/Services

### Recommend - start process October each year

**Initial one time Set-up:** Each Financial Order on each petition is analyzed - if the Cash Code Audit Summary is COW & the report type is D/FIA207 or if the Cash Code report type is S/Stateward and no payment has been made on **ANY** financial order within "X" # of days for the selected billing location - then the payer is delinquent and selected. The selection criteria may also include a check for the number of delinquent letters previously sent. [MCL 769.1\(7\)](#)

**FCC - Cash Codes with Audit Summary = COW & Report Type D/FIA207 or Cash Codes with Report Type S/Stateward**

❖ **\*Step 1: Access the Juvenile Tax Intercepts screen & Create Tax File & Print Audit**

- enter TAX on the NEXT:\_\_\_\_, hop line – to access the Juvenile Tax Intercept Screen
- enter the billing location applicable to juvenile matters
- enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
- **1 - Create File & Print Tax Intercept Audit;** enter court specific criteria - # of Days Delq. as of (enter date), the # of Delq. Letters sent, one specific Cash Code or blank for All/(recommended) and Min. Amount Past Due(e.g., juvenile/parent must owe at least \$25.00). A Tax Intercept file is created per name that meets the criteria entered. Names must have a SSN# on the NAM/Name file to meet the initial selection process. Nam/Fin with suppressed bills="Y", will not be selected. If the court needs a list of names missing SSN#'s, the court may run the JFO report, with balances due, for all Payers and "Y" at Show SSN's. **SSN's only applies to the juvenile.**

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SUSAN          UC0CPVK          UCSGEN - TEST          HOJ
Next: TAX      Case:          Juvenile Tax Intercepts          11/24/08
                    Court: P 13 13
Billing Location: 3 JUVENILE - CRIM (DL)
Tax Year: 2008 (Required)
1=Select Report
1 Create File & Print Tax Intercept Audit
# of Days Delq.: 120 as of 11/24/2008
# of Delq. Ltrs Sent: 2 (Blank for All)
Cash Code: (Blank for All)
Min. Amt. Past Due: (Blank for All)
- Print JC 60 - Notice Date: 11/24/2008 & Create Event NII -
- Print JC 61 - Order Date: 11/24/2008 & Create Event OII -
Judge -
Clerk -

N Clear Tax Intercept File for Tax Year

System Options:
Y Omit Names with Suppress Bill Flag set to Yes.
N Include Fin Adjustments CMJT and CMCS as payment.

F3=Exit F10=Name F13=Cmnds F16=Calc
Tax Year must be entered
  
```

\*Recommend: the court prints the ARR report to know the amount outstanding per cash code – prior to implementation of the Tax Intercept process.

## Review the Tax Intercept Audit:

SUSAN UCDEPKK		PRT JC 60 Detail Rpt		UCSGEN - TEST		10/10/08 Pg: 10:42:47	
Tax Year: 2008		Billing Location: 3					
2001	0000000252	DL	Payor Name: ANSEL K ADAMS	( 763 )			
	2001	0000000244	ANSEL K ADAMS	1/09/2002	CCF	1	125.00 125.00
2001	0000000091	DL	Payor Name: AMITE A ADAM	( 784 )			
	2001	000000091E	MIKE ANDERSON	3/01/2001	COW	2	3880.00 3880.00
2004	0000001333	DL	Payor Name: BETTIE MITTS	( 207448 )			
	2004	0400133301	TONY THOMAS	8/01/2004	DET	3	700.00 700.00
2004	0000004567	DL	Payor Name: BETTIE MITTS	( 207448 )			
	2004	0400456701	ABBY MITTS	11/06/2006	DET	4	4185.00 4185.00

After reviewing the audit

A) Need to re-run  
Clear File & Start Over  
(goto Step 1)

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Billing Location: 3 JUVENILE - CRIM (DL)
Tax Year: 2008 (Required)

1=Select Report
- Create File & Print Tax Intercept Audit
  # of Days Delq.: ___ as of 10/17/2008
  # of Delq. Ltrs Sent: ___ (Blank for All)
  Cash Code: ___ (Blank for All)
- Create NII Event & Print JC 60 - Notice Date: 10/17/2008
- Create OII Event & Print JC 61 - Order Date: 10/17/2008
Judge _ ___
Clerk _ ___

Y Clear Tax Intercept File for Tax Year
    
```

B) Need to remove Payer/s

C) Payers all correct - goto Step 2.

goto **NAM/Name** File at the Next:\_\_\_\_\_, select the Payer's Name

F/Fin Info, next to the Payer's Name

T/Tax Intercept, next to the applicable billing location for juvenile matters

4/Delete the Tax intercept Record for the payer

❖ **Step 2: Create NII Event and Print JC 60 – Notice of Intent to Intercept State Taxes**

- enter the billing location applicable to juvenile matters
- enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
- 1– Print JC 60 – Notice of Intent to Intercept State Income Tax & Create **NII** Event (enter “**Y**” to create an event) for each Delinquent Payer –and enter the Notice Date: (enter the “as of” date used to Create the Tax File)

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SUSAN      UC0CPVK      UCSGEN - TEST      HOJ
Next: TAX  Case:          Juvenile Tax Intercepts      11/24/08
                        Court: P 13 13
Billing Location: 3 JUVENILE - CRIM (DL)
Tax Year: 2008 (Required)
1=Select Report
- Create File & Print Tax Intercept Audit
# of Days Delq.: _____ as of 11/24/2008
# of Delq. Ltrs Sent: _____ (Blank for All)
Cash Code: _____ (Blank for All)
Min. Amt. Past Due: _____ (Blank for All)
1 Print JC 60 - Notice Date: 11/24/2008 & Create Event NII Y
- Print JC 61 - Order Date: 11/24/2008 & Create Event OII -
Judge _____
Clerk _____

N Clear Tax Intercept File for Tax Year

System Options:
Y Omit Names with Suppress Bill Flag set to Yes.
N Include Fin Adjustments CMJT and CMCS as payment.

F3=Exit F10=Name F13=Cmnds F16=Calc
Tax Year must be entered
  
```

```

SUSAN      UC6DDFK      UCSGEN - TEST      HOJ
Display Notice/Order Details for Tax Year      10/10/08
Billing Location: 3
Tax Year 2008

Type options, press Enter.
2=Update 4=Delete 5=Display

File Year/Number      Payor      Delinquent Amount
- 2001 0000000352 DL  ANSEL K ADAMS      125.00
- 2001 0000000091 DL  ANTTA A ADAM        3880.00
- 2004 0000001333 DL  BETTIE MITTS        700.00
- 2004 0000004567 DL  BETTIE MITTS        9668.01
- 2004 0000001009 DL  TASHA WIEBER        25.00
- 2004 0000004567 DL  ABBY MITTS          50.00
- 2006 0000001831 DL  MARY QUAY            500.55
- 2006 0000001945 DL  ZACHARY BUSMAN       50.00

F3=Exit F10=Name F13=Cmnds F16=Calc F21=Print Notices
  
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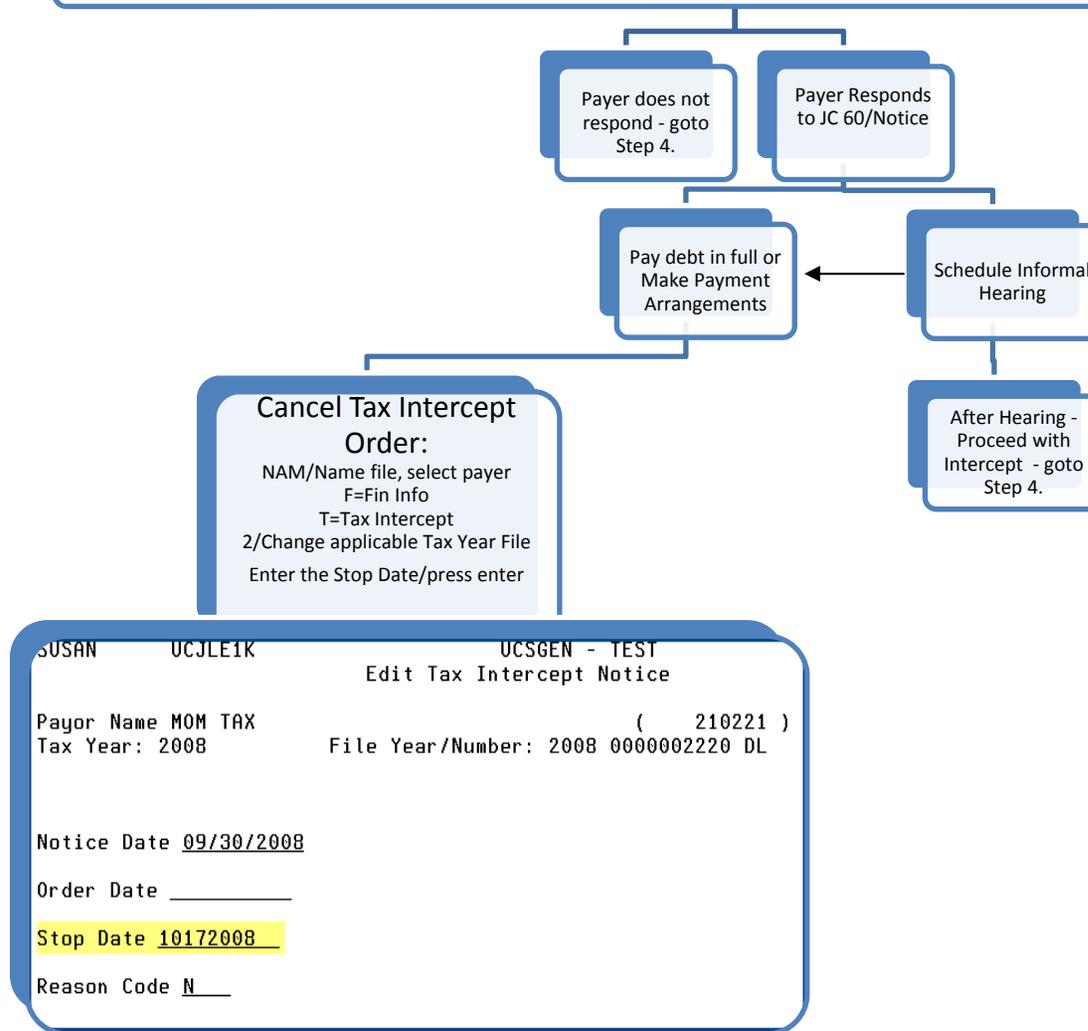
4/Delete a Payer from receiving a notice.

F21/Print Notices – will create a NII event & print JC60/Notice

**IMPORTANT!!!!!!!!!! – if Create an NII Event = “Y”, then when pressing F21/an event is created on every case number.**

\*JC 60 – Mail - Original to Payer and Copy for Court

**Step 3: Wait \*28 days to allow payer to respond to NII/Notice to Intercept State Taxes - JC60**



\*the # of actual days to wait is not specified in the statute, court's discretion.

❖ **Step 4: Create OII Event and Print JC 61 – Order to Intercept State Income Tax**

- enter the billing location applicable to juvenile matters
- enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
- 1 – Print JC 61 – Order to Intercept State Income Tax & Create **OII** Event (enter “**Y**” to create an event) for each Delinquent Payer –and enter Order Date: (enter the date of the Order, e.g. current date/date Judge will sign order)
- Enter the Judge’s and Clerk’s name – these will print on every order

```

SUSAN      UC0CPVK      UCSGEN - TEST      HOJ
Next: TAX  Case:      Juvenile Tax Intercepts      11/24/08
                Court: P 13 13
                Billing Location: 3 JUVENILE - CRIM (DL)
                Tax Year: 2008 (Required)
                1=Select Report
                _ Create File & Print Tax Intercept Audit
                # of Days Delq.: ___ as of 11/24/2008
                # of Delq. Ltrs Sent: ___ (Blank for All)
                Cash Code: ___ (Blank for All)
                Min. Amt. Past Due: ___ (Blank for All)
                _ Print JC 60 - Notice Date: 11/24/2008 & Create Event NII _
                1 Print JC 61 - Order Date: 11/24/2008 & Create Event OII Y
                Judge _
                Clerk _

                N Clear Tax Intercept File for Tax Year

System Options:
Y Omit Names with Suppress Bill Flag set to Yes.
N Include Fin Adjustments CMJT and CMCS as payment.

F3=Exit F10=Name F13=Cmnds F16=Calc
Tax Year must be entered
    
```

4/Delete a Payer from receiving an order.

```

SUSAN      UC6DDFK      UCSGEN - TEST      HOJ
Display Notice/Order Details for Tax Year      10/10/08
Billing Location: 3
Tax Year 2008

Type options, press Enter.
2=Update 4=Delete 5=Display

File Year/Number  Payor  Delinquent Amount
- 2001 0000000352 DL ANSEL K ADAMS 125.00
- 2001 0000000091 DL ANTTIE A ADAM 3880.00
- 2004 0000001333 DL BETTIE MITTS 700.00
- 2004 0000004567 DL BETTIE MITTS 966.00
- 2004 0000001009 DL TASHA WIEBER 25.00
- 2004 0000004567 DL ABBY MITTS 50.00
- 2006 0000001831 DL MARY QUAY 500.55
- 2006 0000001945 DL ZACHARY BUSMAN 50.00

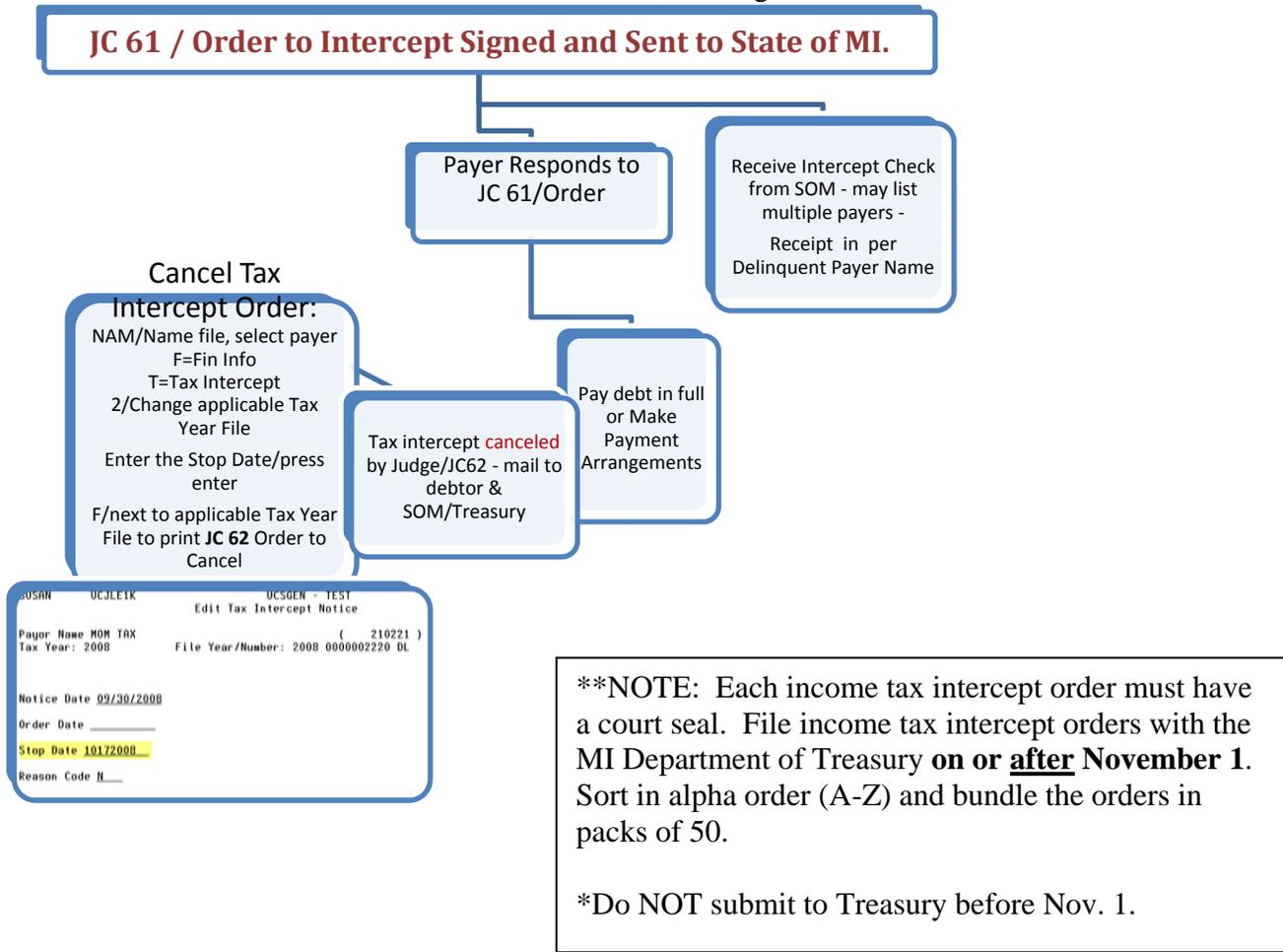
F3=Exit F10=Name F13=Cmnds F16=Calc F21=Print Notices
    
```

F21/Print Notices – will create an OII event & print JC61/Order

**IMPORTANT!!!!!!!!!!** – if Create an OII Event = “Y”, then when pressing F21/an event is created on every case number.

❖ **Final Step: Judge signs JC61/Order and distribute:**

- Distribute copies of the order:
  - 1 copy mailed to the debtor
  - 1 **sealed** copy to: Michigan Department of Treasury  
ATTN: Third Party Withholding Unit  
Collection Division - P.O. Box 15128, Lansing MI 48901



❖ **Reprinting JC 60 or JC 61:**

- Form JC 60-Notice of Intent to Intercept State Income Tax and JC 61-Order to Intercept State Income Tax may be reprinted after the initial batch of notices or orders were ran:
  - Enter TAX, at the hop line to go to the Juvenile Tax Intercepts Screen
  - Enter the Billing location where the initial tax intercept notice/order was ran
  - Enter the Tax Year: the initial tax intercept was ran
  - Select one form at a time either JC 60 <or> JC 61; and enter the corresponding Notice or Order Date. Note the date entered here will print on the JC60 or JC61 reprint.
  - At Reprint for: enter the name of the person to reprint the form for, then F4/to ensure the correct person is selected, and then press Enter.
  - The Display Notice/Order Details for Tax Year Screen will appear with the person’s name selected and pertinent intercept tax year and details.
  - Press F21/Print Notices(this will reprint the Notice or the Order, whichever form was selected)

6/16/09

Next: **TAX** Case: \_\_\_\_\_ Court: P 13 13  
 Billing Location: 1 JUVENILE NA & PJ  
 Tax Year: 2008 (Required)  
 1=Select Report

**Select one form at a time  
JC 60 <or> JC 61**

Enter Notice or order date to print on form

— Create File & Print Tax Intercept Audit  
 # of Days Delq.: \_\_\_\_\_ as of 6/16/2009  
 # of Delq. Ltrs Sent: \_\_\_\_\_ (Blank for All)  
 Cash Code: \_\_\_\_\_ (Blank for All)  
 Min. Amt. Past Due: \_\_\_\_\_ (Blank for All)

**1** Print JC 60 - Notice Date: 6/16/2009 & Create Event **NII** —  
 — Print JC 61 - Order Date: 6/16/2009 & Create Event **OII** —  
 Judge \_\_\_\_\_  
 Clerk \_\_\_\_\_

**F4/Select name to reprint**

**N** Clear Tax Intercept File for Tax Year

**Reprint for: TAXA, MOHMA, ( 210240 )**