

# Starting a New Case Instructions

Please Call the Office of Child Support: 1-866-540-0008 or

Visit the Website: <https://micase.state.mi.us/portalapp/public/login.html?execution=e5s1>



## Child Support Payments and Cash Assistance

- If you start a case with the child support program and you're currently receiving cash assistance, you're required to assign your child support to the state as reimbursement for cash assistance.

## YOU MUST Report Changes

Report any changes that may affect your child support case. For example:

- You or the other parent has a change of address.
- You or the other parent has a new phone number or new job.
- The number of children living with you changes (i.e. Add another Child to your case)
- You have new information that may help locate the other parent.
- You are involved in other court actions, such as a divorce that involved child support payments.

**If you do not have access to the internet you may complete a DHS-1201 form, available at your local Friend of the Court office.**