

Uninsured Medical Reimbursement Instructions

What is an eligible medical/health care expense?

“The term “medical” includes treatments, services, equipment, medicines, preventative care, similar goods and services associated with oral, visual, psychological, medical, and other related care, provided or prescribed by health care professionals for the children.

Routine remedial care costs for children (e.g. first-aid supplies, cough syrup, and vitamins) do not qualify as medical expenses” [Michigan Child Support Formula Manual. 3.04(A)(1) & (2)]

Before going any further **BOTH** parties must read and understand your court order.

- 1) Step 1: Expenses/claims must be submitted to all available insurance before submitting to Co-parents or the Friend of the Court for reimbursement.
- 2) Step 2: Complete the Request for reimbursement form found on FOC Website
 - a) The Request must be completed and accompanied with appropriate documentation: (name of child receiving services, name of service provider, date of the service, nature of the service, any signed contracts, payment receipts/proof of treatment, EOB)
 - b) Expenses for reimbursement must be within 1 year from date of service.
 - c) Orthodontia expenses: signed contract required*
- 3) Step 3: Send **all** documents to Co-Parent:
 - a) Co-parent has **28 days** to confirm/object to request:
 - b) Proof of Service must be obtained
- 4) Step 4: After 28 days - Friend of the Court Enforcement:
 - a) Co-parent AGREES:
 - i) Payment/reimbursement can be arranged with or without court involvement directly between the parties or with the healthcare provider directly.
 - b) Co-parent DISAGREES or provides NO RESPONSE:
 - i) Complaint for enforcement form must be submitted to FOC and Co-parent
 - (1) You must also attach a copy of the original Request for Health Care Expense Payment form with the appropriate documentation [see 2(a) above] that was **ALREADY** provided to the other party.

- 5) Step 5: The FOC will hold on to the documents for 21 days to allow the receiving party the ability to object.
 - a) If an objection is received within the 21 days, a motion will be filed (by the FOC) with the court for a hearing on the objection.
 - b) If no objection is received within the 21 days, FOC will add appropriate balances to accounts for enforcement.

***Orthodontia expenses are treated as extraordinary medical expenses; they are immediately subject to the uninsured medical percentage in your order. There is no requirement to demonstrate the ordinary medical expense determined by the Michigan Child Support Formula has been exceeded.**

Completed Forms and appropriate documentation **MUST** be sent via United States Postal Service, faxed, or **scanned** to the Friend of the Court.

Photographic images of documents will **NOT** be processed, and you will be advised to submit your documents in one of the ways outlined above.

If you have any questions, please contact our office.

Friend of The Court

328 Washington Street

Suite 200

Traverse City, Michigan 49684

Phone: 231-922-4660

Fax: 231-922-4575

Email: friendofthecourt@13thcircuitcourt.org