Section 13.077: Colville Tribal Child Support Program (CTCSP) Use of SEMS

This section describes how to recognize Colville Tribal Child Support cases in the Support Enforcement Management System (SEMS) and what actions DCS staff may take

Contents

Laws:	42 USC 654 (33) Cooperative child support agreements RCW 26.25.010, 020, and 030 Cooperative child support services - tribes Chapter 37.12 RCW Jurisdiction over Indians and Indian lands
Policy:	The Colville Tribal Child Support Program (CTCSP) has its own IV-D program and accepts intergovernmental applications from the Division of Child Support (DCS). CTCSP cases are set up in the Support Enforcement Management System (SEMS) under a formal contractual agreement with DCS. CTCSP uses the DCS SEMS to manage CTCSP cases.
Procedure:	CTCSP staff assign their cases to the Spokane (E) field office because the CTCSP does not have its own field office designation in SEMS. CTCSP staff use the "Colville Tribal Child Support Program (CTCSP) IV-D Case Set-Up coding Matrix" when setting up their cases. DCS staff **only** access CTCSP SEMS cases for cross referencing purposes. Certain Central Services staff and Tribal Liaisons may access CTCSP SEMS cases for the limited purposes of payment application and reconciliation.
Visual	Colville Case Set-Up Matrix

Aids:	
Automated Actions:	
SEMS Screens:	BI, CC, SI, <mark>CF, AV</mark>
Forms Used:	
Hearing and Conference Board Rights:	Tribal Relations Internet site
See Also:	<mark>Previous Policy November 11, 2011</mark>

Procedures

A. How do I recognize a Colville Tribal Child Support Program (CTCSP) case?

1. <mark>CTCSP</mark> cases include the following White Board (**WB**) and Case Comment (**CC**) code 10 stating: "*This is a Colville Tribal Child Support Program case, not a DCS case.*<mark>***DCS should NOT take any actions on this case.***</mark>"

2. CTCSP cases have a joint custodial parent (CP) listed with Last Name

"*Colville Tribal*" and First Name "*CS Program*".

- This information appears on the BC, the CR, and the SX screens.

3. CTCSP cases are coded as "*Tribal Responding Jurisdiction*" with a Non-US FIPS code TR-601.

4. Enforcement services (ES) for these cases is "*Tribal*".

5. CTCSP staff assign their cases to the Spokane (E) field office because the CTCSP does not have its own field office designation in SEMS.

6. CTCSP staff code the basic case **BC** screen with information contained in the Colville Case Set-Up Matrix.

7. An individual who is a party to a DCS SEMS case and a CTCSP SEMS case has a different basic individual (BI) number for each child support program's case.

   Note: CTCSP cases are set up in the Support Enforcement Management System (SEMS) per the terms of an agreement with the Division of Child Support (DCS).

B. What actions does DCS staff take in processing a new DCS referral when there is a related CTCSP IV-D case?

1. **Only** access existing CTCSP SEMS cases, if necessary, for cross referencing purposes.

2. Do **not** use CTCSP SEMS BI numbers for any individuals on a DCS SEMS case.

3. If any individuals on a new DCS case are associated with a CTCSP case, consult with the Tribal Liaison before you transfer the new case to the Spokane Field Office.

   - If you have questions, contact a Spokane Field Office Tribal Liaison.

C. Can I access Colville SEMS cases?

1. Do **not** access existing CTCSP SEMS cases except as necessary, for cross

referencing purposes.

Note: Certain Central Services staff and Tribal Liaisons may access CTCSP SEMS cases for the limited purpose of payment application and reconciliation.

2. CTCSP cases are Colville Tribe property.

3. Do **not** disclose information from CTCSP cases.

Example: The housing authority requests case payment history information on a Colville Tribe case. DCS may **not** release this information to the housing authority, because this information is the property of the Colville Tribe.

D. Can I reopen closed or archived CTCSP cases?

1. No, only CTCSP staff will reopen CTCSP cases.

2. The CTCSP Case Manager will take all necessary actions to reopen a CTCSP case.

3. If a CTCSP Case Manager discovers that an archived CTCSP case must be reopened, they will contact the Spokane Tribal Liaison.

   a. The Tribal Liaison will transfer the case from archives for CTCSP; and,

   b. The Tribal Liaison will make a **CC** 10 noting that the case was transferred from archives per CTCSP request.

E. What actions do I take if a UIFSA referral from outside Washington State should be with the CTCSP?

1. Review the information and documentation forwarded from Central Services.

2. If you have questions on whether the case should be with the CTCSP, contact a Spokane Field Office Tribal Liaison.

3. Within 10 working days of determining the NCP case belongs in the CTCSP contact the initiating jurisdiction and determine which of the

following procedures they prefer:

    a. Return the forms, documentation and new location to the initiating agency and request closure, **or**

    b. If directed by the initiating agency, forward the forms and documentation to the CTCSP tribal IV-D program.

F. What actions do I take if I receive a payment redirect letter from CTCSP?

- Coordinate transfer of the case with the Spokane Field Office Tribal Liaison.

G. What does the Spokane Field Office Tribal Liaison do with a redirect case?

- The Spokane Field Office Tribal Liaison:

    a. Sets special instructions (SI) on the DCS SEMS case.

    b. Sends the custodial parent (CP) the **Child Support Case Information**, DSHS 09-881.

    c. Allows the CP fourteen (14) days to respond.

        i. If the CP does not object to the release of his or her address, use the **Child Support Enforcement Transmittal #1 - Initial Request**, DSHS 18-570, to send the referral to the CTCSP.

        ii. . See Section 13.085 for more information on initiating referrals to tribal IV-D programs.

    d. Coordinates the release of any collection actions with the CTCSP.

H. What if I discover that a case should be referred to the CTCSP?

- Coordinate transfer of the case with the Spokane Field Office Tribal Liaison.

I. Who processes payments for the CTCSP?

1. DCS Central Services processes payments for the CTCSP.

2. DCS sends payments to the CTCSP via electronic funds transfer (EFT).

3. The Spokane field office processes adjustment vouchers on CTCSP cases.

J. How does DCS process payments for a CTCSP noncustodial parent (NCP)?

1. If an NCP has at least one WA IV-D case and at least one CTCSP case, the NCP will have more than one **BI** number (BI#). Central Services manually applies a payment to the:

   a. CTCSP case(s) when it is identified with the BI# assigned to the CTCSP case(s).

   b. WA IV-D case(s) when it is identified with the BI# assigned to the WA IV-D case(s).

2. If an employer responding to a CTCSP withholding order does **not** provide a BI# with a payment, DCS Central Services researches the cases to determine appropriate distribution.

3. If you find that the NCP has multiple BI numbers and one BI is associated with a CTCSP SEMS case, set **SI** on all of NCP **BI** numbers to prevent misapplication of collections.

   - The Spokane Field Office Tribal Liaison and CTCSP Case Manager will verify the correct debt is loaded on their respective case financial **CF** screens and process the payment via adjustment voucher **(AV)**.

   - **SI** must remain set on a DCS case as long as that NCP has an open case with CTCSP.

   - **SI** must remain set on all CTCSP cases.

K. How does DCS and the CTCSP protect confidentiality of records?

1. The formal agreement between DCS and the Colville Tribe requires that neither program access the other's program cases except, if necessary, for cross-referencing and/or payment application purposes.

2. Both DCS and the CTCSP are bound by similar confidentiality laws.

3. The Colville Tribe also has additional tribal confidentiality requirements.

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