



National Tribal Child Support Association 2009 Training Conference

RESOURCE GUIDE FOR TRIBAL IV-D DIRECTORS

July 2009

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Table of Contents

Introduction	- 1 -
Tribal Child Support Enforcement Resources.....	- 3 -
Program Development Plan (PDP) Guidance Matrix	- 3 -
Checklist to Move from Start-Up to Comprehensive	- 9 -
OCSE Site Visit Checklist – Response to Site Visit	- 27 -
Comparison of State and Tribal IV-D Program Requirements	- 31 -
Forms	- 35 -
Standard Form 424	- 35 -
Standard Form 424a	- 41 -
OCSE 34A – Quarterly Report of Collections.....	- 45 -
OCSE – 75 – Annual Data Report.....	- 61 -
Federal Child Support Enforcement Resources.....	- 67 -
OCSE Policy Issuances Related to Tribal Child Support	- 67 -
Tribal Dear Colleague Letters	- 67 -
Tribal Policy Interpretation Questions	- 67 -
Action Transmittals.....	- 67 -
Dear Colleague Letters	- 68 -
Information Memoranda	- 68 -
Federal Incentive Measure Formulas.....	- 69 -
How an Incentive Payment is Determined	- 71 -
Federal Parent Locator Service	- 77 -
Power Point: FPLS: Revolutionizing the Way We do Business	- 77 -
Intergovernmental Referral Guide (IRG) Overview	- 85 -
Legal	- 87 -
Full Faith and Credit for Child Support Orders Act.....	- 87 -
Teague Protocol.....	- 89 -
Miscellaneous	- 93 -
Child Support Case Counts for Federal Reporting Purposes	- 93 -
Cost Recovery for Pregnancy and Birthing Expenses	- 97 -
Timeline of U.S. and Tribal Relations.....	- 99 -
Internet Resources.....	- 101 -

Contact Information.....- 107 -

 Comprehensive Tribal IV-D Programs- 107 -

 Start-Up Tribal IV-D Programs- 110 -

 Federal Office of Child Support Enforcement- 111 -

 Regional Office (RO) Staff- 111 -

 Federal Organizational Chart- 113 -

 Central Office (CO) Staff- 116 -

 Regional Office - Tribal Liaisons- 117 -

WELCOME to the National Tribal Child Support Association's 9th Annual Training Conference!

The staff members of Forest County Potawatomi Child Support; Keweenaw Bay Indian Community Office of Child Support Services; and the Oneida Nation Child Support Program are pleased to provide you with as much information as possible to make your career in the tribal child support arena as easy as possible.



We believe that mentoring, cross-training and sharing knowledge are keys to successful leadership and program management. With this in mind, we have compiled this resource guide so that you will have many of the valuable tools right at your fingertips!

In 2008, the Office of Child Support Enforcement (OCSE) hosted a training segment for new IV-D Directors titled: *Improving Performance in Child Support Enforcement: A Seminar for IV-D Directors*. They compiled a Resource Guide that was distributed at the training that contained a lot of great information for States and Tribes.

OCSE has authorized the National Tribal Child Support Association (NTCSA) to reproduce parts of their Resource Guide for dissemination to Tribal IV-D Directors at NTCSA's 2009 Annual Conference. We added a significant amount of new information that is specific to tribal child support enforcement and deleted some of the state-specific stuff, retaining some of the state-specific information to serve as reference and/or resource for Tribal IV-D Directors.

We believe you will find much of this information very helpful.

Enjoy the conference!

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Tribal Child Support Enforcement Resources

Program Development Plan (PDP) Guidance Matrix

Developed by OCSE – 2006

45 CFR 309.65(a) Requirements	Things to Consider When Developing a Program Development Plan/Associated Tasks	Practical Considerations
(1) A description of the population subject to the jurisdiction of the Tribal court or administrative agency for child support purposes as specified under §309.70	<ul style="list-style-type: none"> • Are there at least 100 children under the age of majority within the tribe's jurisdiction? • This may include non-tribal residents of the reservation, or non-Indian residents of the reservation. 	<ul style="list-style-type: none"> • Description may include BIA census, certification from the Tribal Enrollment Office or whoever may certify tribal membership.
(2) Evidence that the tribe or tribal organization has in place procedures for accepting all applications for IV-D services and promptly providing IV-D services required by law and regulation	<ul style="list-style-type: none"> • Review existing tribal programs requiring application. • Research/review other Tribal IV-D program application procedures. • Design tribal application procedures. • Design tribal application form. • Obtain approval of application process/procedures. • Institute application/service procedures. 	<ul style="list-style-type: none"> • Will this require a tribal ordinance? • Can existing application processes be modified for child support enforcement?
(3) Assurance that the due process rights of the individuals involved will be protected in all activities of the tribal IV-D program, including establishment of paternity, and establishment, modification, and enforcement of support orders	<ul style="list-style-type: none"> • Review existing tribal due process procedures. • Research/review other Tribal IV-D due process procedures. • Determine how the tribe will ensure that rights are protected for paternity establishment, and the establishment, modification and enforcement of support orders. • Design tribal IV-D due process procedures. • Obtain approval of due process procedures. 	<ul style="list-style-type: none"> • Are the existing due process procedures sufficient for use for Tribal IV-D program? • Can existing due process procedures be modified for the child support enforcement program? • Will this need to be approved/written by tribal court and/or tribal governing body? • How much time will it take to have codified, if necessary?
(4) Administrative and management procedures as specified under §309.75	<ul style="list-style-type: none"> • Designate and agency to administer the tribal IV-D program. • Determine the structure of the agency. • Determine required number of staff. • Develop position descriptions. • Develop roles/responsibilities within the agency. • Hire and train staff. • Determine if current tribal insurance and/or bond is sufficient to meet the requirement against all losses. • Research/review existing tribal programs 	<ul style="list-style-type: none"> • Where will the agency fall within the Tribal government? • Will additional bonding/insurance be required?

	<p>requiring financial data collection and corresponding issuance of notices.</p> <ul style="list-style-type: none"> • Design process to capture amount of monthly tribal child support amounts collected. • Design notice and delivery process. • Obtain approval of notice procedures • Institute procedures to capture data and yearly notification of monthly support collected. • Research/review current tribal programs requiring an application fee. • Research/review other tribal IV-D program requiring an application fee. • Determine if an application fee is appropriate. 	<ul style="list-style-type: none"> • Will notice also be provided electronically or by an automated voice response system?
(5)Safeguarding procedures as specified under §309.80	<ul style="list-style-type: none"> • Research/review existing HHS-supported tribal programs requiring safeguarding of information procedures. • Research/review current tribal safeguarding procedures. • Research/review other tribal IV-D program safeguarding of information procedures. • Determine appropriate sanctions for breach of safeguarding procedures. • Develop safeguarding procedures. • Obtain approval of safeguarding procedures. • Implement safeguarding procedures. 	<ul style="list-style-type: none"> • Will a tribal ordinance/law need to be passed?
(6)Assurance that the Tribe or Tribal organization will maintain records as specified under §309.85	<ul style="list-style-type: none"> • Research/review existing tribal records maintenance procedures. • Research/review existing tribal IV-D records maintenance procedures. • Design records maintenance procedures. • Obtain approval for records maintenance procedures. • Implement records maintenance procedures. 	<ul style="list-style-type: none"> • Where will the records be physically located? • How will they be stored? • How will the case file be organized? • Who will maintain the statistical files? The fiscal records?
(7)Copies of all applicable Tribal laws and regulations as specified under §309.90	<ul style="list-style-type: none"> • Research/review current tribal law for the establishment of paternity for any child up to and including 18 years of age? • Research/review current tribal law for establishment and modification of child support obligations. • Research/review existing tribal IV-D laws. • Research/review current tribal law for income withholding. • Research/review current tribal law for location of custodial and non-custodial parents. 	<ul style="list-style-type: none"> • Are there unwritten tribal customs having the force and effect of law that address these issues? • Are there current tribal family law/codes that may be applicable for child support purposes? • Does the tribe have a process in place for collecting debt that may be modified to accommodate income withholding?

	<ul style="list-style-type: none"> • Research/draft proposed tribal law. • Propose appropriate laws to tribal counsel. • Obtain approval of appropriate laws. 	<ul style="list-style-type: none"> • How long will it take to get laws passed/codified? Factor that in to the time line.
(8)Procedures for the location of noncustodial parents as specified under §309.95	<ul style="list-style-type: none"> • Research/review current tribal locate procedures. • Research/review existing tribal IV-D locate procedures. • Establish agreements with various agencies for locate activities. • Explore cooperative agreements with other IV-D agencies for locate only services. • Design locate procedures. • Obtain approval of locate procedures. 	<ul style="list-style-type: none"> • Tools for locate may include: local officials and employees administering public assistance, general assistance, medical assistance, food stamps and social services; relatives and friends of custodial and non-custodial parents; current or past employers; the local telephone company; US Postal Service; financial references; unions; fraternal organizations; police, parole and probation records if appropriate. • State agencies and departments may also be helpful: departments which maintain records of public assistance, wages and employment, unemployment insurance, income taxation, driver's licenses, vehicle registration and criminal records and other sources, as appropriate. • Tribal locate tools: tribal enrollment; family and friends, tribal departments.
(9)Procedures for the establishment of paternity as specified under §309.100	<ul style="list-style-type: none"> • Research/review current tribal paternity establishment procedures. • Research/review tribal IV-D paternity establishment procedures. • Research/review voluntary paternity acknowledgement procedures. • Research/review agreements with accredited laboratories which perform legally and medically acceptable genetic tests. • Establish procedures for the establishment of paternity. • Obtain approval for the paternity establishment procedures. • Enter into agreement with accredited laboratory. 	<ul style="list-style-type: none"> • If paternity establishment is done by tribal custom, a description of the custom should be included in the program development plan. • It is not the intent of the regulation that paternity establishment for the purposes of child support enforcement will have an effect on tribal enrollment. • Are there current family law codes that address this issue?
(10)Guidelines for the establishment and modification of child support obligations as specified under §309.105	<ul style="list-style-type: none"> • Research/review current guidelines for the establishment and modification of child support obligations. • Research/review tribal IV-D guidelines for the establishment and modification of child 	<ul style="list-style-type: none"> • Are there current family law codes that address this issue?

	<p>support obligations.</p> <ul style="list-style-type: none"> • Seek input from the tribal community (custodial and non-custodial parents, tribal judges, other social service agencies) concerning appropriate obligation amounts. • Determine appropriateness of in-kind (non-cash) support obligations. • Propose guidelines. • Obtain approval for guidelines. • Implement guidelines. 	<ul style="list-style-type: none"> • What is the employment rate on the reservation? • What types of non-cash payments will the tribe accept? Examples may include: deer or fish from hunting and fishing, firewood, making repairs to automobiles or a home, clearing or upkeep of property and providing needed resources for a child's participation in Tribal customs and practices.
(11) Procedures for income withholding as specified under §309.110	<ul style="list-style-type: none"> • Research/review current income withholding procedures. • Research/review income withholding procedures of tribal IV-D programs. • Research/review alternative arrangements to income withholding. • Develop tribal law that provides an employer is subject to a fine for discharging an NCP from employment, refusing to employ or taking disciplinary action against any NCP because of withholding. • Educate tribal employers about income withholding for child support purposes. • Establish procedures for processing withholding (internal and external orders). • Obtain approval for income withholding procedures. • Implement income withholding procedures 	<ul style="list-style-type: none"> • Will the tribe offset per capita payments, trust monies or Individual Indian Money (IIM) payments? • Will gaming winnings be subject to garnishment? • Will income withholding orders go through the tribal court? • The standard federal income withholding form must be used.
(12) Procedures for the distribution of child support collections as specified under §309.115	<ul style="list-style-type: none"> • Research/review tribal distribution • Research/review tribal IV-D program distribution. • Research/review state IV-D program distribution. • Work with Tribal TANF. • Enter into agreement with state IV-D agency for distribution. • Establish distribution procedures. • Obtain approval for distribution procedures. • Implement distribution procedures. 	<ul style="list-style-type: none"> • Will distribution be done manually? • Will funds need to flow through the tribal financial office?
(13) Procedures for intergovernmental	<ul style="list-style-type: none"> • Research/review current tribal 	

case processing as specified under §309.120	intergovernmental cooperation procedures. <ul style="list-style-type: none"> • Research/review tribal IV-D intergovernmental cooperation procedures. • Establish relationships with other IV-D agencies. • Establish intergovernmental case processing procedures. • Obtain approval for intergovernmental case processing procedures. • Implement intergovernmental case processing procedures. 	
(14) Tribally determined performance targets for paternity establishment, support order establishment, amount of current support to be collected, amount of past due support	<ul style="list-style-type: none"> • Research case load possibilities. • Research/review tribal IV-D performance targets. • Determine performance targets. • Obtain approval for performance targets. • Determine method for gathering data. 	<ul style="list-style-type: none"> • Meet with state IV-D people to determine if and/or how cases with tribal members can be identified and then transferred to the TCSE. • Consider an MOU to specify the responsibilities of each agency and procedures that will be followed.

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Checklist to Move from Start-Up to Comprehensive

THIS IS A DRAFT VERSION AND HAS NOT BEEN DISSEMINATED IN FINAL FORM

This checklist is intended for the use of Tribal IV-D programs in the Start up phase to ensure that they have included necessary elements in an application to move to a comprehensive IV-D program.

This checklist is not required by the regulations at 45 CFR 309, nor is it required to be submitted with the comprehensive IV-D application.

	Requirement	Supporting Documentation	Complete
	45 CFR 309.10 --Eligibility The following Tribes or Tribal organizations are eligible to apply to receive Federal funding to operate a Tribal IV–D program meeting the requirements of this part:		
1.	An Indian Tribe with at least 100 children under the age of majority as defined by Tribal law or code, in the population subject to the jurisdiction of the Tribal court or administrative agency.	Tribal Census	
2.	A Tribal organization that has been designated by two or more Indian Tribes to operate a Tribal IV–D program on their behalf, with a total of at least 100 children under the age of majority as defined by Tribal laws or codes, in the population of the Tribes subject to the jurisdiction of the Tribal court (or courts) or administrative agency (or agencies).	Tribal Resolution	
3.	A Tribe or Tribal organization that can demonstrate to the satisfaction of the Secretary the capacity to operate a child support enforcement program and provide justification for operating a program with less than the minimum number of children may be granted a waiver of paragraph (a) or (b) of this section as appropriate.	From the regulation: (1) A Tribe or Tribal organization’s request for waiver of paragraph (a) or (b) of this section must include documentation sufficient to demonstrate that meeting the requirement is not necessary. Such documentation must state: (i) That the Tribe or Tribal organization otherwise complies with the requirements established in subpart C of these regulations; (ii) That the Tribe or Tribal organization has the administrative capacity to support operation of a child support program under the requirements of this part; (iii) That the Tribal IV–D program will be cost effective; and (iv) The number of children under the jurisdiction of the Tribe or Tribal	

		organization.	
	45 CFR 309.20 -- Who submits the application?		
4.	Is the application signed by the authorized representative of the Tribe or Tribal organization?	The application must be signed.	
5.	Applications must be submitted to the Office of Child Support Enforcement with a copy to the appropriate regional office.	The application should be mailed to the Director of DOSS, Office of Child Support Enforcement, 370 L'Enfant Promenade, SW, 4 th Floor East Washington, DC 20447	
	45 CFR 309.65 -- Plan Requirements		
6.	Evidence that the Tribe or Tribal organization has in place procedures for accepting all applications for IV–D services and promptly providing IV–D services required by law and regulation.	The procedures or law must clearly indicate that the Tribe serves those who are non-Tribal members in addition to Tribal members	
7.	Assurance that the due process rights of the individuals involved will be protected in all activities of the Tribal IV–D program, including establishment of paternity, and establishment, modification, and enforcement of support orders.	Copies of codes that describe process of service and jurisdiction; codes that describe what a summons and a petition must contain in order to put a customer on notice of the action to be taken, how, when and where to respond to the action, and to give the customer notice of his/her day in court.	
8.	Tribally-determined performance targets for paternity establishment, support order establishment, amount of current support to be collected, amount of past due support to be collected, and any other performance measures a Tribe or Tribal organization may want to submit.	Copies of the required performance measures and targets. These must be performance targets as required in the regulation. These targets must be measurable and results oriented.	
	45 CFR 309.70 -- Population/Jurisdiction		
9.	A Tribe or Tribal organization must include in its Tribal IV–D plan a description of the population subject to the jurisdiction of the Tribal court or administrative agency for child support enforcement purposes and certify that there are at least 100 children under the page of majority in the population subject to the jurisdiction of the Tribe in accordance with § 309.10 of this part and subject to §309.10(c).	Provide evidence of the Tribe's exercise of authority over Tribal and non-Tribal members to establish paternity, establish modify and enforcement support orders. For Tribal organizations, provide evidence of the ability to establish a binding support order. Include a detailed description of the population subject to the Tribe's jurisdiction. It may be helpful to include a map of the Program's service area/s.	

		Description of the legal system-either court or administrative based.	
	45 CFR 309.75 -- Administrative and Management Procedures		
10.	<p>A description of the structure of the IV–D agency and the distribution of responsibilities within the agency.</p> <p>➤ 309.60(c): If the Tribe or Tribal organization delegates any of the functions of the Tribal IV–D program to another Tribe, a State, and/or another agency or entity pursuant to a cooperative arrangement, contract, or Tribal resolution, the Tribe or Tribal organization is responsible for securing compliance with the requirements of the Tribal IV–D plan by such Tribe, State, agency or entity. The Tribe or Tribal organization is responsible for submitting copies and appending to the Tribal IV–D plan any agreements, contracts, or Tribal resolutions between the Tribal IV–D agency and a Tribe, State, other agency or entity.</p>	<p>Include an organizational chart that reflects the written descriptions of the structure of the agency and the distribution of responsibilities within the agency.</p> <p>Include copies of contracts. Examples may include agreements for locate or use of a State automated system. Draft copies are acceptable, but after funding is approved, the signed copies must be submitted. Signed copies will be reviewed for conformity with the regulation upon receipt by OCSE.</p>	
11.	<p>Evidence that the Tribe or Tribal organization has in place procedures for accepting all applications for IV–D services and promptly providing IV–D services required by law and regulation.</p> <p>These must be the <i>final</i> procedures</p>	<p>Where applications are made available, for example:</p> <p>IV-D offices Web Government offices Social services agencies schools</p>	
12.	<p>Procedures to promptly open a case by establishing a case record</p> <p>These must be the <i>final</i> procedures.</p>	Copy of written procedures	
13.	<p>Evidence that all Federal funds and amounts collected by the Tribal IV– D agency are protected against loss. Tribes and Tribal organizations may comply with this paragraph by submitting documentation that establishes that every person who receives, disburses, handles, or has access to or control over funds collected under the Tribal IV–D program is covered by a bond or insurance sufficient</p>	<p>Explanation or rules explaining security on handling money</p> <p>Assurance of employee bonding. Does the Tribe or Tribal comply with this requirement by means of self-bonding?</p> <p>Copy of current insurance coverage</p>	

	to cover all losses. . These must be the <i>final</i> procedures.		
14	Procedures under which notices of support collected, itemized by month of collection, are provided to families receiving services under the Tribal IV–D program at least once a year. In addition, a notice must be provided at any time to either the custodial or noncustodial parent upon request. These must be the <i>final</i> procedures.	Provide copies of the notice; Copy of procedures for sending/content of annual notice	
15.	A certification that for each year during which the Tribe or Tribal organization receives or expends funds pursuant to section 455(f) of the Act and this part, it shall comply with the provisions of chapter 75 of Title 31 of the United States Code (the Single Audit Act of 1984, Pub. L. 98–502, as amended) and OMB Circular A–133.	Certification or a copy of the most recent audit report	
	45 CFR 309.80 -- Safeguarding		
16.	Procedures under which the use or disclosure of personal information received by or maintained by the Tribal IV–D agency is limited to purposes directly connected with the administration of the Tribal IV–D program, or titles IV–A and XIX with the administration of other programs or purposes prescribed by the Secretary in regulations. These must be the <i>final</i> procedures	Copies of final procedures with an explanation of who has access. Include a copy of the Program’s policies and procedures manual that details the procedures under which the disclosure of information is limited to purposes directly connected with the administration of the Program. Also include (blank) copies of any employee agreements, affirmations, or declarations to abide by the Tribe’s and the Program’s policies and procedures. Also include procedures to identify cases that involve domestic violence and to further safeguard the parties and case information.	
17.	Procedures for safeguards that are applicable to all confidential information handled by the Tribal IV–D agency and that are designed to protect the privacy rights of the parties, including: (1) Safeguards against unauthorized use or disclosure of information relating to proceedings or actions to establish paternity, or to establish, modify or enforce support; (2) Prohibitions against the release	Include a copy of the Program’s policies and procedures manual that details the procedures under which the disclosure of information is limited to purposes directly connected with the administration of the Program. Also include (blank) copies of any employee agreements, affirmations, or declarations to abide by the Tribe’s and the Program’s policies and procedures. Also include procedures to identify cases that involve domestic violence and to further safeguard	

	of information on the whereabouts of one party or the child to another party against whom a protective order with respect to the former party or the child has been entered; (3) Prohibitions against the release of information on the whereabouts of one party or the child to another person if the Tribe has reason to believe that the release of the information to that person may result in physical or emotional harm to the party or child; and (4) Procedures in accordance with any specific safeguarding regulations applicable to Tribal IV–D programs promulgated by the Secretary.	the parties and case information.	
18.	Procedures under which sanctions must be imposed for the unauthorized use or disclosure of information. These must be the <i>final</i> procedures.	Include copies of the Tribe’s policies and procedures manual as well as the Program’s policies and procedures which detail the procedures under which sanctions will be imposed for unauthorized use of information. Also include (blank) copies of any agreements that employee declares s/he understands sanctions will be imposed for unauthorized use of information.	
	45 CFR 309.85 -- Maintenance of Records The Tribal IV–D agency will maintain records necessary for the proper and efficient operation of the program, including records regarding:		
19.	Applications for child support services These must be the <i>final</i> procedures.	Include a copy of the Program’s policies and procedures manual that details how and where case files will be stored and when and where applications for services will be archived, whether kept in paper or electronic format. Procedures that require case files to include actions taken in the case	
20.	Efforts to locate non-custodial and custodial parents	Copies of procedures for locating both non-custodial and custodial parents	
21.	Actions taken to establish paternity and obtain and enforce support	Copies of procedures for establishing paternity	
22.	Amounts owed, arrearages, amounts and sources of support collections, and the distribution of such collections	Copies of procedures for keeping payment records	
23.	IV–D program expenditures; and any fees	Copies of procedures for keeping payment records	

	charged and collected, if applicable		
24.	Statistical, fiscal, and other records necessary for reporting and accountability required by the Secretary	Copies of procedures for submitted mandated reports	
25.	The Tribal IV–D agency will comply with the retention and access requirements at 45 CFR 74.53, including the requirement that records be retained for at least three years.	Copies of procedures for records retention.	
	45 CFR 309.90 -- Tribal Laws or Regulations A Tribe or Tribal organization must include in its Tribal IV–D plan Tribal law, code, regulations, and/or other evidence that provides for:	All laws and codes should be in final. Drafts are not acceptable.	
26.	Establishment of paternity for any child up to and including at least 18 years of age;	Include copies of Tribal codes or laws that specifically state the age of majority for paternity establishment under the IV-D grant.	
27.	Establishment and modification of child support obligations.	Include copies of Tribal codes or laws that specifically state the circumstances under which child support can be established and modified, and that identify who can establish and modify child support. If the established or modified child support obligation deviates from the guidelines, then the codes or laws must state that the court order will identify what the obligation will be according to the guidelines and include a finding that the application of the guidelines would be unjust or inappropriate and a justification of why the order varies from the guidelines. Also, include copies of child support guidelines worksheets, if used.	
28.	Enforcement of child support obligations, including requirements that Tribal employers comply with income withholding as required under § 309.110.	Include copies of Tribal codes or laws that specifically list the ways in which a child support order can be enforced, including income withholding. Include a copy of the current Federal wage withholding form. If the enforcement method is income withholding, the codes or laws must also state that the amount to be withheld may not exceed the maximum permitted under section 303 (b) of the Consumer Credit Protection Act, but may be set at a lower amount. It may be helpful to include a copy of section 303 (b) of the Consumer Credit Protection Act.	
29.	Location of custodial and noncustodial	Include copies of Tribal codes or laws that specifically address the location of both	

	parents.	custodial and noncustodial parents	
30.	In the absence of written laws and regulations, a Tribe or Tribal organization may provide in its plan detailed descriptions of any Tribal custom or common law with the force and effect of law which enables the Tribe or Tribal organization to satisfy the requirements in paragraph (a) of this section.	These procedures must have the same force and effect of written laws	
	45 CFR 309.95 -- Location of Custodial and Non-Custodial Parents		
31.	The Tribal IV–D agency must attempt to locate custodial or noncustodial parents or sources of income and/or assets when location is required to take necessary action in a case.	Procedures on how locate will be accomplished.	
32.	The Tribal IV–D agency must use all sources of information and records reasonably available to the Tribe or Tribal organization to locate custodial or non-custodial parents and their sources of income and assets.	Copy of policy and procedures manual on what sources will be accessed to locate addresses, employers or assets. Copies of cooperative agreements with states or other Tribes, as necessary which include assurances that relevant safeguarding requirements will be met (e.g., for FPLS, IRS, FIDM data)..	
	45 CFR 309.100 -- Establishment of Paternity	E	
33.	A Tribe or Tribal organization must include in its Tribal IV–D plan the procedures for the establishment of paternity included in this section. The Tribe must include in its Tribal IV–D plan procedures under which the Tribal IV–D agency will: (1) Attempt to establish paternity by the process established under Tribal law, code, and/or custom.	Include copies of Tribal codes or laws that detail the ways in which paternity can be established, who can initiate a paternity action, the time in which a paternity action with IV-D services (age of majority) can be initiated, the circumstances under which the IV-D program need not attempt to establish paternity, and any evidence needed to corroborate when paternity need not be established. Again, it would be helpful to include copies of paternity summonses and paternity petitions. Evidence of the legal process used to exercise the legal authority to establish paternity.	
34.	Provide an alleged father the opportunity to voluntarily acknowledge paternity	Include copies of Tribal codes or laws that allow an alleged father the opportunity to	

		voluntarily acknowledge paternity and the time frame in which such an acknowledgment can be rescinded. It would be helpful to include a copy of the Voluntary Acknowledgment form. Copies of procedures for where, when voluntary acknowledgment of paternity is offered and available. Evidence of the authority for the voluntary acknowledgment	
35.	In a contested paternity case (unless otherwise barred by Tribal law) require the child and all other parties to submit to genetic tests upon the request of any such party, if the request is supported by a sworn statement by the party— (i) Alleging paternity, and setting forth facts establishing a reasonable possibility of the requisite sexual contact between parties; or (ii) Denying paternity, and setting forth facts establishing a reasonable contact between the parties.		
36.	When genetic testing is used to establish paternity, the Tribal IV–D agency must identify and use accredited laboratories which perform, at reasonable cost, legally and medically acceptable genetic tests which intend to identify the father or exclude the alleged father.	Include a copy of the contract, even if it is a draft.	
	45 CFR 309.105 -- Child Support Guidelines		
37.	Establish one set of child support guidelines by law or action of the tribunal for setting and modifying child support obligation amounts.	Include a copy of the Tribal Resolution that adopts the guidelines and the child support calculation grid, if appropriate. Also include a copy of codes or laws that indicate child support obligations will be based the guidelines and the calculation grid, as appropriate. Proof of mandatory guidelines	
38.	Include a copy of child support guidelines governing the establishment and modification of child support obligations.	Copy of guidelines that take into consideration earnings and income of the non-custodial parent and the needs of the child Examples may include a grid or formula.	

39.	Indicate whether non-cash payments will be permitted to satisfy support obligations, and if so; (i) Require that Tribal support orders allowing non-cash payments also state the specific dollar amount of the support obligation; and (ii) Describe the type(s) of non-cash support that will be permitted to satisfy the underlying specific dollar amount of the support order; and (iii) Provide that non-cash payments will not be permitted to satisfy assigned support obligations.	<p>List of any allowable in-kind support</p> <p>If in-kind support is allowed, the laws or codes must include the different types of in-kind support allowed by law and include a provision that states the custodial parent and non-custodial parent must agree to the terms of in-kind support and that in-kind support must be converted to a specific dollar amount in the child support order itself. It may also be helpful to include a provision that states it is the valuation of in-kind support is the responsibility of the Tribal IV-D Program. Include any in-kind support valuation worksheets.</p> <p>Copy of any conversion chart</p>	
40.	Indicate that child support guidelines will be reviewed and revised, if appropriate, at least once every four years.	<p>Copies of mandated review authority</p> <p>Proof of mandatory four year review</p> <p>Examples include proof: either policies and procedures or laws/codes that specifies guidelines are reviewed every 3 years.</p>	
41.	Provide that there shall be a rebuttable presumption, in any proceeding for the award of child support, that the amount of the award that would result from the application of the guidelines established consistent with this section is the correct amount of child support to be awarded	Copy of basis for mandatory use of guidelines as a rebuttable presumption	
42.	Provide for the application of the guidelines unless there is a written finding or a specific finding on the record of the tribunal that the application of the guidelines would be unjust or inappropriate in a particular case in accordance with criteria established by the Tribe or Tribal organization. Such criteria must take into consideration the needs of the child. Findings that rebut the guidelines must state the amount of support that would have been required under the guidelines and include a justification of why the order varies from the guidelines.	Include copies of Tribal codes or laws that specifically state the circumstances under which child support can be established and modified, and that identify who can establish and modify child support. If the established or modified child support obligation deviates from the guidelines, then the codes or laws must state that the court order will identify what the obligation will be according to the guidelines and include a finding that the application of the guidelines would be unjust or inappropriate and a justification of why the order varies from the guidelines. Also, include copies of child support worksheets.	
43.	The guidelines established must at a	Copy of guidelines that take into consideration earnings and income of the	

	minimum: (1) Take into account the needs of the child and the earnings and income of the non-custodial parent; and (2) Be based on specific descriptive and numeric criteria and result in a computation of the support obligation.	non-custodial parent and the needs of the child	
	45 CFR 309.110 -- Income Withholding		
44.	<p>In the case of each non-custodial parent against whom a support order is or has been issued or modified under the Tribal IV–D plan, or is being enforced under such plan, so much of his or her income, as defined in § 309.05, must be withheld as is necessary to comply with the order.</p> <p>(Income is defined in 309.05 as any periodic form of payment due to an individual regardless of source, except that a Tribe may expressly decide to exclude per capita, trust, or Individual Indian Money (IIM) payments.)</p>	Copies of the law/mandate	
45.	<p>In addition to the amount to be withheld to pay the current month’s obligation, the amount withheld must include an amount to be applied toward liquidation of any overdue support.</p>	<p>Copies of the law/mandate</p> <p>Include an algorithm or method to calculate repayment of arrears.</p>	
46.	<p>The total amount to be withheld under paragraphs (a) and (b) of this section may not exceed the maximum amount permitted under section 303(b) of the Consumer Credit Protection Act (15 U.S.C. 1673(b)), but may be set at a lower amount.</p>	Copies of the law/mandate	
47.	<p>Income withholding must be carried out in compliance with the procedural due process requirements established by the Tribe or Tribal organization.</p>	<p>Copies of the law/mandate</p> <p>Include copies of enforcement summonses and petitions and copies of the Tribal codes and laws that describe what an enforcement summons and petition must contain in order to put a customer on notice of action, how, when, and where to respond to the action and to give the customer notice of his/her day in court.</p>	

48.	The Tribal IV–D agency will promptly refund amounts which have been improperly withheld.	Copies of the procedures	
49.	The Tribal IV–D agency will promptly terminate income withholding in cases where there is no longer a current order for support and all arrearages have been satisfied.	Copies of the procedures	
50.	If the employer fails to withhold income in accordance with the provision of the income withholding order, the employer will be liable for the accumulated amount the employer should have withheld from the non-custodial parent’s income.	Copies of the procedures	
51.	Income shall not be subject to withholding in any case where: (1) Either the custodial or non-custodial parent demonstrates, and the tribunal enters a finding, that there is good cause not to require income withholding; or (2) A signed written agreement is reached between the non-custodial and custodial parent, which provides for an alternative arrangement, and is reviewed and entered into the record by the tribunal.	Copies of the procedures	
52.	Where immediate income withholding is not in place, the income of the non-custodial parent shall become subject to withholding, at the earliest, on the date on which the payments which the non-custodial parent has failed to make under a Tribal support order are at least equal to the support payable for one month.	Copies of the procedures that state that the withholding will be sent without prior notice to the NCP	
53.	The only basis for contesting a withholding is a mistake of fact, which for purposes of this paragraph, means an error in the amount of current or overdue support or in the identity of the alleged non-custodial parent.	Copies of the procedures	
54.	Tribal law must provide that the employer is subject to a fine to be determined under Tribal law for discharging a non-custodial parent from employment, refusing to employ, or taking disciplinary action against any non-custodial parent because of the withholding.	Copies of the law/mandate If used, also include copies of any publications that put employers on notice that discharging an NCP, refusing to employ an NCP, or taking disciplinary action against an NCP because of an income withholding, will subject them to a fine.	

55.	To initiate income withholding, the Tribal IV–D agency must send the non-custodial parent’s employer a notice using the standard Federal income withholding form.	Copy of the form --the most up-to-date version of the form must be used. Copies of the procedures	
56.	The Tribal IV–D agency must allocate withheld amounts across multiple withholding orders to ensure that in no case shall allocation result in a withholding for one of the support obligations not being implemented.	Copies of the procedures	
57.	The Tribal IV–D agency is responsible for receiving and processing income withholding orders from States, Tribes, and other entities, and ensuring orders are properly and promptly served on employers within the Tribe’s jurisdiction.	Copies of the procedures	
	45 CFR 309.115 -- Distribution of Child Support		
58.	<i>General Rule:</i> The Tribal IV–D agency must, in a timely manner: (1) Apply collections first to satisfy current support obligations, except as provided in paragraph (e) of this section; and (2) Pay all support collections to the family unless the family is currently receiving or formerly received assistance from the Tribal TANF program and there is an assignment of support rights to the Tribe’s TANF agency, or the Tribal IV–D agency has received a request for assistance in collecting support on behalf of the family from a State or Tribal IV–D agency.	Copies of procedures Evidence that the money is forwarded to the State, as appropriate Include an algorithm or method to distribute child support for multiple cases. It may be helpful to include policies and procedures for distributing child support in cases that involve State and/or Tribal TANF and cases that never receive State and/or Tribal TANF.	
59.	<i>Current Receipt of Tribal TANF:</i> If the family is currently receiving assistance from the Tribal TANF program and has assigned support rights to the Tribe and: (1) There is no request for assistance in collecting support on behalf of the family from a State or Tribal IV–D agency under § 309.120 of this part, the Tribal IV–D agency may retain collections on behalf of the family, not to exceed the total amount of Tribal TANF paid to the family. Any remaining collections must be paid to the family. (2) There is a request for assistance in collecting support on behalf of the family from a State or Tribal IV–D agency under § 9.120 of this part, the Tribal IV–D agency may retain collections, not to	Copies of procedures Evidence that the money is forwarded to the State, as appropriate Include an algorithm or method to distribute child support for multiple cases. It may be helpful to include policies and procedures for distributing child support in cases that involve State and/or Tribal TANF and cases that never receive State and/or Tribal TANF.	

	<p>exceed the total amount of Tribal TANF paid to the family. Except as provided in paragraph (f) of this section, the Tribal IV–D agency must send any remaining collections, as appropriate, to the requesting State IV–D agency for distribution under section 457 of the Act and 45 CFR 302.51 or 302.52, or to the requesting Tribal IV–D agency for distribution in accordance with this section.</p>		
60.	<p><i>Former Receipt of Tribal TANF:</i> If the family formerly received assistance from the Tribal TANF program and there is an assignment of support rights to the Tribe and: (1) There is no request for assistance in collecting support from a State or Tribal IV–D agency under § 309.120 of this part, the Tribal IV–D agency must pay current support and any arrearages owed to the family to the family and may then retain any excess collections, not to exceed the total amount of Tribal TANF paid to the family. Any remaining collections must be paid to the family. (2) There is a request for assistance in collecting support from a State or Tribal IV–D agency under § 309.120 of this part, the Tribal IV–D agency must send all support collected, as appropriate, to the requesting State IV–D agency for distribution under section 457 of the Act or 45 CFR 302.51 or 303.52, or to the requesting Tribal IV–D agency for distribution.</p>	<p>Include an algorithm or method to distribute child support for multiple cases. It may be helpful to include policies and procedures for distributing child support in cases that involve State and/or Tribal TANF and cases that never receive State and/or Tribal TANF.</p>	
61.	<p><i>Requests for Assistance from State or Tribal IV–D Agency:</i> If there is no assignment of support rights to the Tribe as a condition of receipt of Tribal TANF and the Tribal IV–D agency has received a request for assistance in collecting support on behalf of the family from a State or another Tribal IV–D agency under § 309.120 of this part, the Tribal IV–D agency must send all support collected to either the State IV–D agency for distribution in accordance with section 457 of the Act and 45 CFR 302.51 and 302.52, or to the Tribal IV–D agency for</p>	<p>Copies of procedures Evidence that the money is forwarded to the State, as appropriate</p> <p>Include an algorithm or method to distribute child support for multiple cases. It may be helpful to include policies and procedures for distributing child support in cases that involve State and/or Tribal TANF and cases that never receive State and/or Tribal TANF.</p>	

	distribution under this section, as appropriate, except as provided in paragraph (f) of this section.		
62.	<p><i>Federal Income Tax Refund Offset Collections:</i> Any collections received based on Federal income tax refund offset under section 464 of the Act and distributed by the Tribal IV–D agency must be applied to satisfy child support arrearages.</p>	<p>Copies of procedures Evidence that the money is forwarded to the State, as appropriate</p> <p>Include an algorithm or method to distribute child support for multiple cases. It may be helpful to include policies and procedures for distributing child support in cases that involve State and/or Tribal TANF and cases that never receive State and/or Tribal TANF.</p>	
63.	<p><i>Option to Contact Requesting Agency for Appropriate Distribution:</i> Rather than send collections to a State or another Tribal IV–D agency for distribution as required under § 309.115 (b)(2), (c)(2) and (d), a Tribal IV–D agency may contact the requesting State IV–D agency to determine appropriate distribution under section 457 of the Act, or the other Tribal IV–D agency to determine appropriate distribution under this section, and distribute collections as directed by the other agency.</p>		
	45 CFR 309.125 -- Intergovernmental Case Processing		
64.	That the Tribal IV–D agency will extend the full range of services available under its IV–D plan to respond to all requests from, and cooperate with, State and other Tribal IV–D agencies.	Copies of procedures	
65.	That the Tribe or Tribal organization will recognize child support orders issued by other Tribes and Tribal organizations, and by States, in accordance with the requirements under the Full Faith and Credit for Child Support Orders Act, 28 U.S.C. 1738B.	Copies of procedures	
	45 CFR 309.130-- How will Tribal IV–D programs be funded and what forms are required?		
66.	Standard Form (SF) 424, “Application for Federal Assistance,” to be submitted with	Ensure that the form is signed	

	the initial grant application for funding		
67.	<p>SF 424A, “Budget Information— Non-Construction Programs,” to be submitted annually, no later than August 1 (60 days prior to the start of the funding period) in accordance with § 309.15(a)(2) of this part. With each submission, the following information must be included: (i) A quarter-by-quarter estimate of expenditures for the funding period; and</p> <p>(ii) Notification of whether the Tribe or Tribal organization is requesting funds for indirect costs and an election of a method to calculate estimated indirect costs; and</p> <p>(iii) A narrative justification for each cost category on the form; and for funding under § 309.65(a) either:</p> <p>(iv) A statement certifying that the Tribe or Tribal organization has or will have the non-Federal share of program expenditures available, as required, or (v) A request for a waiver of the non- Federal share</p>	<p>Include justification for all expenses Include copies of specs and quotes</p> <p>Include a copy of the most recent negotiated cost rate with the BIA.</p> <p>All waiver request must be done in accordance with 309.130(e)</p>	
68.	Will the Tribe be providing a 10% match?		
69.	Will the Tribe be providing an in-kind match?	<p>What is the in-kind match?</p> <p>Ensure that the in-kind match is allowable and appropriate to the IV-D program</p>	
	Enforcement by use of Federal Income Tax Refund Offset		
70.	Will the Tribe be working with the State to submit cases for Federal Income Tax Refund Offset?	This must be done in accordance with PIQT-07-02.	
	<p>The plan indicates that the Tribe has entered into a cooperative agreement with the State under §309.60(b) and (c) for the State to submit arrearages owed in Tribal IV-D cases for Federal tax refund offset. The Tribe must submit as part of its Tribal IV-D plan or plan amendment copies of any such agreement</p>	<p>If yes, evidence of the application in the Tribal IV-D plan. Copy of the cooperative agreement with the State. If the cooperative agreement is in draft, a signed final copy must be forwarded to OCSE after approval of the Tribes IV-D plan.</p>	

	The cooperative agreement between the Tribe and State includes a statement that the Tribal IV-D program will comply with all safeguarding requirements with respect to Federal tax refund offset in accordance with §309.80, section 454(26) of the Act and the Internal Revenue Code 26 USC 6103, which prohibits the release of IRS information outside of the IV-D program.	Copy of the cooperative agreement with the State.	
	Evidence that the Tribe's application for IV-D services under §309.65(a)(2) includes a statement that the applicant is applying for State IV-D services for purposes of submitting arrearages for Federal tax refund offset.	Copy of the application for services	
	Supplemental Information regarding Office Automation and Use of State Systems		
71.	What was the disposition of the equipment purchased during the start-up period?	Narrative explanation including whether the equipment is still in use, and if not, how it was disposed of. (Note: If the equipment disposed of was used less than three years, a depreciation table, by month, is needed to determine how many months of non-use is unallowable for federal funding in terms of total cost of said equipment.) ["non-use" is defined as how many months less than 36 the equipment was actually used before its disposition.]	
72.	A request for new computer equipment, computer software and/or computer services under a Comprehensive Tribal IV-D grant request:	Please see Attachment 1 for example of narrative and explanatory detail on equipment, software and services requested.	
73.	Contracts for computer hardware, software and services.	For hardware and software contracts, please include a copy of the contract with the grant application. For computer services contracts regarding software planning, design, development, implementation, maintenance, networking, operations, or related services, please include a copy of the negotiated but not yet executed	

		<p>contract in the grant application.</p> <p>For all procurement actions, please include a narrative statement describing the procurement method (competitive proposal, negotiated bid, small purchase procedure, master contract list, sealed bid, etc.,) and a statement that the procurement complied with Tribal procurement regulations and statutes, and Federal grant regulations at 45 CFR Part 92, and more specifically, in accordance with 45 CFR:</p> <p>§92.34 Copyrights.</p> <p>§92.35 Subawards to disbarred or suspended parties.</p> <p>§92.36 Procurement.</p> <p>§92.37 Subgrants.</p>	
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Attachment 1. Automation Description of Need (2-4 paragraphs)

The Tribal CSE Program requires a small Local Area Network (LAN) that will facilitate file sharing between staff, provide access to a Tribal Wide Area Network (WAN) for internet access for staff, email and basic office automation (including word processing, spreadsheet, presentation, and calendaring software), in order to support program operations and business processing. All equipment will be purchased from an open-competitively procured, Tribal government contract with ACME Computers, Inc., in accordance with standard Tribal procurement rules governing small purchases (less than \$25,000 total which requires minimum three bids be requested and evaluated). All equipment and software will be installed immediately.

We also intend to procure beginner and intermediate training in the office productivity, email, and internet software, and basic computer use. In addition, the CSE program will require security and privacy training of staff to ensure data safeguarding and privacy in the Tribal CSE program. Security capabilities will also include the use of network and internet firewall software, and data and file backup, recovery, and encryption software. These will be purchased and installed with the equipment described below.

LAN, workstation computers, and printers will be supported through a service level agreement (SLA) contract with a local retail electronics company or through the vendor from whom the equipment is purchased. If from a third party, such a SLA contract will be procured through a limited local solicitation (minimum three bids requested and evaluated.)

The Tribe intends to conduct an open-competitive procurement to secure a software firm's services to develop some limited office automation capabilities using Microsoft Office™ productivity software through the use of macros, and the scripting language capabilities in the Microsoft Office™ productivity suite. This office automation capability will be used to generate reports, prepare correspondence, and conduct basic case tracking and case data capture, retention, reuse.

Automation Specifications (1-2 pages)

Computer Workstations (4)

- *Dell Model GX1000:*
2.4 Ghz Intel Core2 Duo, 2GB SDRAM, 19" LCD Monitor, 48X CD/DVD,
10/100/1000 Ethernet, 120GB HD. Cost is \$1,111.00 each times four. 4,444.00
- *Linksys Ethernet Hub, 8 port, 10/100/1000. Cost is \$120 each time one.* 120.00

OCSE Site Visit Checklist – Response to Site Visit

Prepared by OCSE – May 21, 2008 in Response to Site Visit at Forest County Potawatomi Tribal Child Support Program

I. ENTRANCE INTERVIEW

- (a) Responsible Program Officers
Eugene Shawano, Tribal Administrator
Jackie Pische, FCPC-TCSA Director
Tina Lemerande, FCPC Accounting Director
Dennis Puzz Jr., FCPC Interm Prosecutor (available via telephone)
- (b) Discuss purpose of site visit
- (c) Outline expectations and answer general questions

II. PROGRAM ASSESSMENT

309.65 Child Support Plan

- (a)(1) Description of program's jurisdiction

RESPONSE: See section 1 of the Plan

Section 5 of the FCPC Tribal Child Support Ordinance

P&P-Jurisdiction, Page 4

- (2) Procedures for accepting applications and promptly providing IV-D services

RESPONSE: See Section 2 of the Plan

P&P Child Support and Paternity Case Procedures, Pages 8-12

P&P New Child Support Case Procedures, Pages 12-13

P&P New Paternity Case Procedures, Pages 13-14

P&P Referral Cases, Page 16

- (3) Assurances parties' due process rights will be protected

RESPONSE: See Section 3 of the Plan

P&P Transfer of Jurisdiction Procedures, Pages 8-10

P&P New Child Support Case Procedures, Pages 10-11

P&P New Paternity Procedures, Pages 12-13

P&P Foreign Income Withholding Order Process, Pages 15-17

FCPC Rules of Civil Procedure

FCPC Tribal Child Support Ordinance

309.75 Administrative and Management Procedures

- (a) Description of program's structure/distribution of responsibilities within the program

RESPONSE: See Section 4 of the Plan

P&P Agency Organization, Pages 1-2

- (b) Proof federal funds and amounts collected by the program are protected against loss

RESPONSE: See Section 4 of the Plan-Declaration of Liability Insurance

- (c) Procedures under which annual notices of support collected, itemized by the month of collection, are provided to families and available to parents upon request

**RESPONSE: See Section 4 of Plan
P&P Case Accounts, Page 24**

(d) Proof program complies with Chapter 75 of Title 31 of the United States Code

RESPONSE: See Section 4 of Plan-Single Audit Certification

(e) Policy regarding application fees or recovering costs in excess of fees

RESPONSE: See Section 4 of the Plan

309.80 Safeguarding Procedures

(a) Procedures under which the use or disclosure of parties' personal information is limited to purposes directly related to the administration of the program

RESPONSE: See Section 5 of Plan

P&P Confidentiality Section, Page 5

P&P Records, Pages 5-6

(b)(1-4) Procedures for safeguards that are applicable to all confidential information handled by the program and designed to protect privacy rights

RESPONSE: See Section 5 of Plan

P&P Confidentiality, Page 5

P&P Records, Pages 5-6

(c) Procedures under which sanctions are imposed for unauthorized disclosure of personal/confidential information

RESPONSE: See Section 5 of Plan

P&P Confidentiality, Page 5

309.85 Maintenance requirements for IV-D Records

RESPONSE: See Section 5 of Plan

P&P Records, Page 6

(a)(1-4) Procedures for maintaining case file records necessary for efficient program operation

RESPONSE: See Section 6 of Plan

P&P Records, Page 6

P&P Closing Cases, Page 25

(b)(5-7) Procedures for maintaining administrative records necessary for efficient program operation

NOTE TO FEDERAL REVIEWER-THERE IS NO 45 CFR 309.85(B)(5-7)

RESPONSE: See Section 6 of Plan

P&P Records, Page 6

(c) Procedures for file retention and access according to 45 CFR 74.53

NOTE TO FEDERAL REVIEWER-THERE IS NO 45 CFR 309.85(C)

RESPONSE: See Section 6 of Plan

P&P Records, Page 6

P&P Closing Cases, Page 25

309.95 Locate Procedures for parents

(a-d) Evidence that demonstrates locate efforts for parents and sources of their income/assets

RESPONSE: See Section 8 of Plan

P&P Locate, Page 24

309.100 Procedures for paternity establishment

(a)(1-3) Procedures for paternity establishment

RESPONSE: See Section 9 of Plan

P&P Paternity, Pages 13-15

(b) Procedures for handling cases involving incest, forcible rape and pending adoptions

RESPONSE: See Section 9 of Plan

P&P Paternity, Page 14

(c) Procedures for genetic testing

RESPONSE: See Section 9 of Plan

P&P Paternity, Page 14

(d) Proof paternity establishment has no effect on tribal enrollment or membership

RESPONSE: See Section 9 of Plan

P&P Paternity, Page 15

309.105 Procedures governing establishment and modification of support orders

(a)(1-6) Proof of child support guidelines; Policy and/or procedure that indicates whether non-cash payments are permitted; List types of non-cash payments; Proof how often child support guidelines are reviewed and whether there is a rebuttable presumption in any child support proceeding

RESPONSE: See Section 10 of Plan

P&P Guidelines, Page 22

(b)(1-2) Proof child support guidelines at a minimum take into account the child's needs and the non-custodial parent's income; Proof child support guidelines are based on specific descriptive and numeric criteria

RESPONSE: See Section 10 of Plan

P&P Guidelines, Page 21

309.110 Procedures governing income withholding

(a-g) Procedures regarding income withholding orders for each case, including past due support, Proof income withholdings comply with Consumer Credit Protection Act; Procedures for prompt refund of monied improperly withheld

RESPONSE: See Section 11 of Plan

P&P Income Withholding & Payments, Page 23

(h)(1-2) Procedures that identify when income is not subject to withholding

RESPONSE: See Section 11 of Plan

P&P Income Withholding & Payments, Page 23

(i) Proof income is subject to withholding when support is one month past due

RESPONSE: See Section 11 of Plan

P&P Income Withholding & Payments, Page 23

(j) Proof that mistake of fact is the only basis for contesting income withholding

RESPONSE: See Section 11 of Plan

P&P Foreign Income Withholding Process, Page 19

(k) Proof of imposing fines against employers for discharging, refusing to employ or taking discriminatory action against non-custodial parent because of a withholding action

RESPONSE: See Section 11 of Plan

P&P Income Withholding & Payments, Page 23

(l) Proof program uses standard federal income withholding form

RESPONSE: See Section 11 of Plan

P&P Foreign Income Withholding, Pages 17-19

P&P Income Withholding & Payments, Page 22

(m) Proof program allocates withheld amounts across multiple withholding orders

RESPONSE: See Section 11 of Plan

P&P Income Withholding & Payments, Page 22-23

(n) Proof program receives and processes income withholding orders from states, tribes and other entities and ensure orders are properly and promptly served on employers

RESPONSE: See Section 11 of Plan

P&P Foreign Income Withholding Process, Pages 17-19

309.115 Procedures governing child support distributions

(a-f) Hierarchy of child support distributions

RESPONSE: See Section 12 of Plan

P&P Income Withholding and Payment, Pages 22-23

309.120 Intergovernmental procedures

(a) Proof program responds to all requests from and cooperate with states and other tribal IV-D agencies to extend services available

RESPONSE: See Section 13 of Plan

P&P Foreign Income Withholding, Pages 17-19

P&P Requests for Assistance, Page 16

(b) Proof program recognizes foreign child support orders in accordance with Full Faith and Credit for Child Support Orders Act

RESPONSE: See Section 13 of Plan

P&P Foreign Income Withholding, Pages 17-19

P&P Requests for Assistance, Page 16

III. EXIT INTERVIEW/FOLLOW UP

(a) Discuss team findings

(b) Prepare written report of team findings and submit to program two weeks after site visit

Comparison of State and Tribal IV-D Program Requirements

Compiled by Jan Jensen, Program Specialist, Region X

- 45 CFR 302: States have many more written requirements including *specific timeframes* for taking actions, and many *required* actions for locate, establishment and enforcement.
- 45 CFR 309: Tribes are expected and required to perform the same services as States: locate, support order establishment and enforcement, paternity establishment, and modification. However, the regulation is less prescriptive in describing how tribes must provide those services.

	STATES	TRIBES
LOCATE	45 CFR 302.35 and 45 CFR 303.3	45 CFR 309.95
	<ul style="list-style-type: none"> • Must have a state parent locator service • Regulation contains list of all locate sources and agencies that states must establish working relationships with and use for locate • 75 days allowed to access all appropriate sources • Repeat locate attempts when new information comes in, or at least quarterly • Establish guidelines defining diligent efforts to serve process 	<ul style="list-style-type: none"> • Requirements to take all necessary locate actions and use all available sources available to them • Tribes don't have access to FPLS, must request this service from State IV-D
	STATES	TRIBES
PATERNITY ESTABLISHMENT	45 CFR 302.31 and 303.5	45 CFR 309.100
	<ul style="list-style-type: none"> • Must comply with <i>many</i> rules regarding genetic testing, contested paternity, default orders and paternity acknowledgement services in hospitals, vital records agencies, public health, legal and social service agencies 	<ul style="list-style-type: none"> • Regulation requires tribe to have procedures for voluntary paternity acknowledgement, processes to establish under Tribal code, law or custom, and procedures for requiring genetic tests in contested paternities • Default orders may not be recognized as valid • Establishment of paternity is separate from Tribal enrollment or membership
	STATES	TRIBES
DISTRIBUTION	45 CFR 302.32, 45 CFR 302.51, 45 CFR 302.52	45 CFR 309.115
	<ul style="list-style-type: none"> • Includes reference to timeframes for distribution of payments under sections 454B of the Social Security 	<ul style="list-style-type: none"> • Instructions say that payments must be distributed in a "timely manner", with payments going first to current

	<p>Act and other parts of the IV-D regulation</p> <ul style="list-style-type: none"> Many detailed instructions on when and how to distribute payments on Non-Assistance, IV-A, Medicaid and IV-E cases 	<p>support</p> <ul style="list-style-type: none"> Detailed instructions on applying payments in Tribal TANF or former Tribal TANF cases In intergovernmental cases (Non-Assistance or TANF), Tribes are advised to send payments to the State or other Tribe, or to contact them for instructions on distributing payments
	STATES	TRIBES
ENFORCEMENT	45 CFR 303.6	45 CFR 309.110
	<ul style="list-style-type: none"> Requirements for <i>immediate</i> wage withholding and to take any other appropriate action within specified time periods Submit <i>all qualifying cases</i> for tax offset each year. 	<ul style="list-style-type: none"> Required to have procedures for income withholding using the standard Federal form, with income subject to withholding in all cases <i>when NCP is in arrears of at least one month's support</i> Tribal law must specify that any amount withheld must include payment towards any accrued arrears, with total payment not to exceed the maximum permitted under the Consumer Credit Protection Act Tribes do not have legal authority to submit cases for tax offset, but may request the State to do so on a <i>case-by-case</i> basis
	STATES	TRIBES
MEDICAL SUPPORT	45 CFR 303.31	N/A
	<ul style="list-style-type: none"> Required to establish and enforce medical support orders 	<ul style="list-style-type: none"> Tribes are not required in the federal regulation to address medical support
	STATES	TRIBES
ESTABLISHMENT and MODIFICATION OF SUPPORT ORDERS	45 CFR 303.4 and 45 CFR 303.8	45 CFR 309.105
	<ul style="list-style-type: none"> Timeframes for establishing support order after locate of NCP or after establishing paternity Review and adjustment section proscribes when and how, and reasons for review and timeframes State must have procedures to review all orders at least every three years upon the request of either party, or the State agency in 	<ul style="list-style-type: none"> No specified timeframes Order must indicate whether non-cash support will be accepted, describe the type of non-cash support that will be permitted, and assign a cash equivalent to those types of payments Non-cash payments may not be used to satisfy arrears Child Support Guidelines must be

	assigned cases	established at reviewed at least every four years
	<i>STATES</i>	<i>TRIBES</i>
INTER-GOVERNMENTAL PROCEDURES	45 CFR 303.7	45 CFR 309.120
	<ul style="list-style-type: none"> • Must comply with both Uniform Interstate Family Support Act (UIFSA) and Full Faith and Credit for Child Support Orders Act (FFCCSOA) • Must have an interstate central registry • Many timeframes are written in federal law for various actions that must be taken on interstate cases 	<ul style="list-style-type: none"> • Tribes were not included in the UIFSA law, and are not required to comply with provisions of UIFSA (However, a Tribe can choose to do so) • Tribes <i>are</i> required to recognize support orders issued by another jurisdiction in accordance with FFCCSOA, • Must extend the full range of IV-D services to all requests from other Tribes or States
	<i>STATES</i>	<i>TRIBES</i>
FEDERAL FUNDING	45 CFR 304	45 CFR 309.130
	<ul style="list-style-type: none"> • Receive 66% funding under the federal grant for most activities, with ability to earn additional performance incentives, or have monetary sanctions or fines imposed for being out of compliance with federal requirements • They must provide 34% of the budget through State funds. 	<ul style="list-style-type: none"> • Start-up period of up \$500,000 for up to two years is totally federally funded • Receive 90% federal funding for first three years of operation, and 80% funding each year after that • No ability to earn performance incentive money, and no sanctions imposed • The non-federal share (10% or 20%) can be matched by the Tribe in part or totally through in-kind contributions, such as the Tribe providing office space and utility costs to the IV-D program
	<i>STATES</i>	<i>TRIBES</i>
PERFORMANCE GOALS	45 CFR 305	45 CFR 309.65
	<ul style="list-style-type: none"> • States are regularly measured on performance in areas such as cases with orders, paternity establishment, cases with collections, etc. and also data reliability • Performance is tied to monetary incentives or penalties 	<ul style="list-style-type: none"> • Must include performance targets in their plan each year • Each tribe determines its own targets for paternity establishment, support order establishment, amount of current support collected, amount of arrears collected, and other targets that the Tribe wants to submit. Example: A target for father involvement, or family reunification
	<i>STATES</i>	<i>TRIBES</i>
AUTOMATED SYSTEM	45 CFR 302.85, 45CFR 307	45 CFR 309.145
	<ul style="list-style-type: none"> • Must have an automated system 	<ul style="list-style-type: none"> • Tribes are not required to have an

	<p>that is certified by the federal government</p> <ul style="list-style-type: none"> • The system must perform many functions related to locate, payment records, case record maintenance, etc. • The federal government provided up to 90% funding for building these systems in each state 	<p>automated system</p> <ul style="list-style-type: none"> • Federal funding is available for planning efforts and operation and maintenance of existing Tribal automated data systems • Some Tribes use the State system in their state, through service agreement arrangements • At this time there is no federal funding available to Tribes to build automated systems • A new regulation will be written to address how Tribes can receive funding for systems
COMMON REQUIREMENTS		
<p>Both States and Tribes must have procedures and evidence for:</p> <ul style="list-style-type: none"> • Bonding of employees • Safeguarding of information • Due process rights • Acceptance of all applications and promptly providing services • Maintaining of records • Applying collections from tax offset to arrears only 		

Forms

Standard Form 424

OMB Number: 4040-0004
 Expiration Date: 01/31/2009

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<div style="display: flex; justify-content: space-between;"> <div> * 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> * If Revision, select appropriate letter(s): <input style="width: 150px;" type="text"/> * Other (Specify) <input style="width: 150px;" type="text"/> </div> </div>	
* 3. Date Received: <input style="width: 150px;" type="text"/>	4. Applicant Identifier: <input style="width: 250px;" type="text"/>	
5a. Federal Entity Identifier: <input style="width: 250px;" type="text"/>	* 5b. Federal Award Identifier: <input style="width: 250px;" type="text"/>	
State Use Only:		
6. Date Received by State: <input style="width: 50px;" type="text"/>	7. State Application Identifier: <input style="width: 200px;" type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input style="width: 90%;" type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input style="width: 250px;" type="text"/>	* c. Organizational DUNS: <input style="width: 100px;" type="text"/>	
d. Address:		
<div style="display: flex;"> <div style="width: 15%;"> * Street1: Street2: * City: County: * State: Province: * Country: * Zip / Postal Code: </div> <div style="width: 85%;"> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 60%;" type="text"/> <input style="width: 60%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 60%;" type="text"/> <div style="display: flex; justify-content: space-between;"> <input style="width: 70%;" type="text"/> USA: UNITED STATES </div> <input style="width: 60%;" type="text"/> </div> </div>		
e. Organizational Unit:		
Department Name: <input style="width: 250px;" type="text"/>		Division Name: <input style="width: 250px;" type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
<div style="display: flex; justify-content: space-between;"> <div> Prefix: Middle Name: * Last Name: Suffix: </div> <div> <input style="width: 100px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 550px;" type="text"/> <input style="width: 100px;" type="text"/> </div> <div> * First Name: </div> </div>		
Title: <input style="width: 300px;" type="text"/>		
Organizational Affiliation: <input style="width: 550px;" type="text"/>		
* Telephone Number: <input style="width: 200px;" type="text"/>		Fax Number: <input style="width: 200px;" type="text"/>
* Email: <input style="width: 550px;" type="text"/>		

Application for Federal Assistance SF-424	Version 02
9. Type of Applicant 1: Select Applicant Type: <input style="width: 90%;" type="text"/>	
Type of Applicant 2: Select Applicant Type: <input style="width: 90%;" type="text"/>	
Type of Applicant 3: Select Applicant Type: <input style="width: 90%;" type="text"/>	
* Other (specify): <input style="width: 90%;" type="text"/>	
* 10. Name of Federal Agency: <input style="width: 90%;" type="text" value="NGMS Agency"/>	
11. Catalog of Federal Domestic Assistance Number: <input style="width: 20%;" type="text"/> CFDA Title: <input style="width: 90%;" type="text"/>	
* 12. Funding Opportunity Number: <input style="width: 90%;" type="text" value="MBL-SF424FAMILY-ALLFORMS"/> * Title: <input style="width: 90%;" type="text" value="MBL-SF424Family-AllForms"/>	
13. Competition Identification Number: <input style="width: 90%;" type="text"/> Title: <input style="width: 90%;" type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input style="width: 90%;" type="text"/>	
* 15. Descriptive Title of Applicant's Project: <input style="width: 90%;" type="text"/>	
Attach supporting documents as specified in agency instructions. <div style="display: flex; justify-content: space-around;"><input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/></div>	

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
* a. Applicant <input style="width: 100%;" type="text"/>	* b. Program/Project <input style="width: 100%;" type="text"/>	
Attach an additional list of Program/Project Congressional Districts if needed.		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: flex-end; gap: 10px;">Add AttachmentDelete AttachmentView Attachment</div>		
17. Proposed Project:		
* a. Start Date: <input style="width: 100%;" type="text"/>	* b. End Date: <input style="width: 100%;" type="text"/>	
18. Estimated Funding (\$):		
* a. Federal	<input style="width: 80%;" type="text"/>	
* b. Applicant	<input style="width: 80%;" type="text"/>	
* c. State	<input style="width: 80%;" type="text"/>	
* d. Local	<input style="width: 80%;" type="text"/>	
* e. Other	<input style="width: 80%;" type="text"/>	
* f. Program Income	<input style="width: 80%;" type="text"/>	
* g. TOTAL	<input style="width: 80%;" type="text"/>	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 100%;" type="text"/> .		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E.O. 12372.		
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)		
<input type="checkbox"/> ** I AGREE		
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>		
Authorized Representative:		
Prefix: <input style="width: 100%;" type="text"/>	* First Name: <input style="width: 100%;" type="text"/>	
Middle Name: <input style="width: 100%;" type="text"/>		
* Last Name: <input style="width: 100%;" type="text"/>		
Suffix: <input style="width: 100%;" type="text"/>		
* Title: <input style="width: 100%;" type="text"/>		
* Telephone Number: <input style="width: 100%;" type="text"/>		Fax Number: <input style="width: 100%;" type="text"/>
* Email: <input style="width: 100%;" type="text"/>		
* Signature of Authorized Representative: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>		* Date Signed: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>

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Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

	<p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p>	19.	<p>Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.</p>		
	<p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p>	20.	<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.</p>		
	<p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this applicant (required), organizational affiliation (if affiliated with an organization other on: Enter the name (First and last name than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	21.	<p>Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> </td> <td style="vertical-align: top;"> <p>M. Nonprofit</p> <p>N. Nonprofit</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit</p> <p>N. Nonprofit</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>		
<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit</p> <p>N. Nonprofit</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>				

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$		\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1)	(2)	(3)	
a. Personnel	\$	\$	\$	0.00
b. Fringe Benefits				0.00
c. Travel				0.00
d. Equipment				0.00
e. Supplies				0.00
f. Contractual				0.00
g. Construction				0.00
h. Other				0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00
j. Indirect Charges				0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$	\$	\$	0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8.	\$	\$	\$	\$	\$	0.00
9.						0.00
10.						0.00
11.						0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION D - FORECASTED CASH NEEDS						
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
	\$		\$	\$	\$	
13. Federal	0.00 \$		\$	\$	\$	
14. Non-Federal	0.00					
15. TOTAL (sum of lines 13 and 14)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program	FUTURE FUNDING PERIODS (Years)					
	(b) First	(c) Second	(d) Third	(e) Fourth		
16.	\$	\$	\$	\$	\$	
17.						
18.						
19.						
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges:		22. Indirect Charges:				
23. Remarks:						

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Standard Form 424A (Rev. 7-97) Page 2

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

OCSE 34A – Quarterly Report of Collections

U.S. DEPARTMENT OF HEALTH and HUMAN SERVICES Office of Child Support Enforcement						OMB APPROVED. Control No. 0970-0181 Expires: 09/30/2010	
CHILD SUPPORT ENFORCEMENT PROGRAM COLLECTION REPORT PART 1: QUARTERLY REPORT OF COLLECTIONS							
State:		Quarter Ended:			Mark Box: Initial Report <input type="checkbox"/> Revised Report <input type="checkbox"/>		
SECTION A. AVAILABLE COLLECTIONS							(G) Total
1. Balance Remaining Undistributed at End of Last Quarter (Carried from Line 9b, Part 1 of Previous Quarter).....							\$
2. Collections Received During the Quarter.....							\$
2a. From Offset of Federal Tax Refund.....		2e. From IV-D & Non-IV-D Income Withholding.....					
2b. From Offset of State Tax Refund.....		2f. From Other States.....					
2c. From Offset of Unemployment Comp....		2g. From Other Countries.....					
2d. Through Administrative Enforcement.....		2h. From Other Sources.....					
3. Net Amount of Increasing and (Decreasing) Adjustments.....							\$
4. Collections Sent During the Quarter Outside the Reporting State's IV-D Program.....							\$
		(A) Current IV-A Assistance	(B) Current IV-E Assistance	(C) Former IV-A Assistance	(D) Former IV-E Assistance	(E) Medicaid Never Assist.	(F) Other Never Assistance
4a. Sent to Non IV-D Families.....							\$
4b. Sent to Other States.....							\$
4c. Sent to Other Countries.....							\$
5. (Reserved)							\$
6. Remaining Collections Available for Distribution.....							\$
SECTION B. DISTRIBUTED / UNDISTRIBUTED COLLECTIONS							(G) Total
7a. Collections Passed Through.....							\$
7b. Dist As Assistance Reimbursement.....							\$
7c. Dist As Medical Support.....							\$
7d. Distributed To Family or FC.....							\$
7e. Fees Withheld by State.....							\$
8. Total Distributed.....							\$
9. Gross Undistributed Collections.....							\$
9a. Undistributed Collections Determined Undistributable and Abandoned.....							\$
9b. Net Undistributed Collections (Report on Line 1, Part 2) (Carry forward to Line 1, Part 1, Next Quarter).....							\$
SECTION C. FEDERAL SHARE / FEES							(G) Total
10a Fed Share of IV-E Collect.....							\$
10b Fed Share of IV-A Collect.....							\$
11. Fees Retained by Other States.....							\$
This certifies that the information on this form is accurate and true to the best of my knowledge and belief.							
Signature, IV-D Agency Director				Signature, Approving State Official			
Date:				Date:			
Typed Name, Title, Agency				Typed Name, Title, Agency			

Form OCSE-34A - Part 1 (10/01/2007)

Replaces 10/01/2003 version, now obsolete.

mhb

**CHILD SUPPORT ENFORCEMENT PROGRAM COLLECTION REPORT
PART 2: ITEMIZED UNDISTRIBUTED COLLECTIONS**

State:	Quarter Ended:		Mark Box:	Initial Report <input type="checkbox"/>	Revised Report <input type="checkbox"/>
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1 Net Undistributed Collections - (from Line 9b, Part 1, of this report) (Also equal to the sum of Lines 2 and 8 and the sum of Lines 14 through 20, below.)	\$
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SECTION A: NET UNDISTRIBUTED COLLECTIONS BY CATEGORY

2 Portion of Net Undistributed Collections Pending Distribution..... The amount in Item 2 must equal the sum of the amounts in Items 3 through 7. Attach any explanatory comments.	\$
3 Collections Received Within The Past Two Business Days.....	\$
4 Collections From Tax Offsets Being Held for Up To Six Months.....	\$
5 Collections Received and Being Held for Future Support.....	\$
6 Collections Being Held Pending the Resolution of Legal Disputes.....	\$
7 Collections Being Held Pending Transfer to Other State or Federal Agency.....	\$

8 Portion of Net Undistributed Collections Unresolved..... The amount in Item 8 must equal the sum of the amounts in Items 9 through 13. Attach any explanatory comments.	\$
9 Unidentified Collections.....	\$
10 Collections Being Held Pending the Location of the Custodial or Non-Custodial Parent.....	\$
11 Collections Disbursed but Uncashed and Stale-Dated.....	\$
12 Collections With Inaccurate or Missing Information.....	\$
13 Other Collections Remaining Undistributed.....	\$

SECTION B: NET UNDISTRIBUTED COLLECTIONS BY AGE

14 Collections Remaining Undistributed Up to 2 Business Days of Receipt.....	\$
15 Collections Remaining Undistributed More Than 2 Days, But Not More Than 30 Days.....	\$
16 Collections Remaining Undistributed More Than 30 Days, But Not More Than 6 Months.....	\$
17 Collections Remaining Undistributed More Than 6 Months, But Not More Than 1 Year.....	\$
18 Collections Remaining Undistributed More Than 1 Year, But Not More Than 3 Years.....	\$
19 Collections Remaining Undistributed More Than 3 Years, But Not More Than 5 Years.....	\$
20 Collections Remaining Undistributed More Than 5 Years.....	\$



INSTRUCTIONS FOR COMPLETION OF FORM OCSE-34A CHILD SUPPORT ENFORCEMENT PROGRAM COLLECTION REPORT

Paperwork Act Notice. This information collection is mandatory. The information collected on this form is required under Title IV-D (Sections 455 and 457) of the Social Security Act (42 USC 655 and 657). The Office of Child Support Enforcement uses this information to calculate and issue quarterly Federal grant awards and annual incentive payments to the State agencies administering the Child Support Enforcement Program. This is considered public information and is published in an annual report of statistical and financial data available to the public. States are not required to use this form if it does not include a currently valid OMB Control Number.

Reporting Burden Notice. The reporting burden imposed by the collection of information required by this report is estimated to be 8 hours per response. This includes time for reviewing instructions, searching data sources, gathering and maintaining the data needed and completing and reviewing the information reported.

State agencies administering the Child Support Enforcement program under title IV-D of the Social Security Act are required to complete and submit this report quarterly in accordance with instructions issued by the Office of Child Support Enforcement (OCSE).

The Administration for Children and Families operates and maintains an On-Line Data Collection (OLDC) system available to every State to submit this information electronically. Although not required, each State is strongly encouraged to use the OLDC system, which requires pre-registration and the use of an approved digital signature.

If a State elects to submit data electronically, the preparation and submittal of a paper copy ***is not required***. Regardless of the submission methodology, all deadlines and other requirements included in these instructions remain applicable.

Due Dates: This report must be submitted within thirty days of the end of each fiscal quarter, i.e., no later than October 30, January 30, April 30 and July 30.

Revisions: If the State needs to change or correct the reported collections, a revised report may be submitted. However, a revised report will not be accepted after the collections reported in the original submission have been used in the calculation of a quarterly grant award. Any revised report must be submitted no later than 90 days following the end of the quarter (i.e., no later than March 31, June 30, September 30 or December 31). Any additional changes to the reported collections that must be reported after that time must be included as an adjustment on a subsequent collection report.

No re-submissions, revisions or adjustments of collection reports submitted for any quarter of the fiscal year will be accepted by OCSE later than December 31 - 3 months after the end of the fiscal year.

Only data received by OCSE as of that date will be used in the calculation of incentive payments and in the publication of statistical data.

Distribution: *If the State elects to submit a paper copy*, a copy with original signatures must be sent to:

Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
Att'n: Child Support Enforcement
370 L'Enfant Promenade, SW, 6th Floor East
Washington, DC 20447

An additional copy must be sent to the ACF Regional Grants Officer.

General Instructions:

- Round all entries to the nearest dollar; omit cents.
- Enter the State name.
- Enter the ending date of the quarter for which these collections are being reported.
- Check box to indicate whether this is the initial report for the quarter indicated or a revision of a previously submitted report.

Definitions:

- ***Collections Received.*** A child support payment is considered to be collected and received on the date it arrives at the State Disbursement Unit or, if applicable, at any formerly designated State-level or county-level collection point via mail, private courier, electronic transfer or hand delivery.
 - If elected by the State, the date of withholding by an employer may be deemed to be the date of collection and receipt.
 - Any amounts received and reasonably identifiable as a child support collection under title IV-D must be reported on Line 2 of Part 1 of this form, even if an individual amount cannot be immediately associated with a specific title IV-D case.
 - Any amount paid in advance of its due date (a "prepaid" or "future" collection) must also be reported on Line 2 of Part 1 in the quarter received, even if it is known that distribution and disbursement will not occur until a later quarter.
- ***Collections Distributed and Disbursed.*** The procedure for distributing collections is described under Section 457 of the Social Security Act.
 - "*Distribution*" is the identification and allocation or apportionment of a support collection to current and past-due support, as applicable, of a specific case or individual.
 - "*Disbursement*" is the actual process of dispensing or paying out the collection.
 - To be considered "distributed" under Section 457 of the Act – and reported on Lines 7a through 7d of Part 1 of this form - a collection must be both distributed and disbursed according to a specified allocation and the definitions above.
 - Any collection that has been distributed (i.e., "identified and allocated or apportioned") but not disbursed (i.e., "dispensed or paid out") is considered "*undistributed*" under Section 457 and is reported on this form on Line 9 of Part 1 and in the appropriate category of Part 2.
- ***Disbursement Date.*** A collection is considered disbursed on the date the funds are forwarded via check, electronic transfer or other means to the intended final recipient, including the

custodial family, State or Federal agency, including those agencies that administer programs under titles IV-A, IV-E and XIX of the Social Security Act. For these purposes, the “date” is the disbursement date as recorded in the State’s automated child support enforcement system.

- **IV-D Case.** Any child support enforcement case in which the custodial parent has either assigned his or her rights to receive support payments to the State as a condition of receiving assistance (either as a current or former recipient of such assistance) or has filed an application for services available under Title IV-D.
 - Federal statute requires that States process collections from some non-IV-D cases and Federal funding is available for activities such as recording in the State Case Registry data on Non-IV-D support orders entered on or after October 1, 1998, and receipt and disbursement to Non-IV-D families of income withholding collections in these cases. Nevertheless, these cases do not meet the definition above and are not considered IV-D cases.
- **Non-IV-D Case.** Any child support enforcement case in which the custodial parent has neither assigned his or her rights to receive support to the State nor has filed an application for services available under Title IV-D.
- **FMAP Rate.** The Federal Medical Assistance Percentage Rate applicable to each State as defined in Section 1905(b) of the Social Security Act (Act). This rate, not less than 50 percent or greater than 83 percent, is based on the ratio of the per capita income in each State to that of the United States and is reassessed and published in the Federal Register annually.
 - In accordance with Section 457(c)(3)(A) of the Act, the rate is fixed at 75 percent for Puerto Rico, Guam and the Virgin Islands for collections on behalf of current or former title IV-A cases.
 - In accordance with Section 457(e)(1) of the Act, the rate is fixed at 50 percent for Puerto Rico for collections on behalf of current or former title IV-E cases.

PART 1: QUARTERLY REPORT OF COLLECTIONS

Column Instructions:

Collections are reported in the appropriate column, A through F, based on the status of the case and children on whose behalf the collection was received, e.g., currently receiving assistance, formerly received assistance, or never received assistance.

Status Change. In instances where it is known that a case has changed its status (e.g., from former to current assistance or vice versa) between the date a collection is received and the date of distribution and disbursement, report the amount distributed in Column A through F in accordance with the case status as of the date of receipt of the collection.

Column A: Current IV-A Assistance. Collections received and distributed on behalf of children who are recipients of Temporary Assistance for Needy Families (TANF) under title IV-A of the Act. In addition, the children's support rights have been assigned to the State and a referral to the State's IV-D agency has been made.

Column B: Current IV-E Assistance. Collections received and distributed on behalf of children who are entitled to Foster Care maintenance assistance payments under title IV-E of the Social Security Act. In addition, the children's support rights have been assigned to the State and a referral to the State IV-D agency has been made.

Column C: Former IV-A Assistance. Collections received and distributed on behalf of children who *formerly* received assistance through either the Aid to Families with Dependent Children Program (AFDC) or the Temporary Assistance to Needy Families Program (TANF) under title IV-A of the Social Security Act.

Column D: Former IV-E Assistance. Collections received and distributed on behalf of children who *formerly* received assistance through the Foster Care Program under title IV-E of the Social Security Act.

Column E: Medicaid Never Assistance. Collections received and distributed on behalf of children who are receiving Child Support Enforcement services under title IV-D of the Social Security Act, and who are either currently receiving or who have formerly received Medicaid payments under title XIX of the Social Security Act, but who are not currently receiving and who have never formerly received assistance through either the AFDC, TANF or Foster Care programs under either title IV-A or title IV-E, respectively, of the Social Security Act.

Column F: Other Never Assistance. Collections received and distributed on behalf of children who are receiving Child Support Enforcement services under title IV-D of the Social Security Act, but who are not currently receiving and have never formerly received either Medicaid payments under title XIX or who are not currently receiving and who have never formerly received assistance through either the AFDC, TANF or Foster Care programs under either title IV-A or title IV-E, respectively, of the Social Security Act.

Column G: Total. Enter, where applicable, the sum of the amounts entered in Cols. A through F.

Line-by-Line Instructions:

SECTION A. AVAILABLE COLLECTIONS

Line 1. Balance Remaining Undistributed From Previous Quarter. The amount of collections that remained undistributed at the end of the previous quarter.

❖ *[This amount is carried from Line 9b of Part 1 of this report from the previous quarter.]*

Line 2. Collections Received During the Quarter. The total amount of all collections received by the State during the quarter from various sources. Include amounts that will ultimately be sent to other States, other countries or to Non-IV-D cases (see instructions for Line 2e, below) within this State. The amount reported on this line is divided and itemized based on the source of each individual collection on Lines 2a through 2h.

❖ *[Calculated as the Sum of Lines 2a through 2h.]*

Lines 2a through 2h. Collections Received Itemized in Accordance With the Source of the Collection. Amounts reported on Lines 2a through 2g must be "net" amounts, reduced by any collections returned to the payer during the quarter. For example, the amount reported as Federal Tax Refund Offset would be reduced by any collected amount returned to the payer, including any amount reported as a repayment on Line 13 of Form OCSE-396A.

- **Line 2a. From the Offset of Federal Income Tax Refunds.** Amounts received on behalf of IV-D cases as a result of offset by the IRS of refunds from Federal income tax returns. Report the full amount of the collection, prior to the reduction for the FMS service fee. The FMS service fee may be claimed as an expense on Form OCSE-396A. (Do not include amounts received through the IRS "full collection" process.)
❖ *[This is a direct entry.]*
- **Line 2b. From the Offset of State Income Tax Refunds.** Amounts received on behalf of IV-D cases as a result of the offset by the State of refunds from State income tax returns.
❖ *[This is a direct entry.]*
- **Line 2c. From the Offset of Unemployment Compensation Payments.** Amounts received on behalf of IV-D cases as a result of the offset of unemployment compensation insurance payments.
❖ *[This is a direct entry.]*
- **Line 2d. Through Procedures for the High Volume, Automated Administrative Enforcement in Interstate Cases (AEI).** Amounts received on behalf of IV-D cases as the "assisting State" for AEI requests in accordance with Section 466(a)(14) of the Social Security Act. (Any amount reported on this line will be forwarded to another State during the current quarter or in a subsequent quarter.)
❖ *[This is a direct entry.]*
- **Line 2e. From IV-D and Non-IV-D Income Withholding.** Amounts received on behalf of IV-D cases through either voluntary or involuntary income withholding, including withholding actions initiated prior to the effective date of Section 466(a)(1) of the Social Security Act. Also include amounts received only through income withholding on behalf of Non-IV-D cases

pursuant to Section 466(a)(8)(B) of the Social Security Act and where a support order was initially issued on or after January 1, 1994.

❖ **Note:** Under section 466(b)(8) of the Social Security Act, "...'income' means any periodic form of payment due to an individual, regardless of source, including wages, salaries, commissions, bonuses, worker's compensation, disability, payments pursuant to a pension or retirement program, and interest." State law may include additional categories of income.

❖ *[This is a direct entry.]*

- **Line 2f. From Other States.** Amounts received as the "initiating" State in interstate or intergovernmental IV-D cases from the "responding" State or the "responding" Tribe operating a Tribal IV-D program. Also include any amounts received as the "requesting" State in AEI cases. Any fees or recovered costs that are retained by the other State are reported on Line 11 and are not included on this line.

❖ *[This is a direct entry.]*

- **Line 2g. From Other Countries.** Amounts received as the "initiating" State of a formal request for child support enforcement services made to a foreign country or political subdivisions in accordance with Section 459A of the Social Security Act. Also include any collections received as a result of a reciprocal agreement made by the State with the foreign country or political subdivisions. Any fees retained by the other country are reported on Line 11 and are not included on this line.

❖ On this line, do not include routine collections received directly by the State IV-D agency from an NCP living abroad. Those collections are reported on another sub-category of Line 2, based on the source of the collection.

❖ (Note: A current list of foreign countries or political subdivisions that have agreed to provide reciprocal child support enforcement services is published periodically in the Federal Register by the US Department of State.)

❖ *[This is a direct entry.]*

- **Line 2h. From Other Sources.** All other amounts - not reported above – received on behalf of IV-D cases through the State's own collections procedures. This includes, but is not limited to: (a) payments received directly from non-custodial parents; (b) collections received through the IRS' full collection process; (c) collections received as a result of the administrative offset process; and (d) collections received through the Financial Institution Data Match. For "administrative offset" collections, report the full amount of the collection, prior to the reduction for the FMS service fee. The FMS service fee may be claimed as an expense on Form OCSE-396A.

❖ *[This is a direct entry.]*

Line 3. Net Amount of Increasing and Decreasing Adjustments. Enter on this line any entry necessary to correct previous reporting that cannot be corrected with an entry on another reporting line. This line may remain blank or may be a negative number. Any entry on this line must be explained with a footnote or attachment.

For example, include on this line any former undistributed collection, previously escheated by the State as "abandoned property" and reported as program income, which can now be either distributed to the custodial parent or returned to the non custodial parent. (If distributed, the amount must also be reported on Lines 7a through 7d, below, as applicable; if returned, the amount must also be included as a negative adjustment on Lines 2a through 2g, above, as applicable. Any amount must also be

reported as a prior quarter decreasing adjustment to program income on Line 2a of Form OCSE-396A.)

❖ *[This is a direct entry.]*

Line 4. Collections Sent During the Quarter to Cases Outside the State's Own IV-D Program.

The total amount of collections that will not be distributed and disbursed by the State in accordance with Section 457 of the Social Security Act and which are sent during the quarter to other recipients. Include amounts sent to other States, other countries or to Non-IV-D cases (see instruction for Line 4a, below) within this State. The amount reported on this line is divided and itemized based on the recipient of each individual collection on Lines 4a through 4c.

- **Line 4a. Collections Sent to Non-IV-D Families.** Amounts sent during the quarter to the custodial parent of a Non-IV-D case. These amounts were initially reported on Line 2e as received only through income withholding on behalf of Non-IV-D cases and processed through the State Disbursement Unit.

❖ *[This is a direct entry.]*

- **Line 4b. Collections Sent to Other States.** Amounts initially collected as the "responding" State in interstate or intergovernmental IV-D cases to a request from the "initiating" State or the "initiating" Tribe operating a Tribal IV-D program and forwarded during the quarter to that State or Tribe for distribution. Also include any amounts collected as the "assisting" State in AEI cases and forwarded during the quarter to the "requesting" State for distribution. These amounts are initially reported on Line 2 as received from one or more applicable sources. *(The amounts reported on this line are used in the annual incentive payment calculation, including "double counting" of entries in Cols. A through E for the State Collection Base computation.)*

❖ *[This is a direct entry.]*

- **Line 4c. Collections Sent to Other Countries.** Amounts initially collected as the "responding" State in response to a request for child support enforcement services from a foreign country or political subdivision, in accordance with Section 459A of the Social Security Act, and forwarded during the quarter to that country for distribution. Also include any amounts collected as a result of a reciprocal agreement made by the State with the foreign country or political subdivision and forwarded during the quarter. These amounts are initially reported on Line 2 as received from one or more applicable sources.

❖ *[This is a direct entry.]*

Line 5. (Reserved.)

Line 6. Remaining Collections Available for Distribution. The amount of collections available to the State for distribution during the quarter in accordance with Section 457 of the Social Security Act.

❖ *[Calculated as the Sum of Lines 1 + 2 + 3 Minus Line 4.]*

SECTION B. DISTRIBUTED/UNDISTRIBUTED COLLECTIONS

Line 7a. Collections Passed Through to the Family. The portion of the collection that the State passes through to the family. Under sections 457(a)(7)(B) and 457 (a)(7)(A) of the Social Security, States may "pass through" collections directly to the family. For families currently on title IV-A (TANF) assistance (Column A), the amount that may be passed through is limited to up to \$100 per month for one child or \$200 per month for two or more children. For families formerly on title IV-A (TANF or AFDC) assistance (Columns C), the amount passed through may be the full amount collected per

month and applied to “assigned arrearages.” The pass through provision is not available to families currently or formerly receiving assistance under title IV-E (Foster Care).

❖ *[These are direct entries in columns A and C.]*

Line 7b. Collections Distributed As Assistance Reimbursement. Collections that will be divided between the State and Federal governments to reimburse their respective shares of either Title IV-A assistance payments or Title IV-E Foster Care maintenance payments. (**Note:** No entry is to be made for “Never Assistance” cases, Columns E and F.)

❖ *[These are direct entries in columns A through D.]*

Line 7c. Collections Distributed As Medical Support Payments. The portion of any collection that corresponds to any amount specifically designated in a support order for medical support. To the extent that medical support has been assigned to the State, medical support collections must be forwarded to the Medicaid agency for distribution in accordance with current regulations under title XIX of the Social Security Act (Medicaid). Otherwise, the amount must be forwarded to the family.

❖ *[These are direct entries in columns A through F.]*

Line 7d. Collections Distributed To The Family or Foster Care. Collections distributed either to the family or to the foster care agency to be used on the child’s behalf. Report on this line any collections distributed to the family, but assigned by the family and forwarded to another State agency (e.g., a State-run Foster Care or Child Care program). Also report on this line, collections distributed to the family but sent, at the direction of the family, to the address of a private collection agency. If the State retains a mandatory fee from a collection in a “never assistance” case, only the portion distributed is reported on this line. The fee is reported separately on Line 7e, below.

❖ *[These are direct entries in columns A through F.]*

Line 7e. Fees Withheld by the State. The \$25 mandatory annual fee paid in a “Never Assistance” case where the State withholds all or a portion of the fee from the collected child support payment. Do not include any amount paid by either the custodial or non-custodial parent or any amount paid by the State itself. All fees, including the amount reported on this line, are considered program income and must also be included on Line 2a of Form OCSE-396A.

❖ *[These are direct entries in columns E and F.]*

Line 8. Total Collections Distributed During the Quarter. Collections distributed by the State during the quarter, itemized by case designation. (*The amounts reported on this line are used in the annual incentive payment calculation, including “double counting” of entries in Cols. A through E for the State Collection Base computation.*)

❖ *[Calculated as the Sum of Lines 7a through 7e in columns A through F.]*

Line 9. Gross Undistributed Collections. The amount of collections that the State was unable to distribute during the quarter. *[Calculated as Line 6 Minus Line 8; also calculated as the Sum of Lines 9a + 9b.]*

Line 9a. Undistributed Collections Determined to be Abandoned Property and Undistributable. The portion of the amount reported on Line 9 that, despite numerous attempts, the State has been unable to distribute in accordance with the provisions of Section 457 of the Social Security Act and is also unable to return to the non-custodial parent. At the point in time when, in accordance with the specific provisions, time frames and circumstances mandated by law, the State transfers these undistributable collections to an abandoned property office, the State treasury, a designated trust fund or some other account outside of the control of the State title IV-D agency, the

amounts are considered to have been classified as abandoned property and must be reported on this line. (If State law does not require that abandoned property be identified each quarter, this line may be left blank in quarters where such a determination is not made.)

The amount on this line is also considered "program income" and must be included in the entry reported on Line 2b of Part 1 of Form OCSE-396A, the "Child Support Enforcement Program Expenditure Report." In the event that a collection now being reported as undistributable can be properly identified, distributed and disbursed in the future, this transaction and reporting can be reversed at that time. (See instructions for Line 3.)

(Note: Some States have internal accounting procedures where, once these undistributable collections are transferred outside the control of the State IV-D agency to another office, account or fund of the State or a political subdivision, they are no longer available to the State's child support enforcement program. Regardless of these internal State procedures, these funds are required to be reported as program income in the quarter in which they are first transferred outside the control of the State IV-D agency)

❖ *[This is a direct entry. Enter as a positive number.]*

Line 9b. Net Undistributed Collections. The amount of collections that remain undistributed at the end of this quarter and remain available for distribution in a future quarter.

❖ *[Calculated as Line 9 Minus Line 9a.]*

❖ *[This amount is also reported on Line 1 of Part 2 of this report and is further itemized based on the rationale for its "undistributed" status.]*

❖ *[This amount is carried forward to Line 1 of Part 1 of Form OCSE-34A to be submitted for the next quarter.]*

SECTION C. FEDERAL SHARE / FEES

Line 10a. Federal Share of Title IV-E Collections. The portion of child support collections used to reimburse the Federal government for its share of past assistance payments under title IV-E of the Social Security Act. The Total entered in Column G is carried forward and entered on Part I, Line 2, Column (b), of Form IV-E-1, "Title IV-E Foster Care and Adoption Assistance Financial Report."

❖ *[Calculated as Line 7b, columns B and D, respectively, times the current quarter FMAP rate.]*

Line 10b. Federal Share of Title IV-A Collections. The portion of child support collections used to reimburse the Federal government for its share of past assistance payments under title IV-A of the Social Security Act. The Total entered in Column G is carried forward and entered on Part I, Line 9, Column B of Form OCSE-396A, The "Quarterly Report of Expenditures and Estimates" for the Child Support Enforcement Program.

❖ *[Calculated as Line 7b, columns A and C respectively, times the current quarter FMAP rate.]*

Line 11. Fees Retained by Other States. The amount of fees or costs recovered and retained by other States from collections forwarded to the reporting State. The net amount of the collection forwarded is reported on Line 2f. Amounts entered on this line are not included on any other line of this report. *(The amount reported in this entry is used in the annual incentive payment calculation.)*

❖ **Note:** International agreements currently in place between the United States government and foreign governments do not permit either country to retain a fee. If the reporting State enters into a separate reciprocal agreement with a foreign country or political subdivision not included in the international agreements that does permit fees to be retained from the collection, such fees must also be reported on this line.

❖ *[This is a direct entry based on information received from other States and countries.]*

Signatures: This report must be signed and dated by the State Title IV-D Director, or other State official responsible for the financial administration of the child support enforcement program. Although under Federal requirements only a single signature is necessary, space is also provided for a second signature as may be required by State law, regulation or policy. Any individual(s) signing this report are certifying to the correctness and accuracy of the information here and on accompanying documents.

PART 2: ITEMIZED UNDISTRIBUTED COLLECTIONS

Part 2 of provides a “snapshot” of the composition of the State’s undistributed collection balance as reported on Line 9b of Part 1 as of the last business day of the fiscal quarter. It identifies undistributed collections by different definitional categories in Section A and by different age groupings in Section B. Whenever a State determines that it has no entry that meets the criteria for a specific line, an entry of zero (\$0) is acceptable for that line.

Line-by-Line Instructions:

Line 1. Net Undistributed Collections. The amount of collections that remain undistributed at the end of this quarter and remain available for distribution in a future quarter.

❖ *[Carried Forward From Line 9b, Part 1]*

❖ *[Also calculated as the Sum of Lines 2 + 8, below and the Sum of Lines 14 through 20, below.]*

SECTION A. NET UNDISTRIBUTED COLLECTIONS BY CATEGORY

Line 2. Portion of Net Undistributed Collections Pending Distribution. The portion of net undistributed collections reported above that have been identified and allocated to a particular account and which the State reasonably expects to distribute and disburse through normal processing at a date certain or a date determined by law in the near future. These undistributed collections include, but are not limited to:

- (i) collections that were received within the past two business days following receipt, and pending distribution within federal timelines;
- (ii) collections being held for up to six months that were offset from refunds from joint Federal tax returns of Non-TANF families;
- (iii) collections received and held for future support;
- (iv) collections held pending resolutions of a legal dispute and any timely appeal (including but not limited to estate resolutions; contested paternity; contested tax, insurance, and pension intercepts; arrearage balance disputes; contested bank levies; contested seizures of lottery winnings, and other lump-sum seizures; etc.)
- (v) collections processed, but not yet transferred to other state or federal agencies administering programs, including TANF, Foster Care and Medicaid,
 - ❖ *[Calculated as the Sum of Lines 3 through 7.]*

Line 3. Collections Received Within the Past Two Business Days. The portion of the undistributed collections reported on Line 2 that was received from non-custodial parents within the last two business days of the quarter, but which was not distributed and disbursed by the end of the last business day of the quarter. It is expected that the amounts reported on this line will be disbursed within two business days of receipt, most likely on the first or second business day of the next quarter.

(Where it is known that a collection will remain undistributed due to some other reason, e.g., “tax offsets,” “legal disputes,” “pending location,” “unidentified,” etc., the amount must be reported on the line appropriate to that category and not reported on Line 3.)

❖ *[This is a direct entry.]*

Line 4. Collections From Tax Offsets Being Held for Up To Six Months. The portion of the undistributed collections reported on Line 2 that was received from non-custodial parents through the offset of refunds from jointly-filed Federal tax returns. Those refunds, which may be held for a period of up to six months, are those that would be allocated and disbursed to Non-TANF families. It is expected that the amounts reported on this line will be disbursed when legal ownership of the tax refund has been determined, but in no case later than six months from the date of receipt.

❖ *[This is a direct entry.]*

Line 5. Collections Received and Being Held for Future Support. The portion of the undistributed collections reported on Line 2 that was received from non-custodial parents in an amount that exceeds the amount due for current support and any arrears and is intended as support for a future month. It is expected that the amounts reported on this line will be disbursed during one or more months following the end of the current quarter.

❖ *[This is a direct entry.]*

Line 6. Collections Being Held Pending the Resolution of Legal Disputes. The portion of the undistributed collections reported on Line 2 that was received from non-custodial parents and is being held pending either the expiration of the deadline for filing an administrative or judicial appeal or a decision resolving an administrative appeal or court action. These legal disputes include the resolution of an estate, contested paternity, contested tax, insurance, and pension intercepts, contested arrearage balances, contested bank levies; contested seizures of lottery winnings, other lump-sum seizures and other similar issues. It is expected that the amounts reported on this line will be disbursed immediately upon resolution of the legal dispute.

❖ *[This is a direct entry.]*

Line 7. Collections Being Held Pending Transfer to Other State or Federal Agency. The portion of the undistributed collections reported on Line 2 that was received from non-custodial parents and is being held pending their transfer to other Federal or State programs, including TANF, Foster Care and , Medicaid. It is expected that the amounts reported on this line will be disbursed within 30 days of the end of the current quarter.

❖ *[This is a direct entry.]*

Line 8. Portion of Net Undistributed Collections Unresolved. The portion of net undistributed collections reported above that either have not been fully identified or allocated and do not have a definite disbursement date due to insufficient information. These undistributed collections include, but are not limited to:

- (i) unidentified collections;
- (ii) collections pending the location of the custodial or noncustodial parent;
- (iii) collections initially disbursed by check that remains uncashed and is now considered stale-dated and non-negotiable in accordance with State law and procedures;
- (iv) collections with inaccurate or missing information, including, but not limited to, information to be supplied by an employer or where the amount of the payment does not equal the transmittal amount; collections received on cases with no open or active account; and other data issues;
- (v) Other collections remaining undistributed.

❖ *[Calculated as the Sum of Lines 9 through 13.]*

Line 9. Unidentified Collections. The portion of the undistributed collections reported on Line 8 that was received in a manner that prevents the State from identifying the specific case to which the collection should be allocated. It is expected that the amounts reported on this line will remain in this status for an indefinite period until identification becomes possible or until the collection meets the State criteria to be escheated as “abandoned property,” and transferred to Line 9a of Part 1 of this form.

❖ *[This is a direct entry.]*

Line 10. Collections Being Held Pending the Location of the Custodial or Non-Custodial Parent. The portion of the undistributed collections reported on Line 8 that was received and was allocated to a specific case. This includes payments to custodial parents, refunds to non-custodial parents or other payments that cannot be disbursed due to the unknown whereabouts of the intended payee of the collection. It is expected that the amounts reported on this line will remain in this status for an indefinite period until either the payee is located, a refund is made to the payer (if appropriate under State procedures) or until the collection meets the State criteria to be escheated as “abandoned property,” and transferred to Line 9a of Part 1 of this form.

❖ *[This is a direct entry.]*

Line 11. Collections Disbursed but Uncashed and Stale-Dated. The portion of the undistributed collections reported on Line 8 that was received and was allocated to a specific case and properly disbursed by check. The check was subsequently not cashed by the intended recipient, is now considered stale-dated and non-negotiable in accordance with State law and procedures. It is expected that the amounts reported on this line will remain in this status only until the collection is re-disbursed to a parent at a reliable address or until the amount is recharacterized as “Pending the Location of the...Parent” and transferred to Line 10 of this report.

❖ *[This is a direct entry.]*

Line 12. Collections With Inaccurate or Missing Information. The portion of the undistributed collections reported on Line 8 that was received and was allocated to a specific case, but cannot be properly disbursed due to inaccurate or missing information, including information to be supplied by an employer or where the amount of the payment does not equal the transmittal amount or collections received on cases with no open or active account; or other similar data issues. It is expected that the amounts reported on this line will remain in this status for an indefinite period until all necessary and accurate information becomes available or until the collection meets the State criteria to be escheated as “abandoned property,” and transferred to Line 9a of Part 1 of this form.

❖ *[This is a direct entry.]*

Line 13. Other Collections Remaining Undistributed. The portion of the undistributed collections reported on Line 8 that was received by the State but cannot be disbursed due to some inconsistent or anomalous situation not included in lines 9 through 12, above. It is expected that the amounts reported on this line will remain in this status for an indefinite period until the situation is rectified or until the collection meets the State criteria to be escheated as “abandoned property,” and transferred to Line 9a of Part 1 of this form.

❖ *[This is a direct entry.]*

SECTION B. NET UNDISTRIBUTED COLLECTIONS BY AGE

Line 14. Collections Remaining Undistributed Up to 2 Business Days. The portion of the net undistributed collections reported on Line 1 that remains undistributed for up to two business days from the date of receipt.

❖ *[This is a direct entry.]*

Line 15. Collections Remaining Undistributed More Than 2 Days but Not More Than 30 Days. The portion of the net undistributed collections reported on Line 1 that remains undistributed for more than two business days but equal to or less than 30 calendar days from the date of receipt.

❖ *[This is a direct entry.]*

Line 16. Collections Remaining Undistributed More Than 30 Days but Not More Than 6 Months. The portion of the net undistributed collections reported on Line 1 that remains undistributed for more than 30 calendar days but equal to or less than 6 months from the date of receipt.

❖ *[This is a direct entry.]*

Line 17. Collections Remaining Undistributed More Than 6 Months but Not More Than 1 Year. The portion of the net undistributed collections reported on Line 1 that remains undistributed for more than 6 months but equal to or less than 1 year from the date of receipt.

❖ *[This is a direct entry.]*

Line 18. Collections Remaining Undistributed More Than 1 Year but Not More Than 3 Years. The portion of the net undistributed collections reported on Line 1 that remains undistributed for more than 1 year but equal to or less than 3 years from the date of receipt.

❖ *[This is a direct entry.]*

Line 19. Collections Remaining Undistributed More Than 3 Years but Not More Than 5 Years. The portion of the net undistributed collections reported on Line 1 that remains undistributed for more than 3 years but equal to or less than 5 years from the date of receipt.

❖ *[This is a direct entry.]*

Line 20. Collections Remaining Undistributed More Than 5 Years.

The portion of the net undistributed collections reported on Line 1 that remains undistributed for more than 5 years from the date of receipt.

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OCSE – 75 – Annual Data Report

TRIBAL CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT

(This report consists of one page.)

TRIBE:	SUBMISSION:	<input type="checkbox"/> NEW	<input type="checkbox"/> REVISED	FISCAL YEAR:	
ITEMS		<input type="checkbox"/> NARRATIVE REPORT (place X in box to confirm narrative report is attached)			
SECTION A: CASE INVENTORY		TOTAL			
1. Total Number of Cases					
a. Total Number of Tribal TANF Cases					
b. Total Number of State TANF Cases					
c. Total Number of Non-TANF Cases					
2. Total Number of Cases With A Support Order					
SECTION B: PATERNITY ESTABLISHMENT					
3. Total Number of Children in the Previous Year Without Paternity Established					
4. Total Number of Children With Paternity Established or Acknowledged					
SECTION C: COLLECTIONS DUE AND DISTRIBUTED					
5. Total Amount of Current Support Due On All Cases					
6. Total Amount of Current Support Collected and Distributed					
7. Total Amount of Past Due Support Owed On All Cases					
8. Total Amount of Past Due Collected and Distributed					
SECTION D: PROGRAM COST					
9. Total Costs Claimed					
10. Total Amount of Fees and Costs Recovered					
11. Total Amount of Laboratory Cost for Paternity Establishment					
<p>Paperwork Act Notice: Tribes are required to provide the information requested to receive a grant award under the provision of Title IV-D, Part 309 of the Social Security Act. This is public information. The responses to this collection are mandatory. This information is not considered confidential, therefore, no additional safeguards are considered necessary beyond that customarily applied to routine government information.</p> <p>Reporting Burden Notice: Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding either this burden estimate or other aspect of this request for information to: the Administration for Children and Families, Office of Child Support Enforcement, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447</p>					
This is to certify the information provided on this report is accurate to the best of my knowledge and belief.		Signature: Director, Title IV-D			
Agency Name		Typed Name,			Date:

FORM OCSE-75

INSTRUCTIONS FOR COMPLETING FORM OCSE-75 THE TRIBAL CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT

GENERAL REPORTING INSTRUCTIONS

Tribes will use the OCSE-75 to report statistical information on their Child Support Enforcement (CSE) program to the Department of Health and Human Services (HHS). The authority to collect this information is set forth in regulations at 45 CFR 309.170(b).

1. Submittal and Due Dates

The OCSE-75 report is to be completed and submitted to the Office of Child Support Enforcement by Tribal IV-D agencies 90 days after the end of the Federal Fiscal Year, or by December 29th of each year.

An original must be submitted to the OCSE Central Office at the following address:

Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement
Division of Planning, Research and Evaluation
Fourth Floor West
370 L'Enfant Promenade, S.W.
Washington, DC 20447

2. Signature

The OCSE-75 must be signed and dated by the Director of the Tribal IV-D program. The individual who signs the report is certifying that the information provided there and on all accompanying documents is accurate to the best of his or her knowledge.

3. Public Reporting

THE PAPERWORK REDUCTION ACT OF 1995

The public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments regarding this burden estimate or any other aspect of this request for information, including suggestions for reducing this burden, to Reports Clearance Officer, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, S.W., Washington, DC 20447.

4. Narrative Reports

A narrative report on activities, accomplishments, and progress of the program, including success in reaching the performance targets as established by the Tribe or Tribal organization, must be included with the submission of

this form. Tribes are to indicate on the form OCSE-75 that the report is attached by placing an X in the box that reads “narrative report”.

In their narrative reports, tribes are encouraged to provide OCSE with information that reflects their definition of program progress. Tribes must also abide by regulations at 45 CFR 92 which establish uniform administrative rules for Federal grants.

DEFINITIONS TO USE IN COMPLETING FORM OCSE-75, TRIBAL CHILD SUPPORT ENFORCEMENT PROGRAM ANNUAL DATA REPORT

The following definitions of terms are to be used in completing the OCSE-75:

Case Inventory Definitions

1. IV-D Case - A parent (mother, father, or putative father) who is now or eventually may be obligated under law for the support of a child or children receiving services under the Tribal and/or State IV-D Program.

A parent is reported as a separate IV-D case for each family with a dependent child or children that the parent may be obligated to support. **If both parents are absent and liable or potentially liable for support of a child or children receiving services under the Title IV-D Program, each parent is considered a separate IV-D case.**

a. Tribal TANF or State TANF Case - A case where the children have been determined to be eligible for Temporary Assistance for Needy Families (TANF) under title IV-A of the Social Security Act, the children's support rights have been assigned by a caretaker relative to a Tribe or State, and a referral to the Tribal or State IV-D agency has been made.

b. Tribal Non-TANF or State Non-TANF Case - A case where the children *formerly* received title IV-A (AFDC or Tribal or State TANF) or a case where the children are receiving services under the title IV-D program, but have not previously received assistance under title IV-A of the Social Security Act.

Support Order – The legal establishment of: (1) an amount of money that is due and owed by a parent for the support of the parent’s children; and/or (2) the responsibility to provide health insurance and/or medical support for those children. This amount or responsibility must be established by court order or administrative process, voluntary agreement (in Tribes or States where such agreements are filed in the court or agency of the administrative process as an order and are legally enforceable) or other legal process. This includes a judgment for arrears. This does *not* include judgments under tribal or State laws that create a debt owed to the Tribe or State by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation).

Paternity - The legal establishment of fatherhood for a child, either by tribal custom, court determination, administrative process, or voluntary acknowledgment. A *paternity acknowledgment* involves the legal establishment of fatherhood for a child through a voluntary acknowledgement signed by both parents as part of an in-hospital or other acknowledgement service.

SECTION AND LINE ITEM INSTRUCTIONS FOR THE FORM OCSE-75

The OCSE-75 was developed to obtain information on the status and accomplishments of each Tribal Child Support Enforcement Program. The form contains four sections: A-Case Inventory, B-Paternity Establishment, C-Collections Due and Distributed, and D-Cost of the Program.

Section A requires counting the entire open IV-D caseload, while most of sections B through D require counting activities for the funding period for which the Tribe is reporting. The sections' introductions and line item information give specific details related to that section or line. Particular attention should be given to the time period for counting the line items--during the fiscal year or on the last day of the fiscal year.

SECTION A: CASE INVENTORY

In this section, report the total number of IV-D (line 1), tribal TANF IV-D (line 1a), State TANF IV-D (line 1b) and, Non-TANF IV-D (line 1c) cases in the tribal inventory. Also report the total number of IV-D cases with a support order (line 2) that are in the tribal inventory.

Remember, a IV-D case is a parent (mother, father or putative father) who is or may be liable for support. A parent is reported as a separate case for each family with a dependent child or children that the parent may be obligated to support. (See definition section at the front of this AT.) If there are multiple putative fathers for one child, only one case should be reported.

Report all IV-D cases open at the end of the fiscal year. If a parent has more than one child in the same family and any of the children are currently receiving TANF assistance, report the case as a TANF case.

Include both cases sent to and received from other Tribes or States in the count. A case should be counted only once within a Tribe.

Line 1 – Total Number of Cases

Report the number of IV-D cases open on the last day of the fiscal year. Include cases open at end of the fiscal year as a result of requests for assistance received from other Tribes or States, as well as cases open in the reporting Tribe referred to another Tribe or State. (Lines 1a+1b+1c = Line 1)

Line 1a –Total Number of Tribal TANF Cases

Of the total number of IV-D cases, report the total number where the children are receiving tribal TANF services under title IV-A of the Social Security Act. Report a case only once. Cases included on this line are a subset of and should have been counted in line 1.

Line 1b – Total Number of State TANF Cases

Of the total number of IV-D cases, report the total number where the children are receiving State TANF services under title IV-A of the Social Security Act. Report a case only once. Cases included on this line are a subset of and should have been counted in line 1.

Line 1c –Total Number of Non-TANF Cases

Report the total number of IV-D cases open in the Tribe where the children are not receiving TANF services under title IV-A of the Social Security Act. Report a case only once. These cases are a subset of and should have been counted in line 1.

Line 2 – Total Number of Cases with a Support Order

Report the number of IV-D cases that have support orders established. Cases reported on line 2 are a subset of and should have been included in the line 1 count. Include cases with orders entered prior to the case becoming a IV-D case, as well as cases with orders established by the IV-D agency. Include judgments for arrears, regardless of whether there is a payment schedule or an order for ongoing support.

Remember, count a case only once regardless of the number of orders. Do not include voluntary support agreements in this line unless the agreements are legally enforceable in the reporting Tribe.

Include all cases received from or sent to another Tribe or State that have an order for support—regardless of when or where the order was established.

SECTION B: PATERNITY ESTABLISHMENT

Under Section B, Tribes are to report the number of children in each line item and not the number of cases. Include children in both initiating and responding IV-D cases.

A paternity can only be counted once—either when a voluntary acknowledgement is obtained or at the time an order determining paternity is established.

Line 3 – Total Number of Children in the Previous Year Without Paternity Established

Report the number of children in cases open at the end of the previous Federal Fiscal Year who needed paternity established.

Line 4 – Total Number of Children With Paternity Established or Acknowledged

Report the number of children in cases open during or at the end of the fiscal year for whom paternity was established or acknowledged. This includes acknowledgments after genetic testing, but before adjudication, if applicable.

Include children with paternity acknowledged through a voluntary in-hospital acknowledgment program and other acknowledgment processes.

SECTION C: COLLECTIONS DUE AND DISTRIBUTED

In this section, report the amount of collections due and the amount of collections that were distributed during the fiscal year. These amounts should be computed monthly and the total of all months reported at the end of the fiscal year. Include support due in cases that closed during the fiscal year. For purposes of this report, report distributed collections when disbursed.

Report amounts due and distributed for both initiating and responding IV-D cases for current collections due and distributed. Only the initiating agency is to report past due support due and distributed.

Collections for spousal support, childcare, and other cash payments should be included in the amounts reported for Section C, if they are included in the child support order.

For purposes of counting arrears or past due support, an arrearage occurs the month that the payment is missed.

Line 5 -Total Amount of Current Support Due On All Cases

Report the total amount of current support due on all IV-D cases. Include voluntary collections as amounts due. (Voluntary collections are those made without a support order or payments made that exceed the amount ordered.)

Line 6 - Total Amount of Current Support Collected and Distributed

Report the total amount of support collected and distributed as current support for all IV-D cases. Voluntary payments are considered current support and should be reported here even though there is no order to require payment.

Line 7 - Total Amount of Past Due Support Owed On All Cases

Report the total amount of past due support owed on all IV-D cases.

Line 8 – Total Amount of Past Due Support Collected and Distributed

Report the total amount of past due support collected and distributed during the fiscal year. The amounts reported should include judgments ordered and paid this fiscal year for prior year support. Only initiating Tribes and States are to report past due support collected and distributed.

SECTION D: PROGRAM COST

Report the total amount of costs being claimed for the fiscal year. Also report the amount of fees and other recoverable costs collected by the program and the total amount of laboratory costs for paternity establishment incurred by the Tribe during the fiscal year.

Line 9 – Total Costs Claimed

Report the total amount of expenditures being claimed for Federal funding for the fiscal year. (Expenditures are actual payments made to vendors, service providers, and contractors; or for administrative, personnel, or other cost items. They also include indirect costs allowable in accordance with an approved cost allocation plan.)

Line 10 – Total Amount of Fees and Costs Recovered in Excess of Fees

Report the total amount of program income obtained during the fiscal year resulting from the operation of the program and used to offset administrative costs. Include:

- i. all mandatory or optional fees collected from recipients of child support enforcement services;
- ii. any mandatory fees that the Tribe has opted to absorb rather than collect from recipients;
- iii. amounts offset from collections or received directly from either the family or the noncustodial parent; and
- iv. any collection fee the Tribe has opted to charge for IV-D or non-IV-D collection services that is not inconsistent with Federal law. Do not include fees for laboratory paternity testing (these fees are included with the entry on line 11).

Lines 11 – Total Amount of Laboratory Cost for Paternity Established

Report the total amount of laboratory costs associated with the process of determining paternity. The entry on this line will be the “net” amount of expenditures, reduced by any fees collected by the Tribe to recoup the cost of these services.

Federal Child Support Enforcement Resources

OCSE Policy Issuances Related to Tribal Child Support

Tribal Dear Colleague Letters

- TDCL-08-01, OCSE anticipates that the Computerized Tribal IV-D Systems and Office Automation Notice of Proposed Rule Making (NPRM) will be published soon. In anticipation of this, consultations have been scheduled.

Tribal Policy Interpretation Questions

- PIQT-07-02, FFP for State Automated Systems Costs related to Service Agreements with Tribal IV-D Programs; Submitting Tribal IV-D cases for Federal Tax Refund Offset; and Submitting Requests to the Federal Parent Locator Service (FPLS) in Tribal IV-D
- PIQT-07-01, Moving from a Start-up Program to a Comprehensive Tribal IV-D Program
- PIQT-05-04, State IV-D Agencies' use of the Federal Income Withholding Form on Tribal Employers
- PIQT-05-03, Use of IV-D Funding to Pay for Private Attorney Fees for the Purposes of Child Support Establishment and Modification
- PIQT-05-02, Applicability of 45 CFR Part 303 to Tribal IV-D programs, Jurisdiction, and Cooperation with State IV-D programs
- PIQT-05-01, Transfer of Cases to Tribal IV-D Agencies and Case Closure Criteria
- PIQT-04-01, Direct Income Withholding when Employers are Subject to a Tribe's Jurisdiction, Providing Tribal IV-D Services and Access to State Data

Action Transmittals

- AT-08-07, Notice of Proposed Rulemaking (NPRM) for Computerized Tribal IV-D Systems and Office Automation and consultations on the NPRM
- AT-07-03, The Tribal Child Support Enforcement Annual Data Report, Form OCSE 75
- AT-05-07, Policy Questions and Responses to Miscellaneous Issues regarding Provisions of 45 CFR part 309, the Tribal Child Support Enforcement Program Final Rule.

- AT-05-02, Systems and Financial Policy Questions and Responses to Miscellaneous Issues regarding Provision of 45 CFR part 309, the Tribal Child Support Enforcement Program Final Rule.
- AT-04-05, Revised Federal Order/Notice to withhold income for child support and Notice of an order to withhold income for child support
- AT-04-03, Program Instructions, Required Changes to Tribal IV-D Plans: Checklist
- AT-04-01, Final Rule on Tribal Child Support Enforcement Programs
- AT-02-03, Clarifying the Applicability of the Full Faith and Credit for Child Support Orders Act to States and Tribes

Dear Colleague Letters

- DCL-08-40, Tribal Child Support Enforcement Programs
- DCL-06-03, Tribal Child Support Enforcement Programs
- DCL-04-44, The National Child Support Enforcement Strategic Plan for 2005-2009
- DCL 02-36, Introduction of Tribal IV-D Agencies

Information Memoranda

- IM-05-06, Building a Tribal IV-D Program: A Guide to the Start-Up Application Process
- IM-02-01, Income withholding from Federal Employers working on Indian Reservations

Federal Incentive Measure Formulas

Below is the federal formula that is used by the States to measure their program success and to qualify for incentive funding.

Tribes ARE NOT required to use this formula since they do not receive incentive funds (and do not desire incentive funding as that would lower our federal/tribal match ratio). However, a Tribal child support program may choose to use the formula to provide a comparative statistical analysis of their program data (i.e., comparing apples to apples).

Comparing the percentage rates of collections, for example, between a Tribal and State program provides a more accurate measure of the Tribes' success rather than comparing the amount of money collected due to the disparity between the size of each program.

Example:

Current Collections:

Tribe A collected \$180,000 in year 1.

State A collected \$1,700,000 in year 1.

When looking only at the amount collected it infers that the Tribe was less successful than the State in collecting child support payments.

However, when using the federal incentive formula and the same collection amounts, divided by the amount of support due for each entity, the results are more impressive:

Tribe A:

$$\frac{\text{Amount Collected for Current Support in a IV-D Case} = \$180,000}{\text{Amount Owed for Current Support in a IV-D Case} = \$200,000}$$

Tribe A has a collection rate of 90% in Year 1.

State A:

$$\frac{\text{Amount Collected for Current Support in a IV-D Case} = \$1,700,000}{\text{Amount Owed for Current Support in a IV-D Case} = \$2,000,000}$$

State A has a collection rate of 85% in Year 1.

Comparing the collection *rate* rather than the collection *amount* provides clear evidence that the Tribe was more successful in collecting current support in Year 1 than the State was.

Using the federal incentive formulas is a great way to compare apples to apples when measuring how successful your Tribal program is in comparison to other Tribes or States despite the differences in program size.

INCENTIVE MEASURE FORMULAS	
INCENTIVE MEASURE	FORM AND LINE NUMBERS
PATERNITY ESTABLISHMENT PERCENTAGE (PEP): IV-D	
Number of Children in the Caseload in the FY or as of the End of the FY Who Were Born Out-of-Wedlock <u>with Paternity Established or Acknowledged</u>	<u>OCSE-157, Line 6</u>
Number of Children in the Caseload as of the End of the Preceding FY Who Were Born Out-of-Wedlock	OCSE-157, Line 5a
PATERNITY ESTABLISHMENT PERCENTAGE (PEP): STATEWIDE	
Number of Minor Children in the State Born Out-of-Wedlock with <u>Paternity Established or Acknowledged During the FY</u>	<u>OCSE-157, Line 9</u>
Number of Children in the State Born Out-of-Wedlock During the Preceding FY	OCSE-157, Line 8a
SUPPORT ORDER ESTABLISHMENT	
<u>Number of IV-D Cases with Support Orders</u>	<u>OCSE-157, Line 2</u>
Number of IV-D Cases	OCSE-157, Line 1
CURRENT COLLECTIONS	
<u>Amount Collected for Current Support in IV-D Cases</u>	<u>OCSE-157, Line 25</u>
Amount Owed for Current Support in IV-D Cases	OCSE-157, Line 24
ARREARAGE COLLECTIONS	
<u>Number of IV-D Cases Paying Toward Arrears</u>	<u>OCSE-157, Line 29</u>
Number of IV-D Cases with Arrears Due	OCSE-157, Line 28
COST-EFFECTIVENESS	
<u>Total IV-D Dollars Collected</u>	<u>OCSE-34A, Lines 8 + 4b + 11 of column (G)</u>
Total IV-D Dollars Expended	OCSE-396A, Line 7 columns (A) + (C) less Line 1(c) columns (A) + (C)

STATE COLLECTION BASE

2 times (Current Assistance + Former Assistance
Collections + Medicaid Assistance)
+ Never Assistance Collections
+ Fees Retained by Other States

OCSE-34A:
2 times ((Line 4b, columns A+B+C+D+E)
+ (Line 8, columns A+B+C+D+E))
+ Line 4b, column F + Line 8, column F
+ Line 11, column G

How an Incentive Payment is Determined

Because of the complexity of the incentives formula set forth in section 458 of the Social Security Act, we have included an example of how the system would work in a particular year for State A. Let's make the following assumptions regarding State A (See table A):

- State A's paternity performance level is 93 percent, making its applicable percent 100 percent (see table C)
- State A's order establishment performance level is 74 percent, making its applicable percent 88 percent (see table C)
- State A's current support collections performance level is 59 percent, making its applicable percent 69 percent (see table D)
- State A's arrearage support collections performance level is 60 percent, making its applicable percent 70 percent (see table D)
- State A's cost-effectiveness ratio is \$4.40, making its applicable percent 80 percent (see table E)
- State A's collections base is \$50 million (determined by 2 times the collections for Current Assistance, Former Assistance, and Medicaid Never Assistance plus Never Assistance collections and fees retained by other states)
- The maximum incentive for State A is:
 - \$50 million collections base for paternity (\$50 mil. times 1.00), plus
 - \$44 million collections base for orders (\$50 mil. times 0.88), plus
 - \$34.5 million collections base for current collections (\$50 mil. times 0.69), plus
 - \$26.25 million collections base for arrearage collections (\$50 mil. times 0.75¹ times 0.70) plus

¹Because the measure has less weight.

- \$30.0 million collections base for cost-effectiveness (\$50 million times 0.75² times 0.80) equals
- Resulting in a maximum incentive base amount of \$184.75 million for State A.

Table A

Measure	State A's Performance Level	Applicable Percent based on Performance	Weight	State A's Collection Base (assumed to be \$50,000,000)
Paternity Establishment	93%	100%	1.00	\$50,000,000
Order Establishment	74%	88%	1.00	\$44,000,000
Current Collections	59%	69%	1.00	\$34,500,000
Arrearage Collections	60%	70%	0.75	\$26,250,000
Cost-Effectiveness	\$4.40	80%	0.75	\$30,000,000
State A's Maximum Incentive Base Amount				\$184,750,000

- We must now make some assumptions regarding the other States. Let's assume that there are only two other States in our country--and the maximum incentive base amount is \$84 million for State B and \$50 million for State C, making the total maximum incentive base amount \$318.75 million for all three States (See table B).
- We must now determine what is State A's share of the \$318.75 million. It is 58 percent (\$184.75 divided by \$318.75).

Table B

State	Maximum Incentive Base Amounts	State's Share of \$318,750,000	Incentive Payment Pool \$461,000,000
A	\$184,750,000	0.58	\$267,199,216
B	\$84,000,000	0.26	\$121,487,059
C	\$50,000,000	0.16	\$72,313,725
Totals	\$318,750,000	1.00	\$461,000,000

- Let us assume it is FY 2003, so the incentive payment pool for the FY is \$461 million (see table F).

²Because the measure has less weight.

- Since State A's share is 0.58, this state has earned 58 percent of the \$461 million incentive payment pool that Congress is allowing, or \$267.2 million (\$461 mil. x 0.58) incentive payment for this particular fiscal year.

Table C³

If the Paternity Establishment or Support Order Performance Level Is:

At Least:	But Less Than:	The Applicable Percentage Is:	At Least:	But Less Than:	The Applicable Percentage Is:
80%		100%	64%	65%	74%
79%	80%	98%	63%	64%	73%
78%	79%	96%	62%	63%	72%
77%	78%	94%	61%	62%	71%
76%	77%	92%	60%	61%	70%
75%	76%	90%	59%	60%	69%
74%	75%	88%	58%	59%	68%
73%	74%	86%	57%	58%	67%
72%	73%	84%	56%	57%	66%
71%	72%	82%	55%	56%	65%
70%	71%	80%	54%	55%	64%
69%	70%	79%	53%	54%	63%
68%	69%	78%	52%	53%	62%
67%	68%	77%	51%	52%	61%
66%	67%	76%	50%	51%	60%
65%	66%	75%	0%	50%	0%

³Use this table to determine the maximum incentive levels for the paternity establishment and support order performance measures.

Table D⁴

If the Current Collections or Arrearage Collections Performance Level Is:

At Least:	But Less Than:	The Applicable Percentage Is:	At Least:	But Less Than:	The Applicable Percentage Is:
80%		100%	59%	60%	69%
79%	80%	98%	58%	59%	68%
78%	79%	96%	57%	58%	67%
77%	78%	94%	56%	57%	66%
76%	77%	92%	55%	56%	65%
75%	76%	90%	54%	55%	64%
74%	75%	88%	53%	54%	63%
73%	74%	86%	52%	53%	62%
72%	73%	84%	51%	52%	61%
71%	72%	82%	50%	51%	60%
70%	71%	80%	49%	50%	59%
69%	70%	79%	48%	49%	58%
68%	69%	78%	47%	48%	57%
67%	68%	77%	46%	47%	56%
66%	67%	76%	45%	46%	55%
65%	66%	75%	44%	45%	54%
64%	65%	74%	43%	55%	53%
63%	64%	73%	42%	43%	52%
62%	63%	72%	41%	42%	51%
61%	62%	71%	40%	41%	50%
60%	61%	70%	0%	40%	0%

⁴Use this table to determine the maximum incentive levels for the current and arrearage support collections performance measures.

Table E⁵

If the Cost-Effectiveness Performance Level Is:

At Least:	But Less Than:	The Applicable Percentage Is:
5.00		100%
4.50	4.99	90%
4.00	4.50	80%
3.50	4.00	70%
3.00	3.50	60%
2.50	3.00	50%
2.00	2.50	40%
0.00	2.00	0%

Table F

Mandated Incentive Pool Payment, FY 2000-2008

The incentive payment pool is:

- \$422,000,000 for fiscal year 2000
- \$429,000,000 for fiscal year 2001
- \$450,000,000 for fiscal year 2002
- \$461,000,000 for fiscal year 2003
- \$454,000,000 for fiscal year 2004
- **\$446,000,000 for fiscal year 2005**
- \$458,000,000 for fiscal year 2006
- \$471,000,000 for fiscal year 2007
- \$483,000,000 for fiscal year 2008

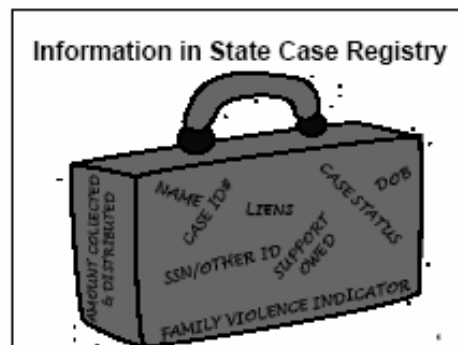
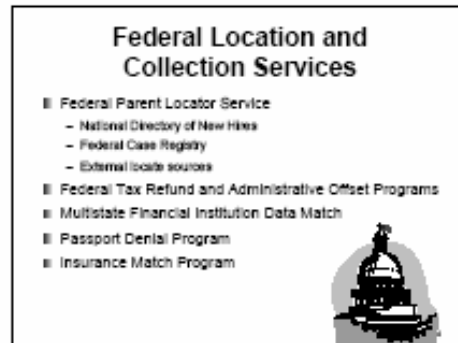
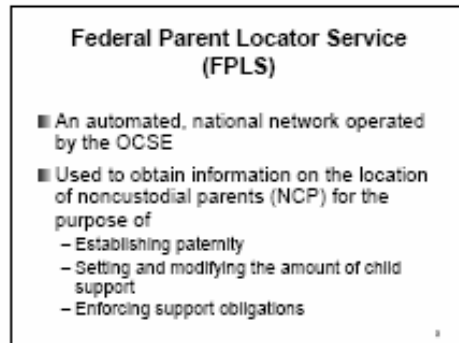
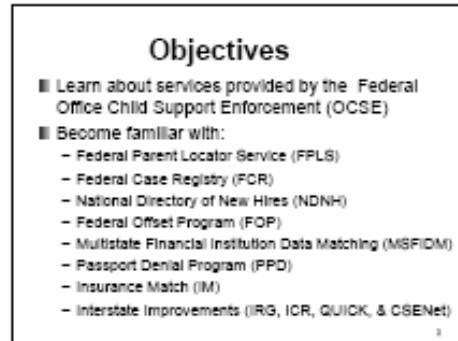
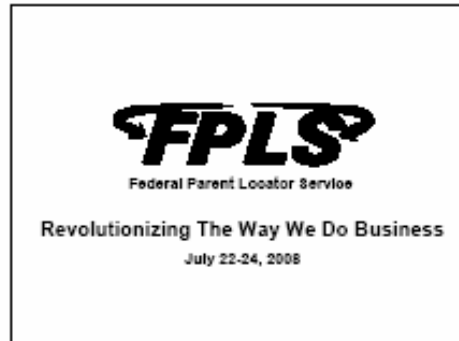
For each fiscal year following fiscal year 2008, the incentive payment pool will be multiplied by the percentage increase in the CPI between the two preceding years. For example, for fiscal year 2009, if the CPI increases by one percent between fiscal years 2007 and 2008, then the incentive pool for fiscal year 2009 would be a one percent increase over the \$483,000,000 incentive payment pool for fiscal year 2008, or \$487,830,000.

⁵Use this table to determine the maximum incentive level for the cost-effectiveness performance measure.

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Federal Parent Locator Service

Power Point: FPLS: Revolutionizing the Way We do Business




Family Violence Indicator

- Set in the SCR and transmitted to the FCR
- Stops the disclosure of FPLS data for a protected person
- Override policies are in place



Federal Case Registry Data Elements


Case Information	Person Information
■ Case ID	■ Name
■ Case Type	■ SSN
■ Order Indicator	■ Participant Type
	■ Date of Birth
	■ Gender
	■ Family Violence Indicator
	■ Member ID




SSN Validation Process

- Exact Match
- Transposed digit
- Name Matching Routine
- SOLQ/SVES (if DOB present (Dec 08))
- Alpha Search (if DOB present) or
- IRS-U (if IRS-U-SSN present)
- ESKARI and RMR
- Rejected if no SSN found

FCR Proactive Matching



State Directory of New Hires



NDNH

SDNH	FEDS	SWA
Employee Name Employee SSN Employee Address Employee State 1924 Employee Address Employee Address Address Employee SSN Date of Hire	Employee Name Employee SSN Employee Wage Annual Reporting Period Employee Name 1924 Employee Address Employee Address Address	Employee Name Employee SSN Employee Address Employee Address Address Reporting Period
NEW HIRES	QUARTERLY WAGE	UNEMPLOYMENT INFORMATION

Standard data elements are indicated

Multistate Employers



NDNH to FCR Proactive Match



FCR To NDNH Proactive Matching



External Locate Sources



Federal Offset Program (FOP)

Mandatory Program when:

- Case is receiving full service from IV-D agency
- NCP owes at least \$150 in TANF arrears, or
- NCP owes at least \$500 in non-TANF arrears

Program includes:

- Tax Refund Offset
- Administrative Offset

Federal Offset Program Collections

Since Program Inception:

- 29.6 million offsets totaling \$25.1 billion

2007 (January through December):

- 1.46 million offsets totaling \$1.69 billion

2008 (YTD - January through May):

- 1.87 million offsets totaling \$2.03 billion
- 379,000 offsets from Economic Stimulus Payments totaling \$243 million

Multistate Financial Institution Data Matching (MSFIDM)

- Freeze and seize financial accounts
- Banks and savings and loans
- Federal and State credit unions
- Benefit associations, insurance companies, safe deposit companies and money-market funds



MSFIDM Response Records

- | | |
|-------------------------------|---------------------------------|
| ■ Matched SSN | ■ Financial Institution Name |
| ■ MSFI Payee Name | ■ Financial Institution Address |
| ■ Payee DOB | ■ Account Location (State) |
| ■ Payee Address | ■ Account Balance |
| ■ Payee Account Number | ■ Account Type |
| ■ Case Number | |
| ■ Federal Offset Obligor Name | |
| ■ Closed Account Indicator | |

28

Passport Denial Program (PPD)

- May be denied with child support arrears greater than \$2,500
- Currently there are 4.4 million individuals certified owing a combined \$95 billion in arrearage
- State Reported Collections
 - \$22.6 million for 2006
 - \$40.7 million for 2007
- The 80% increase in 2007 collections largely due to Western Hemisphere Travel Initiative
- Over 80 passports denied daily

29

Insurance Match (IM)

- 2005 DRA authorized OCSE to match debtor file against insurance claim information and share with State CSE agencies
- State CSE agencies may participate by signing the OCSE State Election Form
- As of June 2008
 - 28 States have elected to participate and receive Insurance Match Information
 - OCSE's current matching partners:
 - Colorado Workers' Compensation Agency
 - Wisconsin Workers' Compensation Agency

30

Insurance Match Benefits

- Efficiency and cost effectiveness
- Offers a centralized matching location
- Reduces insurer burden associated with responding to subpoenas
- Offers insurer flexibility in transmission of data
- Provides States with insurance claims information
- Increases child support collections
- May reduce the number of individual States seeking legislation to mandate insurance matching/reporting

31

Continuous Service Improvement

- Employment Data Initiative
 - EPP
- Locate Sources Initiative
 - National Change of Address (NCOA)
- Possible New/Expanded Federal Sources
 - Department of Defense
 - Railroad Board
 - Department of Education
 - Federal Aviation Administration
 - Coast Guard
 - Housing & Urban Development
- Cell Phone Workgroup
- UII Workgroup

34

Intergovernmental Referral Guide (IRG)

- An information resource tool containing
 - Profiles of policies and statutory authorities
 - Location Codes and Addresses
- An interactive website



At-A-Glance Tribal/State Profiles

- UIFSA
- Reciprocity
- Age of Majority
- Statutes of Limitations
- Income Withholding
- Paternity
- Support Order Establishment
- Support Enforcement
- Modification and Review/Adjustment
- Lump Sum Payments
- Insurance Match



Location Codes and Addresses

- Tribal contact data:
 - Names, addresses, telephone numbers, and, when available, fax numbers and e-mail addresses
 - Tribal Address Types: Tribal Office 1 and Tribal Office 2
- State contact data:
 - Regional
 - County
- Central and Regional OCSE offices contact data
- International contact data



Interstate Case Reconciliation (ICR)

- All 54 States and territories participate
- Nationwide match rate increased from 32.5% in 2004 (ICR-1) to 75.6% in 2008 (ICR-5)
- Corrects other State case IDs
- Resolves open/closed case status discrepancies
- Provides verified SSNs
- Identifies "Top Ten Communication Partners"
- Helps improve performance measures

Query Interstate Cases For Kids (QUICK)

- Real time access to another State's data using a secure interface
- View financial and basic case information in a format with similar "look and feel"
- Single case inquiry based on case IDs
- Agreement on mapping standard data definitions

Benefits of QUICK

- Case information shared with another QUICK case participant
- Financial information
- Basic case information verified
- Completed actions on a case
- Worker contact information



Child Support Enforcement Network (CSENet)

- A daily batch Interstate communications tool
- Conveys information on child support business, locate and case status through function types
- Automation of some UIFSA activities



31

Benefits of CSENet

- Exchange information electronically in batch processing
- Request a search for quick locate
- Request and provide ongoing case activity
- Request case status
- Some transactions are generated by the system
- Unsolicited information is available from another State
- Available when the worker needs it
- Simplifies interstate communications

32

Electronic Income Withholding Order (e-IWO)

- States, tribes, territories send income withholding orders (IWOs) and employers accept and process them
- Acknowledgement enables employers to notify States if an e-IWO can be implemented
- Handles terminations, lump sums/bonuses

33

The Portal

- Enables transmission of e-IWOs from States to employers/payroll processors and Receipts and Acknowledgements from employers to States, tribes, and territories
- Easy and straightforward for States. Federal OCSE handles all the "pushing" and "pulling" of files
- Documents in .pdf format and data files are offered to employers
- Transmissions are secure - SFTP and data is encrypted (PGP)

34

Benefits of e-IWO

- Saves time, money, and resources – no printing or mailing IWOs to employers
- Increases collections
- Standardized data record ensures uniform IWO data from all States
- Adding additional employers (for States) or States (for employers) is straightforward
- State quickly knows whether IWO will be implemented, employee terminated, deducted from a "lump sum, etc.

35

Federal Location And Collection Summary

- Federal Parent Locator Service (FPLS)
- National Directory of New Hires (NDNH)
- Federal Case Registry (FCR)
- External Locate Services
- Federal Offset Program (FOP)
- Multistate Financial Institution Data Match (MSFDM)
- Passport Denial Program (PPD)
- Insurance Match (IM)
- Continuous Service Improvement (CSI)
- Intergovernmental Referral Guide (IRG)
- Interstate Case Reconciliation (ICR)
- Query Interstate Cases for Kids (QUICK)
- Child Support Enforcement Network (CSENet)
- Electronic Income Withholding Order (e-IWO)

36

Additional Resources

- OCSE Website
 - <http://www.acf.hhs.gov/programs/cse/>
- "Making the Most of the FPLS" Webcast
 - <http://videocast.nih.gov/sla/acf/>
- Technical Assistance Guide (TAG)
 - <http://www.acf.hhs.gov/programs/cse/newhire/library/center.htm>

27

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Intergovernmental Referral Guide (IRG) Overview

General Information

The Intergovernmental Referral Guide (IRG) is an information resource tool used to facilitate the exchange of child support enforcement information between State and Tribal offices. The IRG data includes State and Tribal profile of services, Location Codes and Addresses, Federal and Regional office data, and demographic data on International Child Support Enforcement (CSE) agencies.

The IRG provides States and Tribal entities with a more effective and efficient way to view and update Profile, Location code and Address information. It consolidates data—previously available through numerous discrete sources—into one centralized, automated repository that can be accessed directly through the OCSE Website.

Profile Information

The IRG contains a high-level profile of each State's CSE program as well as comprehensive Tribal programs. The State Profile includes information on the General Program, UIFSA, Reciprocal with other countries and States, Age of Majority, Statute of Limitations, Support Details (including Deficit Reduction Act questions), Income Withholding, Paternity, Support Order Establishment and Enforcement, Order Modification and Review/Adjustment, Lump Sum Payments, and a new section on Insurance Match. There are also links to statutory cites.

Location Codes and Addresses

The Location Codes and Address section contains contact information for States and Tribes, including names, addresses, telephone numbers, and fax numbers and e-mail addresses when available. This section also includes State, Region, County and Local location codes, OCSE Central and Regional Office contact information, as well as International and location codes and addresses.

In addition, the address section of the IRG now includes a link to the Bureau of Indian Affairs (BIA) Codes for Tribal organizations, a link to the International Standards Organization (ISO) Codes for International codes, and a link to the National Child Support Enforcement Association (NCSEA) for all international addresses. International Location Codes and Addresses will be in production on the IRG system in the fall of 2008.

Access Privileges

Each State and Tribal office can have up to five (5) IRG Administrators with unique user names and passwords. The IRG Administrators assist OCSE in several capacities to keep the data current. The IRG Administrators' functions are to: (1) add, change and delete contact and address information; (2) maintain Profile information and statutory cites; (3) review and certify that information is accurate every 30 days; (4) distribute a generic username and password (to view information) to all caseworkers or other "need-to-know" parties within a CSE office; and (5) identify new system requirements.

The general public can view all Profile information. Due to concerns about releasing State and Tribal contact and address information, public access to this information is restricted to seven (7) address types, such as the State Disbursement Unit and Central Registry. However, the public can view Central and Regional Office, and International contact and address information.

An audit system is in place to track changes to the system. The OCSE Administrator has the capability to audit information to determine who, when, and what changes were made to the IRG system.

The IRG system contains State, Tribal and Public User Guides, including Technical Support Liaisons for States and Tribes. The system can be accessed from the OCSE Home Page at <http://www.acf.hhs.gov/programs/cse>, or via the IRG Web Address at <http://ocse3.acf.hhs.gov/ext/irg/sps/selectastate.cfm>.

Full Faith and Credit for Child Support Orders Act

Full Faith and Credit for Child Support Orders Act (FFCCSOA) 28 USC 1738B
<p>Sec. 1738B. Full faith and credit for child support orders</p> <p>(a) General Rule.--The appropriate authorities of each State--</p> <p>(1) shall enforce according to its terms a child support order made consistently with this section by a court of another State; and</p> <p>(2) shall not seek or make a modification of such an order except in accordance with subsections (e), (f), and (i).</p> <p>(b) Definitions.--In this section:</p> <p>“child” means--</p> <p>(A) a person under 18 years of age; and</p> <p>(B) a person 18 or more years of age with respect to whom a child support order has been issued pursuant to the laws of a State.</p> <p>“child’s State” means the State in which a child resides.</p> <p>“child’s home State” means the State in which a child lived with a parent or a person acting as parent for at least 6 consecutive months immediately preceding the time of filing of a petition or comparable pleading for support and, if a child is less than 6 months old, the State in which the child lived from birth with any of them. A period of temporary absence of any of them is counted as part of the 6-month period.</p> <p>“child support” means a payment of money, continuing support, or arrearages or the provision of a benefit (including payment of health insurance, child care, and educational expenses) for the support of a child.</p> <p>“child support order”--</p> <p>(A) means a judgment, decree, or order of a court requiring the payment of child support in periodic amounts or in a lump sum; and</p> <p>(B) includes--</p> <p>(i) a permanent or temporary order; and</p> <p>(ii) an initial order or a modification of an order.</p> <p>“contestant” means--</p> <p>(A) a person (including a parent) who--</p> <p>(i) claims a right to receive child support;</p> <p>(ii) is a party to a proceeding that may result in the issuance of a child support order; or</p> <p>(iii) is under a child support order; and</p> <p>(B) a State or political subdivision of a State to which the right to obtain child support has been assigned.</p> <p>“court” means a court or administrative agency of a State that is authorized by State law to establish the amount of child support payable by a contestant or make a modification of a child support order.</p> <p>“modification” means a change in a child support order that affects the amount, scope, or duration of the order and modifies, replaces, supersedes, or otherwise is made subsequent to the child support order.</p> <p>“State” means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the territories and possessions of the United States, and Indian country (as defined in section 1151 of title 18).</p> <p>(c) Requirements of Child Support Orders.--A child support order made by a court of a State is made consistently with this section if--</p> <p>(1) a court that makes the order, pursuant to the laws of the State in which the court is located and subsections (e), (f), and (g)--</p> <p>(A) has subject matter jurisdiction to hear the matter and enter such an order; and</p> <p>(B) has personal jurisdiction over the contestants; and</p> <p>(2) reasonable notice and opportunity to be heard is given to the contestants.</p> <p>(d) Continuing Jurisdiction.--A court of a State that has made a child support order consistently with this section has continuing, exclusive jurisdiction over the order if the State is the child’s State or the residence of any individual contestant unless the court of another State, acting in accordance with subsections (e) and (f), has made a modification of the order.</p>

(e) Authority To Modify Orders.--A court of a State may modify a child support order issued by a court of another State if--

(1) the court has jurisdiction to make such a child support order pursuant to subsection (i); and

(2)(A) the court of the other State no longer has continuing, exclusive jurisdiction of the child support order because that State no longer is the child's State or the residence of any individual contestant; or

(B) each individual contestant has filed written consent with the State of continuing, exclusive jurisdiction for a court of another State to modify the order and assume continuing, exclusive jurisdiction over the order.

(f) Recognition of Child Support Orders.--If 1 or more child support orders have been issued with regard to an obligor and a child, a court shall apply the following rules in determining which order to recognize for purposes of continuing, exclusive jurisdiction and enforcement:

(1) If only 1 court has issued a child support order, the order of that court must be recognized.

(2) If 2 or more courts have issued child support orders for the same obligor and child, and only 1 of the courts would have continuing, exclusive jurisdiction under this section, the order of that court must be recognized.

(3) If 2 or more courts have issued child support orders for the same obligor and child, and more than 1 of the courts would have continuing, exclusive jurisdiction under this section, an order issued by a court in the current home State of the child must be recognized, but if an order has not been issued in the current home State of the child, the order most recently issued must be recognized.

(4) If 2 or more courts have issued child support orders for the same obligor and child, and none of the courts would have continuing, exclusive jurisdiction under this section, a court having jurisdiction over the parties shall issue a child support order, which must be recognized.

(5) The court that has issued an order recognized under this subsection is the court having continuing, exclusive jurisdiction under subsection (d).

(g) Enforcement of Modified Orders.--A court of a State that no longer has continuing, exclusive jurisdiction of a child support order may enforce the order with respect to nonmodifiable obligations and unsatisfied obligations that accrued before the date on which a modification of the order is made under subsections (e) and (f).

(h) Choice of Law.--

(1) In general.--In a proceeding to establish, modify, or enforce a child support order, the forum State's law shall apply except as provided in paragraphs (2) and (3).

(2) Law of state of issuance of order.--In interpreting a child support order including the duration of current payments and other obligations of support, a court shall apply the law of the State of the court that issued the order.

(3) Period of limitation.--In an action to enforce arrears under a child support order, a court shall apply the statute of limitation of the forum State or the State of the court that issued the order, whichever statute provides the longer period of limitation.

(i) Registration for Modification.--If there is no individual contestant or child residing in the issuing State, the party or support enforcement agency seeking to modify, or to modify and enforce, a child support order issued in another State shall register that order in a State with jurisdiction over the nonmovant for the purpose of modification.

TRIBAL/STATE PROTOCOL

For the Judicial Allocation of Jurisdiction Between the Bad River Band of the Lake Superior Chippewa Indians, Forest County Potawatomi Community, Ho-Chunk Nation, Lac du Flambeau Band of Lake Superior Chippewa Indians, Sokaogon Chippewa Community (Mole Lake) Stockbridge-Munsee Band of the Mohicans and the Ninth Judicial District of Wisconsin

Sec. 1. Purpose.

The purpose of this Tribal/State Court Protocol is to effectively and efficiently allocate judicial resources by providing a legal mechanism which clearly outlines the path a legal dispute will follow when both a Tribal Court and a Circuit Court have each determined it has jurisdiction over a matter. This protocol does not apply to any case in which controlling law commits exclusive jurisdiction to either the Tribal Court or the Circuit Court.

Sec. 2. Scope.

This Protocol applies to each Circuit Court within the Ninth Judicial Administrative District of the State of Wisconsin and to each approving Tribal Court.

Sec. 3. Authority.

This Protocol is promulgated to effectuate the holding set forth in *Teague v. Bad River Band*, 236 Wis. 2d 384, 612 N.W. 2d 709 (2000). It is authorized by District Rule as adopted by the Ninth Judicial Administrative District and appropriate approvals by the Tribal Courts.

Sec. 4. Applicability.

- (a) Every party in every action commenced in any Circuit Court shall in the first pleading filed by the party, or in an attached affidavit, disclose under oath whenever a party is a party in any related action in any Tribal Court. Every party in every action commenced in any Tribal Court shall in the first pleading filed by the party, or in an attached affidavit, disclose under oath whenever a party is a party in any related action in any Circuit Court. If a party is required under this paragraph to disclose the existence of any action, the party shall state the names and addresses of the parties to the action, the name and address of the court in which the action is filed, the case number of the action, and the name of Judge assigned to the action.
- (b) Any party desiring a dismissal or stay of an action pursuant to this Protocol shall file a motion to that effect in the court where the stay or dismissal is desired, and shall include in the motion a request for temporary stay pending allocation of jurisdiction under this Protocol. The temporary stay pending allocation of jurisdiction may be ordered ex parte upon the sworn allegations required under paragraph 4(a).
- (c) Whenever a court issues a temporary stay pending allocation of jurisdiction, the court shall transmit a copy of a notice of stay to the court where the related action is pending. The court

receiving notice of the temporary stay pending allocation of jurisdiction shall automatically issue a stay of proceedings of the related action.

- (d) The protocol is prospective in nature. It applies to actions commencing in Tribal and State courts on or after the date of the signing of this protocol.

Sec. 5. Jurisdictional Dismissal.

Notwithstanding the stays issued under section 4, if either court determines after notice and hearing, *sua sponte* or by motion of a party, that it lacks jurisdiction, the court may dismiss the action. The court shall provide notice of the dismissal to the other court.

Sec. 6. Judicial Conference for Allocation of Jurisdiction.

- (a) The court issuing the first temporary stay shall contact the other court for the purpose of scheduling a joint hearing on the issue of allocation of jurisdiction. The judges from both courts shall establish a briefing schedule, if any, and shall conduct a hearing at which both judges preside. The location of the hearing and the conduct of the hearing shall be determined by the judges jointly in their discretion. If the two judges cannot be present in the same courtroom, one judge may preside by telephone. The hearing shall be on the record.
- (b) At the close of the hearing and applying the standards set forth in section 7 of this Protocol, the judges shall confer to decide the allocation of jurisdiction, and shall decide which case shall be dismissed or stayed. A dismissal without prejudice of one of the cases shall be ordered, except:
 - (1) If there is a doubt about the jurisdiction of the court in which the case is not dismissed, or if there is a concern for the expiration of a statute of limitations or if other equitable considerations exist, a stay may be issued instead of an order for dismissal, and
 - (2) The judges may determine that some issues or claims are more appropriately decided in one Court and some issues or claims are more appropriately decided in the other court and may make orders appropriate to such circumstances.
 - (3) The deliberations of the judges shall not be on the record. The judges shall thereafter state on the record their decision and the reasons therefore.
- (c) If the judges are unable to allocate jurisdiction at their conference as provided for in section 6(b) above, a third Judge will be selected. The judge will be selected from a standing pool of Judges, composed of four Circuit Judges and four Tribal Judges. Circuit Judges shall be appointed to the pool by the Chief Judge of the Ninth Judicial Administrative District. The Chief Tribal Judge of each Tribal Court which has approved this Protocol, or his or her designee, shall serve on the pool. If fewer than four Tribal Courts approve this Protocol, then the Chief Judges of the Tribal Courts which do approve this Protocol shall jointly select a sufficient number of judges to bring the number of Tribal Judges in the pool up to four. All judges appointed to the standing pool shall remain in the pool until replaced. In the event a case is referred to the pool, any judge who is a member of the pool and who is a judge of the Tribal Court or Circuit Court from which the referral arises shall be removed from the pool for purposes of that referral. The parties shall then be given the opportunity to mutually decide on the judge. If the parties cannot agree on a judge, each party shall be allowed to pre-emptorily

strike one judge from the pool, and of those remaining, one judge shall be drawn at random. That judge shall join the two judges from the Courts where the actions are pending, and a hearing de novo before all three judges will be scheduled. At the close of the hearing, the judges shall deliberate and decide as set forth in section 6(b), above.

Sec. 7. Standards for Allocation of Jurisdiction.

The following factors shall be considered in determining which court shall exercise jurisdiction in the matter:

- (a) Where the action was first filed and the extent to which the case has proceeded in the first court.
- (b) The parties' and courts' expenditures of time and resources in each court and the extent to which the parties have complied with any applicable provisions of either court's scheduling orders.
- (c) The relative burdens on the parties, including cost, access to and admissibility of evidence and matters of process, practice, and procedure, including whether the action will be decided most expeditiously in tribal or state court.
- (d) Whether the nature of the action implicates tribal sovereignty, including but not limited to the following:
 - 1. The subject matter of the litigation.
 - 2. The identities and potential immunities of the parties.
- (e) Whether the issues in the case require application and interpretation of a tribe's law or state law.
- (f) Whether the case involves traditional or cultural matters of the tribe.
- (g) Whether the location of material events giving rise to the litigation is on tribal or state land.
- (h) The relative institutional or administrative interests of each court.
- (i) The tribal membership status of the parties.
- (j) The parties' choice by contract, if any, of a forum in the event of dispute.
- (k) The parties' choice by contract, if any, of the law to be applied in the event of a dispute.
- (l) Whether each court has jurisdiction over the dispute and the parties and has determined its own jurisdiction.
- (m) Whether either jurisdiction has entered a final judgment that conflicts with another judgment that is entitled to recognition.

Sec. 8. Powers, Rights and Obligations Unaffected.

Nothing in this Protocol is intended to alter, diminish, or expand the jurisdiction of State or Tribal Courts, the sovereignty of State or Tribes, or the rights or obligations of parties under State, Tribal, or Federal law.

Child Support Case Counts for Federal Reporting Purposes

The US Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE) published a Glossary of Common Child Support Terms – 2007.

The glossary defines child support as: *“Financial support paid by parents to help support a child or children whom they do not have custody. Child support can be entered into voluntarily or ordered by a court or a properly empowered administrative agency, depending on state or tribal laws.”*

[Glossary of Common Child Support Terms – 2007, page 2].

It also defines a IV-D case as: *“A case in which a State currently provides child support services as directed by the State or Tribal IV-D Program that is authorized by the Title IV-D of the Social Security Act. A IV-D case is comprised of:*

- *A dependent child or children;*
- *A custodial party who may be a caretaker relative or other custodian, including an entity such as a foster care agency; and*
- *A non-custodial parent (NCP) or parents, a mother, father, or a putative father, whose paternity has not been legally established.”*

A more simplistic definition of a IV-D case is:

1. A non-custodial parent (NCP);
2. A custodial party (CP); and
3. At least one child.

How do I count cases for my federal reports?

Scenario 1 - Standard Child Support Establishment Case:

When parents separate, the absent parent is responsible to provide support for the child(ren) s/he left with the other parent. Standard procedures are as follows:

1. The parent with the child(ren) apply for child support services with a state or tribal support program; OR the parent applies for state/tribal cash assistance (TANF) and a referral is made to the child support program.
2. The child support office opens a IV-D case (for this example we use the dad as the non-custodial parent):
3. The child support program petitions the court for a support order, the parties are notified, a hearing is held and the court orders Dad to pay Mom child support for the child(ren). This process creates a court case file:
4. Now you have one each of a court case file and a IV-D case file for the same mother, father and child(ren) therefore your case count is easy...it is **ONE** IV-D case for reporting purposes.

IV-D Case 1 =
NCP = Dad
CP = Mom
Child 1
Child 2
Child 3

Court Case 1 =
NCP – ordered to pay CP
\$300/month child support
CP
Child 1
Child 2
Child 3

But what happens when family dynamics are more complicated? How many IV-D cases do you count when you have a scenario as follows?

Scenario 2 – Standard Child Support Establishment Case:

When unmarried parents separate the absent parent is still responsible to provide support for the child(ren) s/he left with the other parent. For this example, Mom and Dad are unmarried and have one child together. Paternity was established via a Voluntary Affidavit of Paternity (VAP) so Dad is the legal father. Standard procedures are as follows:

1. The parent with the child applies for child support services with a state or tribal support program; OR the parent applies for state/tribal cash assistance (TANF) and a referral is made to the child support program.
2. The child support office opens a IV-D case (for this example we use the dad as the non-custodial parent):

IV-D Case 1 =
[CS Establishment Case]
NCP = Dad
CP = Mom
Child 1

3. Since paternity is not an issue, the child support program petitions the court for a support order, the parties are notified, a hearing is held and the court orders Dad to pay Mom child support for the child. This process creates a court case file:

4. As in the first scenario, you have one each of a court case file and a IV-D case file for the same mother, father and child(ren) therefore your case count is easy...it is **ONE** IV-D case for reporting purposes.

Court Case 1 =
NCP – ordered to pay CP
\$100/month child support
CP
Child 1

Scenario 3 – Paternity and Child Support Establishment Case:

Now consider this: Mom and Dad get back together for a short time and Mom has another child. They once again separate and Mom wants Dad to pay support for the second child as well as for the first child. Dad questions whether or not he is the biological father of the second child and refuses to sign a VAP.

Mom seeks assistance from the child support agency to get paternity established and an order for support for the second child. She completes and submits an application for services to the child support agency. The standard procedure in this situation is as follows:

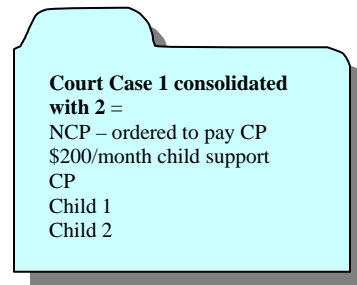
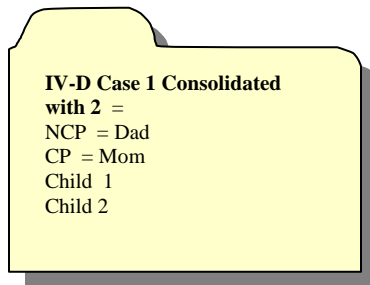
1. The child support agency opens a new IV-D case for Dad, Mom and Child 2 and begins the paternity establishment process.

IV-D Case 1 =
[Paternity and CS
Establishment Case]
NCP = Dad
CP = Mom
Child 2

2. A petition is filed, the parties are notified, a court hearing is held, genetic tests are ordered and completed, Dad is adjudicated as Child 2's father and ordered to pay Mom child support for Child 2. This process creates another court case file.

Court Case 2 =
NCP – ordered to pay CP
\$100/month child support
CP
Child 2

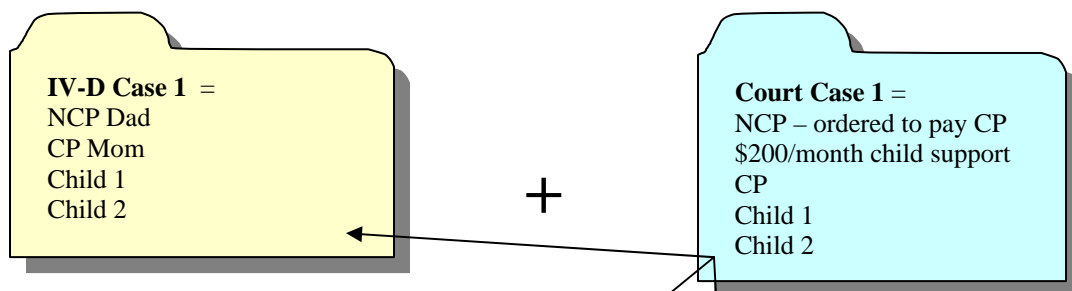
3. Now you have the same Dad and Mom with a case for Child 1 and another case for Child 2. You have **TWO** IV-D cases and **TWO** court cases. How many IV-D cases do you count for reporting purposes? You count **TWO** because they are separate and distinct cases even though you have the same Mom and Dad in both but you have a different child in each.
4. In some child support programs, to ease confusion and enhance enforcement, the two cases may be consolidated into one court case and then one IV-D case.



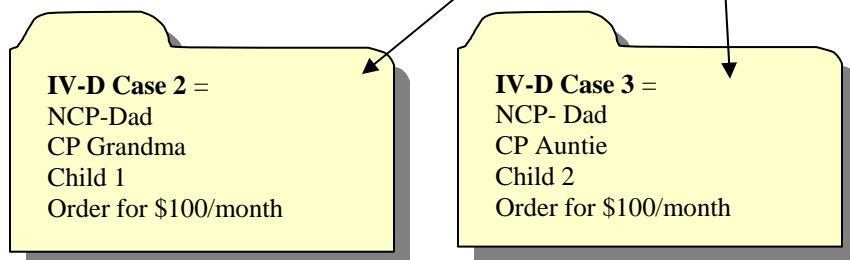
5. When this happens, you will once again report only **ONE** IV-D case for your federal report.

Summary of IV-D and Court Cases in a Substitute Care Scenario

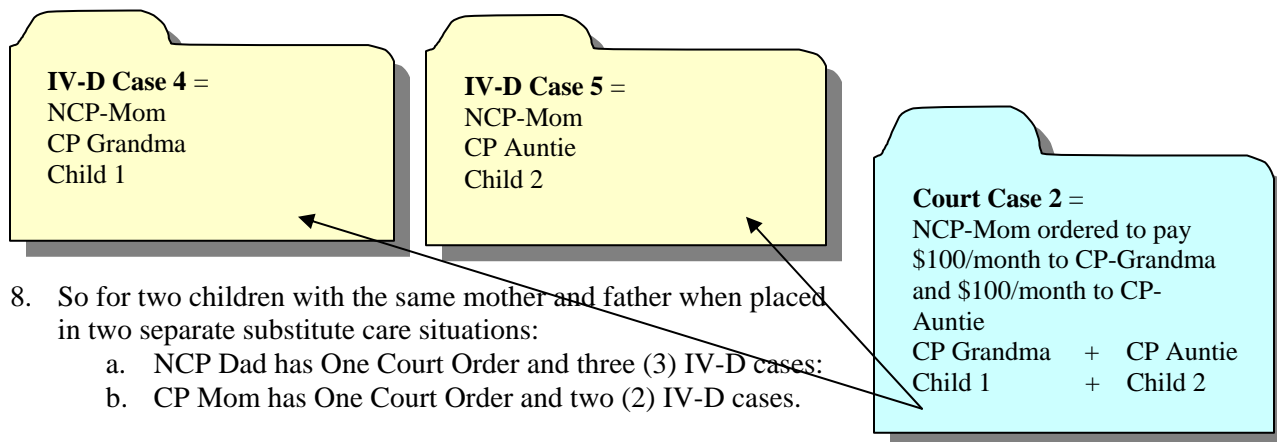
1. Mom comes to child support office and requests services via a completed child support application or the program gets a referral.
2. IV-D case/file is created in the child support program where dad is NCP; Mom is CP with two (2) children;
3. Support Order is established which creates a Court Case in the Tribal Court for NCP Dad to Pay CP Mom \$200/month child support for the two children..



4. Later in the life of the case, the children are removed from the home and each one placed in substitute care. One child went to live with Grandma and the other child with an Auntie.
5. You create two more IV-D cases and modify the original order where NCP- Dad was ordered to pay CP- Mom and re-direct the money to each case:



6. At this same time, the child support program will create two new IV-D cases: one with Mom as NCP, Grandma as CP and Child 1; and the second with Mom as NCP, Auntie as CP and Child 2.
7. Support Order is established for NCP Mom to pay support of \$100/month/child to be directed to CP Grandma and CP Auntie.



8. So for two children with the same mother and father when placed in two separate substitute care situations:
 - a. NCP Dad has One Court Order and three (3) IV-D cases:
 - b. CP Mom has One Court Order and two (2) IV-D cases.

For Federal Reporting purposes, you will count five (5) IV-D cases in your caseload.

Cost Recovery for Pregnancy and Birthing Expenses

PRIVATE INSURANCE

Low-income mothers are required to use private health insurance when available. Any cost not covered by private insurance is then billed to Medicaid.

- ❖ Not all states practice cost recovery of birthing costs.
- ❖ However about 25 states do practice it which affects about 150 Tribal nations.
- ❖ Enrolled members often ask why their right to health care doesn't seem valid for the birth of their child.
- ❖ It's because the cost never reaches the Indian Health Services system but rather is passed directly on to them:

MEDICAID

Costs not covered by private insurance are paid for by Medicaid. Low income mothers without private insurance are required to apply for Medicaid. Any cost not covered by Medicaid is billed to Indian Health Services, but most times Medicaid covers it all...therefore:



INDIAN HEALTH SERVICES

IHS rarely sees the birthing cost bill for people eligible for IHS services.

Proposed Legislation

**Write your
Congressmen and
urge them to support
S. 1626 / H.R. 3395**

**Passage of this Bill
would bar all states
from practicing cost
recovery!**

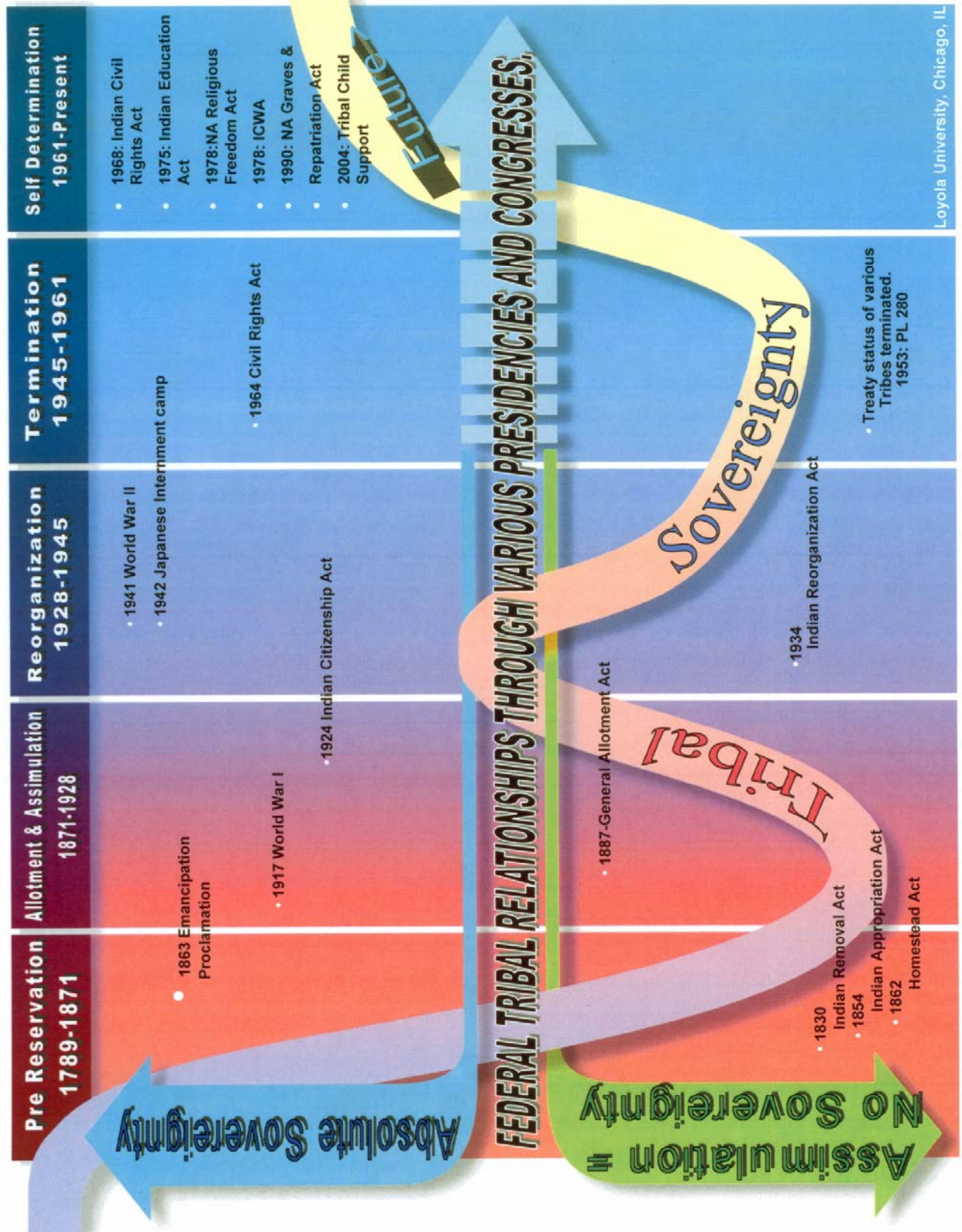
FATHER

When the mother applies for Medicaid, an automatic referral is made to the IV-D agency. After paternity has been established, the IV-D agency obtains an order for the father, and in some cases, the mother, to reimburse the state Medicaid agency for the birth cost of the child.

If the mother and father were living together and the father's income was included on the Medicaid application he may not have to reimburse the state.

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Timeline of U.S. and Tribal Relations



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*Documents included in the Resource Guide are marked with an * below.*

1. National Child Support Enforcement Strategic Plan

http://www.acf.hhs.gov/programs/cse/pubs/2004/Strategic_Plan_FY2005-2009.pdf

2. Current IV-D Directors and Their Contact Information

National Council of Child Support Directors

<http://www.nccsd.net/members/dirfrm.htm>

Directory of Tribal Programs

<http://ocse.acf.hhs.gov/int/directories/index.cfm?fuseaction=main.tribalivd>

3. Key Federal Statutes

Search the Library of Congress for federal statutes:

<http://thomas.loc.gov/bss/d110/d110laws.html>

- *Social Services Amendments of 1974*, P.L. 93-647
- *Child Support Amendments of 1984*, P.L. 98-378
- *Omnibus Budget Reconciliation Act of 1986*, P.L. 99-509 (includes “Bradley amendment”)
- *Family Support Act of 1988*, P.L. 100-485
- *Child Support Recovery Act of 1992*, P.L. 102-521
- *Omnibus Budget Reconciliation Act of 1993*, P.L. 103-66
- ***Full Faith and Credit for Child Support Orders Act of 1994*, P.L. 103-383**
- *Bankruptcy Reform Act of 1994*, P.L. 103-394
- *Ted Weiss Child Support Enforcement Act of 1994*, P.L. 102-537
- ***Personal Responsibility and Work Opportunity Reconciliation Act of 1996*, P.L. 104-193 (also known as Welfare Reform or PRWORA)**
- *Balanced Budget Act of 1997*, P.L. 105-33
- *Child Support Performance and Incentive Act of 1998*, P.L. 105-200
- *Bankruptcy Abuse Prevention Consumer Protection Act of 2005*, P.L. 109-171
- *Deficit Reduction Act of 2005*, P.L. 109-362

4. Child Support Basics

4.1 OCSE Child Support Enforcement Fact Sheet

http://www.acf.dhhs.gov/opa/fact_sheets/cse_printable.html

4.2 Acronyms and Glossary

<http://www.acf.hhs.gov/programs/cse/fct/glossary.htm>

4.3 Federal Operational Chart

<http://www.acf.hhs.gov/orgs/opschart0903.html>

4.4 Federal Child Support Law and Regulations

- Title IV, part D of the Social Security Act, 42 U.S.C. 651 et seq.
- Full Faith and Credit, 28 U.S.C. 1738B et seq.
- Child Support Regulations, 45 C.F.R. 301 et seq.
- Link to federal child support statutes and regulations through the OCSE website at <http://www.acf.dhhs.gov/programs/cse/pol/>

4.5 Federal Policy Documents

- Action Transmittals: based on Federal and regulation, ATs instruct state CSE agencies on the actions they must take to comply with new and amended Federal law. <http://www.acf.hhs.gov/programs/cse/pol/2008-at.html>
- Dear Colleague Letters: DCLs are letters to State IV-D Directors providing information about practices, changes in procedures or other CSE topics. <http://www.acf.hhs.gov/programs/cse/pol/2008-dcl.html>
- International Dear Colleague Letters (IDCL) <http://www.acf.hhs.gov/programs/cse/pol/2008-idcl.html>
- Information Memoranda: IMs provide state CSE agencies with information on Program practices that can be useful to program improvement. <http://www.acf.hhs.gov/programs/cse/pol/2008-im.html>
- Policy Interpretation Questions: PIQs are official OCSE replies to an inquiry concerning application of policy submitted to a Regional Office by a State CSE program. Although these questions often arise from a specific practice or situation, the responses are official statements of OCSE policy on the issue. <http://www.acf.hhs.gov/programs/cse/pol/2008-piq.html>
- **Tribal Policy Interpretation Questions (PIQT)** <http://www.acf.hhs.gov/programs/cse/pol/2008-piqt.html>
- Technical Content Correspondence (TCC) <http://www.acf.hhs.gov/programs/cse/pol/2008-tcc.html>
- State Technical Correspondence (STC) <http://www.acf.hhs.gov/programs/cse/pol/2000-stc.html>

4.6 Federal financial management regulations

- Cost Principles for State, Local, and Indian Tribal Governments, 2 C.F.R. part 225 (formerly OMB Circular A-87)
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=9491496192d7b61045eebb1ae39c18a6&rgn=div5&view=text&node=2:1.1.2.3.6&idno=2>

5. Federal Reporting

5.1 OCSE Forms 396A and 34A, revisions to comply with DRA

- AT 07-08, revised financial reporting forms
<http://www.acf.hhs.gov/programs/cse/pol/AT/2007/at-07-08.htm>

5.2 OCSE Form 34A*

- AT 07-08, revised form 34A
<http://www.acf.hhs.gov/programs/cse/pol/AT/2007/at-07-08c.doc>
- AT 07-08, instructions for revised form 34A
<http://www.acf.hhs.gov/programs/cse/pol/AT/2007/at-07-08d.doc>
- AT 04-07, UDC (undistributed collections) reporting
<http://www.acf.hhs.gov/programs/cse/pol/AT/2004/at-04-07.htm>

5.3 GSA Standard Form 269A (tribal reporting)

- <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=5D8185961D1B9F5085256AA10042BF62>

5.4 Tribal Child Support Enforcement Annual Report Form 75*

- AT 07-03, form 75 and instructions
<http://www.acf.dhhs.gov/programs/cse/pol/AT/2007/at-07-03.htm>

6. State Plans

6.1 Current State Plans

http://ocse.acf.hhs.gov/ext/stateplanspublic/stateplan_public.cfm

6.2 State Plan links

- AT 08-01, revised State Plan content consistent with DRA
<http://www.acf.hhs.gov/programs/cse/pol/AT/2008/at-08-01.htm>
- AT 00-10, revised procedures and contents of State Plan
<http://www.acf.hhs.gov/programs/cse/pol/AT/2000/at-00-10.htm>
- AT 97-05, procedures for determine a State Plan has been disapproved
<http://www.acf.hhs.gov/programs/cse/pol/AT/1997/at-9705.htm>

7. Federal Audit and Oversight

7.1 Data Reliability Audit

- OCSE Guide for Auditing Data Reliability*
- AT 01-01, Final Rule on Incentives, Penalties and Audit
<http://www.acf.hhs.gov/programs/cse/pol/AT/2001/at-01-01.htm>
- Data submission requirements for FY07 data reliability audits including audit trail specifications, DCL 07-26

<http://www.acf.dhhs.gov/programs/cse/pol/DCL/2007/dcl-07-26.htm>

7.2 Internal Revenue Service security audit

- IRS security guidelines, Publication 1075
<http://www.irs.gov/pub/irs-pdf/p1075.pdf>
- DCL 08-12, IRS safeguards and revised Publication 1075
<http://www.acf.dhhs.gov/programs/cse/pol/DCL/2008/dcl-08-12.htm>

7.3 OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

7.4 Other federal entities that have conducted child support audits and investigations include:

- HHS Office of Inspector General: <http://oig.hhs.gov/>
- Government Accountability Office: <http://gao.gov/>

8. Child Support Systems

8.1 OCSE website for state and tribal systems

<http://www.acf.dhhs.gov/programs/cse/stsys/lcse.html>

8.2 AT 06-03, Policy clarifications related to....automated systems,

<http://www.acf.dhhs.gov/programs/cse/stsys/policy/at-06-03.htm>

8.3 AT 08-03, Proposed Rulemaking for APD Process

<http://www.acf.dhhs.gov/programs/cse/pol/AT/2008/at-08-03.htm>

8.4 Federal Parent Locator Service

<http://www.acf.dhhs.gov/programs/cse/newhire/index.htm>

Includes: Federal Case Registry, OCSE Network and CSENet, National Directory of New Hire (NDNH), Federal Tax Offset/Debtor, Multi-State Financial Institution Data Match (MS-FIDM), Passport Denial Program, Query Interstate Cases for Kids Project, and additional locate resources

- FPLS: Revolutionizing the Way We do Business, PowerPoint presentation slides*

9. Interstate Child Support

Intergovernmental Referral Guide (IRG) Overview*

<http://ocse.acf.hhs.gov/ext/irg/sps/selectastate.cfm?CFID=480365&CFTOKEN=2cdb45b9dd59dccc-6A14B1F7-A135-9C5E-04EA9955D9D20404>

10. Tribal Child Support

- Tribal Resources from OCSE
<http://www.acf.hhs.gov/programs/cse/resources/tribal/>
- AT 04-01, Final Rule on tribal child support programs
<http://www.acf.hhs.gov/programs/cse/pol/AT/2004/at-04-01.htm>

11. International Child Support

11.1 International resources from OCSE

<http://www.acf.hhs.gov/programs/cse/international/>

11.2 State Department information about international child support

http://travel.state.gov/law/info/info_608.html

12. Federal Discretionary Grants

OCSE grant information, resources, and abstracts

<http://www.acf.dhhs.gov/programs/cse/grants/>

13. Child Support Training Resources

13.1 OCSE Virtual Library of Training Materials, including links to trainer's guides, web-based training, webinars and other training resources

<http://www.acf.dhhs.gov/programs/cse/vlibrary/>

13.2 Annual OCSE Conference

<http://www.acf.dhhs.gov/programs/cse/vlibrary/conferences/>

See links below to child support organizations for information about their conferences and training events.

14. Other Governmental Partners

Potential partners. Governmental partners vary Tribe-to-Tribe. Among the ones a IV-D Director may interact with are:

- Tribal Council
- Tribal Legislature
- Tribal Court
- Tribal and/or State Law Enforcement
- State Governor's office
- Tribal and/or State TANF agency
- Tribal and/or State foster care agency
- Tribal Kinship Care
- State and local Medicaid agency
- State and local CHIP agency
- State court administration agency
- State/County courts and court clerks
- Tribal auditor
- Tribal budget office
- Tribal purchasing/procurement office
- Human Resources agency or department
- Tribal Information Technology Department
- State employment security agency (Unemployment Insurance – UI)
- State worker's compensation agency
- State licensing agencies (e.g, professional licenses, driver's licenses, hunting licenses)

15. Child Support Organizations

15.1 NCCSD: National Council of Child Support Directors

<http://islandia.law.yale.edu/nccsd/>

- 15.2 NCSEA: National Child Support Enforcement Association**
<http://ncsea.org/>
- 15.3 NTCSA: National Tribal Child Support Association**
<http://www.supporttribalchildren.org/>
- 15.4 ERICSA: Eastern Regional Interstate Child Support Association**
<http://www.ericisa.org/>
- 15.5 WICSEC: Western Interstate Child Support Enforcement Council**
<http://www.wicsec.org/>
- 15.6 State child support associations, e.g., California Child Support Directors Association; Ohio Child Support Directors Association.**

Contact Information

Comprehensive Tribal IV-D Programs

Compiled by Jan Jensen, Program Specialist, Region X – Updated May 2009

Tribal IV-D Programs		Revised Dec. 3, 2008
1. Central Council of Tlinget and Haida Indian Tribes of Alaska (CCTHITA) Eddie Brakes, Director	CCTHITA Child Support Program 320 W. Willoughby, Suite 300 Juneau, AK 99801	Ph: 907-463-7340 Fax: 907-463-7312 ebrakes@ccthita.org
2. Cherokee Nation (Oklahoma) Angel Smith, Director	Child Support Enforcement Agency (CNCSE), PO Box 557 Tahlequah, OK 74465	Ph. (918) 453-5444 Fax: (918) 458-6165 angel-smith@cherokee.org
3. Chickasaw Nation (Oklahoma) Cassandra McGilbray Director	Child Support Services P.O. Box 1809 231 Seabrook Road Ada, OK 74821	Ph: 580-436-3419 Fax: 580-436-3460 cassandra.mcgilbray@chickasaw.net
4. Comanche Nation (Oklahoma) Deborah A. Yates, Director	Child Support Services PO Box 908 584 Bingo Road Lawton, OK 73502	Ph. (580) 357-3699 Fax: 580-357-7633 deborahy@cne-mail.com
5. Confederated Tribes of Umatilla Indian Reservation (Oregon) Lynn Hampton, Program Manager/Attorney	Child Support Enforcement Office PO Box 638 Pendleton, OR 97801	Ph. 541-966-2925 Fax: 541-966-2929 LynnHampton@ctuir.com
6. Forest County Potawatomi Community (Wisconsin) Jacquelyn Pische IV-D Director	FCPC Tribal Child Support Agency 5415 Everybody's Road PO Box 340 Crandon, WI 54520	Phone: 715-478-7260 Fax: 715-478-7331 jackiep@fcpotawatomi.com
7. Kaw Nation (Oklahoma) Amy Oldfield, Director	Kaw Nation Child Support Services P.O. Box 50 Kaw City, OK 74641	Ph. (580) 269-2003 Fax: (580)-269-2113 amy.oldfield@sbcglobal.net
8. Keweenaw Bay Indian Community (Michigan) Tami Lorbecke, Director	Office of Child Support Services 16429 Bear Town Rd Baraga, MI 49908-9210	Ph. 906-353-4566 Fax: 906-353-8132 tami@kbic-nsn.gov
9. Kickapoo Tribe (Kansas) Nadine Martinez, Director	Child Support Enforcement Program 883 112 th Dr, #815 Horton, KS 66439-0271	Ph. 785-486-2662, ext. 233 Fax: 785-486-3790 nadine.martinez@ktik-nsn.gov
10. Klamath Tribe (Oregon) Calvin Hill, Program Manager	Child Support Program 116 Chocktoot St P.O. Box 1260 Chiloquin, OR 97624	Ph. 541-783-3020 Fax: (541) 783-7522 calvin.hill@klamathtribalcourts.com
11. Lac du Flambeau Tribe (Wisconsin) Frances Whitfield, Program Manager	LDF Tribal Child Support Agency P.O. Box 1198 Lac du Flambeau, WI 54538	Phone: 715-588-4236 Fax: 715-588-9240 francesw@newnorth.net

12. Lummi Nation (Washington) Ralph Jefferson Jr., Interim Director Kelly Jefferson, Program Manager	Lummi Nation Child Support Enforcement 2616 Kwina Road Bellingham, WA 98226	Ph: 360-384-2326 Fax: 360-312-9192 ralphj@lummi-nsn.gov kellyj@lummi-nsn.gov
13. Three Affiliated Tribes (Mandan, Hidatsa & Arickara Nations) (North Dakota) Ellen Wilson, Administrator	Division of Child Support Enforcement P O Box 998 New Town, ND 58763	Ph. 701-627-2860 Fax 701-627-3963 ewilson@mhanation.com
14. Menominee Indian Tribes of Wisconsin Mary Husby, Director Rosemund Hoffman, Program Manager	Menominee Nation Tribal Child Support Agency P.O. Box 520 Keshena, WI 54135	Phone: 715-799-5161 Fax: (715) 799-6061 mhusby@mitw.org rhoffman@mitw.org
15. Mescalero Apache Tribe (New Mexico) Carlys Balatche, Director	PO Box 300 231 N. Eagle Dr. Mescalero, NM 88340 P.O. Box 1110 21 N. Eight Tribes Trail Miami, OK 74354	Ph. 505-464-2577 Fax: 505-464-2599 cbalatche@matisp.net Ph: (918) 540-1501 Fax: (918) 540-1503 Jerry.sweet@nativechildrenfirst.org
16. Modoc Tribe (Oklahoma) Jerry Sweet, IV-D Director	Child Support Enforcement PO Box 580 Okmulgee, OK 74447	Ph. 918-752-3181 Fax: (918) 756-2445 mmoore@muscogeenation-nsn.gov
17. Muscogee (Creek) Nation (Oklahoma) Marcy Moore Director/Managing Attorney	Dept. of Child Support Enforcement P.O. Box 7050 Window Rock, AZ 86515	Ph: 928-871-7194 Fax: 928-871-7196 gumbrecht1@aol.com
18. Navajo Nation (Arizona) Pierette Baldwin-Gumbrecht Program Supervisor	PO Box 365 Lapwai, ID 86540	Ph: (208) 843-7362 x 2439 Fax: (208) 843-7388 carlak@nezperce.org
19. Nez Perce Tribe (Idaho) Carla Kauffman, Director	Nooksack Child Support Enforcement PO Box 157 5048 Mt Baker Hwy Deming, WA 98244	Ph.360-592-4158 ext 1013 Fax 360-592-5721 klevinson@nooksack-tribe.org
20. Nooksack Indian Tribe (Washington) Ken Levinson, Director/ Attorney	Child Support Program 325 Left Hand Ditch Unit 9179 Arapahoe, WY 82510	Ph. 307-857-2436 Fax 307-856-4108 lspoon@wyoming.com
21. Northern Arapaho Tribes (Wyoming) Lee Spoonhunter, IV-D Director	Oneida Tribe Child Support Program PO Box 365 Oneida, WI 54155	Ph. 920-490-3766 Fax: 920-490-3799 lschwart@oneidanation.org
22. Oneida Tribe of Indians of Wisconsin Lisa Schwartz, Director	Osage Nation Child Support Services PO Box 1299 255 Senior Dr. Pawhuska, OK 74056	Ph: 918-287-5575 Fax: 918-287-5577 gkidder@osagetribe.org
23. Osage Tribe of Oklahoma Greg Kidder, Director	Penobscot Nation Child Support Agency (PNCSA) 2 Down Street Indian Island, ME 04468	Ph. (207) 817-3164 Fax 207-827-9129 sonya.lacoute-Dana@penobscotnation.org
24. Penobscot Nation (Maine) Sonya L. LaCoute-Dana, Program Director		

25. Ponca Tribe (Oklahoma) Anna Primeaux, Director	Child Support Services PO Box 1991 20 White Eagle Dr. Ponca City, OK 74601	Ph. 580-765-2822 Fax 580-762-6868 annalkent@hotmail.com
26. Port Gamble S'Klallam Tribe (Washington) Maria Huynh Program Manager	Child Support Program 31912 Little Boston Road N.E. Kingston, WA 98346	Ph: 360-297-9668 Fax: 360-297-9666 mtran@pgst.nsn.us
27. Pueblo of Zuni (New Mexico) Sharon Begay, Chief Judge	P.O. Box 339 Zuni, NM 87327	Ph. 505-782-7046 Fax: (505) 782-7219 begaysm@yahoo.com
28. Puyallup Tribe of Indians (Washington) Kim Reynon-Spisak Director	Child Support Enforcement Program 4210 20 th St. East, Ste C Fife, WA 98424	Ph: 253-680-5744 Fax: 253-896-1081 kimberly.reynon-spisak@puyalluptribe.com
29. Quinault Indian Nation (Washington) John Baller, Program Manager	QIN Child Support Services P.O. Box 189 Taholah, WA 98587	Ph. 360-276-8211 x 322 Fax 360-276-0008 jballer@quinault.org
30. Red Lake Band of Chippewa (Minnesota) Collette R. Neadeau, Director	Red Lake Nation Child Support Program PO Box 1020 Red Lake, MN 56671	Ph. 218-679-2306 Fax 218-679-2390 cneadeau@redlakenation.org
31. Sisseton-Wahpeton Oyate Sioux Tribe (South Dakota) William Laroque Program Manager	Office of Child Support Enforcement PO Box 808 Agency Village, SD 57262	Ph: 605-698-7131 Fax: 605-698-7170 William.laroque@swst.us
32. Tulalip Tribes (Washington) *1/1/07* Cara Althoff, Director	Child Support Program 8825 34 th Ave. NW, L-545 Tulalip, WA 98271	Ph. 360-716-4556 Fax: 360.651.4592 calthoff@tulaliptribes-nsn.gov
33. White Earth Nation Ojibwe (Minnesota) Martha Williams, Child Support Administrator	WEN CSE Program 35500 Eagle View Dr. PO Box 387 White Earth, MN 56591	Ph. 218-983-3285 x 5762 Fax 218-983- 3101 marthaw@whiteearth.com
34. Winnebago Tribe of Nebraska Anita Little Walker, Director	Winnebago Child Support P O Box 374 Winnebago, NE 68071	Ph. 402-878-2164 Fax 402-878-2111 alittlewalker@winnebagoTribe.com

Start-Up Tribal IV-D Programs

Tribal Start-up Programs	<i>Revised Dec. 3, 2008</i>	<i>*Includes Start date*</i>
1. Aleutian Pribilof Islands Assn. (Alaska) *10/1/06* Grace Smith Program Manager/ Family Programs Coordinator	APIA Tribal Child Support Program 1131 E. International Airport Road Anchorage, AK 99518	Ph. 907-276-2700 (main) (907-222-4236 (direct) Fax 907-279-4351 graces@apiai.org
2. Blackfeet Nation (Montana) *10/1/08* George Kipp, Director	Man Power Program 409 N. Piegan St. PO Box 1090 Browning, MT 59417	Ph. 406-338-2111 Fax 406-338-5540 George_kipp@yahoo.com
2. Chippewa Cree Tribe (Montana) *10/1/06* Joseph LaFrambois, Director	RR1 PO Box 544 Box Elder, MT 59521	Ph. 406-395-4885 Fax: 406-395-4884 bearpawjoe@yahoo.com
3. Coeur d'Alene Tribe (Idaho) *1/1/07* Maxine Schmitz, Program Manager Mary Pearson, Chief Judge	P.O. Box 408 Plummer, ID 83851	Ph: 208-686-2070 Fax: 208-686-5805 mschmitz@cdatribe-nsn.gov mpearson@cdatribe-nsn.gov
4. Confederated Tribes of the Colville Reservation (Washington) *10/1/05* Sam Ankney, Program Manager	Child Support Program P O Box 150 Nespelem, Washington 99155	Ph. 509-634-2621 Fax: (509) 634-2742 sam.ankney@colvilletribes.com
5. Eastern Shoshone Tribe (Wyoming) *10/1/07* Rita Phillips, Program Manager	Eastern Shoshone Child Support Program 104 Washaki St, P.O. Box 1573 Fort Washakie, WY 82514	Ph. (307) 335-8371, ext. 25 Fax: (307) 332-3089 rphillips.escsp@yahoo.com
6. Mille Lacs Band of Ojibwe Indian Reservation (Minnesota) *7/1/06* Carla Big Bear, Director	Child Support Program 43308 Oodena Dr. Onamia, MN 56359	Ph. 320-532-7752 or 800-709-6449 Fax: 320-532-3785 carlab@millelacsojibwe.nsn.us
7. Suquamish Tribe (Washington) *10/1/08* Dennis Deaton, Director of Social Services	P.O. Box 498 Suquamish, WA 98392	Ph. (360) 394-8478 Fax: 360-598-3135 ddeaton@suquamish.nsn.us

Federal Office of Child Support Enforcement Regional Office (RO) Staff



U.S. Department of Health & Human Services

Administration for Children & Families



Office of Child Support Enforcement

OCSE Directory

FEDERAL OFFICE OF CHILD SUPPORT ENFORCEMENT - REGIONAL STAFF CONTACT LIST

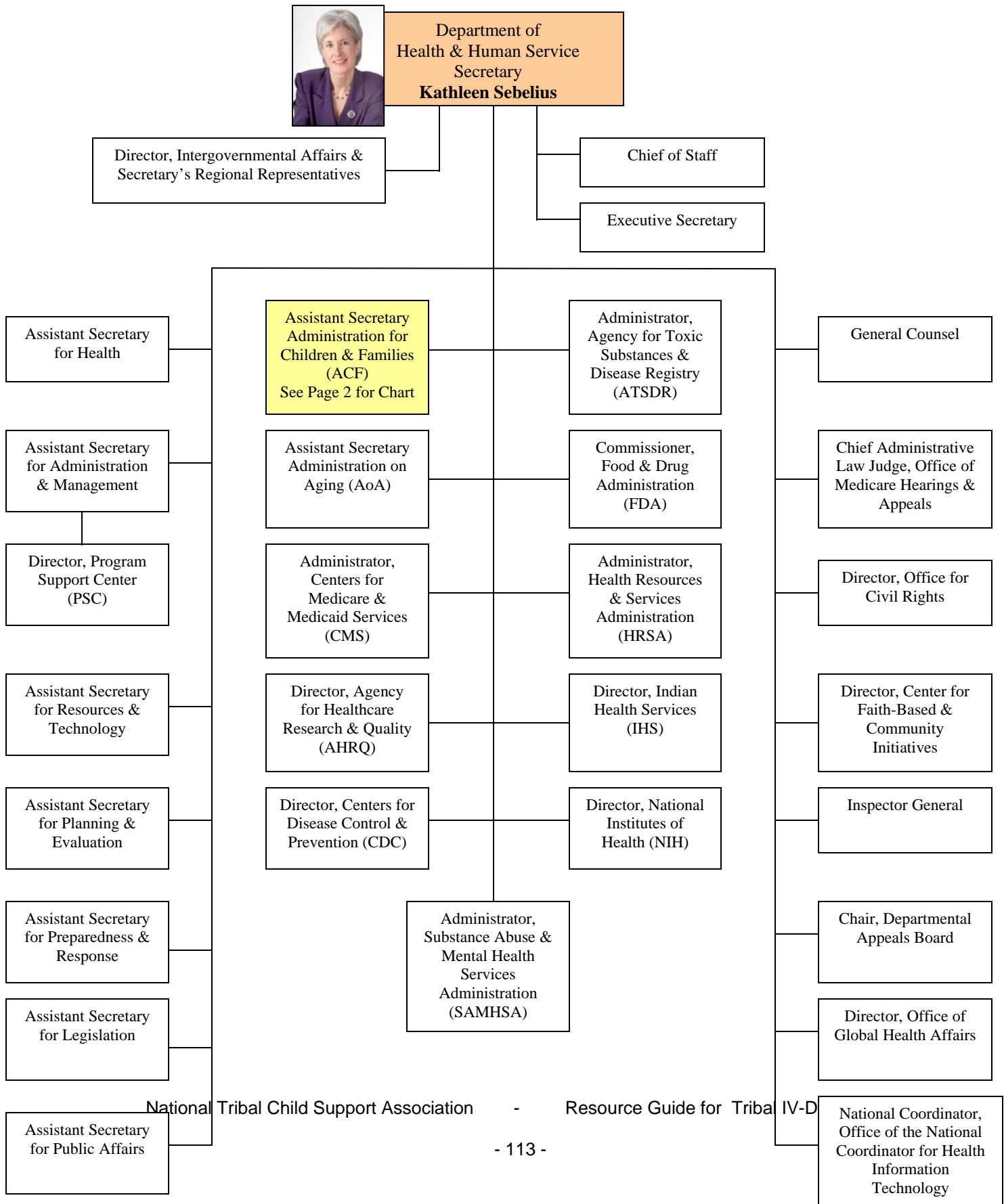
STATE/TITLE	NAME	PHONE #	FAX #/Address
Director, Division of Regional Operations	Roy Nix	202-401-5885	370 L'Enfant Promenade SW, 4th Floor East
CO Senior Project Manager, Division of Regional Operations	Sheila Drake	202-401-0904	Washington, DC 20447
I Program Manager	Kenher, Charles	617-565-2477	JFK Federal Bldg.
Connecticut	Monteiro, Carol	617-565-2462	Room 2000
Maine	Phillips, Rochelle	617-565-1037	Boston, MA 02203
Massachusetts	Giins, Mike	617-565-2456	
New Hampshire	Tran, Truong	617-565-2459	617-565-1578 - Fax
Rhode Island	Monteiro, Carol	617-565-2462	617-565-2493 - Fax
Vermont	Tran, Truong	617-565-2459	
Tribal	Kenher, Chuck	617-565-2477	
II Program Manager	Feck, Jens	787-766-5196 X2	26 Federal Plaza, Rm 4114
New Jersey	Rodriguez, Kesha	212-264-2890 x135	New York, NY 10278
New York	Rodriguez, Iran	212-264-2890 x274	212-246-4826 - Fax
Puerto Rico	Feck, Jens	787-766-5196 X2	350 Charon Ave., Suite 605
Virgin Islands	Feck, Jens	787-766-5196 X2	San Juan, Puerto Rico 00918
III Program Manager	DeVine, Juanita	215-861-4054	150 So. Independence Mall W.
Delaware	Merritt, Valerie	215-861-4066	Suite 864
Maryland	Bynum, Rose	215-861-4033	Philadelphia, PA 19106-3499
Pennsylvania	Clark, John	215-861-4067	
Virginia	Kaub, Joan	215-861-4006	215-861-4090 - Fax
Washington, DC	Merritt, Valerie	215-861-4066	215-861-4070 - Fax
West Virginia	Kaub, Joan	215-861-4006	
Public Inquiries	Shaw, Jack	215-861-4790	
IV Program Manager (Acting)	Walton, Hazel	404-562-2962	61 Forsyth Street, SW
Alabama	Russell, Ann	404-562-2960	Suite 4M60
Florida	Shore, Janet	404-562-2961	Atlanta, GA
Georgia	Walton, Hazel	404-562-2962	
Kentucky	Russell, Ann	404-562-2960	404-562-2965 - Fax
Mississippi	Walton, Hazel	404-562-2962	
North Carolina	Walton, Hazel	404-562-2962	
South Carolina	Shore, Janet	404-562-2961	
Tennessee	Shore, Janet	404-562-2961	
Tribal	Russell, Ann	404-562-2960	
Public Inquiries	Russell, Ann	404-562-2960	
V Program Manager	Lawrence, Linda	312-353-7481	233 N. Michigan Ave.
Illinois	Vicars, Michael	312-886-5339	Sutie 400
Indiana	Bishop, Geneva	312-353-8416	Chicago, IL 60601-5519
Michigan	Donoghue, Edmond	312-353-4239	
Minnesota	Vicars, Michael	312-886-5339	312-886-5373 - Fax
Ohio	Quinn, Gale	312-353-3315	
Wisconsin	Kolanowski, Sally	312-353-7073	
Public Inquiries (IL, IN, MI)	Jackson, Joyce	312-886-5368	
Public Inquiries (MN, OH, WI)	Montgomery, Denise	312-353-8188	
Tribal	Kolanowski, Sally	312-353-7073	
VI Program Manager	Travis, James	214-767-8239	1301 Young Street
Arkansas & Tribal	Martin, Jane	214-767-2815	Suite 945
Louisiana	Long, Charla	214-767-4541	Dallas, TX 75202-5433
New Mexico	Oliver-Muller, Reta	214-767-8030	
Oklahoma & Tribal Lead	Rich, Carl	214-767-8095	214-767-8890 - Fax
Texas	Moody, John	214-767-5577	
Public Inquiries	Wooten, LaMonica	214-767-3749	
VII Program Manager (Acting)	Thoma Groetken, Nancy	816-426-2270	Federal Office Building
Iowa (Lead)	Larkins, Sherri	816-426-2269	601 East 12th Street
Kansas	Coons, Roberta	816-426-2268	Room 276
Missouri	Larkins, Sherri	816-426-2269	Kansas City, MO 64108
Nebraska	Thoma Groetken, Nancy	816-426-2270	
Tribal	Larkins, Sherri	816-426-2269	
Special Projects, Iowa (Back-up)	Stocks, Jeff	816-426-2223	
Public Inquiries	Fortune, Phoebe	816-426-2256	816-426-2888 - Fax

FEDERAL OFFICE OF CHILD SUPPORT ENFORCEMENT - REGIONAL STAFF CONTACT LIST

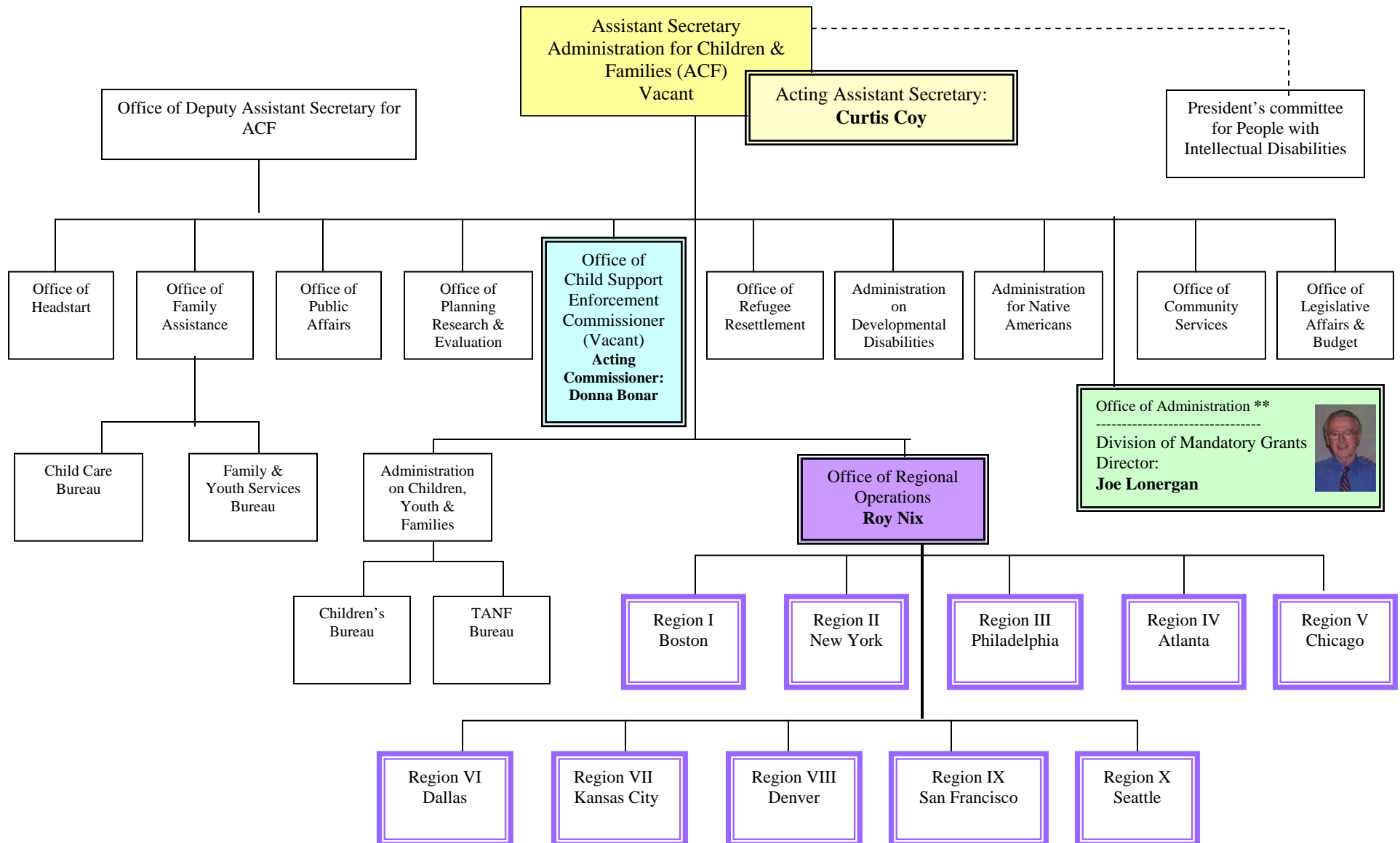
STATE/TITLE	NAME	PHONE #	FAX #/Address
VIII Program Manager	Risch, Daphne	303-844-1132	Federal Office Building
Colorado	Degenhart, Diane	303-844-1139	1961 Stout Street
Montana	Williams, Ellamae	303-844-1182	Room 926
North Dakota	Bowman, Regina	303-844-7504	Denver, CO 80294-3538
South Dakota	Robinson, Rosanne	303-844-1205	
Utah	Degenhart, Diane	303-844-1139	303-844-2313 - Fax
Wyoming	Robinson, Rosanne	303-844-1205	
Tribal	Williams, Ellamae	303-844-1182	
Program Information Coordinator	Bowman, Regina	303-844-7504	
IX Program Manager	Kersey, John	415-437-8415	90-7th Street
Arizona	Freitas, Rachel	415-437-8408	9th Floor
California	Wing, Elise	415-437-8480	San Francisco, CA 94103
Guam	Soden, JP	415-437-8421	415-437-8436 - Fax
Hawaii	Soden, JP	415-437-8421	
Nevada	Dembowski, Keira	415-437-7571	
Public Inquiries	Long, Selena	415-437-8463	
Tribal	Freitas, Rachel	415-437-8408	
X Program Manager	Gillett, Linda	206-615-2564	2201 Sixth Ave.
Alaska	Cheng, John	206-615-2566	Suite 300, MS-75
Idaho	Fisher, Levi	206-615-2519	Seattle, WA 98121-1827
Oregon	Cheng, John	206-615-2566	
Washington	Fisher, Levi	206-615-2519	206-615-2574 - Fax
Tribal	Jensen, Jan	206-215-3668	
Tribal and RPM Projects	Mathieson, Nancy	206-615-3768	
Public Inquiries, Self Assessment	Harrison, Roberta	206-615-3658	
RO Projects	Johnson, David (IPA)	206-615-2570	

Federal Organizational Chart

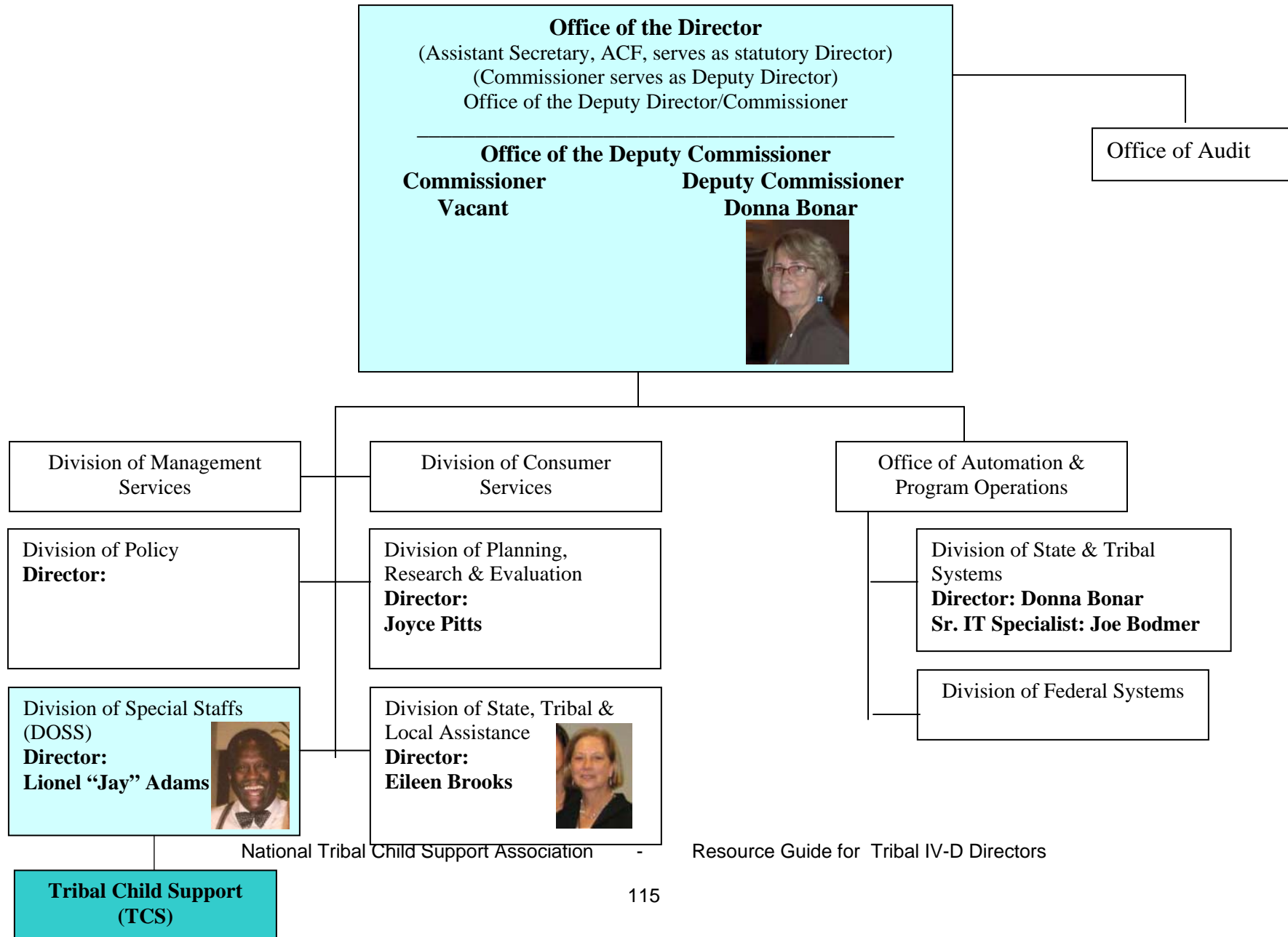
Department of Health and Human Services (HHS) – 2008 *



Administration for Children and Families (ACF)



Office of Child Support Enforcement (OCSE)



Central Office (CO) Staff

Office of Child Support Enforcement Organizational and Contact Information

Department of Health and Human Services

Administration for Children and Families

Office of Child Support Enforcement

Acronym: HHS / ACF / OCSE

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Postal Address.: 4th Floor, Aerospace Building 370 L'Enfant Promenade, S.W.

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Web site.....: <http://www.acf.hhs.gov/programs/cse/>

Deputy Director/Commissioner, <Vacant >

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Deputy Commissioner, Donna Bonar

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Director, Kimberly Smith

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Division of Planning, Research, and Evaluation

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Administration for Children and Families

* **Office of Administration** – Not sure if this Office is located correctly on the organizational chart.

Division of Mandatory Grants

Director, Joseph Lonergan

Phone.....202-401-6603

E-mail... joseph.lonergan@acf.hhs.gov

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Office of Regional Operations

Director, Roy Nix

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E-mail... roy.nix@acf.hhs.gov

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Regional Office - Tribal Liaisons

ACF REGIONAL PROGRAM MANAGERS and Regional Tribal Liaisons

Region I: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Charles Kenher
Regional Program Manager
Health and Human Services
Office of Child Support Enforcement
2025 John F. Kennedy Federal Building
Boston, MA 02203

Phone: 617-565-2477
Fax: 617-565-2493

Charles Kenher
charles.kenher@acf.hhs.gov

Phone: 617-565-2477
Fax: 617-565-1578

Region II: Puerto Rico , New Jersey, New York, Virgin Islands

Jens Feck
Program Manager
ACF/OCSE Region II
350 Chardon Ave, Suite 605
San Juan, PR 00912

Phone: 787-766-5196 x 2
Fax: 787-766-5070



Kesha Rodriguez
kesha.rodriquez@acf.hhs.gov

ACF/OCSE – Region II
26 Federal Plaza Room 4114
New York, NY 10278

Phone: 212-264-2890 x 134
Fax: 212-246-4826



Region III: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, W. Virginia

Juanita DeVine
Regional Program Manager
OCSE Region III
150 S Independence Mall West, Suite 864
Philadelphia, PA 19106

Phone: 215-861-4054
Fax: 215-861-4070

No Tribes in this Region

Region IV: Alabama, Florida, Georgia, Kentucky, Mississippi, North & South Carolina, Tennessee

Jacqueline Mull
Program Manager
HHS / ACF / OCSE
Atlanta Federal Center
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Atlanta, GA 30303



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Fax: 404-562-2985

Ann Russell
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Region V: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Linda Lawrence
Regional Program
Manager
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Region VI: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

James V. Travis
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Region VII: Iowa, Kansas, Missouri, Nebraska

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(Acting) Regional Program
Manager
Regional Operations
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Region VIII: Colorado, Montana, North & South Dakota, Utah, Wyoming

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Regional Program Manager
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Fax: 303-844-2313

Ellamae Williams
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Region IX: Arizona, California, Nevada

John Kersey
Regional Program Manager
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Fax: 415-437-8436

John Kersey
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Phone: 415-437-8415
Fax: 415-437-8436

Region X: Alaska, Idaho, Oregon, Washington

Linda Gillett
Regional Program Manager
ACF / OCSE – Region X
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Phone: 206-615-2564
Fax: 206-615-2574



Nancy Mathieson
nancy.mathieson@acf.hhs.gov

Phone: 206-615-3768



* This is the most current organizational chart and contact information I could locate. It is not guaranteed to be completely accurate.

Some staff names may change as new people are appointed / hired under the new Administration.

Please update your copy of this resource accordingly.

**This section was created as a resource guide for Tribal IV-D Directors by:
The National Association of Tribal Child Support Directors**

Dec 2008

Revised May 2009



www.supporttribalchildren.org