

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



June 25, 2003

CSS LETTER: 03-12

ALL IV-D DIRECTORS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS

SUBJECT: ALASKA PERMANENT FUND DIVIDEND MATCH

The Department of Child Support Services (DCSS) is again participating in an offset of the Permanent Fund Dividend (PFD) payments distributed to non-custodial parents who are qualified Alaskan residents.

This letter is to explain what the Alaska PFD is and what actions will be required of the Local Child Support Agencies (LCSAs) in implementing this offset. The PFD, previously known as the Pipeline Fund, was established by the State of Alaska to disburse to the citizens of the state the excess oil revenues generated by the creation of the Alaska oil pipeline. Under this program, every resident of Alaska is entitled to an annual dividend payment between October and November of each year. The size of each year's dividend is calculated using a formula that takes into account the fund's performance over the previous five years. Since 1996 the dividend has exceeded \$1,000 per year.

DCSS has submitted a file to the State of Alaska to be matched against its 2003 PFD database. The file was created from the Integrated Database (IDB) which contains all California NCPs owing arrears. Alaska, will match California child support cases against its PFD database and return a file that contains any matches between IDB and the PFD database. The 800,000 IDB records will be matched against the 600,000 records contained in the Alaska PFD database. DCSS will provide each local child support agency (LCSA) with a list of NCPs that match the PFD file. In order to pursue an offset, the LCSA must initiate a UIFSA petition, if one has not already been

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

DCSS-SY-2003-CTY-0105



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www.childsup.cahwnet.gov

established, or request Alaska to open a Permanent Fund Dividend Only (PFDO) case. Note: Alaska has mandated a minimum offset amount of \$50.00. LCSAs must submit their UIFSA petitions or PFDO requests to Alaska by **August 15, 2003**. One of the following actions will be required:

A. If a UIFSA petition has already been submitted to Alaska requesting enforcement action against the NCP and Alaska is enforcing, there is no need to resubmit the request. Alaska will automatically match all existing UIFSA cases it is enforcing against the 2003 PFD fund and make an offset when a match occurs.

B. If California has never submitted a UIFSA petition to Alaska requesting enforcement action against the NCP and the LCSA desires to only offset the PFD, the LCSA must initiate a UIFSA petition. Once Alaska has established the UIFSA case, it will only offset the PFD and close the UIFSA case. This action is necessary because Alaska cannot offset the PFD without an active UIFSA case.

C. If the LCSA desires to submit the NCP for offset of the PFD and has previously submitted the NCP for PFD offset, a PFD Only (PFDO) action may be requested. PFDO cases are closed after each annual PFD has been collected, and the LCSA is required to provide a new form each year that the PFDO offset is requested.

We have enclosed an information packet provided by the State of Alaska for requesting a PFDO offset on new or existing closed cases and already open or existing cases.

Please be aware that Alaska will not check the matches against its caseload to verify whether or not there is an existing UIFSA case. It will be the responsibility of each LCSA to edit its own case match file and determine if a UIFSA action is necessary.

We look forward to working with the LCSAs to increase financial support to the children of California through this annual program.

If you have any questions or concerns regarding this matter, please contact Jadine Takeuchi at (916) 464-5376 or Melanie Henderson at (916) 464-5519.

Sincerely,

JOAN OBERT
Deputy Director
Technology Services Division

Enclosure

PFDO – Permanent Fund Dividend Only 2003

ITEMS NEEDED ON NEW CASES

- 1) CSET (Child Support Enforcement transmittal) **Please write PFDO in big red letters on transmittal page.**
- 2) Order(s) and Modification(s) signed by the judge or child support representative if administrative order
- 3) Please enter the arrears amount and the timeframes covered on Section II of the Child Support Enforcement Transmittal, and have the caseworker sign their name on page 2 of the transmittal. We will accept this as certification of the arrears you are requesting. If at any point during the enforcement part of it, the arrears get disputed, we will then request a month by month certified debt calculation. Also include your phone and fax number in case we have any questions. I have also included a checklist for new cases to ensure you have included everything we need to set up your cases.

Paperwork on the new cases you can DHL or Fed Ex to:

Child Support Enforcement Division
Attn: Dorothy L Louderback
550 West 7th Avenue Ste 310
Anchorage AK 99501-6699

EXISTING CLOSED CASES

Provide us with the closed case form (attached, 1 page per case) containing the following information:

- 1) Names of all the parties included in your case (Non-custodial parent, custodial parent and all dependents relevant to the case)
- 2) Non-custodial parent, custodial parent and dependent(s) social security number and dates of birth
- 3) Alaska case number (old or new if available)
- 4) Amount of arrears with a period of computation (Example: \$4,536.00 from 1-23-99 through 6-20-00)

You can fax me (Dorothy Louderback) the closed cases forms directly. My direct fax number is (907) 787-3208. If you have any problems faxing to my number, you can fax them to (907) 787-3179, which is my supervisor, Ronda Hausser's fax number.

These cases will be closed again after PFD has been collected and you will need to provide a new form each year if you wish to collect PFD again.

PFDO 2003 CHECKLIST FOR NEW CASES

If you are activated with our state through CseNet:

Did you send your CseNet Transaction prior to sending us the paperwork?

On Child Support Enforcement Transmittal # 1:

If you have more than one custodian for a particular case, same non-custodian and same child, please combine them to one transmittal. Do not send multiple requests.

Is all information on custodian, non-custodian and children completed?

Did you write **PFDO in big red letters?**

Did you provide your correspondence and payment FIPS codes?

Did you provide your case number?

On Section II:

Is there an arrears amount?

Is there a breakdown of the arrears? (timeframes covered). Including identification of TANF timeframes.

On page 2:

Did you provide the name, dob and ssn on the custodian, non-custodian and dependent(s)?

Is the transmittal signed by the caseworker?

Did you provide your direct telephone number?

REGARDING ORDER(S) AND MODIFICATION(S)

Are the order(s) and/or mod(s):

- 1) **Legible?**
- 2) **Signed by the judge or appropriate authority?**
- 3) **Covering the arrears you are requesting?**

*Please send PFDO request **on closed cases** to Alaska in the following format:*

NON CUSTODIAL PARENT

Full Name:
SSN:
DOB:
Employer

CUSTODIAL PARENT

Full Name:
SSN:
DOB:

CHILD

CHILD

Full Name:	Full Name:
SSN:	SSN:
DOB:	DOB:

CHILD

CHILD

Full Name:	Full Name:
SSN:	SSN:
DOB:	DOB:

YOUR STATE FIELD OFFICE ADDRESS:

Mailing address:	Your case number:
	AK case number:
	Your correspondence FIPS code:
City: St: ZIP:	Your payment FIPS Code:

ARREARS AMOUNT YOU ARE REQUESTING \$			
FROM	THROUGH	TANF	Non-TANF
SIGNATURE:		DATE:	
Print caseworker's name			
Phone number:		Fax number:	

ALREADY OPEN OR EXISTING CASES

NOTE - We automatically collect PFD on all open cases from any state that we are already fully enforcing. There is no need for your state to request PFD on these cases.

IN CONCLUSION:

You can start sending Permanent Fund Dividend Only (PFDO) requests on closed cases (this means cases that we opened last year, collected PFD only and closed again after collection) and open cases after you have received the tape. We are expecting to receive the PFD tape match either the first or second week of July. As soon as we receive it, we will send it to you, and then you can begin sending your requests on open cases.

The cut off date for states to submit PFDO requests on new cases is August 15, 2003. While we can not guarantee we will be able to set up cases in time for collection after August 15, 2003, we will certainly try to do so. All requests will be processed on a first come first served basis. The sooner you submit them, the sooner they get set up. Any submissions after August 15, 2003 will be set aside and worked once all other timely requests have been completed.

VERY IMPORTANT - Please, **DO NOT** send a PFDO request to get your case set up quickly and then turn around and send another transmittal for full enforcement.

NOTE: Hawaii, Maryland, Montana, Oklahoma, Tennessee and Utah, if you are sending PFDO requests, please be sure to send a CseNet transaction prior to sending the paperwork, if you don't we cannot activate our financial screens and you may miss collecting the arrears you are seeking.

If you have any questions please contact:

Melanie Henderson
E-mail address: melanie.henderson@dcss.ca.gov
Direct line phone number: (916) 464-5519
Direct Fax number: (916) 464-5337

or

Jadine Takeuchi
E-mail address: jadine.takeuchi@dcss.ca.gov
Direct line phone number: (916) 464-5376
Direct Fax number: (916) 464-5337