

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



January 7, 2005

CSS LETTER: 05-01

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

SUBJECT: **CS 1257 MONTHLY STATE PERFORMANCE REPORT & CS 157 CHILD SUPPORT SERVICES FEDERAL FISCAL YEAR ANNUAL DATA & ACCOUNTS RECEIVABLE REPORT UPDATED INSTRUCTIONS**

The purpose of this letter is to provide local child support agencies (LCSAs) with updated instructions for completing the *CS 1257 Child Support Services Monthly State Performance Report* and the *CS 157 Child Support Services Federal Fiscal Year Annual Data & Accounts Receivable Report*. These instructions will replace those CS 1257 instructions transmitted in LCSA letter 03-02, dated February 3, 2003, and CS 157 instructions transmitted in LCSA letter 02-29, dated September 6, 2002.

LCSAs are required to begin using the updated instructions effective immediately. The updated instructions include expanded definitions and new examples to assist LCSAs in the reporting process. The updated instructions should require no additional programming or programming modifications, as no reporting requirements have changed. However, should LCSAs determine previously programmed functional requirements are not consistent with the attached updated instructions, they should not expect significant program changes, due to the conversion to the California Child Support Automation System (CCSAS), which takes priority at this time. Per discussions during recent Prism Advisory Group (PAG) meetings, the number of potential cases impacted by these instructions is minimal and should not affect the Data Reliability Audit.

As required, the CS 1257 report must be electronically submitted and approved by the 15<sup>th</sup> calendar day of the month following the end of the report month. LCSAs must

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

continue to complete the reports using the secure county website as instructed in LCSA Letter 01-37, dated October 2, 2001.

Beginning in federal fiscal year (FFY) 2005, it is our intent that a separate CS 157 annual report for the end of the FFY will no longer be required. The Department of Child Support Services (DCSS) will use the applicable lines from the September monthly report. In effect, the September CS 1257 monthly report becomes the CS 157 annual report, minus the state only data lines (lines 16b, 24a, 25a, 27a, 43-49). Approval of this report is due by October 15<sup>th</sup> each year.

Please note, language in the signature box of the CS 1257 monthly report has been changed to state, "This certifies that the information on this form is accurate and true to the best of my knowledge and belief." This change has already been made on the secure county website. Changes to the hardcopy version of the CS 1257 form are forthcoming.

DCSS regulations require that LCSAs retain and maintain an audit trail of all data reported on the CS 1257 & CS 157. The data should provide documentation to support each case construct and related actions and be maintained for four years and four months.

If you have any questions and issues related to the updated reporting requirements, please contact Julie Scheafer, of the Data & Performance Analysis Branch at (916) 464-5255, or by email at [Julie.Scheafer@dcss.ca.gov](mailto:Julie.Scheafer@dcss.ca.gov).

Sincerely,



SANDRA O. POOLE  
Deputy Director  
Child Support Services Division

Attachment

## **Notable Changes to the Updated CS 1257 Monthly Report**

The following is a list of notable changes and updated State data reporting requirements to the monthly CS 1257 Report:

- The lines used for both Federal and State Performance Measures have been identified within the instructions.
- Expanded definitions and examples have been added to the Case Inventory Definition Section.
- Expanded instructions regarding Spousal Support collections in Section A have been added.
- LCSA's are no longer required to complete Lines 9 and 10 in Section B, as the data required for those lines will be automatically uploaded and calculated by DCSS.
- Instructions in Section F, requiring the distributed collections data from the CS 1257 and the CS 34/35 match (or submittal of a reconciliation report if different), is no longer required and has been deleted.
- Details regarding late reporting procedures and the importance of the CS 1257 information as it relates to the Comparative Data Report.

**CHILD SUPPORT SERVICES**  
**MONTHLY STATE PERFORMANCE REPORT (CS 1257)**  
**DEFINITIONS AND INSTRUCTIONS FOR COMPLETION OF FORM CS 1257**  
**Effective October 2004**

Following are detailed updated instructions for completing the CS 1257 report. This replaces the report and reporting instructions for the CS 1257 Monthly report and instructions in LCSA Letter 03-02, dated February 03, 2003.

**Report Period**

The CS 1257 is a monthly report predicated on the federal fiscal year. Some of the sections are a point in time snapshot while some line items are month-to-month cumulative totals. Two reporting components require unduplicated aggregated data during the applicable months.

The CS 1257 report must reflect activities for the entire applicable reporting period including point-in-time counts as of the end of the month.

**Audit Trail Information**

It is imperative that each local child support agency (LCSA) have a full audit trail of its caseload data as of **January 31, 2003, and each subsequent month**. The audit must be consistent with the data that is reported on each monthly CS 1257 **exactly**. If revisions to the report are made, please ensure those revisions are also reflected on the audit trail. Steps should be taken to verify that the audit trail process was successful.

LCSAs are required to have monthly case level detail documentation for an audit trail that support the data reported on the CS 1257. The audit trail information that supports your CS 1257 submission must be stored in a fashion that will accommodate electronic data requests. The case level detail documentation must be kept at the local level and made available upon request for federal and state auditors, program reviewers and the Department of Child Support Services (DCSS). The retention period for the CS 1257 and detail documentation is four (4) years and four (4) months from the end of the report period, unless legal action is in progress requiring longer retention.

**Completing All Entries**

With the exception of Line 9, Box 95 and Line 10, Box 96, in which unchangeable data reported by DCSS automatically populates the box at upload, all non-shaded data lines and boxes must be complete and reported. For those non-shaded boxes having no number to report, "0" should be used. Using "Not Available" (NA) is not allowed for any non-shaded box. Shaded or "X" cells require no data to be reported by the LCSA.

**Due Date**

The CS 1257 Monthly State Performance Report must be electronically submitted and approved by the LCSA Director by the **15th calendar day of the month following the end of the report month**.

All data included on the CS 1257 must be complete and accurate. Delayed or late reports may result in the withholding of all state incentive payments.

If the CS 1257 is not approved by close of business on the 15<sup>th</sup> of the month, a reminder email is sent to the LCSA Director on the 16<sup>th</sup>. If the report remains unapproved, the LCSA Director will be contacted via telephone to discuss any problems in approving the report. Please note, timely submission of the CS 1257 will facilitate a prompt release of the monthly Comparative Data Reports.

## CASE INVENTORY DEFINITIONS

IV-D Case - A parent (mother, father, or putative father) who is now or eventually may be obligated under law to support a child(ren) receiving services under the Title IV-D program.

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

Each payee and/or current custodial party at that point-in-time (at the time of the report) is considered a separate IV-D case until the arrears have been paid. There will be only one payee per case.

A state other than California may not be a payee.

1. Current Assistance Case - A case where the child(ren) are (*federally eligible*): (1) recipients of California Work Opportunity and Responsibility to Kids Case (CalWORKs)/Temporary Assistance for Needy Families (TANF), (2) recipients of Kinship Guardianship Assistance Payment Program (KinGAP) and/or any redefined two-parent family programs under Title IV-A of the Social Security Act, or, (3) entitled to Foster Care maintenance payments under Title IV-E of the Social Security Act. In addition, the children's support rights must have been assigned by a caretaker relative to the state, and a referral to the IV-D agency must have been made.

a. CalWORKs/TANF Case - A case where the child(ren) have been determined to be *federally* eligible for CalWORKs (California's version of TANF) under Title IV-A of the Social Security Act, the children's support rights have been assigned by a caretaker relative, and a referral to the IV-D agency has been made by the IV-A agency. A CalWORKs/TANF case is reported as a Current Assistance case.

b. Foster Care Case - A case involving a child(ren) entitled to federal Foster Care maintenance payments under Title IV-E of the Social Security Act for whom a referral to the IV-D agency has been made. A federal (Title IV-E) Foster Care case is reported as a Current Assistance case.

NOTE: For reporting purposes only, a state-only Foster Care case (non-federal Foster Care) and state-only CalWORKs case are reported as Never Assistance cases unless the case previously received federal assistance.

With regard to case construct, there is no difference between Federal Foster Care and Non Federal Foster Care. Therefore, if arrears are owed for one child by one NCP to both Federal Foster Care and Non Federal Foster Care – that still constitutes only one case.

### Example 1

When a child is in Federal Foster Care (FFC) there are two cases. One against mom and one against dad. If the child moves from FFC to Non Federal Foster Care (NFFC) (or vice versa), and arrears are owing to FFC, there are still only 2 cases.

Should arrears accrue for NFFC also, there are still only 2 cases. It is the LCSA's responsibility to determine the appropriate distribution of payment to each payee (FFC and NFFC); however, the case count for reporting purposes does not change.

Foster Care\*, NCP Dad, Child = 1 case  
Foster Care\*, NCP Mom, Child = 1 case

TOTAL – 2 cases (same child)

\*Federal Foster Care OR State-Only Foster Care (aka Non Federal Foster Care) OR both

### Example 2

Same as above, but instead of moving to NFFC, child returns home with arrears owing to foster care. Now, there would be 3 cases. One for current support against dad, another for arrears against dad (for foster care), and one against mom for foster care arrears. It is the same case count if the child returned home with Mom and received aid.

Foster Care\*, NCP Dad, Child = 1 case  
Foster Care\*, NCP Mom, Child = 1 case  
CP Mom, NCP Dad, Child = 1 case

TOTAL – 3 cases (same child)

\*Arrears Owed

2. Former Assistance Case - A case where the child(ren) *formerly* received Title IV-A (AFDC or CalWORKs/TANF) or Title IV-E Foster Care services. NOTE: Children who received services under Title XIX Foster Care or *state-only CalWORKs* should NOT be reported as former assistance cases.

3. Never Assistance Case - A case where the child(ren) are receiving services under the Title IV-D program, and are not currently receiving or have not previously received assistance under Titles IV-A or IV-E of the Social Security Act. A Never Assistance case is one where the family is receiving IV-D services as a result of a written application for IV-D services. This includes cases where the child(ren) are receiving state-only CalWORKs as well as state only (not Title IV-E) foster care services, non-federal state-only two-parent cases (see FSD Letter No. 99-23) or a case where the child(ren) are Medi-Cal recipients not receiving (or ever received) cash assistance.
  - a. Medi-Cal Only/Medically Needy Only (MNO) Case - A case where the child(ren) have been determined eligible for or are receiving Medi-Cal services only, but whom are not current or former recipients of cash aid under Title IV-A or IV-E of the Act. Medi-Cal Only (MNO) cases are reported as Never Assistance cases.



## SERVICES DEFINITIONS

Medical Support - Medical support refers to the responsibility of a parent to provide health insurance coverage for his/her child(ren). This includes: (1) payment of health insurance premiums, (2) payment of medical bills, or (3) cash payments for health insurance and/or medical bills. Medical support may be provided by either the custodial or the noncustodial parent.

Support Order - The legal establishment of: (1) an amount of money which is due and owed by a parent for the support of the parent's child(ren) and/or (2) the responsibility to provide health insurance and/or medical support for that child(ren). This amount or responsibility must be established by court order, administrative process, or other legal process. This includes a legal judgment for arrears.

Paternity – The legal establishment of fatherhood for a child, either by court determination, administrative process, or voluntary acknowledgment. A *paternity acknowledgment* involves the legal establishment of fatherhood for a child through a voluntary acknowledgment signed by both parents as part of an in-hospital or other acknowledgment service. *Paternity resolved* refers to all children born within a marriage, legitimized by marriage or adoption and children with paternity established or acknowledged up to age 18 years.

Paternity Establishment Date – The date the judicial officer signed the order of paternity or the date a voluntary paternity acknowledgment is filed with the Department of Child Support Services.

Born Out-of-Wedlock – The biological parents of the child were not married to each other at the time of the child's conception (Family Code Section 17400(i)).

Presumption of Fatherhood – Presumes the man to be the natural father of a child if he and the child's natural mother are or have been married to each other or the child is born during the marriage, or within 300 days after the marriage is terminated by death, annulment, declaration of invalidity, or divorce, after a judgment of separation is entered by a court (Family Code Section 7611(a)).

Inter-County Collections – Any collections by a county that are subsequently forwarded to other California counties. Note: When the collection is forwarded to another California county, the forwarding county must identify, to the receiving county, the original source of the collection if it is available. Amounts received from other California counties should be reported on the appropriate data line.

Presumed Income – Income shall be presumed in an amount based on minimum wage, at 40 hours per week, established by the Industrial Welfare Commission pursuant to Section 1181.11 of the Labor Code (as described in Family Code Section 17400 (d)(2)), and any other subsequent statutorily established definition of presumed income.

## CS 1257 LINE ITEM INSTRUCTIONS

The CS 1257 Monthly State Performance Report was developed to obtain information on the status and accomplishments of each local child support agency's child support program. The form contains eight sections: A-Case Inventory, B-Paternity Establishment, C-Services Required, D-Services Provided, E-Medical Support, F-Collections Due and Distributed, G-Staffing, H-Program Expenditures, I-Non-Cooperation and Good Cause, J-Administrative Enforcement and K-Additional State Monthly Reporting. Sections H-Program Expenditures and J-Administrative Enforcement do not require counties to provide data. Particular attention should be given to the time period for counting the line items, whether reporting is required in the individual case status columns (b through d) or just the total column (a), or if data is not required to be provided.

### SECTION A: CASE INVENTORY

In this section, report the number of IV-D cases in the county's inventory in each of three case status categories: (b) Current Assistance cases; (c) Former Assistance cases and (d) Never Assistance cases. No entries should be made in column (a) in the case inventory section.

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(ren) that the parent may be obligated to support. 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 month. If a parent has more than one child in the same family and any of the children are receiving assistance, report the case as a Current Assistance case.

Include all cases the LCSA sent to and received from other states. **If the system is able to identify cases with multiple county involvement within the state, the county in which the CP resides should include the case in all of the case inventory counts.** (For additional information, please refer to CSS Letter 02-18 and 02-21.) A case should be counted only once.

When IV-D services continue to be provided to former IV-A or IV-E recipients, change the case status to a Former Assistance case. Also, report as a Former Assistance case, any former IV-A or IV-E case in which the family has declined continued IV-D services, but where there are arrears assigned to either the county or state and the county is attempting to collect.

**Spousal support should only be counted if the LCSA is unable to separate the spousal support from the child support. Spousal support cases that are not associated with an order for child support are not reported anywhere within the CS 1257 report. In interstate cases, state law does not differentiate between child and spousal support. The law requires support obligations to be enforced in all reciprocal cases even though it should not be reported on the CS 1257.**

**Line 1, Boxes 1 – 3 Cases Open at the End of the Month  
(This is a Federal Performance Measure Line)**

Report the number of IV-D cases open on the last day of the month. Include cases open at the end of the month as a result of requests for assistance received from other states, as well as cases open which have been referred to another state. Include all open “good cause” cases on this line. Do not include on this line, cases where the IV-D agency has no jurisdiction (i.e., Native American and international cases). Those cases should be reported separately on Line 3.

**Line 1a, Boxes 4 – 6 Interstate Cases Initiated in This State at the End of the Month**

Report the number of cases open on the last day of the month that have been sent to another state (California is the initiating jurisdiction). Report a case only once, even if the case was sent to more than one state. Cases included on this line are a subset of, and should have been counted in, Line 1.

**Line 1b, Boxes 7 – 9 Interstate Cases Received From Another State Open at the End of the Month**

Report the number of cases open on the last day of the month that has been received from another state (California is the responding jurisdiction). Report a case only once, even if the case was received from more than one state. If the status of the case is in question from the initiating jurisdiction, (i.e. current assistance, former assistance or never assistance) always default to the never assistance category until the initiating jurisdiction verifies the correct category for reporting. These cases are a subset of, and should have been counted in, Line 1.

**Line 1c, Boxes 10 Medi-Cal Only Cases Open at the End of the Month**

Report the number of Medi-Cal/Medically Needy Only (MNO) cases open on the last day of the month. MNO cases are reported as Never Assistance cases, column (d).

NOTE: Medi-Cal Only cases previously on cash assistance are considered Former Assistance cases and are NOT counted on this line. MNO cases are a subset of, and should have been included in, Line 1.

**Line 2, Boxes 11 – 13 Cases Open at the End of the Month with Support Orders Established  
(This is a Federal and State Performance Measure Line)**

Report the number of IV-D cases open on the last day of the month with support orders established. 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.

Count cases only once regardless of the number of orders. **Include cases with orders for temporary support. Temporary Support Orders (TSOs) are to be included in all current support order counts, including counts for case inventory and establishing a support order.** Do not include Paternity Only Cases if there is no order for current support (reserved, default, medical support/health insurance or otherwise) included in the case, or voluntary support agreements in this line unless the agreements are legally enforceable. This number is a subset of, and should have been included in, Line 1.

**Line 2a, Boxes 14 – 16 Interstate Cases Initiated in This State With Support Orders Open at the End of the Month**

Report the number of cases open on the last day of the month with a support order established or a judgment for arrears the IV-D agency referred to another state (California is the initiating jurisdiction). These cases are a subset of, and should have been counted in, Line 2.

**Line 2b, Boxes 17 – 19 Interstate Cases Received From Another State With Support Orders Open at the End of the Month**

Report the number of cases open on the last day of the month with a support order established or a judgment for arrears the IV-D agency received from another state (California is the responding jurisdiction). These cases are a subset of, and should have been counted in, Line 2.

**Line 2c, Boxes 20 – 22 Cases With Orders for Zero Cash Support Open at the End of the Month**

Report the number of cases open on the last day of the month with an order established but no amount of cash support included in the order. Include orders with reserved amounts (reserved orders or orders set at \$0) and orders established for health insurance only. These cases are a subset of, and should have been included in, Line 2.

**Line 2d, Box 23 Medi-Cal Only Cases With Orders Open at the End of the Month**

Report the number of MNO cases with orders established or a judgment for arrears open on the last day of the month. Report these cases under the Never Assistance column (d). Medi-Cal cases that were previously on assistance are considered former assistance cases and are not reported on this line. These cases are a subset of, and should have been included in, Line 2.

**Line 3, Boxes 24 – 26 Cases Open at the End of the Month for Which the State Has No Jurisdiction**

Report the number of open cases on the last day of the month where the IV-D agency has no jurisdiction (i.e., subject matter, territorial, or personal jurisdiction) available to pursue or effectuate any child support actions. In addition, no formal or informal reciprocal or cooperative agreement or other mechanism is in place to enable the IV-D agency to take actions necessary to establish paternity, establish a child support order, or enforce an order.

These cases most often involve a non-custodial parent who resides in the jurisdictional boundaries of another country (and no reciprocal agreement, either formal or non-formal, exists) or a federally recognized Indian Tribe and no income or assets of this individual are located or derived from outside that jurisdiction. However, **if** these cases remain open for IV-D purposes, counties are to periodically monitor to determine if there is a change in circumstances, which could lead to further action. **Non-jurisdictional cases reported on this line should not be reported in any other section or on any other line in this report, even if a collection has been received and distributed.**

**SECTION B: PATERNITY ESTABLISHMENT INVENTORY**

The out-of-wedlock birth and paternity information provided in this section from current and prior years' reports will be used to compute the Paternity Establishment Percentage (PEP). IV-D agencies are to report the number of children in each line item and not the number of cases. A child must be counted only once, regardless of the number of cases they are in. Include children in both initiating and responding interstate IV-D cases. A paternity can only be counted once – either administratively, when a voluntary acknowledgement is correctly filed with the State of California, Department of Child Support Services or judicially, at the time an order determining paternity is established. For reporting purposes, paternity acknowledgment means a declaration signed in the Paternity Opportunity Program (POP).

**The effective date of a POP declaration is the date it is filed with the state agency. A judicially established paternity is considered legally established the date the order is signed and dated by the judicial officer.**

IV-D agencies should only include those children who are under 18 on Lines 4 – 8, Boxes 27 – 30, and Lines 13, Boxes 34 – 36, and 16, Boxes 38 – 40, **even if arrears are still being collected for an emancipated child.** Emancipated (age of majority) children should only be included in the count of children if the child turned 18

during the federal fiscal year. Include legally emancipated minors, wards and dependents of the court in child counts if that child receives IV-D services in an open case.

***LCSAs are no longer required to report on Line 9, Box 95 and Line 10, Box 96. Data for these lines will automatically populate both cells upon upload, by DCSS, at the beginning of each month.***

***When the mother of a child(ren) is the only NCP in any IV-D case, the child(ren) should be counted as “paternity never at issue” and the child(ren) reported on Line 4, Box 27, and Line 7, Box 30.***

***Do not report any child(ren) with respect to whom an applicant or recipient is found to qualify for a good cause or other exception to cooperation on Lines 5 through 8, Boxes 28 – 30.***

For Lines 4 – 7, Boxes 27 – 30, report the data under *Column (a) Total*, in the paternity establishment inventory section.

**Line 4, Box 27 Number of Children in IV-D Cases Open at the End of the Month**

Report the number of children in the IV-D caseload in cases open on the last day of the month reported in Line 1. If there is more than one putative father for a child, count the child only once.

**Line 5, Box 28 Children in IV-D Cases Open at the End of the Month Who Were Born Out-of-Wedlock  
(This is a Federal Performance Measure Line)**

Report the number of children in the IV-D caseload in cases open on the last day of the month who were born out-of-wedlock.

**Line 6, Box 29 Children in IV-D Cases Open at the End or During the Month With Paternity Established or Acknowledged  
(This is a Federal Performance Measure Line)**

Report the number of children born out-of-wedlock in the IV-D cases open during or on the last day of the month who have paternity established or acknowledged.

*Counties should include paternities established or acknowledged for cases closed during the federal fiscal year. It is not required that the paternity be established by the IV-D agency.*

**Line 7, Box 30 Children in IV-D Cases Open at the End of the Month With Paternity Resolved**

Report the number of children in the IV-D caseload open on the last day of the month with paternity resolved. Include all children born within a marriage, legitimized by marriage or adoption. Include all children with paternity established or acknowledged. **Note:** Include only children in open cases counted on line 6. Do not include children counted on line 6 in cases that closed during the federal fiscal year.

**Line 8 Children in the State Born Out-of-Wedlock During the Federal Fiscal Year**  
**(This is a Federal Performance Measure Line)**

*The Local Child Support Agency does not report on line 8.*

**Line 9, Box 95 Children in the State with Paternity Established or Acknowledged During the Federal Fiscal Year**  
**(This is a Federal Performance Measure Line)**

DCSS will automatically perform the calculation of Line 9, Box 95 which equals the sum of Line 10, Box 96, plus Line the total of 16, (Boxes 38+39 +40), **minus the total of Line 16b, (Boxes 44 +45+46)** on this report. **NOTE: Children with paternity judicially established that were NOT born in California, but were counted on Line 16, Boxes 38 – 40 are not included.** Line 9, Box 95= Line 10, Box 96 + (Line 16 (Boxes 38+39+40) - Line 16b (Boxes 44+45+46))

**Line 10, Box 96 Children in the State with Paternity Acknowledged During the Federal Fiscal Year**

DCSS will automatically populate Box 96 and report the number of children born out-of-wedlock, including children NOT in the IV-D caseload, in the county for whom paternity has been acknowledged during the federal fiscal year. This means **all** children with paternity acknowledged using the POP program and **included on the statewide POP database, for all children in the entire county.** This count is part of the calculation, and is included in, Line 9, Box 95.

**SECTION C: SERVICES REQUIRED**

In this section, report the number of IV-D cases open (Line 12, Boxes 31 – 33) and/or children (Line 13, Boxes 34 – 36) in open cases at the end of the month needing the specific service listed. In interstate cases both the initiating and responding state report services required.

**For the purpose of counting children in this section, only include those children who are under age 18 years. Emancipated (age of majority) children should only be included in the count of children if the child turned 18 years old during the federal fiscal year.**

A parent responsible for the support of a child(ren) of more than one custodial parent is counted as a separate case for each. Thus, a parent responsible for supporting child(ren) of three custodial parents would be counted as three services needed.

Though LCSAs are no longer required to report on Line 11, it is still necessary to report cases requiring services to establish an order on Line 12, Boxes 31-33 and children requiring paternity determination services on Line 13, Boxes 34-36. The services required for reporting on Lines 12 and 13 may be a “locate” action, however, they must be directly related to the establishment of an order or paternity to be counted.

### **Line 11 Cases Requiring Location Services at the End of the Month**

*This data element is no longer required by the federal government.*

### **Line 12, Boxes 31 – 33 Cases Open at the End of the Month Requiring Services to Establish an Order (This is a State Performance Measure Line)**

Report the number of IV-D cases open on the last day of the month that require services to establish a support order. Count a case on Line 12 if any child on the case does not have an order for current support. It is possible for a case to be counted on Line 2 (Cases with Support Orders Established) and Line 12. For example, if the CP has one child (Child #1), with paternity established and an order for support, then has another child (Child #2), whose paternity has not yet been established – the case is reported on Line 2 for the established order (Child #1) and Lines 12 & 13 for the paternity and support order that needs to be established (Child #2).

### **Line 13, Boxes 34 – 36 Children Requiring Paternity Determination Services in Cases Open at the End of the Month**

Report the number of children in cases open on the last day of the month requiring paternity establishment. Count all children whose paternity has not been established, including children in the process of having paternity established. If there is more than one putative father for a child, count the child only once.

## **SECTION D: SERVICES PROVIDED**

In this section, report the number of cases in which services were successfully provided at any time during the federal fiscal year. Count each service that a case received. If a case changes status during the month (e.g., from a “Current Assistance” to a “Former Assistance” case), report the case status as of the end of the month. *In interstate cases, both the initiating and the responding states report the service that either provided.*



Only include those children, who are under age 18 years on Lines 16, Boxes 38 – 40. However, if a child turned 18 during the federal fiscal year, that child should be included in the count.

A judicially established paternity and a support order are considered legally established the date the order is signed and dated by the judicial officer.

Report under Column (a), Total, for Line 14, Box 37 and under Columns (b) through (d) for Lines 16 – 20, Boxes 38 – 40 and 50 - 64.

**Line 14, Box 37 Title IV-A Cases Closed During the Federal Fiscal Year Where A Child Support Payment Was Received**

Report all cases terminated from CalWORKs/TANF during the federal fiscal year in which there was any child support collected in the month of termination. Because we know counties may not receive the information the same month of termination, report the information for the month in which the termination notice was received from the IV-A agency, regardless of when the termination actually took place.

**The month of a termination is the last month for which a grant aid is paid. Include a case in the count for this line whenever the case was terminated from CalWORKs/TANF and a child support payment was received in the same month-even if the payment was received after the case was terminated.**

**Line 15, Cases Receiving Successful Location Services During the Federal Fiscal Year**

*The federal government no longer requires this data element.*

**Line 16, Boxes 38 – 40 Children in the IV-D Caseload for Whom Paternity Was Established Judicially During the Federal Fiscal Year**

Report the number of children, who were born-out-of-wedlock (as defined in Family Code Section 17400 [i]), in cases in the IV-D caseload for whom paternity was established judicially by the IV-D agency during the federal fiscal year excluding the number of children who meet one or more of the exclusion conditions below. If a paternity determination action includes an order for support, the paternity is counted in Line 16, Boxes 38 – 40 and the support order establishment is counted in Line 17, Boxes 50 – 52.

**Do not report any child who meets one or more of the following exclusion conditions:**

**a. POP declarations on file.**

**Do not report any child in the IV-D caseload for whom the IV-D agency established paternity during the federal fiscal year WHOSE PATERNITY WAS ALSO ESTABLISHED BY A POP DECLARATION THAT WAS FILED DURING OR**

**BEFORE THE REPORT PERIOD.**

**b. Paternity established prior to the IV-D referral.**

**Do not report any child in the IV-D caseload for whom the IV-D agency established paternity judicially during the federal fiscal year WHOSE PATERNITY WAS ESTABLISHED PRIOR TO THE IV-D REFERRAL DATE.**

**NOTE: If a child meets more than one of the exclusion conditions, take care to exclude the child only once, not multiple times, from the Line 16, Boxes 38 – 40 total.**

**Line 16b, Boxes 44 – 46 Children in the IV-D Caseload For Whom Paternity Was Established Judicially During the Federal Fiscal Year and Who Were Born Out-of-Wedlock in Another State or the Birth State is Unknown**

Report the number of children born out-of-wedlock in another state, or the child's state of birth is unknown, for whom the IV-D agency established paternity during the federal fiscal year. These are a subset of, and should have been included in, Line 16, Boxes 38 – 40. **These paternities will not be included in the automated calculation for Line 9, Box 95.**

**Line 17, Boxes 50 – 52 Cases With Support Orders Established During the Federal Fiscal Year  
(This is a State Performance Measure Line)**

Report the number of cases in which support orders were established by the IV-D agency during the federal fiscal year. Include support orders established for medical support only or health insurance only under Never Assistance, column (d). A support order established before the case became a IV-D case is not included on this line.

***Do NOT include modifications to existing orders (including default orders) unless the order is being supplemented to include new children not subject to the previous order. The count should not include modifications made to add health insurance to the order.*** Do not include Paternity Only Orders if there is no order for current support (reserved, default, medical support/health insurance or otherwise) included.

***If a support order that has been previously counted is subsequently set aside, then re-established at a later date, count only the first support order established.***

***A single support order for payment of current support and arrearages is counted as the establishment of one support order. Likewise, if an order includes medical support and child support, it should be counted only once.***

***Include orders established for temporary support. When the temporary order becomes permanent, it should NOT be counted again. Temporary Support Orders (TSOs) are to be included in all current support order counts, including counts for case inventory and establishing a support order.***

**Line 18, Boxes 53 – 55 Cases With Collections During the Federal Fiscal Year**

(Unduplicated Aggregate Count)

**(This is a State Performance Measure Line)**

Report the number of cases for which at least one collection from any source was made during the federal fiscal year. Cases are counted where they sit on the last day of the report period. This is an unduplicated aggregate count of paying cases. For example, if a tax refund offset collection was made during the federal fiscal year, as well as a regular collection, report one case with a collection. Include cases where no support order is established but a voluntary payment was made.

**Line 18a, Boxes 56 – 58 Interstate Cases Received From Another State With Collections During the Federal Fiscal Year**

(Unduplicated Aggregate Count)

Report the number of interstate cases received from another state for which at least one collection from any source was made during the federal fiscal year. This is an unduplicated aggregate count of paying cases. Each case should be counted only once, regardless of the number of collections made for that case during the federal fiscal year. The number reported on this line is a subset of, and should be included in the number reported in, Line 18.

**Line 19, Boxes 59 – 61 Cases Sent to Another State During the Federal Fiscal Year**

Report the number of interstate cases sent to another state during the federal fiscal year. This is the number of cases for which referrals were made not the actual number of requests made with respect to a particular case. For example, if referrals were sent to multiple states for the same case, count the case only once. Report a case if there has been an interstate case submittal for location, establishment of paternity or support order, enforcement of support, or any other IV-D activity.

**Line 20, Boxes 62 – 64 Cases Received From Another State During the Federal Fiscal Year**

Report the number of interstate cases received from another state during the federal fiscal year. Each case should be counted only once, regardless of the number of requests received for one case during the federal fiscal year. If the status of the case is in question from the initiating jurisdiction, (i.e. current

assistance, former assistance or never assistance) always default to the never assistance category until the initiating jurisdiction verifies the correct category for reporting.

## **SECTION E: MEDICAL SUPPORT**

As explained in the services definitions section under medical support, it is a parent's responsibility to provide health coverage for a child(ren). This support may be provided by either the custodial or the noncustodial parent. Medical Support also includes cash payments to be used for health insurance and health care. If the case is arrears only, and it includes medical support arrears, it should be counted. Include cases with more than one child if medical support was provided as ordered for at least one of the children.

For Lines 21 – 23, Boxes 65 – 67, report the data only under *Column (a) Total*, in the Medical Support section.

### **Line 21, Box 65 Cases Where Medical Support is Ordered**

Report the number of cases open on the last day of the month for which medical support is ordered to be paid. This includes cases with orders for cash medical support and/or health insurance coverage. Include cases where either the custodial or the noncustodial parent is ordered to provide the medical support.

### **Line 22, Box 66 Cases Where Health Insurance is Ordered (This is a State Performance Measure Line)**

Report the number of cases open on the last day of the month where health insurance is ordered and cases with orders where health insurance is addressed. Do not include orders for cash medical support (where there is no health insurance policy). The cases reported on this line are a subset of, and should have been counted, in Line 21, Box 65.

### **Line 23, Box 67 Cases Where Health Insurance is Provided as Ordered (This is a State Performance Measure Line)**

Report the number of cases open on the last day of the month on Line 22, Box 66, for which health insurance was actually provided as stated in the order. Count only one order per case. Do not include Medi-Cal and cash medical support (where there is no health insurance coverage). ***The insurance must be provided as stated in the order. If the order states a certain parent must provide the medical support, the case can only be included in the count if that parent actually provides the medical support.*** These cases are a subset of, and should have been counted in, Line 22, Box 66.

## **SECTION F: COLLECTIONS DUE AND DISTRIBUTED**

In this section, report the aggregate amount of collections due, and the aggregate amount of collections that were distributed in the month. These amounts should be computed and reported on monthly as well as added to the previous month for an aggregate count (year to date total). Include cash medical support payments and support due in cases that closed during the federal fiscal year. For purposes of this report, distributed means disbursed collections.

Report amounts due and distributed for both initiating and responding interstate cases. If the initiating state has no order within the state, but there is an order in a responding state, the initiating state should report the amount due in the other state. If there is an order in both the initiating and responding states, each IV-D agency should report consistent with its own order.

**Collections for spousal support, childcare, medical support, arrears and other cash payments should be included in the amounts reported for Section F, if they are included in the child support order. The effective date of an order is the date the judge (or judicial officer) signed the order, unless the order is retroactive. In that case, the effective date is the date specified by the judge (or judicial officer) as the effective date of child support (also known as the commencement date).**

**Spousal support collections that are not associated with an order for child support are not reported anywhere within the CS 1257 report. In interstate cases, state law does not differentiate between child and spousal support. It requires support obligations to be enforced in all reciprocal cases even though FFP may not be available.** Spousal support collections should only be counted if the LCSA is unable to separate the spousal support from the child support. To the extent LCSAs can identify spousal-only collections; those distributions should NOT be reported.

**For cases that changed status during the month (i.e., Current Assistance to Former Assistance), an LCSA may report the case status as of when the collection was received or as of the end of the month, as long as the LCSA does it consistently one way or the other.**

**If the payment for current support does not occur during the month in which it was due (with the exception of those payments with a Legal Date of Collection for one month, but not received until the following month), it must be reported as arrears. In addition, an LCSA must have procedures in place requiring that any payment or installment under a support order is a judgment of operation of law, without the need for further court action.**

**Do not include distributed collections received for or amounts due to another jurisdiction in intercounty cases. This would include any distributed collection for those cases reported on Line 3, Boxes 24-26.**

The amount of fees or costs recovered by LCSA's for other states, from collections and forwarded to the reporting state, should not be reported anywhere on the CS 1257.

Each LCSA will report the aggregate amount of current support due (Line 24), current support distributed (Line 25) and collections distributed as arrears and interest (Line 27) based on the federal fiscal year. Additionally, LCSAs will report the amount of current support due (Line 24a), distributed current support (Line 25a) and arrears and interest distributed (Line 27a) during the report month.

Each LCSA will report an unduplicated aggregated count of cases with arrears due (Line 28, Boxes 74 – 76) and cases paying towards arrears (Line 29, Box 81) in Section F. Beginning with the first month of the federal fiscal year (October), report the unduplicated count of cases owing arrears and making at least one payment toward arrears during that month. For the remaining months, cases with arrears due and paying will be an unduplicated count to ensure previous month's cases are not double counted, and should be added to the previous month's count. The last month's (September) report should equal the annual unduplicated aggregate count of cases owing and paying towards arrears.

When arrears are compromised (or forgiven) in any case, the applicable amounts and/or cases should be addressed on Line(s) 18, 26, 27, 27a, and Line 29. An accurate audit trail is required whenever such modifications are made to any case or financial account. (Additional information regarding compromised arrears can be found in CSS Letter 04-07.)

**EXAMPLE:**

An NCP owes \$500 in arrears. Of that amount, \$250 was forgiven and a \$250 lump-sum payment was made. Adjustments should be made on:

Line 26: Subtract \$500,

Line 27: Report \$250 as distributed arrears & interest (also report \$250 as distributed arrears and interest on Line 27a the month the distribution occurs),

Line 29: Report the case as paying towards arrears, and;

Line 18: Report as a case with a collection.

Report under columns (b) – (d) for Lines 24 – 27, Boxes 68–79, and under column (a) only for Lines 28 and 29, Boxes 80 and 81.

**Line 24, Boxes 68 – 70 Total Amount of Current Support Due for the Federal Fiscal Year  
(This is a Federal Performance Measure Line)**

Report the total amount of current support due for the federal fiscal year for all IV-D cases. Include any voluntary collections in current amount due. Do not include current amounts due on arrears.

**Line 24a, Boxes 109 – 111 Total Amount of Current Support Due for the Month**

Report the total amount of current support due for the month for all IV-D cases. Include any voluntary collections in current amount due. Do not include current amounts due on arrears. This is a subset of, and should have been included, on Line 24, Boxes 68 – 70.

**Line 25, Boxes 71 – 73 Total Amount of Support Distributed as Current Support During the Federal Fiscal Year  
(This is a Federal and State Performance Measure Line)**

Report the total amount of support distributed as current support during the federal fiscal year for all IV-D cases. Voluntary payments are considered current support and should be reported on Line 24, Boxes 68 – 70 (Current Support Due), and, Line 25, Boxes 71 – 73 (Current Support Distributed), even though there is no order to require payments.

**Line 25a, Boxes 112 – 114 Total Amount of Support Distributed as Current Support During the Month**

Report the total amount of support distributed as current support during the month for all IV-D cases. Voluntary payments are considered current support and should be reported on Line 24a, Boxes 109 – 111 (Current Support Due), and, Line 25a, Boxes 112 – 114 (Current Support Distributed), even though there is no order to require payments. This is a subset of, and should have been included, on Line 25, Boxes 71 – 73.

**Line 26, Boxes 74 – 76 Total Amount of Arrears Due for All Fiscal Years Including Interest**

Report the total amount of arrears due and unpaid for all fiscal years *including* the month covered by this report. Include interest on arrears.

**Line 27, Boxes 77 – 79 Total Amount of Support Distributed as Arrears and Interest During the Federal Fiscal Year  
(This is a State Performance Measure Line)**

Report the total amount of support distributed as arrearages and interest during the federal fiscal year. The amounts reported should include judgments ordered and paid this month for prior years support.

**Line 27a, Boxes 115 – 117 Total Amount of Support Distributed as Arrears and Interest During the Month**

Report the total amount of support distributed as arrearages and interest during the month. The amounts reported should include judgments ordered and paid this month for prior years support. This is a subset of, and should have been included, on Line 27, Boxes 77 – 79.

**Line 28, Box 80 Cases with Arrears Due In the Federal Fiscal Year**  
(Unduplicated Aggregate Count)  
**(This is a Federal Performance Measure Line)**

Report the unduplicated aggregate number of cases with arrears due during **the report month** of the federal fiscal year. **Do NOT count this same case again during** the federal fiscal year, even if there are still arrears due. Include cases closed during the federal fiscal year with arrearages. **For purposes of counting cases owing arrears, an arrearage occurs the month the payment for current support is missed (does not require court ordered payments for the past-due support). Include cases with a court ordered payment for arrears due.**

**Line 29, Box 81 Cases Paying Toward Arrears In the Federal Fiscal Year**  
(Unduplicated Aggregate Count)  
**(This is a Federal Performance Measure Line)**

Of those cases reported on Line 28, Box 81, report the total number of unduplicated aggregate cases in which payments of past-due child support from any source were received **during any month** of the federal fiscal year. This means part or all of the payments were distributed to the family to which the past-due child support was owed (or, if all past-due child support owed to the family was, at the time of receipt, subject to an assignment to the state) or, part or all of the payments were retained by the state.

This means in:

**Current Assistance cases**, all support is assigned to the state, so count all cases with a payment from any source applied to past due support and retained by the state.

**Former Assistance cases**, if some past-due support was owed to the family at the time of the collection, only count the case if some of the collection, regardless of source, was applied to past-due support and paid to the family. If no past due support was owed to the family at the time of the collection, count the case if the collection, regardless of source, was retained by the state.

**Never Assistance cases**, all payments go to the family, so count all cases with any payments from any source applied to past-due support and paid to the family.



## SECTION G: STAFFING

Report the number of staff employed (*actual filled positions, not budgeted*) on the last working day of the report month. Report those numbers in full-time equivalent (FTE) figures (divide the total number of hours worked by all part-time staff by 173 hours). This makes staffing figures reported by counties with varying staffing patterns comparable.

***The number of FTEs reported on the September CS 1257 report should match the same number of FTEs reported on the CS 157 annual report and the CS 921 budget template report. The number of FTEs should be consistent on all three reports and reflect actual filled positions, not budgeted positions.***

For Section G, report under column (a) only.

### **Line 30, Box 82 Full-time Equivalent Employees of Local Title IV-D on the Last Working Day of the Month**

Report the number of FTE local county child support agency staff, *including EDP and temporary help staff*, employed by the IV-D agency on the last day of the report month. Do not include any staff working under cooperative agreements (see line 31).

### **Line 31, Box 83 Full-time Equivalent Employees Cooperative Agreement/Purchase Agreement on the Last Working Day of the Month**

Report the number of FTE staff employed by any agency (public or private) working under a cooperative agreement or purchase of service agreement with the IV-D agency on the last working day of the report month. Security staff may not be included on this line. Do not include staff already counted in Line 30, Box 82 above.

### **Line 32 Full-time Equivalent Employees of Privatized IV-D Agencies Local Child Support Agencies do not report on line 32.**

## SECTION H: PROGRAM EXPENDITURES

**Local Child Support Agencies are not required to report on Lines 33 – 37.**

## SECTION I: NON-COOPERATION AND GOOD CAUSE

Report the number of cases during the fiscal year in which an applicant for or recipient of CalWORKs/TANF has refused to cooperate in identifying and locating the non-custodial parent. Non-cooperation and good cause determinations could have occurred in a prior report period. Also, report the number of cases in which the refusal is based on good cause as determined by the IV-A agency.

For Section I, report only under column (b).

**Line 38, Box 84 Cases at the End of the Month in Which There is a Determination of Non-Cooperation**

Report the number of IV-D CalWORKs/TANF cases open at the end of the month in which the custodial parent refused to cooperate with the IV-D agencies in identifying and locating the non-custodial parent.

**Line 39, Box 85 Cases In the Federal Fiscal Year With Good Cause Determinations**

Report the number of cases open during the federal fiscal year in which it was determined by the IV-A agency that the custodial parent has a good cause for refusing to cooperate with IV-D agencies in identifying and locating the non-custodial parent.

**SECTION J: ADMINISTRATIVE ENFORCEMENT**

**Local Child Support Agencies are not required to report in this section.**

**SECTION K: ADDITIONAL MONTHLY STATE REPORTING REQUIREMENTS**

In this section, report the number of cases in which a summons and complaint was successfully served at any time during the month.

Also included in this section, is the unduplicated aggregate number of cases with current support due and cases paying towards current support during the federal fiscal year (each month is an unduplicated year to date total). Include cases with current support due in cases that closed during the month.

**Each LCSA will report an unduplicated aggregated count of cases with current support due (Line 44, Boxes 89 – 91) and cases paying towards current support (Line 45, Boxes 92 – 94) in Section K. Beginning with the first month (October) of the federal fiscal year, report the unduplicated count of cases owing current support and making at least one payment toward current support during that month. For the remaining months, cases with current support due and paying will be an unduplicated count to ensure previous month's cases are not double counted, and should be added to the previous month's count. The last month's (September) report will be the annual unduplicated aggregate count of cases owing and paying towards current support.**

Report under Columns (b) – (d) for Lines 43 – 49, Boxes 86 – 108).

**Line 43, Boxes 86 – 88 Number of Alleged Fathers or Obligors Who Were Successfully Served With a Summons and Complaint During the *Federal Fiscal Year***

Report the number of cases in which the non-custodial parent was successfully served or substituted service with a Summons and Complaint (or an amended Summons and Complaint), to establish paternity or a support order during the federal fiscal year. An alleged father shall be counted only once if he was served simultaneously for both a paternity and a support order proceeding for the same child(ren).

**Line 44, Boxes 89 – 91 Cases with Current Support Due in the Federal Fiscal Year**

(Unduplicated Aggregate Count)

**(This is a State Performance Measure Line)**

Report the unduplicated aggregate count of current, former and never assistance cases with current support due during any report month during the federal fiscal year. Do not include current monthly amounts due on arrears.

**Line 45, Boxes 92 – 94 Cases Paying Towards Current Support in the Federal Fiscal Year**

(Unduplicated Aggregate Count)

**(This is a State Performance Measure Line)**

Of those cases reported on Line 44, Boxes 89 – 91, report the unduplicated aggregate count of current, former, and never assistance cases making at least one payment toward current support during any report month of the federal fiscal year.

**Line 46, Boxes 97 – 99 New Cases Opened During the Month**

Report the number of new IV-D cases opened during the month for any Title IV-D services. Include re-opened and incoming interstate requests for assistance. Do not include applications received to update a previously opened child support case. Do not include cases moving from one case status to another (e.g., Current Assistance to Former Assistance) on this line.

**Line 47, Boxes 100 – 102 Number of Cases Closed During the Month**

Report the number of open cases in the IV-D caseload which have been closed during the month. Case closure in this section is defined as a case closed for any valid closure reason pursuant to case closure criteria found in Title 22, California Code of Regulations, Section 118020.

**Line 48, Boxes 103 – 105 Cases With Support Orders Established By Default During the Federal Fiscal Year**

(Unduplicated Count)

Report the number of cases in which support orders were established by **default** by the IV-D agency **during** the federal fiscal year. Include both MNO cases and reserved orders established via default. Do not include paternity only orders established via default, unless a default order of support (reserved, medical support/health insurance or otherwise) is included with it. This is an unduplicated aggregate count based on the federal fiscal year, beginning with October. Cases included on this line are a subset of, and should be included in, Line 17, Boxes 50 – 52.

**Line 49, Boxes 106 – 108 Cases With Support Orders Established By Default Using Presumed Income During the Federal Fiscal Year**  
(Unduplicated Count)

Report the number of cases in which support orders were established by **default that are based on presumed income** (i.e., an amount based on minimum wage, at 40 hours per week, established by the Industrial Welfare Commission pursuant to Section 1181.11 of the Labor Code and any other subsequent statutorily established definition of presumed income), by the IV-D agency during the federal fiscal year. (See Services Definition on page 9 for additional information.) This is an unduplicated aggregate count based on the federal fiscal year, beginning with October. Cases included on this line are a subset of, and should have been included in, Line 48, Boxes 103 – 105.