

## **INSTRUCTIONS FOR COMPLETING FORM OCSE-157 THE CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT**

### **GENERAL REPORTING INSTRUCTIONS**

State officials will use the OCSE-157 to report statistical and some financial information on their Child Support Enforcement (CSE) program to the Department of Health and Human Services (HHS). This information will enable the Secretary of HHS to comply with sections 409, 452(a) and (g), 458, and 469 of the Social Security Act (the Act). The Act requires the Secretary to establish standards for an effective Child Support Enforcement program, to establish minimum organization and staffing requirements, and to make an Annual Report to the Congress on program activities. Information submitted by states will also enable HHS to compute individual state incentive, penalty, and outcome measures to be used in evaluating state performance in running a CSE program. The authority to collect this information is also set forth in regulations at 45 CFR 302.15(a).

#### **1. Submittal, Due Dates, and Revised Reports**

The OCSE-157 report is to be completed by State IV-D (child support) agencies for each Federal Fiscal Year ending September 30<sup>th</sup>. The report is due within 30 calendar days after the last day of the fiscal year. Each year all states are expected to submit complete, accurate reports by October 30<sup>th</sup>. States may revise previously submitted reports by submitting new ones. All revised final reports must be received in OCSE by December 31<sup>st</sup> of each year. Re-submitted reports with corrected data for previous fiscal years must also meet the December 31<sup>st</sup> deadline. Revised data will only be used if needed to determine a state's percentage point increase over the previous year or, if needed, to calculate a reliable paternity measure.

A signed OCSE-157 report must be sent to the Office of Child Support Enforcement (OCSE) Central Office at the following address, via mail or online reporting:

Department of Health and Human Services  
Administration for Children and Families  
Office of Child Support Enforcement  
DPRE, Fourth Floor West  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

Also, one copy of each report **must** be submitted to the appropriate ACF Regional Office. States should note that a copy of the OCSE-157 report must be sent to their ACF Regional Office, even though they may also have submitted their report electronically to OCSE. This can be a hard copy printed from the online reporting system and signed by the appropriate official.

## 2. Consequences of Reporting Unreliable Data

States must not estimate counts for reporting on the OCSE-157. Actual numbers must be reported. Legislation requires that state-submitted data, used to calculate incentive measures, be reliable and complete. Data to calculate individual state incentive measures will be taken from several of the OCSE-157 line items. These lines will be audited for completeness and reliability and include: Lines 1 and 2 for the Support Orders measure; Lines 5 and 6 or 8 and 9 for the Paternity Establishment measure; Lines 24 and 25 for the Current Support measure; and Lines 28 and 29 for the Arrears Support measure. Refer to OCSE-AT-01-01, and Section 458 of the Act for detailed information on incentive formulas and requirements.

In fiscal year 2004, OCSE and states agreed to two possible incentive measures addressing medical support. The medical support establishment and enforcement measures will be subject to data reliability audits. Lines audited for this proposed measure include: (2e) Arrears-Only IV-D Cases With Orders Established Open at the End Fiscal Year; (21) Cases Open at the End of the Fiscal Year In Which Medical Support is Ordered, and; (21a) Cases Open at the End of the Fiscal Year In Which Medical Support is Ordered and Provided.

States must have an audit trail available that consists of the case information used to compile the line items mentioned above that will be used to calculate incentive measures. **If audit results find that data needed to compute an incentive measure are incomplete or unreliable, the State will not be eligible for an incentive payment for measures which use these data and the amounts otherwise payable to the state under Title IV-A may be reduced by 1 to 5 percent.**

## 3. Internal Edits

OCSE will perform the following edits on data received from states and encourages states to check their data against these edits before sending in their reports:

Line 1a < Line 1	Line 2h < Line 2
Line 1b < Line 1	Line 2i < Line 2
Line 1c < Line 1	Line 2a+2b+2c+2d+2e+2f+2g+2h+2i is not equal to Line 2
Line 1d < Line 1	Line 3 < Line 1
Line 1e < Line 1	Line 5 < Line 4
Line 1f < Line 1	Line 7 < Line 4
Line 1a+1b+1c+1d+1e+1f +1g is not equal to Line 1	Line 10 < Line 9
Line 2a < Line 2	Line 18a < Line 18
Line 2b < Line 2	Line 21a ≤ Line 21
Line 2c < Line 2	Line 22 ≤ Line 21
Line 2d < Line 2	Line 23 ≤ Line 22
Line 2e < Line 2	Line 29 ≤ Line 28
Line 2f < Line 2	
Line 2g < Line 2	

#### **4. Paternity Establishment Percentage (PEP) Reporting**

It is important that state officials remember to check the appropriate bracket (IV-D or Statewide) on the "Section B" line of the OCSE-157, to indicate the PEP measures by which the state chooses to be evaluated. The option can be changed at a later date; however, for calculation purposes, "like" data must be compared from year-to-year.

For example, if a State uses the IV-D PEP in Years 1 and 2 and decides to use the Statewide PEP in Year 3--the State must also provide OCSE with Statewide data for Years 1 and 2, so that yearly increases and decreases can be determined using comparable data. If the state elects to change their option, the new data submitted will be audited and the state will be required to provide an audit trail for the new paternity data.

#### **5. Online Reporting**

The Administration for Children and Families developed the Online Data Collection (OLDC) System to allow states to submit their OCSE-157 reports electronically through the HHS Website. The web address for accessing the online system is: <https://extranet.acf.hhs.gov/oldc/>.

States are encouraged to use this online system since it is the quickest way of submitting information to OCSE. Please refer to DCL-04-47 for detailed information about the system. If you need to obtain a user ID and password, please contact the Office of Child Support Enforcement, Division of Planning, Research and Evaluation. State officials are reminded that a copy of the report must be sent to the Regional Office, even if the OCSE-157 is submitted to the Central Office via online reporting.

#### **6. Signature**

The OCSE-157 must be signed and dated by the Director of the State's Title IV-D program. For purposes of online reporting, each State Child Support Director will be assigned a special ID and password. Approving the electronic OCSE-157 under these IDs and passwords indicates that the appropriate person has reviewed and approved the report. Signatures on the OCSE-157 forms submitted electronically or mailed indicate that the State Director has verified the report and is certifying that the information provided on the report is accurate, to the best of his or her knowledge and belief.

#### **7. Public Reporting**

##### **THE PAPERWORK REDUCTION ACT OF 1995**

Public reporting burden for this collection of information is estimated to average 7.0 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. The OMB control number for this report is 0970-0177. 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, SW, Washington, DC 20447.

## **DEFINITIONS TO USE IN COMPLETING FORM OCSE-157, CHILD SUPPORT ENFORCEMENT PROGRAM ANNUAL DATA REPORT**

The following definitions of terms are to be used in completing Form OCSE-157.

### **Case Inventory Definitions**

**IV-D Case** - A parent (mother, father, putative father) who is now or eventually may be obligated under law for the support of a child or children receiving services under the State Title 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 living with a relative or caretaker receiving services under the Title IV-D program, each parent is considered a separate IV-D case.**

**1. Current Assistance IV-D Case** - A case where the children are: (1) recipients of Temporary Assistance For Needy Families (TANF) under Title IV-A of the Social Security Act or (2) entitled to Foster Care maintenance payments under Title IV-E of the Social Security Act. In addition, the children's support rights have been assigned by a caretaker relative to a State, and a referral to the State IV-D agency has been made.

**a. TANF IV-D 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 State, and a referral to the State IV-D agency has been made. A TANF case is reported as a current assistance case.

**b. Foster Care IV-D Case** - A case involving children entitled to Foster Care maintenance payments under Title IV-E of the Social Security Act, for whom a referral to the State IV-D agency has been made. A Foster Care case is reported as a current assistance case.

**2. Former Assistance IV-D Case** - A case where the children formerly received Title IV-A (AFDC or TANF), or Title IV-E Foster Care services.

**3. Never Assistance IV-D Case** - A case where the children are receiving services under the Title IV-D program, but are not currently determined to be eligible for and have not previously received assistance under Titles IV-A or IV-E of the Social Security Act.

A never assistance case includes cases where the family is receiving IV-D services as a result of a written application for IV-D services, including cases where the children are receiving State (not Title IV-E) Foster Care services, or cases in which they are Medicaid recipients not receiving additional assistance. Tribal and international cases are considered never assistance cases, if the case status is unknown.

**a. Medicaid-Only IV-D Case** - A case where the children have been determined eligible for or are receiving Medicaid under Title XIX of the Social Security Act, but who are not current or former recipients of aid under Title IV-A or IV-E of the Act. A Medicaid-Only case is reported as a never assistance case.

**4. Arrears-Only IV-D Case** - A IV-D case in which the only reason the case is open is to collect child or medical support arrearages owed to the state or to the family. Do not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation).

**State-Tribal IV-D Case** - A case under the state's IV-D program received from, or sent to, a Tribal IV-D program for case processing.

**International IV-D Case** - An international case under the state's IV-D program received from, or referred to, a foreign country which has entered into an agreement under Section 459A of the Social Security Act with the United States (a Foreign Reciprocating Country or FRC), or a foreign country with which the state has entered a reciprocal agreement. International cases also include IV-D cases in which there is an application for services from a resident of a foreign country.

## **Services Definitions**

**Child 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, as defined below, for those children. This amount or responsibility must be established by court order or administrative process, voluntary agreement (in 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 child support arrears. This does not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation).

**Medical Coverage** - Medical coverage is any health coverage provided for a child or children, including: (1) private health insurance; (2) publicly-funded health coverage; (3) cash medical support; or (4) payment of medical bills (including dental or eye care). Medical coverage may be provided by the custodial parent, non-custodial parent or other

person, such as a step-parent. Medical coverage is sometimes provided in the absence of a court order.

**Medical Support** - Medical support is a subset of medical coverage and includes health coverage provided for a child or children in a IV-D case in which there is a medical support order. This includes: (1) private health insurance; (2) publicly-funded health coverage, if a parent is ordered by a court or administrative process to provide cash medical support payments to help pay the cost of Medicaid or State Child Health Insurance Program (SCHIP); (3) cash medical support, including payment of health insurance premiums; and (4) payment of medical bills (including dental or eye care). Indian Health Service and Tricare are acceptable forms of medical support. Medical support may be provided by either the custodial parent, non-custodial parent or any other person, such as a step-parent.

**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 acknowledgement signed by both parents as part of an in-hospital or other acknowledgement service. Paternity resolved refers to all children born within a marriage, legitimized by marriage or adoption, and children with paternity established or acknowledged.



## **SECTION AND LINE ITEM INSTRUCTIONS FOR THE OCSE-157**

The OCSE-157 report was developed to obtain information on the status and accomplishments of each state's Child Support Enforcement program. The form contains nine sections: A-Case Inventory; B-Paternity Establishment; C-Services Required; D-Services Provided; E-Medical Support; F-Collections Due and Distributed; G-Staff; H-Medicaid; and I-Non-cooperation and Good Cause.

Each section's introduction and line item information give specific details related to that section or line. Particular attention must be given to the time period for counting the line items--during the fiscal year or on the last day of the fiscal year, and whether reporting is required in the individual status columns (b through d) or just the total column (a). With the exception of Section B-Paternity Establishment Lines 5-10, all open good cause cases must be included in the counts.

### **SECTION A: CASE INVENTORY**

In this section, report the number of IV-D cases in the state's inventory in each of three status categories: (b) current assistance cases; (c) former assistance cases; and (d) never assistance cases. It is not necessary to report in column (a) in the case inventory section, with the exception of arrears-only and international cases. Totals will be determined at OCSE using the information provided by states for columns (b) through (d).

States must report most of this information beginning in fiscal year 2006. However, states may phase-in reporting for Lines 1d, 1e, 1f, 1g, 2f, 2g, 2h, and 2i. These 8 line items may be reported by the states as soon as possible, but must be reported no later than October 30, 2009 (for fiscal Year 2009). States may manually report tribal and international cases until these items are completely phased-in.

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 is to 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 assistance, report the case as a current assistance case.

Include both cases sent to and received from other states in the count. County-to-county transfers of cases and multiple county involvement in cases within a state must not be reflected in case inventory counts. A case must be counted only once within a state.

When IV-D services continue to be provided to former IV-A or IV-E recipients, change 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 there are arrearages assigned to the state that the state will attempt to collect.

States must report information on spousal support cases when a child in a IV-D case is involved. Once the child is emancipated or otherwise no longer involved, it becomes the state's option whether or not to continue servicing or reporting spousal cases.

However, there had to have been a child involved at one time to be reported. If the state decides to continue servicing and reporting on these cases, the state must be consistent in what it does and report the case on all lines that apply.

### **Line 1 - Cases Open at the End of the Fiscal Year**

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 states, tribal IV-D programs, or foreign countries with a Federal-level or state-level agreement with the reporting state, tribe, or country. Include open cases that were referred to another state, tribal IV-D program, or foreign country. Do not include tribal and international cases reported on Line 3.

Cases received on standard interstate forms from other states are counted as open IV-D cases only if specific action is required on the part of the responding state's IV-D agency and the activity required qualifies for Federal Financial Participation (FFP).

Report under columns (b), (c), and (d) for Lines 1, 1a, 1b, 1d, and 1e. Report only under column (d) for Line 1c, and report only under column (a) for Lines 1f and 1g.

### **Line 1a - Interstate Cases Initiated in This State Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year initiated in this state and sent to another state. Report a case only once, even if the case was sent to more than one state, tribe, or country. Cases included on this line are a subset of and must have been counted on Line 1.

### **Line 1b - Interstate Cases Received From Another State Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year received from another state. Report a case only once, even if the case was received from more than one state, tribe, or country. These cases are a subset of and must have been counted on Line 1.

### **Line 1c - Medicaid-Only IV-D Cases Open at the End of the Fiscal Year**

Report the number of Medicaid-Only IV-D cases open on the last day of the fiscal year. Report these cases under column (d). These cases are a subset of and must have been counted on Line 1. Medicaid-Only IV-D cases that were previously on assistance are considered former assistance cases and are not reported on this line.

If a parent in a Medicaid-Only IV-D case does not want non-medical child support enforced, the case should be reported on Line 1. The case should only be reported on Line 2 if the case has an order. The collections due and received information must be reported on financial lines, if the state makes a cash medical support or other cash collection for that case.

For example, if a state has a Medicaid-Only IV-D case with an order for \$100 a month to be paid to the custodial parent (CP) toward a child's health insurance and the state receives the full payment from the non-custodial parent (NCP), that case and collection must be reported on Lines 1, 2, 24, and 25.

### **Line 1d - State-Tribal IV-D Cases Initiated in This State Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year initiated in this state and sent to a Tribal IV-D program for action. Report a case only once. Cases included on this line are a subset of and must have been counted on Line 1. Cases reported on this line must not be reported on Line 3.

### **Line 1e - State-Tribal IV-D Cases Received From a Tribal IV-D Program Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year received from a Tribal IV-D program. Report a case only once. These cases are a subset of and must have been counted on Line 1. Cases reported on this line must not be reported on Line 3.

### **Line 1f - International IV-D Cases Initiated in This State Open at the End of the Fiscal Year**

Report the number of international cases open on the last day of the fiscal year initiated in this state and sent to another country. Report these cases under column (a). Report a case only once, even if the case was sent to more than one country. Cases included on this line are a subset of and must have been counted on Line 1. Cases reported on this line must not be reported on Line 3.

**Line 1g - International IV-D Cases Received From Another Country Open at the End of the Fiscal Year**

Report the number of international cases open on the last day of the fiscal year received from another country. Report these cases under column (a). Report a case only once, even if the case was received from more than one country. These cases are a subset of and must have been counted on Line 1. Cases reported on this line must not be reported on Line 3.

**Line 2 - Cases Open at the End of the Fiscal Year With Support Orders Established**

Report the number of IV-D cases open on the last day of the fiscal year that have support orders established. Cases reported on Line 2 are a subset of and should have been included on Line 1. 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. Do not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation).

Remember, count cases only once, regardless of the number of orders. Do not include voluntary support agreements on this line unless the agreements are legally enforceable in the reporting state. Include all cases--both cases sent to and received from other states, tribes and countries.

Report under columns (b), (c), and (d) for each item, except for Line 2d, that must be reported under column (d) only and Lines 2e, 2h, and 2i that must be reported under column (a) only. Include all cases received from or sent to another state or jurisdiction that have an order for support—regardless of when or where the order was established.

**Line 2a – Interstate Cases Initiated in This State With Support Orders Established Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year that have a support order established or a judgment for arrears that this state referred to another state, tribe, or country. Do not include judgments under laws of general obligation. These cases are a subset of and must be counted on Line 2.

**Line 2b - Interstate Cases Received From Another State With Support Orders Established Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year that have a support order established or a judgment for arrears, that this state received from another state, tribe, or country. Do not include judgments under laws of general obligation. These cases are a subset of and must be counted on Line 2.

**Line 2c - Cases With Orders Established for Zero Cash Support Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year that have an order established, but no amount of cash support is included in the order. This must include orders that were established for health insurance only. Do not include judgments under laws of general obligation. These cases are a subset of and must be counted on Line 2.

**Line 2d – Medicaid-Only IV-D Cases With Orders Established Open at the End of the Fiscal Year**

Report the number of Medicaid-Only cases with orders open on the last day of the fiscal year that have a support order established or a judgment for arrears. Do not include judgments under laws of general obligation. Report these cases under column (d). These cases are a subset of and must be counted on Line 2. Medicaid-Only cases that were previously on assistance are considered former assistance cases and are not reported on this line.

**Line 2e – Arrears-Only IV-D Cases With Orders Established Open at the End of the Fiscal Year**

Report the number of IV-D arrears-only cases open on the last day of the fiscal year. Include cases for which there is no current support assigned to the state or owed to the family. Do not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation). These cases are a subset of and must be counted in Line 2.

**Line 2f – State-Tribal IV-D Cases Initiated in this State With Support Orders Established Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year that have a support order established or a judgment for arrears that have been sent to a Tribal IV-D program. These cases are a subset of and must have been counted on Line 2.

**Line 2g – State-Tribal IV-D Cases With Support Orders Established Received From a Tribe Open at the End of the Fiscal Year**

Report the number of cases open on the last day of the fiscal year that have a support order established or a judgment for arrears that were received from a Tribal IV-D program. These cases are a subset of and should be counted on Line 2.

**Line 2h – International IV-D Cases With Support Orders Established Initiated in This State Open at the End of the Fiscal Year**

Report the number of international cases open on the last day of the fiscal year that have a support order established or a judgment for arrears that this state referred to another country. Report these cases under column (a). These cases are a subset of and should be counted on Line 2.

**Line 2i – International IV-D Cases with Support Orders Established Received From Another Country Open at the End of the Fiscal Year**

Report the number of international cases open on the last day of the fiscal year that have a support order established or a judgment for arrears that the state received from another country. Report these cases under column (a). These cases are a subset of and must be counted on Line 2.

**Line 3 - Cases Open at the End of the Fiscal Year for Which the State has No Jurisdiction**

Report the number of open cases on the last day of the fiscal year over which the state has no jurisdiction. This includes cases that involve an individual over whom the IV-D agency has no civil jurisdiction (e.g., 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 state agency to take actions necessary to establish paternity, establish a child support order, or enforce an order.

International cases for countries which the state has no reciprocal agreement and/or there is no bi-lateral arrangement with the United States under Section 459A of the Act should be included on this line. Also, non-IV-D tribal cases for which the state has no jurisdiction must also be reported on this line.

These cases most often involve a non-custodial parent who resides in the civil jurisdictional boundaries of another country or an Indian Tribe, which the state or United States has no reciprocal agreement, and no income or assets of this individual are located or derived from outside that jurisdiction. However, these cases remain open for IV-D purposes and are periodically monitored to determine if there is a change in circumstances that could lead to further action.

Non-jurisdiction cases reported on this line must not be reported in any other section and on any other line on this report. Please note that the accuracy of this information is subject to audit review.

## SECTION B: PATERNITY ESTABLISHMENT

Some of the out-of-wedlock birth and paternity information provided in this section will be used to compute states' Paternity Establishment Percentage (PEP) for incentive and penalty purposes. States are to report the number of children in each line item and not the number of cases. Include children in both initiating and responding interstate and tribal or international IV-D cases, as appropriate.

A paternity can only be counted once. States must use the date the paternity order, paternity affidavit, or voluntary acknowledgement was signed or the date the paternity was recorded by vital statistics as the paternity establishment date.

At state option, adopted children and children born out-of-wedlock, children whose parents marry each other, may be counted as having paternity established. **Children over age 18 may be counted on all lines in this section, except Lines 8, 9, and 10.** However, if a child turned 18 during the reporting year, that child must also be included in the count for these lines.

For incentive and penalty purposes, states have the choice of being evaluated on a PEP that includes all the children in their caseload (the IV-D PEP) or all the children in their state (the Statewide PEP). *Check the appropriate bracket (IV-D or Statewide) on the "Section B" line of the OCSE-157.* The option can be changed at a later date. However, for calculation purposes, "like" data must be compared from year-to-year. For example, if a state uses the IV-D PEP in Years 1 and 2 and decides to use the Statewide PEP in Year 3—the state must also provide OCSE with Statewide data for Years 1 and 2, so that yearly increases and decreases can be determined using comparable data. Report the data only under column (a) in Section B: Paternity Establishment.

Line 9 reporting is optional for states not using the Statewide PEP for incentive and penalty purposes. However, all states that can report these data are urged to do so. These data will not be audited for states not using the Statewide PEP.

According to Section 452(g) of the Social Security Act, for purposes of calculating a state's paternity establishment percentage, "the total number of children shall not include any child who is a dependent child by reason of the death of a parent, unless paternity is established for that child." Therefore, states must not include such children on Lines 5 through 10, unless paternity has been established for the child.

Section 452(g) of the Act further states that the total number of children shall not include "...any child with respect to whom an applicant or recipient is found by the state to qualify for a good cause or other exception to cooperation pursuant to Section 454(29)". Therefore, states must not include such children on Lines 5 through 10.

**The Federal Fiscal Year is the preferred method of reporting. However, as long as “like” data are used and compared from year-to-year, calendar or state fiscal year data are acceptable.**

**This exception applies to Lines 8, 8a, 9, and 10 only--all other lines in this section must be reported by the Federal Fiscal Year.**

**Line 4 - Number of Children in IV-D Cases Open at the End of the Fiscal Year**

Report the total number of children in IV-D cases open at the end of the Federal Fiscal Year reported on Line 1. If there is more than one putative father for a child, count the child only once. All children over age 18 may be included in the count, at the state’s option.

**Line 5 - Children in IV-D Cases Open at the End of the Current Federal Fiscal Year Who Were Born Out-of-Wedlock.**

Report the number of children in the IV-D caseload, in cases open at the end of the current Federal Fiscal Year, who were born out-of-wedlock. *Report the information for the current reporting year.*

**Line 5a - Children in IV-D Cases Open at the End of the Prior Federal Fiscal Year Who Were Born Out-of-Wedlock.**

Report the number of children in the IV-D caseload in cases open at the end of the prior Federal Fiscal Year who were born out-of-wedlock. *Report the information for the prior reporting fiscal year.*

This number must be the audited (if applicable) data taken from Line 5 of the state’s prior year’s OCSE-157 report. If the state did not pass the audit for Line 5 in the prior year, the state may submit a corrected number on Line 5a and the state’s data for this line will be re-audited for data reliability, if the data are needed for incentive or penalty purposes.

**Line 6 - Children in IV-D Cases Open During or at the End of the Fiscal Year With Paternity Established or Acknowledged**

Report the number of children born out-of-wedlock in the IV-D caseload in cases open at the end of the Federal Fiscal Year who have paternity established or acknowledged. States have the option of including paternities established or acknowledged for cases that closed during the Federal Fiscal Year. Paternity does not have to have been established by the IV-D agency.



**Line 7- Children in IV-D Cases Open at the End of the Fiscal Year With Paternity Resolved**

Report the number of children in the IV-D caseload open at the end of the fiscal year with paternity resolved. Include all children born within a marriage, legitimized by marriage or adoption, and children with paternity established or acknowledged.

**Line 8 - Children in the State Born Out-of-Wedlock During the Current Year**

Report the total number of children in the state who were born out-of-wedlock during the year. *Report the information for the current reporting year. This may include children born out- of-wedlock in another state who are living in the reporting state.*

States who are unable to obtain the necessary out-of-wedlock birth information for the current reporting year may leave this line blank. However, they must report the prior year's information on Line 8a.

**Line 8a - Children in the State Born Out-of-Wedlock During the Prior Year**

Report the total number of children in the state who were born out-of-wedlock during the prior year. *Report the information for the prior reporting year. This may include children born out- of-wedlock in another state who are living in the reporting state.*

This number must be the audited (if applicable) data taken from Line 8 of the state's prior year's OCSE-157 report.

If the state did not submit data for Line 8 or did not pass the audit for Line 8 in the prior year, the state may submit a corrected number on Line 8a and the state's data for this line will be audited or re-audited, as appropriate, for data reliability--if the data are needed for incentive or penalty purposes.

**Line 9 - Children in the State with Paternity Established or Acknowledged During the Year (Optional)**

Report the number of minor children in the state who were born out-of-wedlock for whom paternity has been established or acknowledged during the year.

*In addition, as long as the reporting state established paternity, the child or children did not have to be born in the reporting state. Although reporting on this line is optional for states using the IV-D paternity establishment percent, they are strongly encouraged to report this information.*

**Line 10 - Children in the State With Paternity Acknowledged During the Fiscal Year**

Report the number of children in the state born out-of-wedlock, for whom paternity has been acknowledged during the fiscal year. This includes acknowledgments after genetic testing, but before adjudication, if applicable.

Include children with paternity acknowledged through the state's voluntary in-hospital acknowledgment program and other acknowledgment processes. This count is a subset of and must have been included on Line 9.

**SECTION C: SERVICES REQUIRED**

In this section, report the number of IV-D cases open at the end of the fiscal year that need the specific service listed. In interstate cases both the initiating and responding state report services required.

Under Section C, report the information by case status under columns (b) through (d).

A parent responsible for the support of children of more than one custodial parent is counted as a separate case for each--thus, a parent responsible for supporting children of three custodial parents would be counted as three cases needing an order.

**Line 11 - Reserved - No entries.**

**Line 12 - Cases Open at the End of the Fiscal Year Requiring Services to Establish an Order**

Report the number of IV-D cases open at the end of the fiscal year that need services to establish a support order.

**Line 13 - Children Requiring Paternity Determination Services in Cases Open at the End of the Fiscal Year**

Report the number of children in cases open at the end of the fiscal year 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 fiscal year. Count each service that a case received.

If a case changed status during the fiscal year (e.g., from an assistance to a former assistance case), report the case status as of the end of the fiscal year. In interstate cases, both the initiating and the responding states report the service that either provided.

In Section D, report under column (a) only for Line 14 and report under columns (b) through (d) for Lines 16 through 20.

**Line 14 - Title IV-A Cases Closed During the Fiscal Year Where a Child Support Payment Was Received**

Report all cases terminated from TANF during the fiscal year in which there was any child support collection in the month of termination. Report the information for the fiscal year in which it is received from the IV-A agency, regardless of when the termination actually took place.

The month of termination is the last month for which a grant is paid. Include a case in the count for this line whenever the case was terminated from 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 – Reserved.** No entries.

**Line 16 - Children in the IV-D Caseload for Whom Paternity Was Established or Acknowledged During the Fiscal Year**

Report the number of children in cases in the IV-D caseload for whom paternity was established or acknowledged during the fiscal year. A paternity established or acknowledged prior to a case's referral to IV-D is not to be counted in this item. If more than one child is included in a single paternity action, each child is counted separately. If a paternity determination action includes an order for support, the paternity is counted on Line 16 and the support order is counted on Line 17.

**Line 17 - Cases With Support Orders Established During the Fiscal Year**

Report the number of cases in which support orders were established by the IV-D agency during the fiscal year. Include support orders established for medical support.

A support order established before the case became a IV-D case or an order that has been modified, must not be counted.

Also, do not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation).

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

If the state established a new order for a subsequent child, that establishment must be counted on Line 17. The count must not include modifications including those made to add health insurance to the order.

### **Line 18 - Cases With Collections During the Fiscal Year**

Report the number of cases for which one or more collections were made during the fiscal year. Each case must be counted only once, regardless of the type or number of collections made for that case during the fiscal year. For example, if a Federal or state tax refund offset collection was made during the 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. Include cases received from another state, tribe, or country with a collection during the fiscal year.

### **Line 18a - Interstate Cases Received From Another State With Collections During the Fiscal Year**

Report the number of cases received from another state, tribe, or country for which one or more collections were made during the fiscal year. The number reported on this line is a subset of and must be included in the number reported on Line 18.

### **Line 19 - Cases Sent to Another State During the Fiscal Year**

Report the number of cases sent to another state, tribe, or country during the 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, this would be reported once. Report a case submitted for location, establishment of paternity or support order, enforcement of support, or any other IV-D activity.

### **Line 20 - Cases Received From Another State During the Fiscal Year**

Report the number of cases received from another state, tribe, or country during the fiscal year. Each case must be counted only once, regardless of the number of requests received for one case during the fiscal year.

## **SECTION E: MEDICAL SUPPORT**

As explained in the definition section, medical support is private health insurance, publicly-funded health coverage under certain conditions, and various kinds of cash medical support.

This support may be provided by the custodial parent, non-custodial parent, or any other person, such as a step-parent. It includes cash payments to be used for health insurance and health care.

Arrears-only cases should not be included in the count, so exclude all cases from all line totals in this section in which the only reason the case is open is to collect child or medical support arrearages assigned to the state or owed to the family and pursuing medical support is not required.

In Section E, Medical Support, report totals in column (a) only.

**Line 21 - Cases Open at the End of the Fiscal Year in Which Medical Support is Ordered**

Report the number of IV-D cases open on the last day of the fiscal year for which medical support is ordered. This includes cash medical support amounts and/or health insurance coverage. Include IV-D cases where the custodial parent, non-custodial parent or any other person is ordered to provide the medical support. Do not include arrears-only cases on this line.

**Line 21a - Cases Open at the End of the Fiscal Year in Which Medical Support is Ordered and Provided**

Report the number of IV-D cases open on the last day of the fiscal year for which medical support was ordered and provided at any time during the fiscal year. This includes cash medical support payments and/or health insurance coverage. Include cases where the custodial parent, non-custodial parent, or any other person, such as a step-parent, actually provided the medical support.

If private health insurance is ordered, states cannot include cash medical support payments, unless it is documented that private health insurance is not available to the non-custodial parent at reasonable cost. Publicly-funded health insurance is included only if there is documentation that private health insurance coverage is unavailable at reasonable cost and a parent is ordered by a court or administrative process to provide a cash medical support payment to help pay the cost of Medicaid or State Child Health Insurance Program (SCHIP). Cases reported on Line 21a are a subset of and must be reported on Line 21.

**Line 22 - Cases Open at the End of the Fiscal Year Where Health Insurance is Ordered**

Report the number of cases open on the last day of the fiscal year where health insurance is ordered. Do not include orders for cash medical support where there is no health insurance policy. States may exclude cases where the unavailability of health insurance

at reasonable cost is confirmed. Cases reported on Line 22 are a subset of and must have been counted on Line 21.

**Line 23 - Cases Open at the End of the Fiscal Year Where Health Insurance is Provided as Ordered**

Report the number of cases open on the last day of the fiscal year in line 22 for which health insurance was actually provided as stated in the order. Count only one order per case. Do not include Medicaid and cash medical support (where there is no health insurance policy).

*The insurance may be provided by the custodial parent, non-custodial or other person but must be provided as stated in the order. These cases are a subset of and must have been counted on Line 22.*

**SECTION F: COLLECTIONS DUE AND DISTRIBUTED**

In this section, report the amount of collections due and the amount of collections that were distributed in the fiscal year. These amounts must be computed monthly and the total of all months reported at the end of the year. Include cash medical support payments and support due in cases that closed during the fiscal year. For purposes of this report, report distributed collections when disbursed. For the purpose of this form, to be considered distributed a collection must be both distributed and disbursed.

Report amounts due and distributed for both initiating and responding state, tribal, and international cases, except for Lines 26 and 27, which only the initiating state will report. If the initiating state has no order within the state, but there is an order in a responding state, the initiating state must report the amount due in the other state. If there is an order in both the initiating and the responding states, each state must report consistent with its own order. Amounts due and collected for spousal support, child care, medical support, and other cash payments must be included in the amounts reported in Section F, if they are included in the child support order.

For cases that changed status during the fiscal year (i.e. never assistance to current assistance) a state may report the case status as of when the collection was received or as of the end of the fiscal year, as long as the state does it consistently one way or the other.

For purposes of counting arrears on the OCSE-157, an arrearage occurs the month that the payment is missed. Also, under Section 466(a)(9) of the Act, a state must enact laws and use procedures requiring that any payment or installment under a support order is a judgment by operation of law, without the need for further court action.

This section includes judgments for arrears. This does not include judgments under state laws that create a debt owed to the state by the non-custodial parent for the amount of public assistance due and collected for that parent's child or children (laws of general obligation).

If a state recovers cost or fees from a collection, report the total amount of the collection rather than the net amount sent to the family on Lines 25 and 27.

Report under columns (b) through (d) for Lines 24 through 27 and only under column (a) for Lines 28 and 29.

Adjustments made during the reporting year from previous periods must not be included in the amounts reported on Lines 24 through 27. Likewise, cases with prior year adjustments must not be reported on Lines 28 and 29.

**Line 24 - Total Amount of Current Support Due for the Fiscal Year**

Report the total amount of current support due for the fiscal year for all IV-D cases. Include total voluntary collections as amounts due. Do not include current amounts due on arrears. Future payments must also be included, if they were reported on Line 25.

**Line 25 - Total Amount of Support Distributed as Current Support During the Fiscal Year**

Report the total amount of support distributed as current support during the fiscal year for all IV-D cases. Voluntary payments are considered current support and must be reported here, even though there is no order to require payment. If a state recovers costs or fees from a child support collection, the state must report the total amount of the collection rather than the net amount sent to the family. All other fees, such as tax offset, application, and genetic testing fees, may not be included in the amounts for this line. Interest payments also may not be reported on this line.

**Line 26 - Total Amount of Arrears Due for All Fiscal Years**

Report the total amount of arrears due and unpaid as of the end of the fiscal year for all fiscal years, including the fiscal year covered by the report. Interest and penalties on arrearages may be included. *Only the initiating state is to report arrears due for interstate and other interjurisdictional cases.*

**Line 27 - Total Amount of Support Distributed as Arrears During the Fiscal Year**

Report the total amount of support distributed this fiscal year as arrearages. The amounts reported must include judgments ordered and paid this fiscal year for prior year support. *Only the initiating state is to report the amount of arrears distributed for interstate and other interjurisdictional cases.*

**Line 28 - Cases With Arrears Due During the Fiscal Year**

Report the number of cases with arrears due during the fiscal year. Include cases closed during the fiscal year with arrearages.

### **Line 29 - Cases Paying Toward Arrears During the Fiscal Year**

Report the number of cases that made at least one payment toward arrears during the fiscal year. Report the total number of IV-D cases in which payments of past-due child support were received during the fiscal year, and 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, part or all of the payments were retained by the state).

In other words, count those cases where all of the past-due support was disbursed to the family because all support was owed to the family, or all of the past-due support was retained by the state because all support was assigned to the state.

However, if some of the past due support was assigned to the state and some was owed to the family, only count those cases where some of the support actually was disbursed to the family.

This means that in never assistance cases, all payments go to the family, so states must count all cases with any payments applied to past-due support and paid to the family. In current assistance cases, all support is assigned to the state, so states must count all cases with payments applied to past-due support and retained by the state. However, in former assistance cases, if some past-due support was owed to the family at the time of the collection, states must only count the case if some of the collection was applied to past-due support and paid to the family.

### **SECTION G: STAFF**

Report the total number of staff providing IV-D child support services employed on the last working day of September of the reporting year. Report these numbers in full-time equivalent (FTE) figures (divide the total number of hours worked by all part-time staff by 2080 hours). This makes staffing figures reported by states with varying staffing patterns comparable.

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

### **Line 30 - Full-time Equivalent Employees of State and Local Title IV-D Offices on the Last Working Day in the Fiscal Year**

Report the total number of FTE staff employed by the state and local IV-D agencies. Do not include any staff working under cooperative agreements (see Line 31) or for private IV-D agencies (see Line 32).



**Line 31 - Full-time Equivalent Employees Under Contract, Interagency, or Cooperative Agreements on the Last Working Day in the Fiscal Year**

Report the total number of FTE staff employed by an agency (public or private) working under a cooperative agreement, employed contractor, or interagency agreement with the IV-D agency. Do not count any staff counted on Lines 30 and 32.

**Line 32 - Full-time Equivalent Employees of Privatized IV-D Offices on the Last Working Day in the Fiscal Year**

Report the total number of FTE staff employed by privatized IV-D agencies. Do not include any staff already counted on Lines 30 or 31.

**SECTION H: MEDICAID**

In this section, report the number of children in IV-D cases open at the end of the fiscal year who are determined eligible for Medicaid under Title XIX of the Social Security Act for Lines 33 and 34. Report the number of cases with medical coverage on Line 35 and amount of cash medical support on Line 36. Only initiating states should report on Lines 33 through 36.

Line 33 of this section is optional. States may phase-in Lines 34, 35, and 36. These data must be reported by October 30, 2009.

**Line 33 - Number of Children Determined Eligible for Medicaid in IV-D Cases Open at the End of the Fiscal Year (Optional)**

Report the number of children in IV-D cases open at the end of the fiscal year who are *determined* eligible for Medicaid under Title XIX of the Social Security Act.

**Line 34 - Number of Children Determined Eligible for Medicaid in IV-D Cases Covered by Private Health Insurance**

Report the number of children who are *determined* eligible for Medicaid, who were also covered at any time during the fiscal year by private health insurance in IV-D cases open at the end of the fiscal year. Line 34 is a subset of Line 33.

**Line 35 – Cases with Medical Coverage Received From any Source**

Report the number of IV-D cases open at the end of the fiscal year in which medical coverage was received from any source at any time during the fiscal year.

**Line 36 – Amount of Cash Medical Support Received that was Assigned to the State**

Report the amount of cash received in IV-D cases from medical support payments that are assigned to the state under the Medicaid program during the fiscal year. This should include all cash medical payments, including cash for health insurance policies, doctor bills, as well as contributions toward Medicaid.

**SECTION I: NONCOOPERATION AND GOOD CAUSE**

Report the number of cases open at the end of the fiscal year in which an applicant for or recipient of TANF has refused to cooperate in identifying and locating the non-custodial parent. Also report the number of cases in which the refusal is based on good cause as, determined by the state.

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

**Line 37 - Cases Open at the End of the Fiscal Year in Which There is a Determination of Noncooperation**

Report the number of IV-D TANF cases open at the end of the fiscal year in which a determination was made that the custodial parent refused to cooperate with state agencies in identifying and locating the non-custodial parent.

**Line 38 - Cases Open During the Fiscal Year With Good Cause Determinations**

Report the number of cases open during the fiscal year in which it was determined by the state that the custodial parent had good cause for refusing to cooperate with state agencies in identifying and locating the non-custodial parent.