

APPENDIX A

CS PROGRAM AND AUTOMATED SYSTEM

GUIDANCE DOCUMENTS

This appendix provides a listing of Guidance documents, Action Transmittals, Dear Colleague Letters and other information on selected topics. This listing is intended to provide additional background and guidance on the program and systems related aspects of child support. It will be updated semiannually.

Most documents listed below are available at the OCSE web site:

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

CHILD SUPPORT ENFORCEMENT SYSTEM INFORMATION

AT-00-04 dated 6/29/00: Revision to the Title IV-D State Plan Preprint: Submission of State Plan Page to Indicate Compliance with Federal Requirements on Statewide Automated Data Processing and Information Retrieval System.

AT 99-16 dated 12/23/99: Update to the Automated Systems for Child Support Enforcement: A Guide for States – Revised 4/99.

AT -99-08 dated 6/2/99: Reduction of the Alternative Penalty for States That Fail to meet the 1996 PRWORA Statewide Automated Systems Deadline

AT-99-06 dated 3/15/99: Automated Systems for Child Support Enforcement: A Guide for States—Revised April 1999

AT-99-03 dated 3/16/99: Distribution of the Addendum to the State Systems APD Guide for Child Support Enforcement Systems.

AT 98-26 dated 8/25/98: CSE automation regulations.

AT-98-25 dated 8/25/98: CSE regulations on allocation of 80% matching funds.

AT-98-23 dated 7/31/98: Alternative System Configuration to implement provision of the Child Support Performance and Incentive Act of 1998, P. L. 98-200 related to CSE program automation.

AT-98-22 dated 7/31/98: Alternative Penalty for States which failed to implement statewide automated systems by deadline stipulated in Section 454(24) of the Social Security Act.

AT-97-08 dated 5/14/97: Reduction in Federal Financial participation rates for the Child Support Enforcement Program under Title IV-D of the Act.

CHILD SUPPORT ENFORCEMENT PROGRAM INFORMATION

ADMINISTRATIVE AND TAX OFFSET & PASSPORT DENIAL

DCL 00-79 dated 7/24/00: DOS Passport Denial Procedures

DCL-00-58 dated 5/22/00: Federal Offset Program User's Guide

DCL 00-45 dated 4/21/00: Federal Offset Program Change in Case Hold Periods

AT 99-14 dated 12/2/99: Collection Of Delinquent Child Support Obligations By The U.S. Department Of Treasury's Financial Management Service (FMS) Through Offsetting Federal

Income Tax Refunds

DCL 99-126 dated 11/24/99 and DCL 99-136 dated 12/17/99: Federal Offset Program User's Guide

DCL 99-88 dated 08/19/99: Passport Denial

DCL 99-75 dated 07/12/99:

DCL 99-72 dated 07/08/99:

DCL 99-49 dated 05/14/99: Federal Offset Program

DCL 99-41 dated 04/20/99: Passport Denial Procedures

DCL 99-30 dated 04/22/99: Important Changes concerning the Tax Offset Program

DCL 99-09 dated 02/09/99: Federal Offset Program

AT-98-17: dated 07/6/98: Tax Refund Offset/Administrative Offset.

DCL 97-87 dated 11/26/97: Instructions for Federal Tax/Administrative and Passport Denial.

CSENET

CSENet Hotline telephone number: (800) 258-2736

DCL 00-80 dated 7/24/00: Removal of Full Locate Functionality from the State CSE system and CSENet 2000.

DCL 99-103 dated 9/9/99: CSENet Workstations

DCL-99-50 dated 5/17/99: Final CSENet Direct File Transfer (DFT) Documents

DCL 99-14 dated 2/12/99: CSENet Technology Upgrade Plan

Interface Guidance Document (IGD) Release 3.0 dated 11/24/97

CSENet Users Manual dated 10/21/97

CSENet Operations Manual dated 10/21/97

CSENet Program Maintenance Manual dated 8/22/97

The Transactions Exchange Process Automation Guide dated 6/17/98

Valid Transactions Table dated 5/6/98

Case Information Transaction Requirements (Final) dated 6/02/98

Test Deck Guide dated 4/15/98

Order Data Block changes to IGD sent out under Dear Colleague letter mailed 6/98

Automated Archiving additions to the CSENet Users, CSENet Operations, and CSENet Program Maintenance Manuals, sent out under the Dear Colleague letter mailed 6/98

DISTRIBUTION

AT-98-24 dated 8/19/98: Instructions for the Distribution of Child Support under Section 457(a)(6) of the Act.

AT-97-17 dated 10/21/97: Instructions for the distribution of Child Support under section 457 of the Act.

AT 98-15 dated 4/24/98: Financial Distribution Test Deck generator for Child Support distribution under PRWORA of 1996.

OCSE Distribution Test Deck Generator Version 1.02 contains help features that provide guidance on PRWORA distribution.

DCL 99-36 Undated: Orientation course on Computer Based Training related to Distribution

EFT/EDI

DCL 99-01 dated 1/4/99: Describes EFT/EDI Project, article on centralized collections and EFT/EDI and updated list of EFT/EDI contacts in States.

DCL 93-28 dated 6/15/93: EFT/EDI Pilot project, CSE Application Banking Convention.

DCL 94-71 dated 12/20/94: Updates EFT/EDI project.

NACHA: (800) 487-9180 or (703) 742-9190 or <http://www.nacha.org>

Child Support Application Banking Convention: A Guide for Child Support Enforcement Entities and their Financial Institutions.

Child Support Application Banking Convention: A Guide for Employers and Their Financial Institutions.

EXPANDED FPLS

See FPLS web site for additional information: <http://www.acf.dhhs.gov/programs/cse/newhire/>

FPLS Information Line: (202) 401-9267

FIDM & AEI

DCL 99-110 dated 10/6/99: Financial Institution Data Match Fact Sheets

DCL 99-90 dated 9/2/99: Multistate Financial Data Match

DCL 99-89 dated 9/1/99: Multistate Financial Data Match Freeze and Seize Matrix

DCL 99-83 dated 8/2/99: Multistate Financial Data Match

DCL 99-77 dated 7/23/99: Federal Case Registry (FCR) Multistate Financial Data Match

DCL 99-15 dated 2/17/99: Generic Agreement for Financial Institution Data Match

DCL 99-11 dated 2/12/99: Identifying Single State Financial Institutions

AT 98-29 dated 10/13/98: Policy questions and responses regarding the Multi-state provisions of Financial Institutions Data Match.

AT 98-07 dated 3/2/98: Policy questions and responses regarding the Financial Institutions Data Match provisions of PRWORA.

AT 98-05 dated 3/2/98: Implementing Section 466(A)(14) of the Act, High-Volume Automated Administrative Enforcement in Interstate cases.

DCL 99-04 dated 1/6/99: Provides Georgia's implementation process for FIDM.

DCL 98-130 dated 12/21/98: Announces the selection of the OCSE Financial Industry liaison.

DCL 98-12 dated 2/9/98: Financial Institutions Data Match Project

Financial Data Match Specification Handbook dated June 8, 1998: These specifications were published in the Federal Register on September 2, 1998, but are not yet final.

FORMS

AT 98-30 dated 12/28/98: Interstate Child Support Enforcement Case Processing and the Uniform Interstate Family Support Act (UIFSA).

AT 98-03 dated 1/27/98: Distribution of Federally approved standardized Income Withholding Form.

AT- 97-19 dated 11/20/97: Distribution of Federal approved Interstate Child Support Enforcement Forms Administrative Subpoena and Notice of Liens.

AT 97-06 dated 5/2/97: Distribution of Federal approved standard interstate child support enforcement forms.

AT 97-03 Distribution of Federally approved Interstate Child Support Enforcement Forms.

GENERAL

AT—99-01 dated 2/10/99 Interim Final Rule- Conforming Child Support Enforcement Rules to P.L. 104-93

AT 99-04 dated 3/15/99 Case Closure Final Rule 45 CFR Part 303

DCL 98-26 dated 3/6/98: Connect:Direct

Flash Bulletins/Child Support Report. Numerous articles featuring topics related to the expanded FPLS.

Social Security Act with revisions, including technical amendments.

FEDERAL CASE REGISTRY

AT 99-09 dated 6/16/99 Policy Questions and Responses Regarding Requests for Information for the Federal Parent Locator Service under Title IV-D of the Social Security Act.

AT 98-27 dated September 17, 1998: Policy Questions and Responses related to placement of a Family Violence indicator.

AT-98-08 dated March 5, 1998: Policy Questions and Responses to the State Case Registry and the Federal Case Registry of Child Support Orders under sections 453(h) and 454A(e) of the Social Security Act.

Systems Workshops Binders. Compilation of information presented at Child Support Enforcement Systems (“Bringing Us Together”) Workshops in March 1998.

FCR Guides: (all are available at:

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

Technical Assistance Guide (TAG)

TAG Associated Programs

Interface Guidance Document

Implementation Guide

IRS Publication 1075 (for project 1099 purposes)

INTERSTATE

DCL 99-92 dated 9/7/99: Computer Based Training: Processing Interstate/UIFSA Child Support Cases.

AT 98-30 dated December 28, 1998: Interstate Child Support Case Processing and Uniform Interstate Family Support Act (UIFSA).

IM 98-01 Directory of Interstate Central Registries.

IM 97-05 Summary of One State Interstate retreat held April 14, 1997 in Providence, Rhode Island.

Interstate Reference and Referral Guide (IRG) – The IRG is a reference guide (use by central registries) that provides State specific interstate requirements for interstate case processing. OCSE is updating the IRG and will provide it via OCSE website:

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

LICENSING

DCL 98-35 dated 4/15/98: Updated OCSE Information Exchange Report State Licensing Restrictions and DHHS Office of Inspector General Reports.

National Conference of State Legislatures, Legisbrief dated January 1999: License Restrictions and Child Support. Also on the Internet at: <http://www.ncsl.org/programs/cyf/restrict.htm>

NATIONAL ELECTRONIC CHILD SUPPORT RESOURCE SYSTEM (NECSRS)

This clearinghouse includes child support enforcement resource materials from OCSE, Federal, State, local agencies and Tribal organizations. We are also working with States to share through NECSRS their effective interstate approaches and best practices. NECSRS is available through OCSE's website at: <http://ocse.acf.dhhs.gov/necsrspub/>

NEW HIRE

DCL 99-145 dated 12/30/99: Employer Address Issue

AT-99-05 dated 3/24/99: Policy Questions and Responses regarding the National Directory of New Hires and the State Directory of New Hires under the Provisions of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

AT 97-18 dated 10/28/97: Proposed rule Quarterly Wage Unemployment Compensation Claims data to New Hire Directories.

DCL 98-56 dated 6/17/98: "ABCs of Child Support: An Employer Overview" Information Kit. Multi-level brochure, video, slides and presentation script

DCL 97-28 dated 5/28/97: National Directory of New Hires

DCL 97-21 dated 4/17/98 and 97-38 dated 7/2/97: New Hire Implementation Guide. Basic information for States about establishing a new hire reporting program. Also provides ideas for employer outreach and examples of other States' outreach materials.

"Bright Ideas" Compendium of Best Practices. A sampling of States' best practices regarding new hire reporting.

New Hire Reporting Information Kit. Multi-level brochure, video, slides and presentation script.

Brochures. "Increasing Financial Support for our Nation's Children" (December 1996), "New Hire Reporting: The Answers to Your Questions" (May/June 1997), "Employers and Child Support: New Hire Reporting and Wage Withholding" (June 1998). See also:

NDNH Guides (available at:

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

NDNH Guide for Data Submission

NDNH Input Record Specifications

NDNH Output Record Specifications

<http://www.acf.dhhs.gov/programs/cse/newhire/nh/nhbr/1backgrd.htm>

<http://www.acf.dhhs.gov/programs/cse/newhire/nh/abc/intro.htm>

FPLS Information Line: (202) 401-9267

PATERNITY

AT 99-02 dated 3/10/99 Final Rule – Implementing part of paternity establishment provisions contained in section 331 of PRWORA (Public Law 104-193)

AT 98-02 dated 1/23/98: Required Data elements for Paternity Acknowledgement Affidavits

AT 98-01 dated 1/8/98: Proposed rule implementing part of the Paternity Establishment Provisions contained in Section 311 of P.L. 104-193.

REPORTING.

AT –0002 dated 01/12/00 Implementation of Revised Financial Forms (Forms OCSE-34A and OCSE –396A) for State Reporting of Collections, Expenditures, Estimates and Budget Projections under the Child Support Enforcement Program

AT 99-15 dated 12/22/99: Instructions for completing Form OCSE-157.

AT 99-10 dated 9/15/99 Definition of *Assistance Paid To The Family* for Child Support Enforcement Collection purposes

AT-98-20 dated 7/10/98: Instructions for completing Form OCSE-157 Child Support Enforcement Annual Data Report

AT 98-04 dated 2/25/98: Revisions to Standards for Program Operation regarding case closure Financial Report. AT 97-14 dated 9/29/97: Approval of Form ACF-396 Child Support Enforcement Program

DCL 98-92 dated 9/2/98: Revised AT 98-20 Instructions for completing form OCSE-157.

DCL 98-53 dated 6/12/98: Proposed new CSE Financial Reporting Forms.

SECURITY

DCL 00-74 dated 7/13/00 Security Assessment Tool and State Security Contact Designation

DCL 00-70 dated 7/21/00 Expanded Federal Parent Locator Service (FPLS) and Security Training Courses

DCL 99-99 dated 9/20/99 Security Video (Federal Offset Child Support Security Initiative

DCL99-13 dated 2/11/99 FPLS Safeguarding Certification

Tax Information Security Guidelines for Federal, State and Local Agencies, Safeguards for Protecting Federal Tax Returns and Return Information. Department of the Treasury, IRS Publication 1075 (Rev. 3-99) <http://www.fedworld.gov/pub/irs-pdf/p1075.pdf>

OMB Bulletin No 90-08 Guidance for Preparation of Security Plans for Federal Computer Systems that contain sensitive information. <http://irm.cit.nih.gov/itmra/omb90-08.html>

SELF ASSESSMENT & DATA RELIABILITY

AT 98-12 dated 3/31/98: Self-Assessment Report summarizing the activities process and recommendations Self Assessment Core workgroup.

DCL 99-03 dated 1/5/99: Completeness and Reliability of State Data Reporting.

DCL 98-42 dated 4/30/98: Report for State use in Implementing Self-Assessment Survey Results

DCL 98-33 dated 4/7/98: Federal Offset program records specifications for Processing Year 1999- Exhibits L and N.

DCL 98-21 dated 2/25/98: Administrative Offset Process

DCL 97-94 dated 12/19/97: Self-assessment reporting instructions.

AT-00-05 dated 8/21/00: Incentive Data Reliability Standard

STATE DISBURSEMENT UNIT

AT 97-07 dated 5/15/97: Instructions for Requesting an Exemption from the Mandatory State Plan Provision in Section 454(27) of the Social Security Act.

AT 97-13 dated 9/15/97: Collection and Disbursement of Support Payments

PIQ 97-01 dated 3/9/97 Conditions of Linkages of local disbursement units under Welfare Reform

PIQ 98-01 dated 3/23/98 Clarification of effective dates for the State Disbursement Unit and the Automated Data Processing Requirements

PIQ 98-04 dated 8/12/98 Redirection of payments in non-IV-D cases to the SDU

PIQ 98-06 dated 10/1/98 Implementation of State Disbursement Unit in States with combined State and Local Payment Processing

PIG 98-08 dated 10/29/99 FFP for Conversion of Balance Amounts in Non-IV D cases required to be processed through the State Disbursement Unit.

TRAINING

OCSE will provide UIFSA training in the Trainer-of-Trainer format, promoting the use of the standardized Interstate curriculum, and providing national training forums using a new technology (e.g., computer based training).

YEAR 2000

General Accounting Office - Year 2000 Computing Crisis: An Assessment Guide (GAO/AIMD-10.2.14, September 1997) and Year 2000 Computing Crisis: A Testing Guide (GAO/AIMD-10.1.21, Exposure Draft June 1998) Year 2000 Computing Crisis: Readiness of State Automated Systems to Support Federal Welfare Programs (GAO/AIMD-99-28 November 1998). <http://www.gao.gov/y2kr.htm>

CIO Council Subcommittee on Year 2000 & General Services Administration, Office of Government-wide Policy (MK-Y2K) The CIO Subcommittee on Year 2000 is intended to assist the Federal government and other interested organizations in addressing the Year 2000 problem by providing information and access to relevant Internet sites. This home page is sponsored by the GSA and CIO Subcommittee on Year 2000.

<http://www.acf.dhhs.gov/programs/oss/y2k>

<http://y2k.acf.dhhs.gov/>