

**CHILD SUPPORT ENFORCEMENT PROGRAM FINANCIAL REPORT
PART 1: QUARTERLY REPORT OF EXPENDITURES and ESTIMATES**

State:		Current Quarter Ended:		Next Quarter Ending:		Mark Box:	Initial Report	
							Rev'd Report	
	Current Quarter Claims		Prior Quarter Adjustments		Next Qtr. Est.			
	(A) Total	(B) Federal Share	(C) Total	(D) Federal Share	(E)			
1a. IV-D Costs (66% FFP).....	\$		\$		\$			
1b. Non-IV-D Costs (66% FFP).....	\$		\$		\$			
2a. Costs Recov'd, Fees (66% FFP)....	\$							
2b. Interest, Income (66% FFP).....	\$							
3. Net Admin Costs (66% FFP)...	\$	\$	\$	\$	\$			
4. ADP Costs -APD (66% FFP).....	\$	\$	\$	\$	\$			
5. ADP Costs-No APD (66% FFP).....	\$	\$	\$	\$	\$			
6. ADP Costs (80% FFP).....	\$	\$	\$	\$	\$			
7. [RESERVED]								
8. Lab Paternity (90% FFP).....	\$	\$	\$	\$	\$			
9. Total Costs Claimed.....	\$	\$	\$	\$	\$			
10. Net Fed Share of Collections.....	Amt. from OCSE-34A Line 12a, Col E ==>				\$			
11. Fees: Federal FPLS	Enter Total Fee in Column B ==>							
12. Fees: CSE Net.....	Enter Total Fee in Column B ==>							
13. Fees: Pre-Offset Svc.....	Enter Total Fee in Column B ==>							
14. Other Fees or Adjustments	Enter Total Amount in Column B ==>							
15. Net Fed Share of Expenditures.....		\$		\$	\$			
16. State Share of Expenditures.....	Enter State Share Only in Column B ==>		Enter State Share Only in Column D ==>			\$	\$	
<p>This is to certify that all information on all parts of this form is accurate and true to the best of my knowledge and belief. This also certifies that the State's share of expenditures reported on Line 16 [Col D] of Part 1 is, or will be, available to meet the non-Federal share of expenditures as required by law</p>								
Signature, IV-D Agency Director				Signature, Approving State Official				
Date:				Date:				
Typed Name, Title, Agency				Typed Name, Title, Agency				

CHILD SUPPORT ENFORCEMENT PROGRAM FINANCIAL REPORT
PART 2: PRIOR QUARTER EXPENDITURE ADJUSTMENTS

State:		Current Quarter Ended:		Mark Box:	Initial Report
					Revised Report
(A) Total Adjustment	(B) Federal Share of Adjustment	(C) Funding Category *	(D) Applicable to Fiscal Quarter Ended	(E) Audit Number (if applicable), Other Comments	
SECTION A: INCREASING ADJUSTMENTS					
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$	<=== TOTAL INCREASING ADJUSTMENTS			
SECTION B: DECREASING ADJUSTMENTS					
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$				
\$	\$	<=== TOTAL DECREASING ADJUSTMENTS			
\$	\$	<=== NET ADJUSTMENTS (Section A Totals minus Section B Totals)			
<p>* Funding Categories: (with equivalent line numbers from Part 1):</p> <p>ADM - Regular Administrative Costs (at the 66% FFP Rate): Lines 1a and 1b</p> <p>DEV - CSES Developmental Costs with an Approved APD (at the 66% FFP Rate): Line 4</p> <p>OPR - CSES Operational Costs Not Requiring an APD (at the 66% FFP Rate): Line 5</p> <p>PRA - ADP Costs Under Personal Responsibility Act (at the 80% FFP Rate): Line 6</p> <p>LAB - Laboratory Costs (at the 90% FFP Rate): Line 8</p>					

**CHILD SUPPORT ENFORCEMENT PROGRAM FINANCIAL REPORT
PART 3: SEMIANNUAL BUDGET PROJECTIONS**

State:	Current Quarter Ended:	Mark Box:	Initial Report <input type="checkbox"/>	Revised Report <input type="checkbox"/>	
	Fiscal Year 20 _____	Fiscal Year 20 _____	Fiscal Year 20 _____		
SECTION A: EXPENDITURES					
<small>Equivalent Line From Part 1</small>					
1a. IV-D Administrative Costs (Eligible for 66% FFP).....	1a	\$	\$	\$
1b. Non-IV-D Administrative Costs (Eligible for 66% FFP).....	1b	\$	\$	\$
2a. Fees and Costs Recovered.....	2a	\$	\$	\$
2b. Interest and Other Income.....	2b	\$	\$	\$
3. Net Administrative Costs (Eligible for 66% FFP).....	3	\$	\$	\$
4. ADP Costs (Eligible for 66% FFP).....	4+5	\$	\$	\$
5. ADP Costs (Eligible for 80% FFP).....	6	\$	\$	\$
6. Lab Paternity Determination Costs (Eligible for 90% FFP).....	8	\$	\$	\$
7. Total Costs Claimed.....	9	\$	\$	\$
8. Net Federal Share of Collections.....	10	\$	\$	\$
9. Net Federal Share of Expenditures.....	15	\$	\$	\$
SECTION B: COLLECTIONS					
<small>Equivalent Line From Form OCSE-34A</small>					
10 Current IV-A Collections Distributed.....	8, ColA	\$	\$	\$
11 Current IV-E Collections Distributed.....	8, ColB	\$	\$	\$
12 Former Assistance Collections Distributed.....	8, ColC	\$	\$	\$
13 Never Assistance Collections Distributed.....	8, ColD	\$	\$	\$
14 Total Collections Distributed.....	8, ColE	\$	\$	\$
15 Current and Former Assistance Collections To Other States.....	5, Cols A+B+C	\$	\$	\$
16 Never Assistance Collections To Other States.....	5, ColD	\$	\$	\$
17 Net Federal Share of Collections.....	12a+12b, ColE	\$	\$	\$
Signature, IV-D Agency Director			Signature, Approving State Official		
Date:			Date:		
Typed Name, Title, Agency			Typed Name, Title, Agency		

Form OCSE-396A (Part 3) (10/1/99) Replaces 10/1/98 Version.

**INSTRUCTIONS FOR COMPLETION OF FORM OCSE-396A
Part 1: Quarterly Report of Expenditures and Estimates**

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

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

All States are required to complete and submit this report in accordance with these instructions on behalf of the State agency administering the Child Support Enforcement Program under title IV-D of the Social Security Act.

Due Dates: Parts 1 and 2 must be submitted quarterly by January 30, April 30, July 30 and October 30. Part 3 must be submitted semiannually by April 30 and October 30.

Distribution: A copy with original signatures must be sent to: Office of Child Support Enforcement, Office of Mandatory Grants, 370 L'Enfant Promenade, SW, Washington, DC 20447. An additional copy must be sent to the ACF Regional Administrator.

General Instructions:

- Round all entries to the nearest dollar; omit cents.
- Enter the State name.
- Enter the ending date of the current quarter (for which actual expenditures are being reported in Column A) and the ending date of the next quarter (for which estimated expenditures are being reported in Column E).
- Check box to indicate whether this is a new report or a revision of a report previously submitted for the same period.

Definitions:

Expenditures (Cols. A, B, C & D). Under the requirements of 45 CFR 304.25(a), expenditures are actual payments made to vendors, service providers and contractors or for administrative, personnel, or other cost items. Include also indirect costs allocable to the quarter being reported in accordance with an approved cost allocation plan. To be allowable, all expenditures must be in accordance with the approved title IV-D State Plan and all applicable statutes, regulations and policies. For this reporting form the terms "expenditure" and "cost" are used interchangeably.

Expenditure estimates are not acceptable in these columns. "Advances" of funds to either another State agency, a local agency or a private entity are not considered expenditures for these purposes. The amounts reported in these columns must be actual, verifiable transactions supported by readily available accounting records and source documentation or an approved cost allocation plan, as applicable.

Expenditures are considered made on the date the payment occurs, regardless of the date of receipt of the good or performance of the service. For State-administered programs, the date of this transaction by the State agency governs; for locally administered programs, the date of

this transaction by the county, city or other local agency governs. Indirect costs are allocable in accordance with the cost allocation plan.

Current Quarter Claims (Cols. A and B). Expenditures made in or allocable to the "Current Quarter" being reported.

Prior Quarter Adjustments (Col. C and D). Expenditures made in or allocable to a previous quarter but which were either unreported or incorrectly reported on an earlier report. This is a "net" amount, combining individual increasing and decreasing adjustments. *(Any adjustment reported in this column must be detailed and separated into the increasing and decreasing components by completing Part 2 of this report.)*

Estimates (Col. E). In accordance with the provisions of Section 455(b)(1) of the Social Security Act, this is the amount of expenditures that the State anticipates will be made in the upcoming fiscal quarter (the "Next Quarter"). (The "next" quarter always begins six months after the beginning date of the "current" quarter.) This estimate should be based on historical trends, including seasonal, economic or other variations, and should include any costs applicable to a prior quarter for which payments are expected to be made in the next quarter.

For this Column, the amounts entered, where applicable, on Lines 1a through 9 should be the total amount of anticipated costs for each cost category, i.e., the sum of the Federal and State shares. The amount entered on Line 10 should be the anticipated Federal Share of Collections. The estimated "Net Federal Share of Expenditures" should be entered on Line 15 (Federal share only), and constitutes the State's request for Federal funds in that amount for the upcoming quarter. The estimated "State Share of Expenditures" entered on Line 16 (State share only) is the amount that the State is guaranteeing that it has or will have available to meet its share of program expenditures.

Total (Cols. A and C). All expenditures made for each cost item, including both Federal and State components.

Federal Share (Cols. B and D). The Federal portion of expenditures reported on Lines 2 through 8 (Columns A or C), calculated using the Federal financial participation (FFP) rate applicable to each line: Lines 3, 4 and 5: 66 percent; Line 6: 80 percent; Line 8: 90 percent; Line 9: calculated as sum of Lines 3 through 8.

Line-by-Line Instructions:

<u>Line Item</u>	<u>Line Description</u>	<u>Edit Check</u>
1a.	IV-D Administrative Costs Eligible for FFP at the 66% Rate. All expenditures for the administration and operation of the Child Support Enforcement Program, not including the amounts reported on Lines 4 through 8, and excluding those costs attributable to Non-IV-D child support cases reported on Line 1b. Include on this line the CSENet and Pre-offset service fees reported on lines 12 and 13, respectively. (See "Special Reporting Instruction for Lines 11, 12 and 13," below.) (On this line, enter only the Total current quarter and prior quarter amounts in Columns A and C, respectively.)	Direct Entry
1b.	Non-IV-D Administrative Costs Eligible for FFP at the 66% Rate. Those administrative expenditures attributable to the collecting, entering, maintaining and processing information relative to non-IV-D child support cases in the State Case Registry and to the processing of Non-IV-D child support collections through the State Disbursement Unit. Non-IV-D cases are those for which there is no assignment of support rights to the State or where the State has not received an application for Title IV-D services. (On this line, enter only the Total current quarter and prior quarter amounts in Columns A and C, respectively.)	Direct Entry
2a.	Fees and Costs Recovered in Excess of Fees Eligible for FFP at the 66% Rate. The total amount of income resulting from the operation of the program used to offset the administrative costs reported on Line 1a or 1b. Include: <u>(a)</u> all mandatory or optional fees collected from recipients of child support enforcement services; <u>(b)</u> any mandatory fees that the State has opted to absorb rather than collect from recipients; <u>(c)</u> amounts offset from collections or received directly from either the family or the non-custodial parent; and <u>(d)</u> any collection fee the State has opted to charge for IV-D or non-IV-D collection services that is not inconsistent with Federal law. Do not include fees for laboratory paternity testing (these fees are included with the entry on line 8). <i>(For this line, enter the total amount in Column A only; no Federal share is entered. Prior quarter adjustments should not be reported for this item. Any prior quarter adjustments should be combined with current quarter claims and reported as a "net" amount in Column A.)</i>	Direct Entry
2b.	Interest Earned and Other Program Income Received Eligible for FFP at the 66% Rate. The total amount of other income to the State used to offset the administrative costs reported on Lines 1a or 1b. Include: <u>(a)</u> interest or investment income earned when child support collections, fees or other program income funds are deposited in interest-bearing accounts or used in other investment-type activities; <u>(b)</u> undistributable child support collections as reported on Line 9a of Form OCSE-34A, the "Quarterly Report of Collections;" <u>(c)</u> interest assessed by a State on delinquent support payments and, under State law, retained by the State and not considered	Direct Entry

additional support owed by the non-custodial parent or forwarded to the custodial parent; and (d) any other income resulting from the operation of the program and not reported on Line 2a. *(For this line, enter the total amount in Column A only; no Federal share is entered. Prior quarter adjustments should not be reported for this item. Any prior quarter adjustments should be combined with current quarter claims and reported as a "net" amount in Column A.)*

3. **Net Administrative Costs Eligible for FFP at the 66% Rate.** The net amount of administrative expenditures being claimed for Federal funding. (Lines 1a + 1b) minus (Lines 2a + 2b)
4. **Automated Data Processing (ADP) Expenditures Eligible for FFP at the 66% Rate With an Approved Advanced Planning Document (APD).** Expenditures made in accordance with the terms of an approved APD for the planning, design, development, implementation, enhancement or operation of an automated Statewide Child Support Enforcement System (CSES). (**Do not include** ADP costs associated with the development, purchase or operation of non-CSES systems used in day-to-day office procedures, such as personnel, payroll, travel, etc. These are routine administrative costs reported on lines 1a or 1b, as appropriate.) Direct Entry
5. **Automated Data Processing (ADP) Expenditures Eligible for FFP at the 66% Rate With No Advanced Planning Document Required.** Expenditures made for the operation of an automated Statewide Child Support Enforcement System (CSES), for which an approved APD is not required. (**Do not include** ADP costs associated with operating non-CSES systems used in day-to-day office procedures, such as personnel, payroll, travel, etc. These are routine administrative costs reported on lines 1a or 1b, as appropriate.) Direct Entry
6. **Approved ADP Expenditures Eligible for FFP at the 80% Rate.** Expenditures made under the terms of an approved APD, for the planning, design, development, implementation or enhancement of a Statewide automated CSES, under Section 455(a)(3)(B) of the Social Security Act. The total amount of these expenditures is limited to the amount allocated to each State (See 45 CFR 307.31(e) and (f) and Action Transmittal OCSE-AT-98-25, dated August 26, 1998). Expenditures for the acquisition of computer equipment used in the operation of an automated CSES are not eligible for FFP at the 80 percent rate. Direct Entry
7. **[Reserved.]** No entries.
8. **Laboratory Paternity Determination Expenditures Eligible for FFP at the 90% Rate.** Expenditures for laboratory costs associated with the process of determining paternity. The entry on this line will be the "net" amount of expenditures, reduced by any fees collected by the State to recoup the cost of these services. Direct Entry

Sum of Lines

- | | | |
|-----|---|---|
| 9. | Total Costs Claimed. The amount of expenditures being claimed for Federal funding. | 3 through 8 |
| 10. | Net Federal Share of Collections. The portion of child support collections used to reimburse the Federal government for its share of past assistance payments. | Carried From Form OCSE-34A, Line 12a, Col E |

SPECIAL REPORTING INSTRUCTION for LINES 11 THROUGH 14

Any amount entered on Lines 11 through 14 will reduce the reported Net Federal Share of Expenditures and will also reduce a subsequent grant awarded to the State.

The Federal Office of Child Support Enforcement charges an assortment of fees to States in return for services provided to the State agency administering this program. The Total amount of each of those fees is reported in Column B of Lines 11, 12 and 13, as applicable. By doing so, the State is paying OCSE for the services provided and this reporting will reduce the Federal share of expenditures by the amounts reported.

Amounts offset by the IRS from Federal tax refunds of the non-custodial parent are forwarded to the State through the accounting services of HHS's Public Health Service (PHS) and are subsequently distributed by the State to the custodial parent. On occasion, the IRS determines that a portion of the amount offset must be returned to the non-custodial parent, and the IRS recoups this amount from the PHS. The State must then repay this amount to the PHS and may attempt to recoup the overpayment from either parent, in accordance with applicable State law and procedures and Federal policy. The Total amount being repaid by the State to the PHS is reported in Column B of Line 14. This line may also be used to report any other fee-for-service or other payment to the Federal government as may be needed.

Fees paid by a State (by reporting on Lines 12 and 13) for its use of the Child Support Enforcement Network (CSENet) or for Pre-Offset Notice services, respectively, are considered Title IV-D administrative expenditures and should also be included on Line 1a of this report as an "IV-D Administrative Cost at the 66% FFP Rate." Fees paid by a State (by reporting on Line 11) for its use of the Federal Parent Locator Service (FPLS) and repayments made by the State (by reporting on Line 14) are not considered administrative expenditures and must not be included on any other line of this report. (If the State elected to make these repayments by check, no repayment amount is included on Line 14. See instructions for Line 14, below.) (FPLS fees are paid solely with State funds and are not eligible for Federal funding (Section 453(e)(2) of the Social Security Act).

- | | | |
|-----|---|--------------|
| 11. | Fees for the Use of the Federal Parent Locator Service (FPLS). The quarterly fee charged to the State by OCSE for the use of the FPLS. (Report the <u>total</u> amount of this fee in Column B. See Special Instruction above.) | Direct Entry |
| 12. | Fees for the Use of the Child Support Enforcement Network (CSENet). The quarterly fee charged to the State by OCSE for the use of CSENet. (Report the <u>total</u> amount of this fee in Column B. See Special Instruction above.) | Direct Entry |
| 13. | Fees for Printing/Processing Pre-Offset Notices for the Federal Tax Refund Offset Program. The annual fee charged to the State by OCSE for the printing and processing of OCSE-issued pre-offset notices for the Federal tax refund offset program. (Report the <u>total</u> amount of this fee in | Direct Entry |

Column B. See Special Instruction above.)

14. **Other Fees or Adjustments.** Enter on this line any other fees that may be imposed to reduce the Federal share. Also enter the amount of a repayment to the Public Health Service for IRS tax offset collections forwarded to the State and later returned to the IRS. (If the State elected to make these repayments by check, no repayment amount should be included on this line.) (**Note:** Any entry on this line for repayment of offset collections, must also be included as a negative adjustment on Line 2a, Form OCSE-34A. This line may be completed only periodically, as needed. Any entry on this line should be accompanied by an attachment providing a thorough explanation.) Direct Entry
15. **Net Federal Share of Expenditures.** The net amount of Federal funding being claimed by the State, as reduced by the Federal share of collections, fees and repayments reported on Lines 10 through 14, above. (For Column E enter the estimated Federal share of expenditures, calculated as: the sum of the Federal shares of the entries on Lines 3 through 8 (at the appropriate individual FFP rates) minus Line 10.) Line 9 minus Lines 10 through 14
16. **State Share of Expenditures.** Enter in Columns B and D, the State share of costs for the "current" or "prior" quarters, respectively. Enter in Column E, the estimated State share of expenditures for the next quarter. This latter entry constitutes the State's portion of expenditures to be incurred for the operation and administration of the Child Support Enforcement Program during that quarter. By its inclusion on this report, the State is guaranteeing that these funds are, or will be, available to meet the non-Federal share of expenditures as prescribed by law.
Cur Qtr: Line 9, Col A minus Col. B, plus Line 11 Col. B
Prior Qtr: Line 9, Col. A minus Col. B
Next Qtr: (Lines 3+4+5 x 34%) + (Line 6 x 20%) + (Line 8 x 10%)

Signatures: This report must be signed and dated at the end of Part 1 by the State Title IV-D Director, or other State official responsible for the financial administration of the child support enforcement program. Although under Federal requirements only a single signature is necessary, space is also provided for a second signature as may be required by State law, regulation or policy. Any individual(s) signing this report are certifying to the correctness and accuracy of the information here and on accompanying documents and that any amount shown as the State share of expenditures is or will be available to meet the non-Federal share of expenditures for the quarter indicated as prescribed by law.

Revisions: If the State needs to change or correct the reported "current quarter" or "prior quarter" information, a revised report may be submitted. However, a revised report should not be filed after the expenditures reported by the State are used in the calculation of a quarterly grant award – usually within 90 days of the end of the "current quarter." After that point, additional revised reports will not be accepted¹ and any additional claims or other adjustments should be included as a "prior quarter adjustment" on a subsequent expenditure report, within the limits of any time constraints imposed by law or regulation. Revisions to the "next quarter" estimates will be accepted only in extraordinary circumstances. ¹(**Note:** An exception to this

restriction will be made where a delay in the reporting of an increasing adjustment will cause the claim to be filed beyond the two-year filing deadline under Section 1132 of the Social Security Act.)

INSTRUCTIONS FOR COMPLETION OF FORM OCSE-396A

Part 2: Prior Quarter Expenditure Adjustments

This part must be submitted as a supplemental supporting document whenever a "Prior Quarter Adjustment" (Columns B and C) is reported in Part 1 of this form. A net adjustment reported in Part 1 will be comprised of one or more individual increasing or decreasing components. Each of those components is to be shown separately on this part. (This requirement remains in effect in instances where the combination of increasing and decreasing adjustments produced a net result of zero dollars for the Federal share of prior quarter adjustments in Part 1.)

General Instructions:

- Enter the State name.
- Enter the ending date of the current quarter from Part 1.
- Check the box to indicate whether this is a new report or a revision to a report previously submitted.

Definitions:

Increasing Adjustments (Section A): Each increasing component of the net adjustments included in Part 1. (**Note:** In accordance with Section 1132 of the Social Security Act and 45 CFR 95, Subpart A, claims for increasing adjustments are unallowable unless submitted within two years of the original expenditure date, or otherwise meet one of the "exception" criteria found in the statute and regulations.)

Decreasing Adjustments (Section B): Each decreasing component of the net adjustments included in Part 1. The decreasing adjustments should be entered as positive numbers on this form.

Total Adjustment (Column A): The combined Federal/State total of each adjustment.

Federal share of adjustment (Column B): Determine the Federal share of each adjustment by multiplying the amount in column (a) by the FFP rate applicable to the nature of the expenditure and the prior quarter in which it was made.

Funding Category (Column C): Indicate the Funding category of the component(s) on each line. These are described at the bottom of the form.

Applicable to Fiscal Quarter Ended (Column D): Indicate the ending date (Month and Year) applicable to the adjustment being reported.

Audit Number (if applicable) / Other comments (Column E): If adjustment was the result of recommendations contained in an audit report, indicate the audit control number. Use this space for any other comments relevant to the adjustment, including an explanation for any increasing adjustment submitted beyond the two year claiming deadline.

Total Increasing Adjustments (Section A) / Total Decreasing Adjustments (Section B):

The last line in each section should be the total of the entries for that section. If additional space is needed, use additional copies of this form.

Net Adjustments. For both Columns A and B, subtract the Total Decreasing Adjustments in Section B from the Total Increasing Adjustments in Section A. The amounts entered in Columns A and B on this line must be identical to the amounts entered in Columns C and D on Line 9 of Part 1 of this form.

Individual Line Entries. Each adjustment must be divided into separate increasing and decreasing components, if applicable, and reported separately in the proper section of this part. Where a single adjustment encompasses several fiscal quarters, the portion applicable to each quarter must be shown on a separate line. If the space provided is insufficient for the number of components being reported, use as many additional sheets as necessary to properly report these items, annotating each sheet as appropriate (sheet 2 of 3, etc.)

Submittal and Revisions. Part 2 of Form OCSE-396A is an attachment to Part 1 and, when needed to report prior quarter adjustments, should be sent whenever an initial or revised Part 1 is being submitted. A revision to this Part is subject to the same restrictions, procedures and requirements as stated for Part 1.

INSTRUCTIONS FOR COMPLETION OF FORM OCSE-396A

Part 3: Semiannual Budget Projections

Requirement, Due Date: State agencies administering the Child Support Enforcement Program under title IV-D of the Social Security Act are required to complete and submit this Part of Form OCSE-396A semiannually by April 30 and October 30. Each report shall contain projections or actual data, as appropriate, for three consecutive fiscal years. The first year of this three-year period will match the fiscal year being reported as "current quarter" in Part 1; the first year of the three-year period will also be the same as the calendar year in which the report is being submitted. For example, the reports submitted by April 30 and October 30, 2000 will contain budget projections for fiscal years 2000, 2001 and 2002.

All references to "fiscal year" pertain to the Federal fiscal year of October 1 through September 30. Round all entries to the nearest multiple of a thousand dollars. Omit "000".

Line-by-Line Instructions:

<u>Line Item</u>	<u>Line Description</u>	<u>Edit Check</u>
<u>SECTION A: EXPENDITURES</u>		
1a.	IV-D Administrative Costs Eligible for FFP at the 66% Rate. Projected expenditures for the administration and operation of the Child Support Enforcement Program, excluding those costs attributable to processing Non-IV-D child support collections reported on Line 1b. Include on this line the CSENet and Pre-offset service fees anticipated to be paid by the State.	Direct Entry
1b.	Non-IV-D Administrative Costs Eligible for FFP at the 66% Rate. Projected administrative expenditures attributable to the processing of Non-IV-D child support collections through the State Disbursement Unit and for maintaining information pertaining to non-IV-D child support cases on the State Case Registry.	Direct Entry
2a.	Fees and Costs Recovered in Excess of Fees Eligible for FFP at the 66% Rate. Projected income from the operation of the program that will be used to offset the administrative costs reported on Line 1a or 1b. Include: (a) all projected mandatory or optional fees that will be imposed on recipients of child support enforcement services; (b) any mandatory fees that the State will absorb rather than impose on recipients; (c) amounts offset from collections or received directly from either the family or the non-custodial parent; and (d) any collection fee the State has opted to charge for IV-D or non-IV-D collection services that is not inconsistent with Federal law.	Direct Entry
2b.	Interest Earned and Other Program Income Received at the 66%	Direct Entry

FFP Rate. Any other projected income the State used to offset the administrative costs reported on Lines 1a or 1b. Include: (a) projected interest or investment income earned when child support collections, fees or other program income funds are deposited in interest-bearing accounts or used in other investment-type activities; (b) any child support collections projected to be determined "undistributable" during the year; (c) any interest projected to be assessed on delinquent support and, in accordance with State law, not forwarded to the family; and (d) any other projected income resulting from the operation of the program and not reported on Line 2a.

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|----|---|---------------------------------------|
| 3. | Net Administrative Costs at the 66% FFP Rate. The projected net amount of administrative expenditures that will be claimed for Federal funding. | (Lines 1a + 1b) minus (Lines 2a + 2b) |
| 4. | Automated Data Processing (ADP) Expenditures Eligible for FFP at the 66% Rate. Projected expenditures to be made under the terms of an approved Advanced Planning Document (APD) for the planning, design, development, implementation or operation of an automated statewide Child Support Enforcement System (CSES) other than those amounts reported on Line 5. Include also, the projected costs of operating a certified statewide Child Support Enforcement System for which no APD is required. | Direct Entry |
| 5. | Approved ADP Expenditures Eligible for FFP at the 80% Rate. Projected expenditures, not to exceed the allocated amount limited by law, to be made under the terms of an approved APD for the planning, design, development, implementation or enhancement of a Statewide, automated CSES under Section 455(a)(3)(B) of the Social Security Act. (Note: No amount should be entered on this line for budget projections for any fiscal quarter beginning on or after October 1, 2001.) | Direct Entry |
| 6. | Laboratory Paternity Determination Expenditures at the 90% FFP Rate. Projected expenditures for laboratory costs associated with the process of determining paternity. Report on this line the "net" amount of expenditures, as reduced by any projected fees to be charged by the State to recoup the cost of these services. | Direct Entry |
| 7. | Total Costs Claimed. The projected amount of expenditures being claimed for Federal funding. | Sum of Lines 3 through 6 |
| 8. | Net Federal Share of Collections. The projected portion of child support collections used to reimburse the Federal government for its share of past assistance payments. | |
| 9. | Net Federal Share of Expenditures. The projected net amount of Federal funding being claimed by the State, as reduced by the Federal share of collections. | Federal Share of Line 7 |

share of collections, above.

minus
Line 8

SECTION B: COLLECTIONS

- | | | |
|-----|--|----------------------------------|
| 10. | Current IV-A Collections Distributed. The amount of collections attributable to current title IV-A cases projected to be distributed. | Direct Entry |
| 11. | Current IV-E Collections Distributed. The amount of collections attributable to current title IV-E cases projected to be distributed. | Direct Entry |
| 12. | Former Assistance Collections Distributed. The amount of collections attributable to Former Assistance cases projected to be distributed. | Direct Entry |
| 13. | Never Assistance Collections Distributed. The amount of collections attributable to Never Assistance cases projected to be distributed. | Direct Entry |
| 14. | Total Collections Distributed. The total amount of collections projected to be distributed. | Sum of
Lines 10
through 13 |
| 15. | Current and Former Assistance Collections Forwarded to Other States. The projected amount of collections attributable to Current Assistance and Former Assistance cases that will be forwarded to another State for distribution. | Direct Entry |
| 16. | Never Assistance Collections Forwarded to Other States. The projected amount of collections attributable to Never Assistance cases that will be forwarded to another State for distribution. | Direct Entry |