

**CHILD SUPPORT ENFORCEMENT PROGRAM  
QUARTERLY REPORT OF COLLECTIONS**

State:	Quarter Ended:	Mark Box:	<input type="checkbox"/>	<input type="checkbox"/>
		Initial Report	Revised Report	

**SECTION A. AVAILABLE COLLECTIONS**

					<b>(E) Total</b>
1. Balance Remaining Undistributed from Previous Quarter (From Line 9b Last Quarter) .....					\$
2. Total Collections Received During the Quarter [Sum of Lines 2a through 2g].....					\$
2a. From Offset of Federal Tax Refund.....	\$	2e. From Income Withholding.....	\$		
2b. From Offset of State Tax Refund.....	\$	2f. From Other States.....	\$		
2c. From Offset of Unemployment Comp.....	\$	2g. From Other Sources.....	\$		
2d. Through Administrative Enforcement.....	\$				
3. Net Amount of Increasing and (Decreasing) Adjustments.....					\$
4. Collections Forwarded To Non-IV-D Cases.....					\$
	<b>(A) Current IV-A Assistance</b>	<b>(B) Current IV-E Assistance</b>	<b>(C) Former Assistance</b>	<b>(D) Never Assistance</b>	
5. Collect. Forwarded To Other States.....	\$	\$	\$	\$	\$
6. Collections Available for Distribution.....					\$

**SECTION B. DISTRIBUTED / UNDISTRIBUTED COLLECTIONS**

7a. Distributed as Assist. Reimburse.....	\$	\$	\$		\$
7b. Distributed As Medical Support.....	\$	\$	\$	\$	\$
7c. Distributed To Family.....	\$	\$	\$	\$	\$
8. Total Collections Distributed.....	\$	\$	\$	\$	\$
9. Gross Undistributed Collections.....					\$
9a. Undistributable Collections.....					\$
9b. Net Undistributed Collections.....					\$

**SECTION C. FEDERAL SHARE / INCENTIVE PAYMENTS / FEES**

10. Federal Share of Collections.....	\$	\$	\$		\$
11. Estimated Incentive Payments.....	\$		\$		\$
12a. Net Federal Share of IV-A Collections.....	\$		\$		\$
12b. Net Federal Share of IV-E Collections.....		\$			\$
13. Fees Retained by Other States.....					\$

**This certifies that the information on this form is accurate and true to the best of my knowledge and belief.**

Signature, IV-D Agency Director  Date:	Signature, Approving State Official  Date:
Typed Name, Title, Agency	Typed Name, Title, Agency

## INSTRUCTIONS FOR COMPLETION OF FORM OCSE-34A

**Paperwork Act Notice.** This information collection is mandatory. The information collected on this form is required under Title IV-D (Sections 455 and 457) of the Social Security Act (42 USC 655 and 657). 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.

State agencies administering the Child Support Enforcement program under title IV-D of the Social Security Act are required to complete and submit this report quarterly in accordance with instructions issued by OCSE.

**Due Dates:** This report must be submitted within thirty days of the end of each fiscal quarter, i.e., no later than October 30, January 30, April 30 and July 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 quarter for which these collections are being reported.
- Check box to indicate whether this is the initial report for the quarter indicated or a revision of a previously submitted report.

### **Definitions:**

**Collections Received.** A child support payment is considered to be received on the date it arrives at a designated State-level or county-level collection point via mail, private courier, electronic transfer or hand delivery. Any amounts received and reasonably identifiable as a child support collection under title IV-D must be reported on Line 2 of this form, even if an individual amount cannot be immediately associated with a specific title IV-D case. Any amount paid in advance of its due date (a "prepaid" collection) must also be reported on Line 2 in the quarter received, even if it is known that distribution will not occur until a later quarter.

**Collections Distributed.** The procedure for distributing collections is described under Section 457 of the Social Security Act. Collections processed through the State Disbursement Unit are included as part of that procedure. A collection is considered distributed on the date the funds are forwarded via check, electronic transfer or other means to the intended final recipient, including the custodial family, State or Federal agency, including those agencies that administer programs under titles IV-A, IV-E and XIX of the Social Security Act. Any funds returned as undeliverable or any check remaining uncashed and considered "stale" must be redesignated as "undistributed" (and the amount of collections designated as "distributed" reduced accordingly) until another distribution can be attempted. (**Note:** In instances where it is known that a case has changed its

status between the date a collection is received and the date of distribution (e.g., from Former to Current Assistance or vice versa), report the amount distributed in Column A through D in accordance with the case status at the time of the distribution of the collection.)

*Column A: Current IV-A Assistance.* Collections received and distributed on behalf of children who are recipients of Temporary Assistance for Needy Families (TANF) under title IV-A of the Act, on behalf of children who are entitled to Foster Care maintenance assistance payments under title IV-E of the Act, or on behalf of children who are recipients of Medicaid services under title XIX of the Act. In addition, the children's support rights have been assigned to a State by a caretaker relative and a referral to the State's IV-D agency has been made.

*Column B: Current IV-E Assistance.* Collections received and distributed on behalf of children who are entitled to Foster Care maintenance assistance 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.

*Column C: Former Assistance.* Collections received and distributed on behalf of children who *formerly* received assistance under either title IV-A (TANF or Aid to Families with Dependent Children [AFDC]) or title IV-E (Foster Care) of the Social Security Act.

*Column D: Never Assistance.* Collections received and distributed on behalf of children who are receiving Child Support Enforcement services under title IV-D of the Social Security Act, but who are not currently eligible and have not previously received assistance under either title IV-A (TANF or AFDC) or title IV-E (Foster Care) of the Social Security Act.

*Column E: Total.* Enter the sum of the amounts reported on each line, including, where applicable, the sum of the amounts entered in Columns A through D on Lines 5 through 13.

**IV-D Case.** Any child support enforcement case in which the custodial parent has either assigned their rights to receive support payments to the State as a condition of receiving assistance or has filed an application for services available under Title IV-D. Although a limited amount of Federal funding is available to compile data, maintain registers and process payments for cases that do not meet these criteria, such cases are not considered "IV-D cases."

**Non-IV-D Case.** Any child support enforcement case in which the custodial parent has neither assigned their rights to receive support over to the State nor has filed an application for services available under Title IV-D.

**FMAP Rate.** The Federal Medical Assistance Percentage Rate applicable to each State as defined in Section 1905(b) of the Social Security Act. This rate, not less than 50 percent, is based on the ratio of the per capita income in each State to that of the United States and is reassessed and published in the Federal Register annually. (In accordance with Section 1118 of the Social Security Act, the rate is fixed at 75 percent for Puerto Rico, Guam and the Virgin Islands.)

**Line-by-Line Instructions:**

<b><u>Line Item</u></b>	<b><u>Line Description</u></b>	<b><u>Edit Check</u></b>
1.	<b>Balance Remaining Undistributed From Previous Quarter.</b> The amount of collections that remained undistributed at the end of the previous quarter.	Line 9b, prior quarter report
2.	<b>Total Collections Received During the Quarter.</b> All collections received by the State from various sources, including those amounts that will be forwarded on to other States.	Sum of Lines 2a through 2g
<b>SPECIAL REPORTING INSTRUCTION for LINES 2a through 2g</b>		
Amounts reported on Lines 2a through 2g should be "net" amounts, reduced by any collections returned to the payer during the quarter. For example, the amount reported as Federal Tax Offset would be reduced by any collected amount returned to the payer, including any amount reported as a repayment on Line 14 of Form OCSE-396A.		
2a.	<b>From the Offset of Federal Tax Refunds.</b> Amounts received as a result of the IRS' offset of Federal income tax refunds. Report the full amount of the collection, prior to the reduction for the FMS service fee. The FMS service fee may be claimed as an expense on Form OCSE-396A. (Do not include amounts received through the IRS "full collection" process.)	Direct Entry
2b.	<b>From the Offset of State Tax Refunds.</b> Amounts received as a result of the offset of State income tax refunds.	Direct Entry
2c.	<b>From the Offset of Unemployment Compensation Payments.</b> Amounts received as a result of the offset of unemployment compensation insurance payments.	Direct Entry
2d.	<b>Through Procedures for the High Volume, Automated Administrative Enforcement in Interstate Cases (AEI).</b> Amounts received as the "assisting State" for AEI requests in accordance with Section 466(a)(14) of the Social Security Act. (Any amount reported on this line will be forwarded to another State during the current quarter or in a subsequent quarter.)	Direct Entry
2e.	<b>From Income Withholding.</b> Amounts received as a result of either voluntary or involuntary income withholding from Title IV-D cases, including withholding actions initiated prior to the effective date of Section 466(a)(1) of the Social Security Act. Also include amounts received from Non-IV-D child support cases for processing through the State Disbursement Unit. <u>Do not include</u> amounts withheld from unemployment compensation, reported on Line 2c.	Direct Entry

- 2f. **From Other States.** Amounts received from another State. Include any amounts received as the “initiating” State either in Interstate or AEI cases. Any fees or recovered costs retained by the other State are reported on Line 13 and are not included in this amount. Direct Entry
- 2g. **From Other Sources.** All other amounts - not reported above - received through the State's own collections procedures. Include, but not limited to: (a) payments received directly from non-custodial parents; (b) collections received through the IRS' full collection process; (c) collections received as a result of the administrative offset process; (d) collections received through the Financial Institution Data Match; and (e) collections made as a result of the passport denial process. For “administrative offset” collections, report the full amount of the collection, prior to the reduction for the FMS service fee. The FMS service fee may be claimed as an expense on Form OCSE-396A. Direct Entry
3. **Net Amount of Increasing and Decreasing Adjustments.** Any entry necessary to correct a previous report that cannot be corrected with an entry on the original reporting line. This line will frequently remain blank. An entry on this line may be a negative number. Any entry on this line should be explained with a footnote or attachment. Direct Entry
4. **Collections Forwarded to Non-IV-D Cases.** Those collections, included in the entry on Line 2e, received through income withholding and processed through the State Disbursement Unit on behalf of Non-IV-D cases that were forwarded to the custodial parent during the quarter. Direct Entry
5. **Collections Forwarded to Other States.** Amounts received in response to a request for assistance from another State and forwarded during the quarter to that State for distribution, including interstate cases and AEI collections. (These amounts are included in the entries made on lines 2a through 2g.) (*This amount is used in the calculation of incentive payments.*) Direct Entry
6. **Total Collections Available for Distribution.** The total amount of collections eligible for distribution by the State during the quarter, including those amounts received during the quarter and those amounts remaining undistributed from a previous quarter. (Lines 1 + 2 + 3) minus (Lines 4 + 5).
- 7a. **Collections Distributed As Assistance Reimbursement.** Collections that will be divided between the State and Federal governments to reimburse their respective shares of either Title IV-A assistance payments or Title IV-E Foster Care maintenance payments. (**Note:** No entry is to be made for "Never Assistance" cases, Column D.) Direct Entry

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|-----|--|----------------------------|
| 7b. | <b>Collections Distributed As Medical Support Payments.</b> The portion of any collection that corresponds to any amount specifically designated in a support order for medical support. To the extent that medical support has been assigned to the State, medical support collections should be forwarded to the Medicaid agency for distribution in accordance with current regulations. Otherwise, the amount should be forwarded to the family. | Direct Entry               |
| 7c. | <b>Collections Distributed To The Family or Foster Care.</b> Collections not included on either Lines 7a or 7b that are distributed either to the family or to the foster care agency to be used on the child's behalf.  | Direct Entry               |
| 8.  | <b>Total Collections Distributed During the Quarter.</b> Collections distributed by the State during the quarter, itemized by case designation. <i>(This amount is used in the calculation of incentive payments.)</i>   | Sum of Lines 7a through 7c |

**“STALE”/UNCASHED DISTRIBUTIONS**

On occasion, a check sent to a custodial parent as a distribution of a child support payment is either not cashed in a timely manner and is considered “stale” and no longer negotiable, or is returned uncashed to the State as undeliverable. In these instances, the State must reverse the distribution transaction by including a negative adjustment on Line 7c in the quarter in which the check becomes “non-negotiable” or is received back by the State.

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|-----|---|---|
| 9.  | <b>Gross Undistributed Collections.</b> The amount of collections that the State was unable to distribute during the quarter. (Enter amount only in Total Column.)  | Line 6<br>minus Line<br>8 or Line 9a<br>+ Line 9b |
| 9a. | <b>Undistributable Collections.</b> The portion of collections reported on Line 9 that, despite numerous attempts, the State has determined it will be unable to distribute in accordance with the provisions of Section 457 of the Social Security Act and unable to return to the non-custodial parent. Under State law, these amounts are considered to be "abandoned property." If State law does not require that abandoned property be identified each quarter, this line may be left blank in quarters where such a determination is not made. This amount is considered "program income" and must be included in the entry reported on Line 2b of Form OCSE-396A, the "Quarterly Report of Expenditures for the Child Support Enforcement Program." <i>(Enter amount only in Column E.)</i> | Direct Entry                                      |
| 9b. | <b>Net Undistributed Collections.</b> The amount of collections that remain available for distribution in a future quarter. <i>(Enter amount only in Column E.)</i>   | Line 9<br>minus<br>Line 9a                        |

10. **Federal Share of Collections.** The portion of child support collections used to reimburse the Federal government for its share of past assistance or foster care maintenance payments, before the payment of incentive payments. (**Note:** No entry is to be made for "Never Assistance" (Column D) cases.) Line 7a x FMAP Rate applicable to reporting quarter
11. **Estimated Incentive Payments Retained by the State.** Enter an amount equal to approximately one-quarter of the estimated annual Assistance and Non Assistance incentive payments. (The sum of the entries made on the four quarterly reports for a single fiscal year must not exceed the total annual incentive payment estimate.) (**Note:** The estimated quarterly "assistance" incentive is reported as a single entry in Column A, whether attributable to title IV-A or title IV-E cases. The estimated quarterly "non-assistance" incentive is reported as a single entry in Column C, whether attributable to Former or Never assistance cases. No entries are to be made in Columns B or D.) Direct Entry
- 12a. **Net Federal Share of IV-A Collections.** The portion of child support collections used to reimburse the Federal government for its share of past assistance payments under title IV-A of the Social Security Act. (**Note.** Enter amounts only in Columns A and C, plus the Total in Column E. The amount in Column E is carried forward and entered on Line 10, Column B of Part 1 of Form OCSE-396A, the "Quarterly Report of Expenditures and Estimates" for the Child Support Enforcement Program.) Columns A & C: Line 10 minus Line 11  
*Additional Edit Check, Col. E only: Line 10 minus Line 11 Equals Line 12a + Line 12b*
- 12b. **Net Federal Share of IV-E Collections.** The portion of child support collections used to reimburse the Federal government for its share of past assistance payments under title IV-E of the Social Security Act. (**Note:** Enter the same amount in Column B and as the Total in Column E. The amount in Column E is carried forward and entered on Part II, Line A(1)(b) or, if appropriate, Line B(1)(b) of Form IV-E-12, the "Administration for Children, Youth and Families Quarterly Report of Expenditures and Estimates" for the Foster Care and Adoption Assistance Programs under Title IV-E.) Column B: From Line 10  
*Additional Edit Check, Col. E only: Line 10 minus Line 11 Equals Line 12a + Line 12b*
13. **Fees Retained by Other States.** The amount of fees or costs recovered by other States from collections forwarded to the reporting State. The net amount of the collection forwarded is reported on Line 2f. Amounts entered on this line are not included on any other line of this report. (*This amount is used in the calculation of incentive payments.*) Direct Entry (Information from other State)

**Signatures:** This report must be signed and dated 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.

**Revisions:** If the State needs to change or correct the reported collections, a revised report may be submitted. However, a revised report should not be filed after the collections reported by the State are used in the calculation of a quarterly grant award – usually within 90 days of the end of the quarter. After that point, additional revised reports will not be accepted and any additional changes to the reported collections should be included as an adjustment on a subsequent collection report