



# COLORADO



<b>INDICATOR NAME:</b>	Nondisclosure Indicator
<b>SETTING CRITERIA:</b>	<u>IV-D</u> -- Foster care case  <u>IV-D &amp; Non IV-D</u> -- Self-report (Written)
<b>ELIGIBLE PEOPLE:</b>	<u>People Directly Protected</u> -- Victims  <u>Others Protected</u> -- Victim/abuser offspring in the victim's household (Automatic)
<b>IMPACT:</b>	Sends FV Indicator to the FCR Will result in the sealing of the victim's court file
<b>DURATION:</b>	Indefinite
<b>REMOVAL CRITERIA:</b>	Victim request (Written) End of foster care case
<b>OVERRIDE:</b>	State-specific components not yet developed

**Materials**

*Colorado's child support policies have been amended to include instruction about setting Nondisclosure Indicators within the State. Business Rules 1A and 2A relate to this process. Business Rule 3A tells workers the various forms that now contain a statement alerting IV-D case participants about the availability of Nondisclosure Indicator (NDI) protections.*

**Self Reporting of Family Violence -- IV-D****Business Rule -- #1A****February 1999**

**DECOMP PROCESS:** Parties in a IV-D child support case may self-report family violence to the county CSE Unit and request non-disclosure of information.

**DESCRIPTION:** A party in a IV-D case may complete a self-reporting form to denote family violence is an issue for participants on a IV-D case. The self-reporting form states that family violence is an issue and a request is made that information about the location of a participant not be released.

**BUSINESS RULE:**

- 1) The request must be in writing. Use of a standardized self-reporting form (see attachment #1) is recommended, although any written request is accepted, as long as it contains the names of the parties, the reason for requesting the NDI and the name, address and any other identifying information of the requesting party.
- 2) For every request received, the county CSE Unit will make a finding of non-disclosure by completing the 2nd page of the form. If the data is incomplete to make the finding, the county CSE Unit will contact the requesting party within 2 business days to obtain the information.
- 3) Any written documentation to add or remove an NDI must be maintained as part of the IV-D case file.
- 4) The CSE Unit will provide verification to the CP or the NCI [sic] when the NDI is added or removed.
- 5) If the state receives a request on a IV-D case, the state will FAX the request to the enforcing county within 2 business days.

**Issues:**

- 1) The standardized self-reporting form will not become an "on-demand" DocGen form until at least 2000. The state will provide the form to the counties by Agency Letter. County CSE Units will be required to reproduce the form as needed until it becomes available on DocGen.

**NON DISCLOSURE OF INFORMATION INDICATOR (NDI) -- IV-D  
BUSINESS RULE -- #2A  
February 1999**

**DECOMP PROCESS:** Add a Non-Disclosure of Information Indicator (NDI) on participants within IV-D Cases.

**DESCRIPTION:** When there is a finding and approval of non-disclosure of information, an NDI will be added to the party or parties in the IV-D case which prevents information about the party or parties from being shared through the Federal Case Registry (FCR).

**BUSINESS RULE:**

- 1) Add an NDI on a person (CP/NCP/Child) level within a case. Example: If field is "Y", the NDI will be set for this person/case on the FCR. Otherwise, field is blank.
- 2) If the NDI is set to "Y", the family violence indicator will be set on the FCR. When the NDI is removed, the family violence indicator will be removed on the FCR.
- 3) The NDI will remain until the CP or the NCP requests in writing to have the NDI removed. Only the CP or the NCP can request to remove the indicator that has been set on their own person record within that case.
- 4) If another case exists for the same CP and NCP, the NDI will be set for that person (or persons) on both cases. The NDI will not be set for any other cases involving this person and a different CP or NCP because at the federal level, the indicator will be set for all cases involving this person.
- 5) If the NDI is set on the CP, the NDI will be set for all children within that case.
- 6) A system generated chronology message will be created for the case when an NDI is set or removed.
- 7) The NDI will be set for the CP and children for all foster care fee and foster care child support cases.
- 8) When a foster care child support case is no longer a foster care case, the system will remove the NDI. (The current portion of foster care fee cases close when the child is no longer in foster care.) Business rule #6 above will apply.
- 9) Only State or enforcing county or current county CSE staff who has "case maintenance" security can set or remove the NDI.
- 10) The NDI on responding interstate cases will be set by the Interstate Network for the CP and children if the referral shows a finding of non-disclosure.
- 11) When an NIV-D order becomes a IV-D case, the NDI will be set based on the NDI on the NIV-D order.

**NOTICES -- IV-D  
BUSINESS RULE -- 3A  
February 1999**

**DECOMP PROCESS:** Participants in a IV-D case will receive notice of their opportunity to request that no locate information about them will be released.

**DESCRIPTION:** The notice of the non-disclosure of information (NDI) will be added to DocGen forms that currently are used to provide information to CP's and NCP's in IV-D cases. The notice advises parties that they may contact the CSE Unit to request NDI. The CSE Unit will provide a self-reporting form to the requesting participant to complete and return to the CSE Unit.

**BUSINESS RULE:**

- 1) The following notice will be added to existing DocGen forms that are used to communicate information to CP's and NCP's on IV-D cases:

*If you believe you or your child could be at serious risk if the other parent knows where to find you, you may request your location information be withheld. If this is the case, please contact your local CSE Unit to make this request.*

The person reference is changed on those forms that are directed to attorneys of the participants and on court orders.

- 2) The DocGen forms that will be amended to include the notice are:

Form Number	Form Name		
CSE-100	APA Notice of Financial Responsibility	CSE-205D	Review Notice -- R/A Attorney
CSE-100P	APA Notice of Financial Responsibility - Paternity	CSE-205R	Review Notice -- Reciprocal
CSE-105	APA Order of Financial Responsibility	CSE-213	Client Status Letter
CSE-105A	APA Temporary Order of Financial Responsibility	CSE-213R	Client Status Letter -- Responding Reciprocal
CSE-110	APA Order Establishing Paternity & Financial Responsibility	CSE-214	Notice of Change of Tech/Paralegal
CSE-115	APA Order of Default	CSE-220A	Generic Letter -- AP
CSE-115P	APA Order of Default --Paternity	CSE-220B	Generic Letter -- AP Attorney
CSE-120C	APA Obligee Negotiation Conference Questionnaire	CSE-220C	Generic Letter -- R/A
CSE-120D	APA Obligee Negotiation Conference Questionnaire -- R/A Attorney	CSE-220D	Generic Letter -- R/A Attorney
CSE-129	APA Notice of Financial Responsibility -- Review/Adjustment	CSE-421	Order Support
CSE-133	APA Notice of Negotiation Conference -- R/A	CSE-422	Order for Paternity and Child Support
CSE-202A	Right to Request Notice -- AP	CSE-815	Paternity Stipulation and Order
CSE-202B	Right to Request Notice -- AP Attorney	CSE-816	Stipulation and Order
CSE-203C	Right to Request Notice -- R/A		
CSE-203D	Right to Request Notice -- R/A Attorney		
CSE-205A	Review Notice -- AP		
CSE-205B	Review Notice -- AP Attorney		
CSE-205C	Review Notice -- R/A		

  

Manual Forms	(Not on DocGen)
CSE-6	CSE-33
CSE-16	Status Letters
CSE-16M	CSE-19 (demand letter)

**BUSINESS RULE -- 3A (CONTINUED)**

**ISSUES:**

- 1) The DocGen forms will be updated with the notice of NDI and in use in 3/99. The field for adding the NDI to an ACSES case will be implemented 6/99. Counties will be required to hold all requests for the NDI on IV-D cases until the field is implemented in 6/99.

Materials

The following document is the Colorado "Nondisclosure Statement." If a person, who is involved in a Colorado child support case or order, has a safety concern, he/she may complete the form to safeguard his/her location by means of a Nondisclosure Indicator.

NONDISCLOSURE STATEMENT

Re: \_\_\_\_\_ vs. \_\_\_\_\_
(Custodian) (Noncustodian)

Custodian's SSN: \_\_\_\_\_ Noncustodian's SSN: \_\_\_\_\_

Case No: \_\_\_\_\_ or Court Order Docket # \_\_\_\_\_

County and State of Child Support Case or Court Order \_\_\_\_\_

If you believe you or your child could be at serious risk if the other parent knows your location, you may request the information be withheld from the other parent by completing the following:

I want a nondisclosure finding because:

- I have an order from a court or an administrative agency stating my location is not to be released to the other parent.
The other parent has threatened or committed acts of violence against my child(ren), or me.
I do not have an order, nor has the other parent threatened or committed acts of violence against my child(ren) or me, but I believe my child(ren) or I are at risk because:

(Use back of sheet if necessary)

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ (Optional)

Your Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Do Not Complete Below This Line)

FINDING:

Your request for nondisclosure of information has been reviewed and approved. A nondisclosure indicator will be added to the case or order. This indicator will prevent release of the party's whereabouts to state and federal registries and other states requesting this information.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_