

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

February 11, 2002

LCSA LETTER: 02-02

ALL IV-D DIRECTORS

SUBJECT: CS 457 QUARTERLY STATE PERFORMANCE REPORT

REFERENCE: LCSA LETTER 01-48, DATED DECEMBER 21, 2001

This letter transmits the revised state report, CS 457 QTR (1/02) Child Support Services Quarterly State Performance Report and instructions for completion. The report and instructions were revised to more clearly define six data lines based on input received after the issuance of LCSA Letter 01-48. The following line items were changed: Section B, Line 6 – Children in IV-D Cases Open at the End *or* During the Quarter With Paternity Established or Acknowledged; Line 7 – Children in IV-D Cases Open at the *End of the Quarter* With Paternity Resolved; Section F, Line 28 - Cases with Arrears Due *During the Federal Fiscal Year* and Line 29 – Cases Paying Towards Arrears *During the Federal Fiscal Year*, and Section I, Line 35 – Cases with Current Support Due *in the Federal Fiscal Year*, and Line 36 – Cases Paying Towards Current Support *in the Federal Fiscal Year*. These line items now more accurately describe the required counts.

Additionally, the applicable cells associated with Line 30 – Full-time Equivalent Employees of Local IV-D Offices on the Last Working Day; Line 31 – Full-time Equivalent Employees Under Cooperative Agreements on the Last Working Day; Line 32 – Cases at the End of the Quarter Which There is a Determination of Noncooperation; and Line 33 – Cases During the Quarter With Good Cause Determinations, have been shaded to match the corresponding instructions.

The report for the first federal fiscal year quarter, October – December 2001, is due February 15, 2002, with all subsequent reports due on or before the 15th calendar day of the month following the end of the report quarter. Although this is a quarterly report, lines 28, 29, 35, and 36 are unduplicated aggregate counts for each of the quarters within the federal fiscal year. Counties should use the same process for preparing the report as used for the CS 157 annual report using the secured county Website at

DCSS-RP-2002-LCS-0002



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

LCSA Letter: 02-02

February 11, 2002

Page 2

<https://counties.dcss.ca.gov>. For instructions on how to prepare and submit an electronic CS 457 quarterly report, click on CS457 QPER Instructions within the secured county Website. By using the electronic IV-D Director "approval code", the IV-D Director certifies the CS 457 data is accurate and was compiled using the State's standard data definitions and processing rules.

If you have any questions or issues related to the new reporting requirements, please contact Karen Echeverria at (916) 464-5080, or email at Karen.Echeverria@dcss.ca.gov. For questions related to system changes please contact Jackie Martin at (916) 464-5605, or email at Jackie.Martin@dcss.ca.gov.

Sincerely,

JAN SHERWOOD
Deputy Director
Administrative Services Division

Attachments

Send this report to:
DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. BOX 419064
RANCHO CORDOVA, CA 95741-9064

CHILD SUPPORT SERVICES
QUARTERLY STATE PERFORMANCE REPORT
(This report consists of three pages. Do not report in shaded areas.)

COUNTY	<input type="checkbox"/> NEW	<input type="checkbox"/> REVISED	QUARTERLY/YEAR		
ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE	
SECTION A: CASE INVENTORY					
1. Cases Open at the End of the Quarter		1	2	3	
a. Interstate Cases Initiated in This State Open at the End of the Quarter		4	5	6	
b. Interstate Cases Received From Another State Open at the End of the Quarter		7	8	9	
c. Medi-Cal Only Cases Open at the End of the Quarter				10	
2. Cases Open at the End of the Quarter with Support Orders Established		11	12	13	
a. Interstate Cases Initiated in this State With Support Orders at the End of the Quarter		14	15	16	
b. Interstate Cases Received from Another State With Support Orders at the End of the Quarter		17	18	19	
c. Cases With Orders for Zero Cash Support Open at the End of the Quarter		20	21	22	
d. Medi-Cal Only Cases with Orders Open at the End of the Quarter				23	
3. Cases Open at the End of the Quarter for Whom the State Has No Jurisdiction		24	25	26	
SECTION B: PATERNITY ESTABLISHMENT INVENTORY					
4. Children In IV-D Cases Open at the End of the Quarter	27				
5. Children in IV-D Cases Open at the End of the Quarter Born Out-of-Wedlock	28				
6. Children in IV-D Cases Open at the End or During the Quarter With Paternity Established or Acknowledged	29				
7. Children in IV-D Cases Open at the End of the Quarter With Paternity Resolved	30				
8. Children in the State Born Out-of-Wedlock During the Quarter					
9. Children in the State With Paternity Established or Acknowledged During the Quarter (Optional)					
10. Children in the State With Paternity Acknowledged During the Quarter					
SECTION C: SERVICES REQUIRED					
11. Cases Open at the End of the Quarter Requiring Location Services					
12. Cases Open at the End of the Quarter Requiring Services to Establish an Order		31	32	33	
13. Children Requiring Paternity Determination Services in Cases Open at the End of the Quarter		34	35	36	

**CHILD SUPPORT SERVICES
QUARTERLY STATE PERFORMANCE RECEIVABLE REPORT - Page 2**

ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
SECTION D: SERVICES PROVIDED				
14. Title IV-A Cases Closed During the Quarter Where Child Support Payment Was Recieved	37			
15. Cases Recieving Succesful Location Services During the Quarter				
16 Children in the IV-D Caseload For Whom Paternity Was Established Judically During the Quarter		38	39	40
a. Children in the IV-D Caseload For Whom Paternity Was Established by Voluntary Acknowledgement Under the Paternity Oppportunity Program (POP) During the Quarter		41	42	43
b. Children in the IV-D Caseload For Whom Paternity Was Established Judically During the Quarter and Who Were Born Out-of-Wedlock in Another State or Birth State is Unknown		44	45	46
c. Children in the IV-D Caseload For Whom Paternity Was Established During the Quarter Using the County Judicial System and a Match Was Found in the Statewide POP Database		47	48	49
17. Cases With Support Orders Established During the Quarter		50	51	52
18. Cases With Collections During the Quarter		53	54	55
a. Interstate Cases Received From Another State With Collections During the Quarter		56	57	58
19. Cases Sent to Another State During the Quarter		59	60	61
20. Cases Received From Another State During the Quarter		62	63	64
SECTION E: MEDICAL SUPPORT				
21. Cases Open at the End of the Quarter Where Medical Support is Ordered	65			
22. Cases Open at the End of the Quarter Where Health Insurance Is Ordered	66			
23. Cases Open at the End of the Quarter Where Health Insurance is Provided as Ordered	67			
SECTION F: COLLECTIONS DUE AND DISTRIBUTED				
24. Total Amount of Current Support Due for the Quarter		68	69	70
		\$	\$	\$
25. Total Amount of Support Distributed as Current Support During the Quarter		71	72	73
		\$	\$	\$
26. Total Amount of Arrears Due for All Fiscal Years Including Interest		74	75	76
		\$	\$	\$
27. Total Amount of Support Distributed as Arrears and Interest During the Quarter		77	78	79
		\$	\$	\$
28. Cases With Arrears Due During the Federal Fiscal Year	80			
29. Cases Paying Toward Arrears During the Federal Fiscal Year	81			

**CHILD SUPPORT SERVICES
QUARTERLY STATE PERFORMANCE REPORT - Page 3**

ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
SECTION G: STAFFING				
30. Full-time Equivalent Employees of Local IV-D Offices on the Last Working Day	82			
31. Full-time Equivalent Employees Under Cooperative Agreements on the Last Working Day	83			
SECTION H: NONCOOPERATION AND GOOD CAUSE				
32. Cases at the End of the Quarter Which There is a Determination of Noncooperation		84		
33. Cases During the Quarter With Good Cause Determinations		85		
SECTION I: ADDITIONAL STATE QUARTERLY REPORTING REQUIREMENTS				
34. Number of Alleged Fathers and/or Obligors Successfully Served With a Summons and Complaint During the Quarter		86	87	88
35. Cases With Current Support Due in the Federal Fiscal Year		89	90	91
36. Cases Paying Toward Current Support in the Federal Fiscal Year		92	93	94
NOTE: Explanatory comments:				
I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the child support program in and for said county, and that the data submitted on this form is accurately reported.				
SIGNATURE OF COUNTY DISTRICT ATTORNEY OR LOCAL CHILD SUPPORT AGENCY DIRECTOR			TELEPHONE NUMBER:	DATE:
CONTACT PERSON:			TELEPHONE NUMBER:	

**CHILD SUPPORT SERVICES
QUARTERLY STATE PERFORMANCE REPORT (CS 457 QTR)
REPORTING INSTRUCTIONS
Effective Date September 1, 2001**

The Child Support Services Quarterly State Performance Report (CS 457 QTR) is a report of the local child support agencies program information: case inventory, paternity establishment, services required and provided, medical support, cases with payments, collections due and distributed, staffing and noncooperation and good cause. This information is used for state and federal reporting purposes and for preparation of the quarterly and annual Legislative reports. Certain information on the CS 457 QTR Quarterly State Performance Report is or will be used to determine entitlement to incentives and to support development of the Department of Child Support Services' (DCSS) performance measurement program.

The following detailed instructions for completing the revised CS 457 QTR report replace instructions contained in FSD Letter No. 98-27, dated October 14, 1998.

Report Period

The CS 457 QTR is a quarterly report. Two reporting components require unduplicated aggregated data during the applicable quarters.

The CS 457 QTR report must reflect activities for the entire applicable reporting period including point-in-time counts as of the end of the quarter. Complete each report as required for the quarter as required.

Completing All Entries

All non-shaded line items on the form in Sections A through F, and Section I are to be completed for each quarter. Line 28 and 29 in Section F and Line 35 and 36 in Section I are to be completed as unduplicated aggregate counts for each quarter within each federal fiscal year. Sections G and H are shaded and require no data, and specific shaded line items in Section B are completed by DCSS.

All data elements must be reported. Using "Not Available" (NA) or "Not Applicable" (NAP) are not allowed. **All non-shaded cells MUST have a numeric entry, even if that entry is zero ("0").**

Due Date

The quarterly report is to be completed by the 15th calendar day of the month following the end of the report quarter and sent electronically using the secured county Website for reporting, <https://counties.dcss.ca.gov>. In the event hardcopies may be needed, they should be prepared - with an official signature by the local child support agency

LCSA Letter: 02-02

February 11, 2002

Page 4

director - and sent to:

DEPARTMENT OF CHILD SUPPORT SERVICES

County Support Branch

P.O. Box 419064, M.S. 30

Rancho Cordova, CA 95741-9064

Family Code Section 17600(a) requires each county participating in the state incentive program to report information on the local child support agency, quarterly and annually. Since the CS 457 QTR report is both a statistical and a fiscal document, counties may be considered out of compliance if the report is not received by DCSS by the close of business on the day it is due. **All data included on the CS 457 QTR must be complete and accurate.** Delayed or late reports may result in the withholding of all **state** incentive payments.

NOTE: Counties are required to have quarterly case level detail documentation for an audit trail to support the counts and amounts reported on the CS 457 QTR. The format for this documentation is at county discretion. However, it must be stored in a fashion that will accommodate electronic data requests. The case level detail documentation shall be kept at the local level and made available upon request for federal and state auditors, program reviewers and DCSS. The required retention period for the CS 457 QTR and detail documentation is four years and four months, unless legal action is in progress requiring longer retention.

CASE INVENTORY DEFINITIONS

IV-D Case - A parent (mother, father, or putative father) who is now or eventually may be obligated to support a child or children receiving services under the Title IV-D program.

A parent is reported as a separate IV-D case for each family with a dependent child or children the parent may be obligated to support. If both parents are absent and liable for support or potentially liable for support of a child or children receiving services under the Title IV-D program, each parent is considered a separate IV-D case.

1. Current Assistance Case - A case where the children are (*federally eligible*): (1) recipients of California Work Opportunity and Responsibility to Kids Case (CalWORKs)/Temporary Assistance for Needy Families (TANF), (2) recipients of Kinship Guardianship Assistance Payment Program (KinGAP) and/or any redefined two-parent family programs under Title IV-A of the Social Security Act, or, (3) entitled to Foster Care maintenance payments under Title IV-E of the Social Security Act. In addition, the children's support rights must have been assigned by a caretaker relative to the state, and a referral to the IV-D agency has been made.

- a. CalWORKs/TANF (formerly known as AFDC) Case - A case where the children have been determined to be *federally* eligible for CalWORKs (California's version of TANF) under Title IV-A of the Social Security Act, the children's support rights have been assigned by a caretaker relative, and a referral to the IV-D agency has been made by the IV-A agency. A CalWORKs/TANF case is reported as a Current Assistance case.
- b. Foster Care Case - A case involving children entitled to federal Foster Care maintenance payments under Title IV-E of the Social Security Act for whom a referral to the IV-D agency has been made. A federal (Title IV-E) Foster Care case is reported as a Current Assistance case.

NOTE: For reporting purposes only, a state-only Foster Care case (non-federal Foster Care) and state-only CalWORKs case are reported as Never Assistance cases.

2. Former Assistance Case - A case where the children *formerly* received Title IV-A (AFDC or CalWORKs/TANF) or Title IV-E Foster Care services. NOTE: Children who received services under Title XIX Foster Care or *state-only CalWORKs* should NOT be reported as former assistance cases.
3. Never Assistance Case - A case where the children are receiving services under the Title IV-D program, but are not currently eligible for, not currently receiving or have not previously received assistance under Titles IV-A or IV-E of the Social Security Act.

A Never Assistance case is one where the family is receiving IV-D services as a result of a written application for IV-D services. This includes cases where the children are receiving state-only CalWORKs as well as state only (not Title IV-E) foster care services, non-federal state-only two-parent cases (see FSD Letter No. 99-23) or a case where the children are Medi-Cal recipients not receiving (or ever received) cash assistance.

- a. Medi-Cal Only/Medically Needy Only (MNO) Case - A case where the children have been determined eligible for or are receiving Medi-Cal services only, but whom are not current or former recipients of aid under Title IV-A or IV-E of the Act. Medi-Cal Only (MNO) cases are reported as Never Assistance cases.

SERVICES DEFINITIONS

Medical Support - Medical support refers to the responsibility of a parent to provide health insurance coverage for a child or children. This includes: (1) payment of health insurance premiums, (2) payment of medical bills, or (3) cash payments for health insurance and/or medical bills. Medical support may be provided by either the custodial or the noncustodial parent.

Support Order - The legal establishment of: (1) an amount of money which 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 for those children. This amount or responsibility must be established by court order, administrative process, or other legal process. This includes a legal judgment for arrears.

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 acknowledgment signed by both parents as part of an in-hospital or other acknowledgment service. *Paternity resolved* refers to all children born within a marriage, legitimized by marriage or adoption and children with paternity established or acknowledged up to age 18 years.

CS 457 LINE ITEM INSTRUCTIONS

The CS 457 Quarterly State Performance Report was developed to obtain information on the status and accomplishments of each local child support agency's child support program. The form contains eight sections: A-Case Inventory, B-Paternity Establishment, C-Services Required, D-Services Provided, E-Medical Support, F-Collections Due and Distributed, G-Staffing, H-Non-Cooperation and Good Cause and I-Additional Quarterly Reporting. Section G-Staffing and H-Non-Cooperation and Good Cause do not require counties to provide data. Particular attention should be given to the time period for counting the line items, whether reporting is required in the individual case status columns (b through d) or just the total column (a), or if data is not required to be provided.

NOTE: The data reported must be complete and accurate. It is subject to state and federal audit review.

SECTION A: CASE INVENTORY

In this section, report the number of IV-D cases in the county's inventory in each of three case status categories: (b) Current Assistance cases; (c) Former Assistance cases and (d) Never Assistance cases. No entries should be made in column (a) in the case inventory section.

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(ren) that the parent may be obligated to support. If there are multiple putative fathers for one child, only one case should be reported.

Report all open IV-D cases open at the end of the Quarter. If a parent has more than one child in the same family and any of the children are receiving assistance, report the case as a Current Assistance case.

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

When IV-D services continue to be provided to former IV-A or IV-E recipients, change the case 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 where there are arrears assigned to either the county or state and the county is attempting to collect.

1. **Cases Open at the End of the Quarter**

Report the number of IV-D cases open on the last day of the quarter. Include cases open at the end of the quarter as a result of requests for assistance received from other states, as well as cases open which have been referred to another state. Include all open "good cause" cases on this line. Do not include on this line, cases where the IV-D agency has no jurisdiction (i.e., Native American and international cases). Those cases should be reported separately on Line 3.

1a. Interstate Cases Initiated in This State at the End of the Quarter

Report the number of cases open on the last day of the quarter that have been sent to another state (California is the initiating jurisdiction). Report a case only once, even if the case was sent to more than one state. Cases included on this line are a subset of, and should have been counted in, Line 1.

1b. Interstate Cases Received From Another State Open at the End of the Quarter

Report the number of cases open on the last day of the quarter that have been received from another state (California is the responding jurisdiction). Report a case only once, even if the case was received from more than one state. These cases are a subset of, and should have been counted in, Line 1.

1c. Medi-Cal Only Cases Open at the End of the Quarter

Report the number of Medi-Cal/Medically Needy Only (MNO) cases open on the last day of the quarter. MNO cases are reported as Never Assistance cases, column (d).

NOTE: Medi-Cal Only cases previously on cash assistance are considered Former Assistance cases and are NOT counted on this line. MNO cases are a subset of, and should have been included in, Line 1.

2. Cases Open at the End of the Quarter with Support Orders Established

Report the number of IV-D cases open on the last day of the quarter with support orders established. 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. Count cases only once regardless of the number of orders. *Include cases with orders for temporary support. Temporary Support Orders (TSOs) are to be included in all current support order counts, including counts for case inventory and establishing a support order.* This number is a subset of, and should have been included in, Line 1.

2a. Interstate Cases Initiated in This State With Support Orders Open at the End of the Quarter

Report the number of cases open on the last day of the quarter with a support order established or a judgment for arrears the IV-D agency referred to another state (California is the initiating jurisdiction). These cases are a subset of, and should have been counted in, Line 2.

2b. Interstate Cases Received From Another State With Support Orders Open at the End of the Quarter

Report the number of cases open on the last day of the quarter with a support order established or a judgment for arrears the IV-D agency received from another state (California is the responding jurisdiction). These cases are a subset of, and should have been counted in, Line 2.

2c. Cases With Orders for Zero Cash Support Open at the End of the Quarter

Report the number of cases open on the last day of the quarter with an order established but no amount of cash support included in the order. Include orders with reserved amounts (reserved orders) and orders established for health insurance only. These cases are a subset of, and should have been included in, Line 2.

2d. Medi-Cal Only Cases With Orders Open at the End of the Quarter

Report the number of MNO cases with orders established or a judgement for arrears open on the last day of the quarter. Report these cases under the Never Assistance column (d). These cases are a subset of, and should have been included in, Line 2.

3. Cases Open at the End of the Quarter for Which the State Has No Jurisdiction

Report the number of open cases on the last day of the quarter where the IV-D agency has no jurisdiction (i.e., 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 IV-D agency to take actions necessary to establish paternity, establish a child support order, or enforce an order.

These cases most often involve a non-custodial parent who resides in the jurisdictional boundaries of another country (and no reciprocal agreement, either formal or non-formal, exists) or a federally recognized Indian Tribe and no

income or assets of this individual are located or derived from outside that jurisdiction. However, if these cases remain open for IV-D purposes, counties are to periodically monitor to determine if there is a change in circumstances, which could lead to further action. Non-jurisdictional cases reported on this line should not be reported in any other section or on any other line in this report.

SECTION B: PATERNITY ESTABLISHMENT INVENTORY

The out-of-wedlock birth and paternity information provided in this section from current and prior years' reports will be used to compute the Paternity Establishment Percentage (PEP). IV-D agencies 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 IV-D cases. A paternity can only be counted once – either when a voluntary acknowledgement is obtained or at the time an order determining paternity is established. **IV-D agencies should only include those children who are under 18 on lines 4 – 10 and lines 13 and 16. Emancipated children should only be included in the count of children if the child turned 18 during the reporting quarter.** For reporting purposes, paternity acknowledgment means a declaration signed in the Paternity Opportunity Program (POP).

If any paternity set asides or rescissions were subtracted in Section D, line 16, remember to adjust all applicable line item(s) in Section B.

Report the data only under column (a) in the paternity establishment inventory section.

4. Number of Children in IV-D Cases Open at the End of the Quarter

Report the number of children in the IV-D caseload in cases open on the last day of the quarter reported in Line 1. If there is more than one putative father for a child, count the child only once.

5. Children in IV-D Cases Open at the End of the Quarter Born Out-of-Wedlock

Report the number of children in the IV-D caseload in cases open on the last day of the quarter who were born out-of-wedlock.

6. Children in IV-D Cases Open at the End or During the Quarter With Paternity Established or Acknowledged

Report the number of children born out-of-wedlock in the IV-D cases open during or on the last day of the quarter who have paternity established or acknowledged. Counties should include paternities established or acknowledged for cases closed during the quarter. Paternity does not have to have been established by the IV-D agency.

7. Children in IV-D Cases Open at the End of the Quarter With Paternity Resolved

Report the number of children in the IV-D caseload open on the last day of the quarter with paternity resolved. Include all children born within a marriage, legitimized by marriage or adoption. Include all children with paternity established or acknowledged (**Line 6 above**).

Note: Do NOT count children with paternity resolved for cases closed during the quarter.

8. Children in the State Born Out-of-Wedlock During the Quarter

The Local Child Support Agency does not report on line 8.

9. Children in the State with Paternity Established or Acknowledged During the Quarter

The Local Child Support Agency does not report on line 9.

10. Children in the State with Paternity Acknowledged During the Quarter

The Local Child Support Agency does not report on line 10.

SECTION C: SERVICES REQUIRED

In this section, report the number of IV-D cases open and/or children in open cases at the end of the quarter needing the specific service listed. In interstate cases both the initiating and responding state report services required.

For the purpose of counting children in this section, only include those children

who are under age 18 years. Emancipated children should only be included in the count of children if the child turned 18 during the reporting quarter.

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 services needed.

Under Section C, report the information by case status under columns (b) through (d). Do not report a line total for these items under column (a).

11. Cases Requiring Location Services at the End of the Quarter

The Local Child Support Agency does not report on line 11.

12. Cases Open at the End of the Quarter Requiring Services to Establish an Order

Report the number of IV-D cases open on the last day of the quarter that require services to establish a support order.

13. Children Requiring Paternity Determination Services in Cases Open at the End of the Quarter

Report the number of children in cases open on the last day of the quarter 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 quarter. Count each service that a case received. If a case changes status during the Quarter (e.g., from a "Current Assistance" to a "Former Assistance" case), report the case status as of the end of the quarter. In interstate cases, both the initiating and the responding states report the service that either provided.

Only include those children who are under age 18 years on Lines 16 – 16b. However, if a child turned 18 during the quarter, that child should be included in the count.

When calculating the number of children for whom paternity was established (Line 16), subtract any set asides or rescissions. Remember, to adjust all applicable line item(s) in Section B, Paternity Establishment, as well.

Report under column (a) for Line 14 and under columns (b) through (d) for Lines 16 - 20.

14. Title IV-A Cases Closed During the Quarter Where Child Support Payment Was Received

Report all cases terminated from CalWORKs/TANF during the quarter in which there was any child support collected in the month of termination. Report the information for the quarter in which the termination notice was received from the IV-A agency, regardless of when the termination actually took place.

15. Cases Receiving Successful Location Services During the Quarter

The Local Child Support Agency does not report on line 15.

16. Children in the IV-D Caseload for Whom Paternity Was Established **Judicially** During the Quarter

Report the number of children in cases in the IV-D caseload for whom paternity was established **judicially** by the IV-D agency during the quarter. A paternity established or acknowledged prior to a case's referral to IV-D is not 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.

Remember, only include those children who are under age 18 years on lines 16 – 16c. However, if a child turned 18 during the reporting quarter, that child should be included in the count.

16a. Children in the IV-D Caseload for Whom Paternity Was Established by Voluntary Acknowledgement Under the Paternity Opportunity Program (POP) During the Quarter

Counties are not required to report in this section.

16b. Children in the IV-D Caseload for Whom Paternity Was Established Judicially During the Quarter and Who Were Born Out-of-Wedlock in Another State or the State of Birth is Unknown

Report the number of children in the IV-D caseload, born out-of-wedlock in another state and/or the birth state is unknown for whom the IV-D agency established paternity during the quarter. These are a subset of, and should be included in, Line 16.

16c. Children in the IV-D Caseload for Whom Paternity Was Established During the Quarter Using the County Judicial System and a Match Was Found in the Statewide POP Database

Report the number of children in the IV-D caseload for whom paternity was established by the IV-D agency using the county court system **and** a match was found in the statewide POP database during the quarter.

17. Cases With Support Orders Established During the Quarter

Report the number of cases in which support orders were established by the IV-D agency during the quarter. Include support orders established for medical support only or health insurance only under Never Assistance, column (d). A support order established before the case became an IV-D case is not included on this line.

Do NOT include modifications to existing orders unless the order is being supplemented to include new children not subject to the previous order.

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

Include orders established for temporary support. When the temporary order becomes permanent, it should NOT be counted again. Temporary Support Orders (TSOs) are to be included in all current support order counts, including counts for case inventory and establishing a support order.

18. Cases With Collections During the Quarter
(Unduplicated Count)

Report the number of cases for which at least one collection was made during the quarter. Cases are counted where they sit at the time the report is due. Each case should be counted only once (once the first collection is made even if it is an IRS tax intercept), regardless of the number of collections made for that

case during the quarter. For example, if a tax refund offset collection was made during the quarter, 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.

18a. **Interstate Cases Received From Another State With Collections During the Quarter**

Report the number of interstate cases received from another state for which at least one collection was made during the quarter. Each case should be counted only once, regardless of the number of collections made for that case during the quarter. The number reported on this line is a subset of, and should be included in the number reported in, Line 18.

19. **Cases Sent to Another State During the Quarter**

Report the number of interstate cases sent to another state during the quarter. 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, count the case only once. Report a case if there has been an interstate case submittal for location, establishment of paternity or support order, enforcement of support, or any other IV-D activity.

20. **Cases Received From Another State During the Quarter**

Report the number of interstate cases received from another state during the quarter. Each case should be counted only once, regardless of the number of requests received for one case during the quarter.

SECTION E: MEDICAL SUPPORT

As explained in the services definitions section under medical support, it is a parent's responsibility to provide health coverage for a child or children. This support may be provided by either the custodial or the noncustodial parent. Medical Support also includes cash payments to be used for health insurance and health care.

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

21. **Cases Where Medical Support is Ordered**

Report the number of cases open on the last day of the quarter for which medical support is ordered to be paid. This includes cases with orders for cash medical support and/or health insurance coverage. Include cases

where either the custodial or the noncustodial parent is ordered to provide the medical support.

22. Cases Where Health Insurance is Ordered

Report the number of cases open on the last day of the quarter where health insurance is ordered and cases with orders where health insurance is addressed. Do not include orders for cash medical support (where there is no health insurance policy). The cases reported on this line are a subset of, and should have been counted, in Line 21.

23. Cases Where Health Insurance is Provided as Ordered

Report the number of cases open on the last day of the quarter on Line 22 for which health insurance was actually provided as stated in the order. Count only one order per case. Do not include Medi-Cal and cash medical support (where there is no health insurance coverage). These cases are a subset of, and should have been counted in, 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 quarter. These amounts should be computed monthly and the total of all months reported at the end of the quarter. Include cash medical support payments and support due in cases that closed during the quarter. For purposes of this report, distributed means disbursed collections.

Report amounts due and distributed for both initiating and responding interstate cases. If the initiating state has no order within the state, but there is an order in a responding state, the initiating state should report the amount due in the other state. If there is an order in both the initiating and responding states, each IV-D agency should report consistent with its own order.

Each county will report an unduplicated aggregated count of cases with arrears due (Line 28) and cases paying towards arrears (Line 29) in Section F. Beginning with the first quarter of the federal fiscal year (October/December), report the unduplicated count of cases owing arrears and making at least one payment toward arrears during that quarter. For the remaining quarters, cases with arrears due and paying will be an unduplicated count to ensure previous quarter's cases are not double counted, and should be added to the previous quarter's count. The last quarter (July/September) report will be the annual unduplicated aggregate count of cases owing and paying towards arrears.

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

24. Total Amount of Current Support Due for the Quarter

Report the total amount of current support due for the quarter for all IV-D cases. Include any voluntary collections in current amount due. Do not include current amounts due on arrears.

25. Total Amount of Support Distributed as Current Support During the Quarter

Report the total amount of support distributed as current support during the quarter for all IV-D cases. Voluntary payments are considered current support and should be reported even though there is no order to require payments.

26. Total Amount of Arrears Due for **All** Fiscal Years Including Interest

Report the total amount of arrears due and unpaid for the quarter for all fiscal years including the quarter covered by this report. Include interest on arrears.

27. Total Amount of Support Distributed as Arrears and Interest During the Quarter

Report the total amount of support distributed as arrearages and interest during the quarter. The amounts reported should include judgments ordered and paid this quarter for prior years support.

28. Cases with Arrears Due During the Federal Fiscal Year
(Unduplicated Aggregate Count)

Report the unduplicated aggregate number of cases with arrears due any quarter during the federal fiscal year. Include cases closed during the quarter with arrearages. **For purposes of counting cases owing arrears, an arrearage occurs the month the payment for current support is missed (does not require court ordered payments for the past-due support). Include cases with a court ordered payment for arrears due.**

29. Cases Paying Toward Arrears During the Federal Fiscal Year
(Unduplicated Aggregate Count)

Of those cases reported on Line 28, report the total number of unduplicated aggregate cases in which payments of past-due child support from any source were received during any quarter of the federal fiscal year. This means 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) or, part or all of the payments were retained by the state.

This means in:

Current Assistance cases, all support is assigned to the state, so count all cases with a payment from any source applied to past-due support and retained by the state.

Former Assistance cases, if some past-due support was owed to the family at the time of the collection, only count the case if some of the collection, regardless of source, was applied to past-due support and paid to the family. If no past due support was owed to the family at the time of the collection, count the case if the collection, regardless of source, was retained by the state.

Never Assistance cases, all payments go to the family, so count all cases with any payments from any source applied to past-due support and paid to the family.

SECTION G: STAFFING

Counties are not required to report in this section.

SECTION H: NON-COOPERATION AND GOOD CAUSE

Counties are not required to report in this section.

SECTION I: ADDITIONAL QUARTERLY STATE REPORTING REQUIREMENTS

In this section, report the number of cases in which a summons and complaint was successfully served at any time during the quarter.

Also included in this section, are the number of cases with current support due and the number of cases paying towards current support during the quarter of the federal fiscal year. Include cases with current support due in cases that closed during the quarter.

Each county will report an unduplicated aggregated count of cases with current support due (Line 35) and cases paying towards current support (Line 36) in Section I. Beginning with the first quarter of the federal fiscal year (October/December), report the unduplicated count of cases owing current support and making at least one payment toward current support during that quarter. For the remaining quarters, cases with current support due and paying

will be an unduplicated count to ensure previous quarter's cases are not double counted, and should be added to the previous quarter's count. The last quarter (July/September) report will be the annual unduplicated aggregate count of cases owing and paying towards current support.

Report under columns (b) – (d) for Lines 34 through 36.

34. Number of Alleged Fathers or Obligors Who Were Successfully Served With a Summons and Complaint During the Quarter

Report the number of cases in which the non-custodial parent was successfully served or substituted service with a Summons and Complaint (or an amended Summons and Complaint), to establish paternity or a support order during the quarter. An alleged father shall be counted only once if he was served simultaneously for both a paternity and a support order proceeding for the same child(ren).

35. Cases with Current Support Due in the Federal Fiscal Year
(Unduplicated Aggregate Count)

Report the unduplicated aggregate count of current, former and never assistance cases with current support due any quarter during the federal fiscal year. Do not include current monthly amounts due on arrears.

36. Cases Paying Towards Current Support in the Federal Fiscal Year
(Unduplicated Aggregate Count)

Of those cases reported on Line 35, report the unduplicated aggregate count of current, former, and never assistance cases making at least one payment toward current support any quarter during the federal fiscal year.