

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

September 6, 2002

LCSA LETTER: 02-29

ALL IV-D DIRECTORS

SUBJECT: REVISED CS 157 REPORT – FEDERAL FISCAL YEAR ANNUAL AND
 REVISED CS 457 REPORT – QUARTERLY STATE PERFORMANCE
 REPORT

The purpose of this letter is to transmit the revised *CS 157 (9/02) Child Support Services Federal Fiscal Year Annual Data & Accounts Receivable Report*, *CS 457 (9/02) Child Support Services Quarterly State Performance Report*, and the applicable instructions for completion. Please keep in mind that these changes effect the same lines in both reports. The reports were revised as follows:

- Section B, Paternity Establishment Inventory:

Line 9, *Children in the County With Paternity Established or Acknowledged During the Reporting Period.*

This is a mathematical calculation of the total of Line 10 plus Line 16 on the current year's/quarter's report.

Line 10, *Children in the State With Paternity Acknowledged During the Reporting Period.*

LCSAs are now required to provide the total number of paternity declarations signed in their county for all children, including those children NOT part of the IV-D caseload.

- Section D, Services Provided

Line 16, *Children in the IV-D Caseload For Whom Paternity Was Established Judicially During the Reporting Period.*

This data line was revised to require LCSAs to report only those paternitys established judicially during the reporting period. LCSAs no longer include



paternities established for those children in the IV-D caseload born out-of-wedlock in another state and/or the birth state is unknown (formerly reported on Line 16b). Additionally, LCSAs will not report the number of paternities established judicially when a match is found in the statewide POP database (formerly reported on Line 16c).

Line 16b, Children in the IV-D Caseload For Whom Paternity Was Established During the Reporting Period and Who Were Born Out-of-Wedlock in Another State or Birth State is Unknown.

LCSAs are no longer required to report this data.

Line 16c, Children in the IV-D Caseload For Whom Paternity Was Established During the Reporting Period Using the County Judicial System and a Match Was Found in the Statewide POP Database.

LCSAs are no longer required to report this data.

LCSAs will prepare the revised CS 157 and CS 457 reports using the automated process located on the secured county website at <https://counties.dcss.ca.gov>. Instructions on how to prepare and submit electronic CS 157 and CS 457 reports are available on the secured county website.

By using the electronic IV-D Director “approval code”, the IV-D Director certifies the CS 157 and CS 457 data are accurate and were compiled using the State’s standard data definitions and processing rules. LCSAs and IV-D Directors will no longer be allowed to make changes to any data once it has been uploaded with the data provided by the consortia without prior approval from DCSS. The IV-D Director will be the approving authority. LCSAs will now rely on changes to be done by their respective consortia.

The completed annual report must be submitted by October 15, 2002, with subsequent reports due by October 15th of each year. The CS 457 quarterly report is due on or before the 15th calendar day of the month following the end of the report quarter. Although the CS 457 is a quarterly report, remember lines 28, 29, 35, and 36 are unduplicated aggregate counts for each of the quarters within the federal fiscal year. The reports must be completed using the secure county website as instructed in LCSA Letter 01-37, dated October 2, 2001.

DCSS plans to require LCSAs to begin submitting the CS 457 on a **monthly** basis beginning January 1, 2003 to permit local agencies and DCSS to more closely monitor performance progress. DCSS will follow the normal PRISM Advisory Group and Requirements Analysis Group process to determine the requirements, and levels of effort required, and priority of this task relative to other efforts.

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As a condition for receiving federal program incentive funds, the federal Office of Child Support Enforcement requires LCSAs retain and maintain an audit trail of all data reported on the CS 157.

The data should provide documentation to support each case construct and related actions and be maintained for four years and four months.

If LCSAs have any questions and issues related to the new reporting requirements, they may contact the CS157/457 County SAM Helpdesk at (916) 464-5627, or by email at countySAMhelp@dcss.ca.gov.

Sincerely,

JAN SHERWOOD
Deputy Director
Administrative Services Division

Enclosures

Send this report to:
DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064
Rancho Cordova, CA 95741-9064

CHILD SUPPORT SERVICES
FEDERAL FISCAL YEAR ANNUAL DATA & ACCOUNTS RECEIVABLE REPORT
(This report consists of three pages. Do not report in shaded areas.)

COUNTY	<input type="checkbox"/> NEW	<input type="checkbox"/> REVISED	FEDERAL FISCAL 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 Federal Fiscal Year		1	2	3	
a. Interstate Cases Initiated in This State Open at the End of the Federal Fiscal Year		4	5	6	
b. Interstate Cases Received From Another State Open at the End of the Federal Fiscal Year		7	8	9	
c. Medi-Cal Only Cases Open at the End of the Federal Fiscal Year				10	
2. Cases Open at the End of the Federal Fiscal Year with Support Orders Established		11	12	13	
a. Interstate Cases Initiated in this State With Support Orders at the End of the Federal Fiscal Year		14	15	16	
b. Interstate Cases Received from Another State With Support Orders at the End of the Federal Fiscal Year		17	18	19	
c. Cases With Orders for Zero Cash Support Open at the End of the Federal Fiscal Year		20	21	22	
d. Medi-Cal Only Cases with Orders Open at the End of the Federal Fiscal Year				23	
3. Cases Open at the End of the Federal Fiscal Year for Which 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 Federal Fiscal Year	27				
5. Children In IV-D Cases Open at the End of the Federal Fiscal Year Who Were Born Out-of-Wedlock	28				
6. Children In IV-D Cases Open During or at the End of the Federal Fiscal Year With Paternity Established or Acknowledged	29				
7. Children In IV-D Cases Open at the End of the Federal Fiscal Year With Paternity Resolved	30				
8. Children In the State Born Out-of-Wedlock During the Federal Fiscal Year					
9. Children In the County With Paternity Established or Acknowledged During the Federal Fiscal Year	86				
10. Children in the County With Paternity Acknowledged During the Federal Fiscal Year	87				
SECTION C: SERVICES REQUIRED					
11. Cases Open at the End of the Federal Fiscal Year Requiring Location Services					
12. Cases Open at the End of the Federal Fiscal Year Requiring Services to Establish an Order		31	32	33	
13. Children Requiring Paternity Determination Services in Cases Open at the End of the Federal Fiscal Year		34	35	36	

**CHILD SUPPORT SERVICES
FEDERAL FISCAL YEAR ANNUAL DATA & ACCOUNTS
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 Federal Fiscal Year Where a Child Support Payment Was Received	37			
15. Cases Receiving Successful Location Services During the Federal Fiscal Year				
16. Children in the IV-D Caseload For Whom Paternity Was Established Judicially During the Federal Fiscal Year		38	39	40
17. Cases With Support Orders Established During the Federal Fiscal Year		50	51	52
18. Cases With Collections During the Federal Fiscal Year		53	54	55
a. Interstate Cases Received From Another State With Collections During the Federal Fiscal Year		56	57	58
19. Cases Sent to Another State During the Federal Fiscal Year		59	60	61
20. Cases Received From Another State During the Federal Fiscal Year		62	63	64
SECTION E: MEDICAL SUPPORT				
21. Cases Open at the End of the Federal Fiscal Year Where Medical Support is Ordered	65			
22. Cases Open at the End of the Federal Fiscal Year Where Health Insurance is Ordered	66			
23. Cases Open at the End of the Federal Fiscal Year Where Health Insurance is Provided as Ordered	67			
SECTION F: COLLECTIONS DUE AND DISTRIBUTED				
24. Total Amount of Current Support Due for the Federal Fiscal Year		68	69	70
		\$	\$	\$
25. Total Amount of Support Distributed as Current Support During the Federal Fiscal Year		71	72	73
		\$	\$	\$
26. Total Amount of Arrears Due for All Federal Fiscal Years		74	75	76
		\$	\$	\$
27. Total Amount of Support Distributed as Arrears and Interest During the Federal Fiscal Year		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			
SECTION G: STAFF				
30. Full-time Equivalent Employees of Local IV-D Offices on the Last Working Day in the Federal Fiscal Year	82			
31. Full-time Equivalent Employees Under Cooperative Agreements on the Last Working Day in the Federal Fiscal Year	83			
32. Full-time Equivalent Employees of Privatized IV-D Offices on the Last Working Day in the Federal Fiscal Year				

**CHILD SUPPORT SERVICES
FEDERAL FISCAL YEAR ANNUAL DATA & ACCOUNTS
RECEIVABLE REPORT - Page 3**

ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
SECTION H: PROGRAM EXPENDITURES				
33. Amount of Expenditures to Establish Paternity During the Federal Fiscal Year	\$			
34. Amount of Expenditures to Locate Non-Custodial Parents During the Federal Fiscal Year	\$			
35. Amount of Expenditures to Establish Support Orders During the Federal Fiscal Year	\$			
36. Amount of Expenditures to Enforce Support Orders During the Federal Fiscal Year	\$			
37. Amount of Expenditures to Distribute Collection During the Federal Fiscal Year	\$			
SECTION I: NONCOOPERATION AND GOOD CAUSE				
38. Cases at the End of the Federal Fiscal Year in Which There is a Determination of Noncooperation		84		
39. Cases Open During the Federal Fiscal Year With Good Cause Determinations		85		
SECTION J: ADMINISTRATIVE ENFORCEMENT				
40. Administrative Enforcement Requests Received From Another State During the Federal Fiscal Year				
41. Administrative Enforcement Cases With a Collection During the Federal Fiscal Year				
42. Amount of Support Collected on Administrative Enforcement Cases During the Federal Fiscal Year				
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 LOCAL CHILD SUPPORT AGENCY DIRECTOR		TELEPHONE NUMBER:	DATE	
CONTACT PERSON:		TELEPHONE NUMBER:		

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 During or at the End of 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 County With Paternity Established or Acknowledged During the Quarter	95					
10. Children in the County With Paternity Acknowledged During the Quarter	96					
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 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 A Child Support Payment Was Received	37			
15. Cases Receiving Successful Location Services During the Quarter				
16. Children in the IV-D Caseload For Whom Paternity Was Established Judicially During the Quarter		38	39	40
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			
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			

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

ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
SECTION H: NONCOOPERATION AND GOOD CAUSE				
32. Cases at the End of the Quarter In Which There is a Determination of Noncooperation		84		
33. Cases Open 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 LOCAL CHILD SUPPORT AGENCY DIRECTOR	TELEPHONE NUMBER:	DATE
CONTACT PERSON:	TELEPHONE NUMBER:	

**CHILD SUPPORT SERVICES FEDERAL FISCAL YEAR ANNUAL
DATA & ACCOUNTS RECEIVABLE REPORT
CS 157 REPORTING INSTRUCTIONS
Effective Date Federal Fiscal Year 2002**

Following are detailed instructions for completing the CS 157 Report. These instructions replace instructions contained in LCSA Letter 01-38, dated October 2, 2001.

Report Period

The reporting period for this report is the federal fiscal year (FFY), October 1 – September 30. The CS 157 Report must reflect activities for the entire applicable reporting period including point-in-time counts as of the end of the FFY.

System Backup

It is imperative that each local child support agency (LCSA) have a full system backup of their caseload **as of September 30, 2002**. The back up must be consistent with the data that is reported on the CS 157 **exactly**. If revisions to the report are made, please ensure those revisions are also reflected on the back up file. Steps should be taken to verify that the backup process was successful.

Audit Trail Information

LCSAs are required to have annual case level detail documentation for an audit trail to support the counts and amounts reported on the CS 157. The audit trail information that supports your CS 157 submission must be stored in a fashion that will accommodate electronic data requests. The case level detail documentation must be kept at the local level and made available upon request for federal and state auditors, program reviewers and Department of Child Support Services (DCSS). The retention period for the CS 157 and detail documentation is four years and four months from the end of the report period, unless legal action is in progress requiring longer retention.

Completing All Entries

All non-shaded line items on the form in Sections A through G, and Section I are to be completed. Section H requires no data; specific shaded line items in Section B and Section J are completed by DCSS.

All non-shaded data elements must be reported. Using “Not Available” (NA) or “Not Applicable” (NAP) are not allowed. **Cells with “stripes” require data from another source other than the IV-D agency. All non-shaded cells MUST have a numeric entry, even if that entry is zero (“0”).**

Due Date

The CS 157 Federal Fiscal Year Annual Report - approved by the IV-D Director - must be electronically submitted by the **15th day of October each year**.

All data included on the CS 157 must be complete and accurate. Delayed or late reports may result in the withholding of all state incentive payments.

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: (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 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) is reported as a Never Assistance case.

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 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 (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 157 LINE ITEM INSTRUCTIONS

The CS 157 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-Staff, and I-Non-Cooperation and Good Cause. Section H-Program Expenditures does not require data and Section J-Administrative Enforcement is completed by DCSS. 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.

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.

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 IV-D cases open at the end of the federal fiscal year. 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 Federal Fiscal Year

Report the number of open IV-D cases on the last day of the federal fiscal year. Include cases open at the end of the federal fiscal year 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 Open at the End of the Federal Fiscal Year

Report the number of open cases on the last day of the federal fiscal year 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 Federal Fiscal Year

Report the number of open cases on the last day of the federal fiscal year 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 Federal Fiscal Year

Report the number of Medi-Cal/Medically Needy Only (MNO) open cases on the last day of the federal fiscal year. 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 Federal Fiscal Year with Support Orders Established

Report the number of open IV-D cases on the last day of the federal fiscal year that have 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 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 Federal Fiscal Year

Report the number of open cases on the last day of the federal fiscal year 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 Federal Fiscal Year

Report the number of open cases on the last day of the federal fiscal year 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 Federal Fiscal Year

Report the number of open cases on the last day of the federal fiscal year 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 Federal Fiscal Year

Report the number of open MNO cases with orders established or a judgement for arrears on the last day of the federal fiscal year. 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 Federal Fiscal Year for Which the State Has No Jurisdiction

Report the number of open cases on the last day of the federal fiscal year 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

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. For reporting purposes, paternity acknowledgment means a declaration signed in the Paternity Opportunity Program (POP).

IV-D agencies should only include those children who are under 18 on lines 4 – 10 and lines 13 and 16, ***even if arrears are still being collected for an emancipated child.*** Emancipated (age of majority) children should only be included in the count of children if the child turned 18 during the reporting year.

On Line 10, report the total number of POP declarations signed for all children in the county, including children NOT receiving IV-D services. This data are included on the CD-ROM sent to each consortia lead county for adaptation and distribution to other counties within their consortia systems.

Additionally, counties are required to provide data on Line 9, which is the sum of Line 10 plus Line 16.

The effective date of a POP declaration is the date it is filed with the state agency. A judicially established paternity is considered legally established the date the order is signed and dated by the judicial officer.

When the mother of a child is the only NCP in any IV-D case, the children should be counted as “paternity never at issue” and the child(ren) reported on Line 4 and Line 7.

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 Federal Fiscal Year

Report the number of children in the IV-D caseload in open cases on the last day of the federal fiscal year 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 Federal Fiscal Year Who Were Born Out-of-Wedlock

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

6. Children in IV-D Cases Open During or at the End of the Federal Fiscal Year With Paternity Established or Acknowledged

Report the number of children born out-of-wedlock in open IV-D cases during or on the last day of the federal fiscal year who have paternity established or acknowledged. Counties should include paternities established or acknowledged during the federal fiscal year for cases closed during the federal fiscal year. 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 Federal Fiscal Year With Paternity Resolved

Report the number of children in the IV-D caseload **open on the last day of the federal fiscal year** 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 federal fiscal year.

8. Children in the State Born Out-of-Wedlock During the Federal Fiscal Year

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

9. Children in the County with Paternity Established or Acknowledged During the Federal Fiscal Year

This is the sum of Line 10 plus Line 16 on this report.

10. Children in the County with Paternity Acknowledged During the Federal Fiscal Year

Report the number of children born out-of-wedlock, including children NOT in the IV-D caseload, in the county for whom paternity has been acknowledged during the fiscal year. This means children with paternity acknowledged using the POP program ***included on the statewide POP database, for all children in the entire county.*** This count is a subset of, and should have been included in, Line 9.

SECTION C: SERVICES REQUIRED

In this section, report the number of IV-D open cases (Line 12) and/or children (Line 13) in open cases at the end of the federal fiscal year 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 [age of majority] children should only be included in the count of children if the child turned 18 during the reporting year.)

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 Federal Fiscal Year

This data element is no longer required by the federal government.

12. Cases Open at the End of the Federal Fiscal Year Requiring Services to Establish an Order

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

13. Children Requiring Paternity Determination Services in Cases Open at the End of the Federal Fiscal Year

Report the number of children in open cases on the last day of the federal fiscal year 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 federal fiscal year. Count each service that a case received. If a case changes status during the federal fiscal year (e.g., from a “Current Assistance” to a “Former Assistance” case), report the case status as of the end of the federal fiscal year. 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 Line 16. However, if a child turned 18 during the reporting year, that child should be included in this 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 Federal Fiscal Year Where A Child Support Payment Was Received

Report all cases terminated from CalWORKs/TANF during the federal fiscal year in which there was any child support collected in the month of termination. Report the information for the federal fiscal year in which the

termination notice was received from the IV-A agency, regardless of when the termination actually took place.

The month of termination is the last month for which a grant aid is paid. Include a case in the count for this line whenever the case was terminated from CalWORKs/TANF and a child support payment was received in the same month—even if the payment was received after the case was terminated. Do not include state-only aided cases.

15. Cases Receiving Successful Location Services During the Federal Fiscal Year

The federal government no longer requires this data element.

16. Children in the IV-D Caseload for Whom Paternity Was Established Judicially During the Federal Fiscal Year

Report the number of children, who were born-out-of-wedlock, in cases in the IV-D caseload for whom paternity was established judicially by the IV-D agency during the federal fiscal year excluding the number of children who meet one or more of the exclusion conditions below. 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 establishment is counted on Line 17.

Do not report any child who meets one or more of the following exclusion conditions:

a. Out of state or unknown birth state unwed births.

Do not report any child in the IV-D caseload for whom the IV-D agency established paternity judicially during the federal fiscal year WHO WAS BORN OUT-OF-WEDLOCK OUTSIDE OF CALIFORNIA OR THE BIRTH STATE OF THE CHILD IS UNKNOWN.

b. POP declarations on file.

Do not report any child in the IV-D caseload for whom the IV-D agency established paternity during the federal fiscal year WHOSE PATERNITY WAS ALSO ESTABLISHED BY A POP DECLARATION THAT WAS FILED DURING OR BEFORE THE FEDERAL FISCAL YEAR.

c. Paternity established prior to the IV-D referral.

Do not report any child in the IV- caseload for whom the IV-D agency established paternity judicially during the federal fiscal year WHOSE PATERNITY WAS ESTABLISHED PRIOR TO THE IV-D REFERRAL DATE.

NOTE: If a child meets more than one of the exclusion conditions, take care to exclude the child once, not multiple times, from the Line 16 total.

17. Cases With Support Orders Established During the Federal Fiscal Year

Report the number of cases in which support orders were established by the IV-D agency during the federal fiscal year. 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. The count should not include modifications made to add health insurance to the 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 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 Federal Fiscal Year
(Unduplicated Count)

Report the number of cases for which at least one collection was made during the federal fiscal year. Cases are counted where they sit on the last day of the report period. **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 federal fiscal year.** For example, if a tax refund offset collection was made during the fiscal year, 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 Federal Fiscal Year

Report the number of interstate cases received from another state for which at least one collection was made during the federal fiscal

year. Each case should be counted only once, regardless of the number of collections made for that case during the federal fiscal year. 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 Federal Fiscal Year

Report the number of interstate cases sent to another state during the federal fiscal year. 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 Federal Fiscal Year

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

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 federal fiscal year 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 federal fiscal year 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 federal fiscal year 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). ***The insurance must be provided as stated in the order. If the order states a certain parent must provide the medical support, the case can only be included in the count if that parent actually provides the medical support.*** 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 federal fiscal year. These amounts should be computed monthly and the total of all months reported at the end of the federal fiscal year. Include cash medical support payments and support due in cases that closed during the federal fiscal year. 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.

Collections for spousal support, childcare, medical support, and other cash payments should be included in the amounts reported for Section F, if they are included in the child support order.

For cases that changed status during the fiscal year (i.e. current assistance to former assistance) a county may report the case status as of when the collection was received or as of the end of the fiscal year, as long as the county does it consistently one way or the other.

For purposes of counting arrears on the CS 157, an arrearage occurs the month that the payment is missed. Also, a county must have procedures in place requiring that any payment or installment under a support order is a judgment by operation of law, without the need for further court action.

Do not include distributed collections received for intercounty transfer cases. The total distributed collections reported on Lines 25 and 27 of this report, SHOULD equal the sum of 12 report months for Section B, Line 8, Box 40, “Total Collections Distributed”, plus Section A, Line 5, Box 20, “Collections Forwarded to Other States”, which are reported on the CS 34, Monthly Reports of Collections and Distributions, for the same federal fiscal year. If the totals are not the same, the difference between the CS 157 and the CS 34 MUST be explained.

One known variance that may occur is a “direct payment” from an NCP to the CP. This would be reported on CS 157, but not on the CS 34. If this occurs, please identify the difference (i.e., “direct payment”) and the total dollar amount in the explanation box provided at the end of this report. If any other type of variance occurs, a detailed explanation and the amount of the variance MUST be included in the explanation box as well.

The total variances MUST equal the difference between the CS 157 and the CS 34.

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 Federal Fiscal Year

Report the total amount of current support due for the federal fiscal year 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 Federal Fiscal Year

Report the total amount of support distributed as current support during the federal fiscal year 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 federal fiscal year for all fiscal years including the fiscal year covered by this report. Include interest on arrears.

27. Total Amount of Support Distributed as Arrears and Interest During the Federal Fiscal Year

Report the total amount of support distributed as arrearages and interest

during the federal fiscal year. The amounts reported should include judgments ordered and paid this federal fiscal year for prior years support.

28. Cases with Arrears Due During the Federal Fiscal Year

Report the number of cases with arrears due during the federal fiscal year. Include cases closed during the federal fiscal year 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 Count)

Of those cases reported on Line 28, report the number of cases for which at least one payment was made toward the arrears during the federal fiscal year. Report the total number of IV-D cases in which payments of past-due child support from any source were received during the federal fiscal year and 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, 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: STAFF

Report the number of staff employed on the last working day of September of the federal fiscal year. Report those number in full-time equivalent (FTE) figures

(divide the total number of hours worked by all part-time staff by 2080 hours). This makes staffing figures reported by counties with varying staffing patterns comparable.

For Section G, report under column (a) only.

30. Full-time Equivalent Employees of Local Title IV-D

Report the number of FTE local county child support agency staff employed by the IV-D agency on the last day of September. Do not include any staff working under cooperative agreements (see line 31).

31. Full-time Equivalent Employees Cooperative Agreement/Purchase Agreement

Report the number of FTE staff employed by any agency (public or private) working under a cooperative agreement or purchase of service agreement with the IV-D agency on the last working day of September. Do not include staff already counted in Line 30 above.

32. Full-time Equivalent Employees of Privatized IV-D Agencies

Local Child Support Agencies do not report on line 32.

SECTION H: PROGRAM EXPENDITURES

The federal government no longer requires this section to be reported.

SECTION I: NON-COOPERATION AND GOOD CAUSE

Report the number of cases at the end of the fiscal year in which an applicant for or recipient of CalWORKs/TANF has refused to cooperate in identifying and locating the non-custodial parent. Non-cooperation and good cause determinations could have occurred in a prior report period. Also report the number of cases in which the refusal is based on good cause as determined by the IV-A agency.

For Section I, report only under column (b).

38. Cases at the End of the Federal Fiscal Year in Which There is a Determination of Non-Cooperation

Report the number of IV-D CalWORKs/TANF cases open at the end of the federal fiscal year in which the custodial parent refused to cooperate with the IV-D agencies in identifying and locating the non-custodial parent.

39. Cases During the Federal Fiscal Year With Good Cause Determinations

Report the number of cases open during the federal fiscal year in which it was determined by the IV-A agency that the custodial parent has a good cause for refusing to cooperate with IV-D agencies in identifying and locating the non-custodial parent.

SECTION J: ADMINISTRATIVE ENFORCEMENT

The Department of Child Support Services will provide these data elements.

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**CHILD SUPPORT SERVICES
QUARTERLY STATE PERFORMANCE REPORT (CS 457 QTR)
REPORTING INSTRUCTIONS
Effective Date July 1, 2002**

Following are detailed instructions for completing the CS 457 QTR report. These instructions replace instructions contained in LCSA Letter 02-02, dated February 11, 2002.

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.

System Backup

It is imperative that each local child support agency (LCSA) have a full system backup of their caseload as of **September 30, 2002**. The backup must be consistent with the data that is reported on the CS 457 **exactly**. If revisions to the report are made, please ensure those revisions are also reflected on the backup file. Steps should be taken to verify that the backup process was successful.

Audit Trail Information

LCSAs are required to have quarterly case level detail documentation for an audit trail that support the data reported on the CS 457. The audit trail information that supports your CS 457 submission must be stored in a fashion that will accommodate electronic data requests. The case level detail documentation must be kept at the local level and made available upon request for federal and state auditors, program reviewers and Department of Child Support Services (DCSS). The retention period for the CS 457 and detail documentation is four (4) years and four (4) months from the end of the report period, unless legal action is in progress requiring longer retention.

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 non-shaded data elements must be reported. Using "Not Available" (NA) or "Not Applicable" (NAP) are not allowed. **Cells with stripes require data from**

another source other than the IV-D agency. All non-shaded cells MUST have a numeric entry, even if that entry is zero (“0”).

Due Date

The CS 457 Quarterly State Performance Report – approved by the IV-D Director, must be electronically submitted by the **15th calendar day of the month following the end of the report quarter.**

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.

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.

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.

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. For reporting purposes, paternity acknowledgment means a declaration signed in the Paternity Opportunity Program (POP).

IV-D agencies should only include those children who are under 18 on lines 4 – 10 and lines 13 and 16, ***even if arrears are still being collected for an emancipated child.*** Emancipated (age of majority) children should only be included in the count of children if the child turned 18 during the reporting quarter.

On line 10, report the total number of POP declarations signed for all children in the county, including children NOT receiving IV-D services.

This data are included on the CD-ROM sent to each consortia lead county for adaptation and distribution to other counties within their consortia systems.

The effective date of a POP declaration is the date it is filed with the state agency. A judicially established paternity is considered legally established the date the order is signed and dated by the judicial officer.

When the mother of a child is the only NCP in any IV-D case, the children should be counted as “paternity never at issue” and the child(ren) reported on Line 4 and Line 7.

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 Who 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

This is the sum of Line 10 plus Line 16 on this report.

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

Report the number of children born out-of-wedlock, including children NOT in the IV-D caseload, in the county for whom paternity has been acknowledged during the quarter. This means children with paternity acknowledged using the POP program signed at the IV-D agency **and those included on the statewide POP database, for all children in the entire county.** This count is a subset of, and should have been included in, Line 9.

SECTION C: SERVICES REQUIRED

In this section, report the number of IV-D cases open (Line 12) and/or children (Line 13) 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 [age of majority] 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

This data element is no longer required by the federal government.

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.

The month of a termination is the last month for which a grant aid is paid. Include a case in the count for this line whenever the case was terminated from CalWORKs/TANF and a child support payment was received in the same month-even if the payment was received after the case was terminated.

15. Cases Receiving Successful Location Services During the Quarter

The federal government no longer requires this data element.

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

Report the number of children, who were born-out-of-wedlock, in cases in the IV-D caseload for whom paternity was established judicially by the IV-D agency during the quarter excluding the number of children who meet one or more of the exclusion conditions below. 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 establishment is counted on Line 17.

Do not report any child who meets one or more of the following exclusion conditions:

a. Out of state or unknown birth state unwed births.

Do not report any child in the IV-D caseload for whom the IV-D agency established paternity judicially during the quarter WHO WAS BORN OUT-OF-WEDLOCK OUTSIDE OF CALIFORNIA OR THE BIRTH STATE OF THE CHILD IS UNKNOWN.

b. POP declarations on file.

Do not report any child in the IV-D caseload for whom the IV-D agency established paternity during the quarter WHOSE PATERNITY WAS ALSO ESTABLISHED BY A POP DECLARATION THAT WAS FILED DURING OR BEFORE THE REPORT PERIOD.

c. Paternity established prior to the IV-D referral.

Do not report any child in the IV- caseload for whom the IV-D agency established paternity judicially during the quarter WHOSE PATERNITY WAS ESTABLISHED PRIOR TO THE IV-D REFERRAL DATE.

NOTE: If a child meets more than one of the exclusion conditions, take care to exclude the child once, not multiple times, from the Line 16 total.

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. The count should not include modifications made to add health insurance to the 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). ***The insurance must be provided as stated in the order. If the order states a certain parent must provide the medical support, the case can only***

be included in the count if that parent actually provides the medical support. 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.

Collections for spousal support, childcare, medical support, and other cash payments should be included in the amounts report for Section F, if they are included in the child support order.

For cases that changed status during the quarter (i.e., current assistance to former assistance) a county may report the case status as of when the collection was received or as of the end of the quarter, as long as the county does it consistently one way or the other.

For purposes of counting arrears on the CS 457, an arrearage occurs the month that the payment is missed. Also, a county must have procedures in place requiring that any payment or installment under a support order is a judgment of operation of law, without the need for further court action.

Do not include distributed collections received for intercounty transfer cases. The total distributed collections report on Line 25 and 27 of the report, SHOULD equal the sum of 3 months of Section B, Line 8, Box 40 PLUS, Section A, Line 5, Box 20, “Collections Forwarded to Other States”, which is reported on the CS 34, Monthly Report of Collections and Distributions, for the same quarter. Do not include distributed collections received for intercounty transfer cases. If the totals are not the same, the difference between the CS 457 and the CS 34 MUST be explained.

One known variance that may occur is a “direct payment” from an NCP to the CP. This would be reported on CS 457, but not on the CS 34. If this occurs, please identify the difference (i.e., “direct payment”) and the total dollar amount in the explanation box provided at the end of this report. If

any other type of variance occurs, a detailed explanation and the amount of the variance **MUST** be included in the explanation box as well.

The total variances **MUST** equal the difference between the CS 457 and the CS 34.

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 month of 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.

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