

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

October 10, 2006

CSS LETTER: 06-35

ALL IV-D DIRECTORS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS

SUBJECT: CS 1257 MONTHLY STATE PERFORMANCE REPORT & CS 157 CHILD SUPPORT SERVICES FEDERAL FISCAL YEAR ANNUAL DATA & ACCOUNTS RECEIVABLE REPORT UPDATED INSTRUCTIONS

The purpose of this letter is to provide local child support agencies (LCSAs) with updated instructions for completing the *CS 1257 Child Support Services Monthly State Performance Report* and the *CS 157 Child Support Services Federal Fiscal Year Annual Data & Accounts Receivable Report*. These instructions will replace the CS 1257 instructions transmitted in CSS Letter 05-01, dated January 7, 2005, and CSS Letter 05-01 ERRATA, dated March 2, 2005.

LCSAs are required to begin using the updated instructions effective immediately. The updated instructions include five new data lines, expanded definitions and new examples to assist LCSAs in the reporting process.

As required, the CS 1257 report must be electronically submitted and approved by the 15th calendar day of the month following the end of the report month. LCSAs must continue to complete the reports using the secure county website as instructed in LCSA Letter 01-37, dated October 2, 2001.

Beginning in federal fiscal year (FFY) 2006, it is our intent that a separate CS 157 annual report for the end of the FFY is no longer required. The Department of Child Support Services (DCSS) will use the applicable lines from the September monthly report. In effect, the September CS 1257 monthly report becomes the CS 157 annual report, minus the state only data lines (lines 24a, 25a, 27a, 43 - 49). Approval of this report is due no later than October 15th each year.

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DCSS regulations require that LCSAs retain and maintain an audit trail of all data reported on the CS 1257 & CS 157. The data must provide documentation to support each case construct and related actions and be maintained for four years and four months.

If you have any questions and issues related to the updated reporting requirements, please contact Doug Rose of the Data & Performance Analysis Branch at (916) 464-4887, or by email at Douglas.Rose@dcss.ca.gov.

Sincerely,

/s/ by Karen M. Echeverria

KAREN M. ECHEVERRIA
Deputy Director
Child Support Services Division

Attachment

Notable Changes to the CS 1257 Monthly Report Effective October 2005 and October 2008

The following is a list of notable changes to the reporting requirements for the Monthly State Performance Report (CS 1257).

New & revised data lines effective October 2005:

- Line 2e - Arrears-Only IV-D Cases With Orders Established Open at the End of the Month;
- Line 5a - Children in IV-D Cases Open at the End of the **Prior** Federal Fiscal Year Who Were Born Out-of-Wedlock; **(DCSS to provide)**
- Line 8a - Children in the State Born Out-of-Wedlock During the **Prior** Federal Fiscal Year; **(DCSS to provide)**
- Line 21 - Cases Open at the End of the Month in Which Medical Support is Ordered (revised to exclude arrears-only cases); and
- Line 21a - Cases Open at the End of the Month in Which Medical Support is Ordered and Provided.

New data lines to be phased in no later than October 2008:

- Line 1d - State-Tribal IV-D Cases Initiated in This State Open at the End of the Month;
- Line 1e - State-Tribal IV-D Cases Received From a Tribal IV-D Program Open at the End of the Month;
- Line 1f - International IV-D Cases Initiated in This State Open at the End of the Month;
- Line 1g - International IV-D Cases Received From Another Country Open at the End of Month;
- Line 2f - State-Tribal IV-D Cases Initiated in This State With Support Orders Established Open at the End of the Month;
- Line 2g - State-Tribal IV-D Cases With Support Orders Established Received From a Tribe Open at the End of the Month;
- 2h - International IV-D Cases With Support Orders Established Initiated in This State Open at the End of the Month;
- Line 2i - International IV-D Cases With Support Orders Established Received From Another Country Open at the End of the Month;

- Line 33 - Number of Children Determined Eligible for Medicaid/Medi-Cal in IV-D Cases Open at the End of the Month (Optional);
- Line 34 - Number of Children Determined Eligible for Medicaid/Medi-Cal in IV-D Cases Covered by Private Health Insurance;
- Line 35 - Cases with Medical Coverage Received From any Source; and
- Line 36 - Amount of Cash Medical Support Received That was Assigned to the State.

NOTE: Lines 33 – 36, Section H – Medicaid, is a new reporting section added to include data required to measure performance objectives contained in the National Child Support Enforcement’s Strategic Plan for FY 2005-2009. New and revised definitions have been added along with these changes which are to be phased in, but no later than October 2008.

Additional changes and revision made to clarify the instructions. The elements are effective October 2005:

- Adopted children and children born out-of-wedlock whose parents marry may be counted as having paternity established;
- Children over age 18 may be counted in the paternity section except on Lines 8 through 10 (optional – not required, however, California will begin reporting this change after the statewide implementation of the CCSAS in 2008);
- Children do not have to be born in the reporting state to be counted on Lines 8 through 10;
- Future payments must be counted on Line 24, if they are included on Line 25;
- When cost recovery fees are deducted from a child support payment, the gross amount must be reported on Lines 25, 25a, 27 and 27a;
- No other fees may be counted on Lines 25, 25a, 27, and 27a;
- Interest payments may not be counted on Lines 25 and 25a; and
- The Administrative Enforcement section is deleted.

Additionally, the medical support establishment measure and the medical support enforcement measure will be subject to data reliability audits. Lines to be audited for the new medical support measures include: (2e) Arrears-Only IV-D Cases With Orders Established Open at the End of the Month; (21) Cases Open at the End of the Month In Which Medical Support is Ordered, and; (21a) Cases Open at the End of the Month In Which Medical Support is Ordered and Provided.

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MONTHLY STATE PERFORMANCE REPORT
DEFINITIONS AND INSTRUCTIONS FOR COMPLETING FORM CS 1257
Effective October 2005**

The following are detailed instructions for completing the CS 1257 report. This replaces the report and instructions for the CS 1257 report in CSS Letter 05-01, dated January 7, 2005 and CSS Letter 05-01 (ERRATA), dated March 2, 2005.

Local Child Support Agencies (LCSAs) will use the CS 1257 to report statistical and some financial information on their Child Support program to the California State Department of Child Support Services (DCSS). This information will enable the department to comply with federal and state reporting requirements in Family Code Sections 17600 and 17602. This report is also used to prepare comparative data tables used to monitor local and statewide performances.

Counties must provide all required data except those instruction lines (1d, 1e, 1f, 1g, 2f, 2g, 2h, 2i, 33, 34, 35, and 36) that are shaded blue. These lines will be phased-in and must be reported no later than October 15, 2009 (for Federal Fiscal Year [FFY] 2009). LCSAs may manually report tribal and international cases until these items are completely phased-in. As each line becomes effective, DCSS will notify counties the line(s) is now reportable. Once the new lines become reportable, they will no longer be shaded blue.

Report Period

The CS 1257 is a monthly report predicated on the FFY. Some of the sections are a point-in-time snapshot while some line items are month to month cumulative totals. Two reporting components require unduplicated aggregated data during the applicable months. Lines are clearly identified in the instructions.

The CS 1257 report must reflect activities for the entire applicable reporting period including point-in-time counts as of the end of the month. Complete each report as required for each applicable report period.

The September report (ending September 30th and due October 15th) will be the annual CS 157 Report for that FFY.

Audit Trail Information

It is imperative that each county have a complete audit trail of their caseload data. The audit trail must be consistent with the data that is reported on each monthly CS 1257 **exactly**. If revisions to the report are made, please ensure those revisions are also reflected on the audit trail.

Counties are required to have monthly case level detail documentation for an audit trail that support the data reported on the CS 1257. The audit trail information that supports your CS 1257 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. The retention period for the CS 1257 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.

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Completing All Entries

All non-shaded data elements on the form, Sections A through J, must be reported and cells must have a numeric entry. **Using “Not Available (NA)” or “Not Applicable (NAP)” is not allowed.** Lines 5a, 8, 8a, 9 and 10 in Section B will be data provided and/or calculated by DCSS. Shaded cells require no data.

Data to calculate individual state incentive measures will be taken from several of the September CS 1257 line items. These lines will be audited for completeness and reliability and include: Lines 1 and 2 for the Support Orders measure; Lines 5 and 6 or 8 and 9 for the Paternity Establishment measure; Lines 24 and 25 for the Current Support measure; and Lines 28 and 29 for Arrears.

For FFY 2006, the federal Office of Child Support Enforcement (OCSE) and states have agreed to two incentive measures addressing medical support. The medical support establishment and enforcement measures will be subject to data reliability audits. Lines audited for this measure include: (2e) Arrears-Only IV-D Cases With Orders Established Open at the End Fiscal Year; (21) Cases Open at the End of the Fiscal Year In Which Medical Support is Ordered, and; (21a) Cases Open at the End of the Fiscal Year In Which Medical Support is Ordered and Provided.

Due Date

The CS 1257 Monthly State Performance Report must be approved by the Local Child Support Agency Director, and electronically submitted by the **15th calendar day of the month following the end of the report month.**

All data included on the CS 1257 must be complete and accurate. Delayed or late reports may result in the withholding of LCSA allocation payments.

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CASE INVENTORY DEFINITIONS

IV-D Case - A parent (mother, father, or putative father) who is now or eventually may be obligated under law to support a child(ren) 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(ren) the parent may be obligated to support. If both parents are absent and liable or potentially liable for support of a child(ren) living with a relative or caretaker receiving services under the Title IV-D program, each parent is considered a separate IV-D case.

Each payee and/or current custodial parent at that point-in-time (at the time of the report) is considered a separate IV-D case until the arrears have been paid. There can be only one payee per case.

A state other than California may not be a payee.

- 1) **Current Assistance Case** - A case where the child(ren) are (federally eligible): (1) recipients of California Work Opportunity and Responsibility to Kids (CalWORKs [California's version of TANF])/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 LCSA must have been made.
 - a. **CalWORKs/TANF Case** - A case where the child(ren) have been determined to be federally eligible for CalWORKs (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 county 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 a child(ren) entitled to federal Foster Care maintenance payments under Title IV-E of the Social Security Act for whom a referral to the LCSA 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 unless the case previously received federal assistance dollars.

With regard to case construct, there is no difference between Federal Foster Care and Non-Federal Foster Care. Therefore, if arrears are owed for one child by one non-custodial parent (NCP) to both Federal Foster Care and Non-Federal Foster Care – that still constitutes only one case.

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Example 1

When a child is in Federal Foster Care (FFC), there are two cases, one against mom and one against dad. If the child moves from FFC to Non-Federal Foster Care (NFFC) (or vice versa), and arrears are owed to FFC, there are still only two cases.

Should arrears accrue for NFFC also, there are still only two cases. It is the LCSA's responsibility to determine the appropriate distribution of payment to each payee (FFC and NFFC); however, the case count for reporting purposes does not change.

Foster Care*, NCP dad, child = 1 case
Foster Care*, NCP mom, child = 1 case

TOTAL – 2 cases, 1 child (same child)

*Federal Foster Care OR State-Only Foster Care (aka Non-Federal Foster Care)
OR both

Example 2

Same as above, but instead of moving to NFFC, child returns home with arrears owing to foster care. Now, there would be three cases, one case for current support against dad, a second case for arrears against dad (for foster care), and a third case against mom for foster care arrears. It is the same case count if the child returned home with mom and received aid.

Foster Care*, NCP dad, child = 1 case
Foster Care*, NCP mom, child = 1 case
CP mom, NCP dad, child = 1 case

TOTAL – 3 cases, 1 child (same child)

*Arrears Owed

- 2) **Former Assistance Case** - A case where the child(ren) *formerly* received Title IV-A (AFDC or CalWORKs/TANF) or Title IV-E Foster Care services of the Social Security Act. NOTE: child(ren) 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 child(ren) are receiving services under the Title IV-D program, but are not currently determined to be eligible for and have not previously received assistance under Titles IV-A or IV-E of the Social Security Act. A Never Assistance case is where the family is receiving IV-D services as a result of a written application for IV-D services, including cases where the child(ren) are receiving state-only *CalWORKs* (not Title IV-E) Foster Care services; non-federal, state-only, two-parent cases (see FSD Letter 99-23);

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or cases in which the child(ren) are Medicaid/Medi-Cal recipients not receiving (or ever received) cash assistance. [Tribal](#) and [international](#) cases are considered Never Assistance cases, if the case status is unknown.

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

- 4) **Arrears-Only IV-D Case** - A IV-D case in which the only reason the case is open is to collect child or medical support arrearages owed to the state or to the family. Do not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child(ren).

- 5) **State-Tribal IV-D Case** - A case under the state's IV-D program received from, or sent to, a [Tribal IV-D program](#) for case processing.

- 6) **International IV-D Case** - An [international](#) case under the state's IV-D program received from, or referred to, a foreign country which has entered into an agreement under Section 459A of the Social Security Act with the United States (a Foreign Reciprocating Country or FRC), or a foreign country with which the state has entered a reciprocal agreement. [International](#) cases also include IV-D cases in which there is an application for services for a resident of a foreign country.

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SERVICES DEFINITIONS

Child Support Order - The legal establishment of: (1) an amount of money that is due and owed by a parent for the support of the parent's child(ren); and/or (2) the responsibility to provide health insurance and/or medical support, as defined below, for those child(ren). This amount or responsibility must be established by court order or administrative process, voluntary agreement (in states where such agreements are filed in the court or agency of the administrative process as an order and are legally enforceable), or other legal process. This includes a judgment for child support arrears. This does not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child or children (laws of general obligation).

Medical Coverage - Medical coverage is any health coverage provided for a child or children, including: (1) private health insurance; (2) publicly-funded health coverage; (3) cash medical support; or (4) payment of medical bills (including dental or eye care). Medical coverage may be provided by the custodial parent, non-custodial parent or other person, such as a step-parent. Medical coverage is sometimes provided in the absence of a court order.

Medical Support - Medical support is a subset of medical coverage and includes health coverage provided for a child or children in a IV-D case in which there is a medical support order. This includes: (1) private health insurance; (2) publicly-funded health coverage, if a parent is ordered by a court or administrative process to provide cash medical support payments to help pay the cost of Medicaid/Medi-Cal or State Child Health Insurance Program (SCHIP); (3) cash medical support, including payment of health insurance premiums; and (4) payment of medical bills (including dental or eye care). [Indian Health Service and Tricare](#) are acceptable forms of medical support. Medical support may be provided by either the custodial parent, non-custodial parent or any other person, such as a step-parent.

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

Paternity Establishment Date – The date the judicial officer signed the order of paternity or the date a voluntary paternity acknowledgement is filed with the Department of Child Support Services.

Born Out-of-Wedlock – The biological parents of the child were not married to each other at the time of the child's conception (Family Code Section 17400(i)).

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Presumption of Fatherhood – Presumes the man to be the natural father of a child if he and the child’s natural mother are or have been married to each other or the child is born during the marriage, or within 300 days after the marriage is terminated by death, annulment, declaration of invalidity, or divorce, after a judgment of separation is entered by a court (Family Code Section 7611(a)).

Presumed Income – Income shall be presumed in an amount based on minimum wage, at 40 hours per week, established by the Industrial Welfare Commission pursuant to Section 1182.11 of the Labor Code (as described in Family Code Section 17400 (d)(2)), and any other subsequent statutorily established definition of presumed income.

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CS 1257 LINE ITEM INSTRUCTIONS

The CS 1257 Monthly 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 ten sections: Section A - CASE INVENTORY, Section B - PATERNITY ESTABLISHMENT, Section C - SERVICES REQUIRED, Section D - SERVICES PROVIDED, Section E - MEDICAL SUPPORT, Section F - COLLECTIONS DUE AND DISTRIBUTED, Section G - STAFF, Section H - MEDICAID, Section I - NON-COOPERATION AND GOOD CAUSE, and Section J - ADDITIONAL STATE MONTHLY REPORTING REQUIREMENTS. 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). With the exception of Section B - Paternity Establishment, Lines 5-10, all open good cause cases must be included in the counts.

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 with the exception of arrears-only and [international](#) cases.

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. See the Case Inventory Definition Section at the front of these instructions. 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 month. If a parent has more than one child in the same family and any of the children are currently receiving assistance, report the case as a current assistance case.

Include both cases in the county sent to and received from other states. If the system is able to identify cases with multiple county involvement within the state, **only the managing county (the county in which the CP is receiving assistance; the county where the non-aided CP resides or last opened a case; the responding jurisdiction in an interstate case) should include the case in all of the case inventory counts.** (For additional information, please refer to CSS Letter 05-30.) A case must be counted only once ***within the state***.

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.

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Spousal support that is not associated with an open child support order may no longer be reported on any lines of the CS 157. (This is a change in the way counties have reported spousal support in prior years).

Counties are currently not required to report on **shaded blue** instruction lines 1d, 1e, 1f, 1g, 2f, 2g, 2h, and 2i. They will be phased-in and must be reported no later than **October 30, 2009 (for FFY 2009)**. Counties may manually report **tribal and international cases** until these items are completely phased-in. As each line becomes effective, DCSS will notify counties the line(s) is now reportable. Once the new lines become reportable, they will no longer be **shaded blue**.

**Line 1 – Cases Open at the End of the Month
(This is a Federal & State Performance Measure Line)**

Report the number of IV-D cases open on the last day of the month. Include cases open at the end of the month as a result of requests for assistance received from other states, **tribal IV-D programs**, or foreign countries with a Federal-level or state-level agreement with the reporting state, **tribe**, or country. Include open cases that were referred to another state, **tribal IV-D program**, or foreign country. Do not include **tribal and international** cases reported on Line 3.

Cases received on standard interstate forms from other states are counted as open IV-D cases only if specific action is required on the part of the responding county and the activity required qualifies for Federal Financial Participation (FFP).

Report under columns (b), (c), and (d) for Lines 1, 1a, 1b, **1d, and 1e**. Report only under column (d) for Line 1c, **and report only under column (a) for Lines 1f and 1g**.

Line 1a – Interstate Cases Initiated In This State Open at the End of the Month

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

Line 1b – Interstate Cases Received From Another State Open at the End of the Month

Report the number of cases open on the last day of the month 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, **tribe** or country. These cases are a subset of, and must have been counted on Line 1.

Line 1c – Medicaid/Medi-Cal Only IV-D Cases Open at the End of the Month

Report the number of Medicaid/Medi-Cal/Medically Needy Only (MNO) IV-D cases open on the last day of the month. These cases are a subset of, and must have been counted

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on Line 1. Medicaid/Medi-Cal Only IV-D cases that were previously on cash assistance are considered Former Assistance cases and must **not** be reported on this line.

If a parent in a Medicaid/Medi-Cal Only IV-D case does not want non-medical child support enforced, the case should be reported on Line 1. The case should only be reported on Line 2 if the case has an order. The collections due and received information must be reported on the financial lines if the county receives a cash medical support or other cash collection for that case.

For example, if a county has a Medicaid/Medi-Cal Only IV-D case with an order for \$100 a month to be paid to the custodial parent (CP) toward a child's health insurance, and the state receives the full payment for the case from the non-custodial parent (NCP), that case and collection must be reported on Lines 1, 2, 24, and 25.

Line 1d – State-Tribal IV-D Cases Initiated In This State Open at the End of the Month

Report the number of cases open on the last day of the month initiated in this state and sent to a Tribal IV-D program for action. Report a case only once. Cases included on this line are a subset of and must have counted on Line 1. Cases reported on this line must NOT be reported on Line 3.

Line 1e – State-Tribal IV-D Cases Received From a Tribal IV-D Program Open at the End of the Month

Report the number of cases open on the last day of the month received from a Tribal IV-D program. Report the case only once. These cases are a subset of, and must have been counted on Line 1. Cases reported on this line must not be reported on Line 3.

Line 1f – International IV-D Cases Initiated In This State Open at the End of the Month

Report the number of international cases open on the last day of the month initiated in this state and sent to another country. Report these cases under column (a). Report a case only once, even if the case was sent to more than one country. These cases are a subset of, and must have been counted on Line 1. Cases reported on this line must not be reported on Line 3.

Line 1g – International IV-D Cases Received From Another Country Open at the End of the Month

Report the number of international cases open on the last day of the month received from another country. Report these cases under column (a). Report a case only once, even if the case was received from more than one country. These cases are a subset of, and must have been counted on Line 1. Cases reported on this line must not be reported on Line 3.

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**Line 2 – Cases Open at the End of the Month with Support Orders Established
(This is a Federal and State Performance Measure Line)**

Report the number of IV-D cases open on the last day of the month that have support orders established. ***Cases reported on Line 2 are a subset of and should have been included on Line 1.*** Include cases with orders entered prior to the case becoming a IV-D case, as well as cases with orders established by the county. Include judgments for arrears, regardless of whether there is a payment schedule or an order for ongoing support.

Remember, count cases only once, regardless of the number of orders. Do not include voluntary support agreements on this line unless the agreements are legally enforceable in the reporting state. Include all cases—both cases sent to and received from other states, [tribes](#) and countries. 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.

Report under columns (b), (c), and (d) for each item, except for Line 2d, that must be reported under column (d) only and Lines 2e, [2h](#), and [2i](#) that must be reported under column (a) only. Include all cases received from or sent to another state or jurisdiction that have an order for support—regardless of when or where the order was established.

Line 2a – Interstate Cases Initiated In This State With Support Orders Established Open at the End of the Month

Report the number of cases open on the last day of the month that have support orders established or a judgment for arrears the county referred to another state (California is the initiating jurisdiction), [tribe](#) or country. These cases are a subset of, and must have counted on Line 2.

Line 2b – Interstate Cases Received From Another State With Support Orders Established Open at the End of the Month

Report the number of cases open on the last day of the month with a support order established or a judgment for arrears, that the county received from another state (California is the responding jurisdiction), [tribe](#) or country. These cases are a subset of, and must be counted on Line 2.

Line 2c – Cases With Orders Established for Zero Cash Support Open at the End of the Month

Report the number of cases open on the last day of the month with an order established, but no amount of cash support is included in the order. This must include orders with reserved amounts (reserved orders) and orders established for health insurance only. These cases are a subset of, and must be included on Line 2.

Line 2d – Medicaid/Medi-Cal Only IV-D Cases With Orders Established Open at the End of the Month

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Report the number of Medicaid/Medi-Cal Only cases open on the last day of the month that have a support order established or a judgment for arrears. Report these cases under column (d). These cases are a subset of, and must be included on Line 2. Medicaid/Medi-Cal cases that were previously on cash assistance are considered Former Assistance cases and are not reported on this line.

Line 2e – Arrears-Only IV-D Cases With Orders Established Open at the End of the Month

Report the number of IV-D arrears-only cases open on the last day of the month. Include cases for which there is no current support assigned to the state or owed to the family. These cases are a subset of, and must be counted on Line 2. Do not include judgments under state laws that create a debt owed to the state by the non-custodial parent for public assistance paid for that parent's child or children.

Do not include cases with reserved amounts (reserved orders or orders set at \$0). Include those cases when a child is emancipated and there are only arrears due.

Line 2f – State-Tribal IV-D Cases Initiated In This State With Support Orders Established Open at the End of the Month

Report the number of cases open on the last day of the month that have a support order established or a judgment for arrears that have been sent to a Tribal IV-D program. These cases are a subset of, and must have been counted on Line 2.

Line 2g – State-Tribal IV-D Cases With Support Orders Established Received From a Tribe Open at the End of the Month

Report the number of cases open on the last day of the month that have a support order established or a judgment for arrears that were received from a Tribal IV-D program. These cases are a subset of, and should be counted on Line 2.

Line 2h – International IV-D Cases With Support Orders Established Initiated In This State Open at the End of the Month

Report the number of cases open on the last day of the month that have a support order established or a judgment for arrears that were referred to another country. Report these cases under column (a). These cases are a subset of, and should be counted on Line 2.

Line 2i – International IV-D Cases With Support Orders Established Received From Another Country Open at the End of the Month

Report the number of cases open on the last day of the month that have a support order established or a judgment for arrears that were received from another country. Report these cases under column (a). These cases are a subset of, and should be counted on Line 2.

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Line 3 – Cases Open at the End of the Month for Which the State Has No Jurisdiction

Report the number of open cases on the last day of the month over which the county has no jurisdiction. This includes cases that involve an individual over whom the county has no civil jurisdiction (e.g., subject matter, territorial, or personal jurisdiction) available to pursue or effectuate any child support actions.

In addition, no formal, informal reciprocal, cooperative agreement or other mechanism is in place to enable the county to take actions necessary to establish paternity, establish a child support order, or enforce an order.

International cases for countries which the state has no reciprocal agreement and/or there is no bi-lateral arrangement with the United States under Section 459A of the Act should be included on this line. Also, [non-IV-D tribal cases](#) for which the state has no jurisdiction must also be reported on this line.

These cases most often involve a non-custodial parent who resides in the civil jurisdictional boundaries of another country or an [Indian Tribe](#), which the state or United States has no reciprocal agreement, 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 must not be reported in any other section or on any other line in this report. Please note that the accuracy of this information is subject to audit review.

SECTION B: PATERNITY ESTABLISHMENT

The out-of-wedlock birth and paternity information provided in this section will be used to compute Paternity Establishment Percentage (PEP). Counties are to report the number of children in each line item, not the number of cases. Include children in both initiating and responding interstate and [tribal](#) or [international IV-D](#) cases, as appropriate.

A paternity can only be counted once. For judicially established paternitys, the IV-D agencies must use the date the paternity order is signed and dated by the judicial officer.

The effective date of paternity for a voluntary acknowledgement is the date the declaration is filed with DCSS. For reporting purposes, paternity acknowledgment means a declaration signed under the Paternity Opportunity Program (POP) and filed with the DCSS.

Adopted children and children born out-of-wedlock whose parents marry each other, may be counted as having paternity established. Additionally, if a child turned 18 during the reporting year, that child must also be included in the count for these lines. Include

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legally emancipated minors, wards and dependents of the court in child counts if that child receives IV-D services in an open case.

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.

Counties shall now include paternities established judicially by the county for children born out-of-wedlock in a state other than California or the birth state is unknown (previously reported on Line 16b).

According to Section 452(g) of the Social Security Act, "the total number of children shall not include any child who is a dependent child by reason of the death of a parent, unless paternity is established for that child." Therefore, counties must not include such children on Lines 5 through 10, unless paternity has been established for the child.

Section 452(g) of the Act further states that the total number of children shall not include "...any child with respect to whom an applicant or recipient is found by the state to qualify for a good cause or other exception to cooperation pursuant to Section 454(29)". Therefore, LCSAs must not include such children on Lines 5 through 10.

For Lines 4 – 10, report the data under Column (a) Total, in Section B Paternity Establishment.

Line 4 – Number of Children in IV-D Cases Open at the End of the Month

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

Line 5 – Children in IV-D Cases Open at the End of the Current Month Who Were Born Out-of-Wedlock

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

Line 5a – Children in IV-D Cases Open at the End of the Prior Federal Fiscal Year Who Were Born Out-of-Wedlock

The county does not report on Line 5a. DCSS will automatically populate this line from Line 5 of the prior year report.

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

Line 6 – Children in IV-D Cases Open During or at the End of the Month With Paternity Established or Acknowledged

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Report the number of children born out-of-wedlock in the IV-D cases open during or on the last day of the month who have paternity established or acknowledged.

Counties should include paternities established or acknowledged for cases closed during the FFY. Paternity does not have to have been established by the LCSA.

Line 7 – Children in IV-D Cases Open at the End of the Month With Paternity Resolved

Report the number of children in the IV-D caseload open on the last day of the month with paternity resolved. Include all children born within a marriage, legitimized by marriage or adoption. Include all children with paternity established or acknowledged. Include only children in open cases counted on line 6. Do not include children counted on Line 6 in cases that closed during the FFY.

Line 8 – Children in the State Born Out-of-Wedlock During the Current Month (This is a Federal Performance Measure Line)

The county does not report on Line 8. DCSS will automatically populate this line from data received from the State Office of Vital Records.

Report the total number of children in the state who were born out-of-wedlock during the year. Report the information for the current reporting year. This may include children born out-of-wedlock in another state who are living in California.

Line 8a – Children in the State Born Out-of-Wedlock During the Prior Federal Fiscal Year

The county does not report on Line 8a. DCSS will automatically populate this line from data received from the State Office of Vital Records.

Report the total number of children in the state who were born out-of-wedlock during the prior year. *Report the information for the prior reporting year. This may include children born out-of-wedlock in another state who are living in California.*

This number must be the audited (if applicable) data taken from Line 8 of the CS 157 annual report.

Line 9 – Children in the State with Paternity Established or Acknowledged During the Federal Fiscal Year (This is a Federal Performance Measure Line)

The county does not report on line 9. DCSS will automatically perform the calculation of Line 9, which equals the sum of Line 10 plus Line 16, on this report.

Report the number of minor children in the state who were born out-of-wedlock for whom paternity has been established or acknowledged during the year.

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As long as the reporting state established paternity, the child or children did not have to be born in the reporting state.

Line 10 – Children in the State With Paternity Acknowledged During the Federal Fiscal Year

The county does not report on Line 10. DCSS will automatically populate Line 10 from the statewide POP master database.

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 FFY. This means all children in the county with paternity acknowledged using the POP program and included on the statewide POP database.

This count is a subset of, and must have been included on Line 9.

SECTION C: SERVICES REQUIRED

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

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 different custodial parents or parties would be counted as three cases needing an order established.

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 years old during the FFY.

Under Section C, report the information by case status under columns (b) through (d).

Line 11 – Reserved

No entries required on this Line.

**Line 12 – Cases Open at the End of the Month Requiring Services to Establish an Order
(This is a State Performance Measure Line)**

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

Line 13 – Children Requiring Paternity Determination Services in Cases Open at the End of the Month

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Report the number of children in cases open on the last day of the month 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 fiscal year. Count each service that a case received.

If a case changed status during the FFY (e.g., from an assistance to a former assistance case), report the case status as of the end of the month. 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, 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 FFY. Include legally emancipated minors, wards and dependents of the court in child counts if that child receives IV-D services in an open case.

Report under Column (a), Total, for Line 14, and report under Columns (b) through (d) for Lines 16 – 20.

Line 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 collection in the month of termination. Report the information for the fiscal year in which the information is 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 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.

Because we know counties may not receive the information the same month of termination, report the information for the month in which the termination notice was received from the IV-A agency, regardless of when the termination actually took place.

Line 15 – Reserved

No entries required on this Line.

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

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Report the number of children, who were born out-of-wedlock (as defined in Family Code Section 17400 [i]), in cases in the IV-D caseload for whom paternity was established judicially by the county during the FFY. Include those children who were born out-of-wedlock in a state other than California and/or the birth state was unknown. If a paternity determination action includes an order for support, the paternity is counted in Line 16 and the support order establishment is counted in Line 17. **Exclude** the number of children who meet one or more of the exclusion conditions below:

1. POP Declaration on file.

Do not report any child in the IV-D caseload for whom the county established paternity during the FFY whose paternity was also established by a pop declaration that was filed during or before the report period.

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

Do not report any child in the IV-D caseload for whom the county established paternity judicially during the FFY whose paternity was established prior to the IV-D referral date.

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

**Line 17 – Cases With Support Orders Established During the Federal Fiscal Year
(This is a State Performance Measure Line)**

Report the number of cases in which support orders were established by the county during the fiscal year. Include support orders established for medical support.

A support order established before the case became a IV-D case or an order that has been modified must not be counted. If a support order that has been previously counted is subsequently set aside, then re-established at a later date, count only the first support order established.

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

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.

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.

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**Line 18 – Cases With Collections During the Federal Fiscal Year (Unduplicated Count)
(This is a State Performance Measure Line)**

Report the number of cases in which at least one collection, from any source, was made during the FFY. Cases are counted where they sit on the last day of the report period (e.g., if the family is on assistance on the last day of the report period, then count the case as a Current Assistance case). This is an unduplicated aggregate count of paying cases during the FFY. For example, if a tax refund offset collection was made during the FFY, 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. Include cases received from another state, [tribe](#), or country with a collection during the fiscal year.

Line 18a – Interstate Cases Received From Another State With Collections During the Federal Fiscal Year (Unduplicated Count)

Report the number of cases received from another state, [tribe](#) or country for which at least one collection from any source was made during the FFY. This is an unduplicated aggregate count of paying cases. Each case should be counted only once, regardless of the number of collections made for that case during the FFY. The number reported on this line is a subset of, and must be reported on Line 18.

Line 19 – Cases Sent to Another State During the Federal Fiscal Year

Report the number of cases sent to another state, [tribe](#), or country during the FFY. 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 submittal for location, establishment of paternity or support order, enforcement of support, or any other IV-D activity.

Line 20 – Cases Received From Another State During the Federal Fiscal Year

Report the number of cases received from another state, [tribe](#), or country during the FFY. Each case must be counted only once, regardless of the number of requests received for one case during the FFY.

SECTION E: MEDICAL SUPPORT

As explained in the definition section, medical support is private health insurance, publicly-funded health coverage under certain conditions, and various kinds of cash medical support.

This support may be provided by the custodial parent, non-custodial parent, or any other person, such as a step-parent. It includes cash payments to be used for health insurance and health care.

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Arrears-only cases should not be included in the count, so exclude all cases from all line totals in this section in which the only reason the case is open is to collect child or medical support arrearages assigned to the state or owed to the family and pursuing medical support is not required.

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

**Line 21 – Cases Open at the End of the Month in Which Medical Support is Ordered
(This is a State Performance Measure Line)**

Report the number of IV-D cases open on the last day of the month for which medical support is ordered to be paid. This includes cash medical support amounts and/or health insurance coverage. Include IV-D cases where the custodial parent, non-custodial parent, or any other person, such as a step-parent, is ordered to provide the medical support. Do not include arrears-only cases on this line.

Line 21a – Cases Open at the End of the Month in Which Medical Support is Ordered and Provided

Report the number of IV-D cases open on the last day of the month for which medical support was ordered and provided at any time during the fiscal year. This includes cash medical support payments and/or health insurance coverage. Include cases where the custodial, non-custodial parent, or any other person, such as a step-parent, actually provided the medical support.

If private insurance is ordered, counties cannot include cash medical support payments, unless it is documented that private insurance is not available to the non-custodial parent at reasonable cost. Publicly-funded health insurance is included only if there is documentation that private health insurance coverage is unavailable at reasonable cost and a parent is ordered by a court or administrative process to provide a cash medical support payment to help pay the cost of Medicaid/Medi-Cal or Healthy Families. Cases reported on Line 21a are a subset of, and must be reported on Line 21.

Line 22 – Cases Open at the End of the Month Where Health Insurance is Ordered

Report the number of cases open on the last day of the month where health insurance is ordered. Do not include orders for cash medical support (where there is no health insurance policy). Counties may exclude cases where the unavailability of health insurance at reasonable cost is confirmed. Cases reported on Line 22 are a subset of, and must have been included on Line 21.

Line 23 – Cases Open at the End of the Month Where Health Insurance is Provided as Ordered

Report the number of cases open on the last day of the month on Line 22, for which health insurance was actually provided as stated in the order. Count only one order per case. Do not include Medicaid/Medi-Cal and cash medical support (where there is no

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health insurance coverage). *The insurance may be provided by the custodial parent, non-custodial parent or other person, but must be provided as stated in the order.* These cases are a subset of, and must have been counted on Line 22.

SECTION F: COLLECTIONS DUE AND DISTRIBUTED

In this section, report the aggregate amount of collections due and the aggregate amount of collections that were distributed in the report month and during the FFY. These amounts must be computed and reported monthly as well as added to the previous month for an aggregate count (year-to-date total). Include cash medical support payments and support due in cases that closed during the FFY. For purposes of this report, to be considered distributed, a collection must be both distributed and disbursed.

Report amounts due and distributed for both initiating and responding interstate, [tribal](#), and international cases, except for Lines 26 and 27, which only the initiating state will report. If the initiating state has no order within the state, but there is an order in a responding state, the initiating state must report the amount due in the other state. If there is an order in both the initiating and responding states, counties should report consistent with its own order. Amounts due and collected for child care, medical support, spousal support and other cash payments must be included in the amounts reported in Section F, only if they are included in the child support order.

Spousal support that is not associated with an open child support order may no longer be reported on any lines of the CS 157. (This is a change in the way counties have reported spousal support in prior years).

For cases that changed status during the month (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 month, as long as the county does it consistently one way or the other.

For purposes of counting arrears on the CS 1257, 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.

Additionally, any collections received or distributed for those cases reported in Section A, Line 3, *Cases Open at the End of the Month for Which the State Has No Jurisdiction*, should **not** be included in this section.

If a county recovers costs or fees from a collection, report the total amount of the collection rather than the net amount sent to the family on Lines 25, 25a, 27, and 27a.

Each county will report the aggregate amount of current support due (Line 24), current support distributed (Line 25) and collections distributed as arrears and interest (Line 27) based on the FFY. Additionally, counties will report the amount of current support due

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(Line 24a), distributed current support (Line 25a) and arrears and interest distributed (Line 27a) during the report month.

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 month of the FFY (October), report the unduplicated count of cases owing arrears and making at least one payment toward arrears during that month. For the remaining months, cases with arrears due and paying, will be an unduplicated count to ensure previous month's cases are not double counted, and should be added to the previous month's count. The last month's (September) report should equal the annual unduplicated aggregate count of cases owing and paying towards arrears.

Adjustments made during the reporting year from previous periods must not be included in the amounts reported on Lines 24 through 27. Likewise, cases with prior year adjustments must not be reported on Lines 28 and 29.

When arrears are compromised (or forgiven) in any case, the applicable amounts and/or cases should be addressed on Line(s) 18, 26, 27, 27a, 28, and 29. An accurate audit trail is required whenever such modifications are made to any case or financial account. Additional information regarding compromised arrears can be found in CSS Letters 04-07 and 04-30.

EXAMPLE:

An NCP owes \$500 in arrears. Of that amount, \$250 was forgiven and a \$250 lump-sum payment was made. Adjustments should be made on:

- **Line 26:** Subtract \$500
- **Line 27:** Report \$250 as distributed arrears and interest (also report \$250 as distributed arrears and interest on Line 27a the month the distribution occurs),
- **Line 28:** Report the case as soon as it owed the arrears,
- **Line 29:** Report the case as paying towards arrears, and;
- **Line 18:** Report as a case with a collection.

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

**Line 24 – Total Amount of Current Support Due for the Federal Fiscal Year
(This is a Federal Performance Measure Line)**

Report the total aggregate amount of current support due for the FFY for all IV-D cases. Include any voluntary collections in current amount due. Do not include current monthly amounts due on arrears. Future payments must also be included, if they were reported on Line 25.

Line 24a – Total Amount of Current Support Due for the Month

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Report the total amount of current support due for the month for all IV-D cases. Include any voluntary collections in current amount due. Do not include current amounts due on arrears. This is a subset of, and should have been included on Line 24.

**Line 25 – Total Amount of Support Distributed as Current Support During the Federal Fiscal Year
(This is a Federal & State Performance Measure Line)**

Report the total aggregate amount of support distributed as current support during the FFY for all IV-D cases. Voluntary payments are considered current support and must be reported here, and should be reported on Line 24 (Current Support Due) and Line 25 (Current Support Distributed), even though there is no order to require payments. If a county recovers costs or fees from a child support collection, the county must report the total amount of the collection rather than the net amount sent to the family. All other fees, such as tax offset, application, and genetic testing fees, may NOT be included in the amounts for this line. Interest payments also may not be reported on this line.

Line 25a – Total Amount of Support Distributed as Current Support During the Month

Report the total aggregate amount of support distributed as current support during the month for all IV-D cases. Voluntary payments are considered current support and must be reported here, and should be reported on Line 24a (Current Support Due) and Line 25a (Current Support Distributed), even though there is no order to require payments. If a county recovers costs or fees from a child support collection, the county must report the total amount of the collection rather than the net amount sent to the family. All other fees, such as tax offset, application, and genetic testing fees, may NOT be included in the amounts for this line. Interest payments also may not be reported on this line.

Line 26 – Total Amount of Arrears Due for All Fiscal Years Including Interest

Report the total amount of arrears due and unpaid as of the end of the report month for all fiscal years including the month covered by this report. Include interest on arrears. Only the initiating state is to report arrears due for interstate and other interjurisdictional cases.

**Line 27 – Total Amount of Support Distributed as Arrears and Interest During the Federal Fiscal Year
(This is a State Performance Measure Line)**

Report the total aggregate amount of support distributed as arrearages and interest during the FFY. The amounts reported should include judgments ordered and paid this month for prior years support. If a county recovers costs or fees from a child support collection, the county must report the total amount of the collection rather than the net amount sent to the family. *Only the initiating state is to report arrears distributed for interstate and other interjurisdictional cases.*

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Line 27a – Total Amount of Support Distributed as Arrears and Interest During the Month

Report the total amount of support distributed as arrearages and interest during the month. The amounts reported should include judgments ordered and paid this month for prior years support. If a county recovers costs or fees from a child support collection, the county must report the total amount of the collection rather than the net amount sent to the family. This is a subset of, and should have been included on Line 27.

**Line 28 – Cases with Arrears Due During the Federal Fiscal Year (Unduplicated Aggregate Count)
(This is a Federal Performance Measure Line)**

Report the unduplicated aggregate number of cases with arrears due during the report month of the FFY. Include cases closed during the FFY with arrearages.

Do NOT count this same case again during the FFY, even if there are still arrears due. 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.

**Line 29 – Cases Paying Toward Arrears During the Federal Fiscal Year
(Unduplicated Aggregate Count)
(This is a Federal Performance Measure Line)**

Of those cases reported on Line 28, report the number of cases that made at least one payment, from any source, toward arrears during any month of the FFY. Include those cases that 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).

In other words, count those cases where all of the past-due support was disbursed to the family because all support was owed to the family, or all of the past-due support was retained by the state because all support was assigned to the state. However, if some of the past due support was assigned to the state and some was owed to the family, only count those cases where some of the support actually was disbursed to the family.

This means that in never assistance cases, all payments go to the family, so counties must count all cases with any payments applied to past-due support and paid to the family. In current assistance cases, all support is assigned to the state, so counties must count all cases with payments applied to past-due support and retained by the state. However, in former assistance cases, if some past-due support was owed to the family at the time of the collection, counties must only count the case if some of the collection was applied to past-due support and paid to the family.

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SECTION G: STAFF

Report the total number of staff providing IV-D child support services employed (actual filled positions, not budgeted) on the last working day of the report month. Report these numbers in full-time equivalent (FTE) figures (divide the total number of hours worked by all part-time staff by 173 hours). This makes staffing figures reported by counties with varying staffing patterns comparable.

The number of FTEs reported on the September CS 1257 report should match the same number of FTEs reported on the CS 921 budget template report. The number of FTEs should be consistent on all reports and reflect actual filled positions, not budgeted positions.

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

Line 30 – Full-time Equivalent Employees of Local Title IV-D Offices on the Last Working Day of the Month

Report the number of FTE county staff, including Electronic Data Processing (EDP) and temporary help staff, employed by the county on the last day of the report month. Do not include any staff working under cooperative agreements (see Line 31).

Line 31 – Full-time Equivalent Employees Under Contract, Interagency, or Cooperative Agreement on the Last Working Day of the Month

Report the number of FTE staff employed by any agency (public or private) working under a cooperative agreement, employed contractor, or interagency agreement with the county on the last working day of the report month. Do not include staff already counted in Line 30.

Line 32 – Full-time Equivalent Employees of Privatized IV-D Offices on the Last Working Day of the Month

The county does not report on Line 32.

SECTION H: MEDICAID

In this section, report the number of children in IV-D cases open at the end of the month who are determined eligible for Medicaid/Medi-Cal under Title XIX of the Social Security Act for Lines 33 and 34. Report the number of cases with medical coverage on Line 35 and the amount of cash medical support on Line 36. Only initiating states should report on Lines 33 through 36.

Line 33 of this section is state-only data.

Counties are currently not required to report on shaded blue lines 33, 34, 35 and 36. They will be phased-in and must be reported no later than October 30, 2009 (for FFY 2009). As each line becomes effective, DCSS will notify counties the

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Effective October 2005**

line(s) is now reportable. Once the new lines become reportable, they will no longer be shaded blue.

Line 33 – Number of Children Determined Eligible for Medicaid/Medi-Cal in IV-D Cases Open at the End of the Month (State-Only Data)

Report the number of children in IV-D cases open at the end of the month who are *determined* eligible for Medicaid/Medi-Cal under Title XIX of the Social Security Act.

Line 34 – Number of Children Determined Eligible for Medicaid/Medi-Cal in IV-D Cases Covered by Private Health Insurance

Report the number of children who are *determined* eligible for Medicaid/Medi-Cal, who were also covered at any time during the fiscal year by private health insurance in IV-D cases open at the end of the month. Line 34 is a subset of, and must be included on Line 33.

Line 35 – Cases with Medical Coverage Received From any Source

Report the number of IV-D cases open on the last day of the month in which medical coverage was received from any source at any time during the fiscal year.

Line 36 – Amount of Cash Medical Support Received That Was Assigned to the State

Report the amount of cash received in IV-D cases from medical support payments that are assigned to the state under the Medicaid/Medi-Cal program during the month. This should include all cash medical payments, including cash for health insurance policies, doctor bills, as well as contributions toward Medicaid/Medi-Cal.

SECTION I: NONCOOPERATION AND GOOD CAUSE

Report the number of cases during 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.

NOTE: THERE IS NO LINE 37 ON THIS REPORT.

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

Line 38 – Cases at the End of the Month in Which There is a Determination of Non-Cooperation

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

Line 39 – Cases Open In the Federal Fiscal Year With Good Cause Determinations

Report the number of cases open during the FFY in which it was determined by the IV-A agency that the custodial parent had good cause for refusing to cooperate with LCSAs in identifying and locating the non-custodial parent.

**SECTION J: ADDITIONAL STATE MONTHLY REPORTING REQUIREMENTS
(FORMERLY SECTION K)**

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

Also included in this section, are the unduplicated aggregate number of cases with current support due and cases paying towards current support during the FFY (each month is an unduplicated year to date total). Include cases with current support due in cases that closed during the month.

Each county will report an unduplicated aggregated count of cases with current support due (Line 44) and cases paying towards current support (Line 45) in Section J. Beginning with the first month (October) of the FFY, report the unduplicated count of cases owing current support and making at least one payment toward current support during that month. For the remaining months, cases with current support due and paying will be an unduplicated count to ensure previous month's cases are not double counted, and should be added to the previous month's count. The last month's (September) report will be the annual unduplicated aggregate count of cases owing and paying towards current support.

NOTE: THERE ARE NO LINES 40 – 42 ON THIS REPORT.

Report under Columns (b) – (d) for Lines 43 – 49.

**Line 43 – Number of Alleged Fathers or Obligor's Successfully Served With a Summons and Complaint During the Federal Fiscal Year
(Unduplicated Aggregate Count)**

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 FFY. 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).

**Line 44 – Cases with Current Support Due in the Federal Fiscal Year
(Unduplicated Aggregate Count)**

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(This is a State Performance Measure Line)

Report the unduplicated aggregate count of current, former and never assistance cases with current support due during any report month during the FFY. Do not include monthly amounts due on arrears that are owed.

**Line 45 – Cases Paying Towards Current Support in the Federal Fiscal Year
(Unduplicated Aggregate Count)
(This is a State Performance Measure Line)**

Of those cases reported on Line 44, report the unduplicated aggregate count of current, former, and never assistance cases making at least one payment toward current support during any report month of the FFY.

Line 46 – New Cases Opened During the Month

Report the number of new IV-D cases opened *during* the month for any Title IV-D services. Include re-opened and incoming interstate requests for assistance. Do not include applications received to update a previously opened child support case. Do not include cases moving from one case status to another (e.g., Current Assistance to Former Assistance) on this line.

Line 47 – Number of Cases Closed During the Month

Report the number of open cases in the IV-D caseload which have been closed *during* the month. Case closure in this section is defined as a case closed for any valid closure reason pursuant to case closure criteria found in Title 22, California Code of Regulations, Section 118203.

**Line 48 – Cases With Support Orders Established By Default During the Federal Fiscal Year
(Unduplicated Aggregate Count)**

Report the number of cases in which support orders were established by **default** by the county *during* the FFY. This is an unduplicated aggregate count based on the FFY, beginning with October. Cases included on this line are a subset of, and should be included on Line 17.

**Line 49 – Cases With Support Orders Established By Default Using Presumed Income During the Federal Fiscal Year
(Unduplicated Aggregate Count)**

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Report the number of cases in which support orders were established by default that are based on presumed income (i.e., an amount that results in a court order based on an amount based on minimum wage, at 40 hours per week, established by the Industrial Welfare Commission pursuant to Section 1181.11 of the Labor Code (as described in Family Code Section 17400 (d)(2)), and any other subsequent statutorily established definition of presumed income, by the county during the FFY.

This is an unduplicated aggregate count based on the FFY, beginning with October. Cases included on this line are a subset of, and should have been included on Line 48.

CHILD SUPPORT SERVICES

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

MONTHLY STATE PERFORMANCE REPORT (CS 1257)

(This report consists of four pages. Do not report in shaded areas.)

County:	CALIFORNIA	SUBMISSION:	<input type="checkbox"/> NEW	<input type="checkbox"/> REVISED	Report Month
ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE	
SECTION A: CASE INVENTORY					
1. Cases Open at the End of the Month					
a. Interstate Cases Initiated in This State Open at the End of the Month					
b. Interstate Cases Received From Another State Open at the End of the Month					
c. Medicaid/Medi-Cal-Only IV-D Cases Open at the End of the Month					
d. State-Tribal IV-D Cases Initiated in This State Open at the End of the Month					
e. State-Tribal IV-D Cases Received From a Tribal IV-D Program Open at the End of the Month					
f. International IV-D Cases Initiated in This State Open at the End of the Month					
g. International IV-D Cases Received From Another Country Open at the End of the Month					
2. Cases Open at the End of the Month with Support Orders Established					
a. Interstate Cases Initiated in This State With Support Orders Established Open at the End of the Month					
b. Interstate Cases Received From Another State With Support Orders Established Open at the End of the Month					
c. Cases With Orders Established for Zero Cash Support Open at the End of the Month					
d. Medicaid/Medi-Cal-Only IV-D Cases With Orders Established Open at the End of the Month					
e. Arrears-Only IV-D Cases With Orders Established Open at the End of the Month					
f. State-Tribal IV-D Cases Initiated In This State With Support Orders Established Open at the End of the Month					
g. State-Tribal IV-D Cases With Support Orders Established Received From a Tribe Open at the End of the Month					
h. International IV-D Cases With Support Orders Established Initiated In This State Open at The End of the Month					
i. International IV-D Cases With Support Orders Established Received From Another Country Open at the End of the Month					
3. Cases Open at the End of the Month for Which the State Has No Jurisdiction					

MONTHLY STATE PERFORMANCE REPORT (CS 1257)

ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
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SECTION B: PATERNITY ESTABLISHMENT	Select PEP Option:	<input type="checkbox"/>	IV-D	<input type="checkbox"/>	Statewide
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4. Number of Children in IV-D Cases Open at the End of the Month				
5. Children in IV-D Cases Open at the End of the Current Month Who Were Born Out-of-Wedlock				
a. Children in IV-D Cases Open at the End of the Prior Federal Fiscal Year Who Were Born Out-of-Wedlock				
6. Children in IV-D Cases Open During or at the End of the Month With Paternity Established or Acknowledged				
7. Children in the IV-D Cases Open at the End of the Month With Paternity Resolved				
8. Children in the State Born Out-of-Wedlock During the Current Month				
a. Children in the State Born Out-of-Wedlock During the Prior Federal Fiscal Year				
9. Children in the State With Paternity Established or Acknowledged During the Federal Fiscal Year				
10. Children in the State With Paternity Acknowledged During The Fiscal Year				

SECTION C: SERVICES REQUIRED

11. Reserved				
12. Cases Open at the End of the Month Requiring Services to Establish an Order				
13. Children Requiring Paternity Determination Services in Cases Open at the End of the Month				

SECTION D: SERVICES PROVIDED

14. Title IV-A Cases Closed During the Federal Fiscal Year Where a Child Support Payment Was Received				
15. Reserved				
16. Children in the IV-D Caseload for Whom Paternity Was Established Judicially During the Federal Fiscal Year				
17. Cases With Support Orders Established During the Federal Fiscal Year				
18. Cases With Collections During the Federal Fiscal Year				
a. Interstate Cases Received From Another State With Collections During the Federal Fiscal Year				
19. Cases Sent To Another State During the Federal Fiscal Year				
20. Cases Received From Another State During the Federal Fiscal Year				

MONTHLY STATE PERFORMANCE REPORT (CS 1257)

ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
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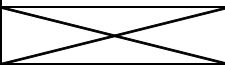
SECTION E: MEDICAL SUPPORT

21. Cases Open at the End of the Month In Which Medical Support is Ordered				
a. Cases Open at the End of the Month In Which Medical Support is Ordered and Provided				
22. Cases Open at the End of the Month Where Health Insurance is Ordered				
23. Cases Open at the End of the Month Where Health Insurance is Provided as Ordered				

SECTION F: COLLECTIONS DUE AND DISTRIBUTED

24. Total Amount of Current Support Due for the Federal Fiscal Year		\$	\$	\$
a. Total Amount of Current Support Due for the Month		\$	\$	\$
25. Total Amount of Support Distributed as Current Support During the Federal Fiscal Year		\$	\$	\$
a. Total Amount of Support Distributed as Current Support During the Month		\$	\$	\$
26. Total Amount of Arrearages Due for All Fiscal Years Including Interest		\$	\$	\$
27. Total Amount of Support Distributed as Arrears and Interest During the Federal Fiscal Year		\$	\$	\$
a. Total Amount of Support Distributed as Arrears and Interest During The Month		\$	\$	\$
28. Cases With Arrears Due During The Federal Fiscal Year				
29. Cases Paying Toward Arrearages During the Federal Fiscal Year				

SECTION G: STAFF

30. Full-time Equivalent Employees of Local IV-D Offices on the Last Working Day of The Month				
31. Full-time Equivalent Employees Under Contract, Interagency or Cooperative Agreement on The Last Working Day of the Month				
32. Full-time Equivalent Employees of Privatized IV-D Offices on the Last Working Day in the Month				

SECTION H: MEDICAID

33. Number of Children Determined Eligible for Medicaid/Medi-Cal in IV- D Cases Open at the End of the Month				
34. Number of Children Determined Eligible for Medicaid/Medi-Cal in IV- D Cases Covered By Private Health Insurance				
35. Cases With Medical Coverage Received From Any Source				
36. Amount of Cash Medical Support Received That Was Assigned to the State	\$			

SECTION I: NONCOOPERATION AND GOOD CAUSE

38. Cases at the End of the Month in Which There is a Determination of Noncooperation				
39. Cases Open in The Federal Fiscal Year With Good Cause Determinations				

MONTHLY STATE PERFORMANCE REPORT (CS 1257)

ITEMS	(a) TOTAL	(b) CURRENT ASSISTANCE	(c) FORMER ASSISTANCE	(d) NEVER ASSISTANCE
SECTION J: ADDITIONAL STATE MONTHLY REPORTING REQUIREMENTS				
43. Number of Alleged Fathers and/or Obligors Successfully Served With a Summons and Complaint During the Federal Fiscal Year				
44. Cases With Current Support Due in the Federal Fiscal Year				
45. Cases Paying Toward Current Support in the Federal Fiscal Year				
46. New Cases Opened During the Month				
47. Number of Cases Closed During the Month				
48. Cases With Support Orders Established by Default During the Federal Fiscal Year				
49. Cases With Support Orders Established By Default Using Presumed Income During the Federal Fiscal Year				

COMMENTS:

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

SIGNATURE OF LOCAL CHILD SUPPORT AGENCY DIRECTOR

TELEPHONE NUMBER:

DATE:

CONTACT PERSON

TELEPHONE NUMBER: