

**CHILD SUPPORT ENFORCEMENT PROGRAM
ITEMIZED UNDISTRIBUTED COLLECTIONS**
(Attach to Form OCSE-34A)

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

SECTION A: UNDISTRIBUTED COLLECTIONS BY CATEGORY

1 Undistributed Collections Pending Distribution (from Line 9c, Form OCSE-34A.).....	\$
<i>The amount shown in Item 1 must equal the sum of the amounts reported in Items 2 through 6. Attach any explanatory comments.</i>	
2 Collections Received Within The Past Two Business Days.....	\$
3 Collections From Tax Offsets Being Held for Up To Six Months.....	\$
4 Collections Received and Being Held for Future Support.....	\$
5 Collections Being Held Pending the Resolution of Legal Disputes.....	\$
6 Collections Being Held Pending Transfer to Other State or Federal Agency.....	\$

7 Undistributed Collections Unresolved (from Line 9d, Form OCSE-34A.).....	\$
<i>The amount shown in Item 7 must equal the sum of the amounts reported in Items 8 through 12. Attach any explanatory comments.</i>	
8 Unidentified Collections.....	\$
9 Collections Being Held Pending the Location of the Custodial or Non-Custodial Parent.....	\$
10 Collections Disbursed but Uncashed and Stale-Dated.....	\$
11 Collections With Inaccurate or Missing Information.....	\$
12 Other Collections Remaining Undistributed.....	\$

SECTION B: UNDISTRIBUTED COLLECTIONS BY AGE

13 Net Undistributed Collections (from Line 9b, Form OCSE-34A.).....	\$
<i>The amount shown in Item 13 must equal the sum of the amounts reported in Items 14 through 20. Attach any explanatory comments.</i>	
14 Collections Remaining Undistributed Up to 2 Business Days of Receipt.....	\$
15 Collections Remaining Undistributed More Than 2 Days, But Not More Than 30 Days.....	\$
16 Collections Remaining Undistributed More Than 30 Days, But Not More Than 6 Months.....	\$
17 Collections Remaining Undistributed More Than 6 Months, But Not More Than 1 Year.....	\$
18 Collections Remaining Undistributed More Than 1 Year, But Not More Than 3 Years.....	\$
19 Collections Remaining Undistributed More Than 3 Years, But Not More Than 5 Years.....	\$
20 Collections Remaining Undistributed More Than 5 Years.....	\$

INSTRUCTIONS FOR COMPLETION OF SCHEDULE UDC

Paperwork Act Notice. This information collection is mandatory. The information collected on this form is required under Title IV-D (Section 455) of the Social Security Act (42 USC 655). The Office of Child Support Enforcement uses this information to assist States in managing and reducing their balance of undistributed child support collections. This is considered public information and is published in an annual report of statistical and financial data available to the public. States are not required to use this form if it does not include a currently valid OMB Control Number.

Reporting Burden Notice. The reporting burden imposed by the collection of information required by this report is estimated to be 4 hours per response. This includes time for reviewing instructions, searching data sources, gathering and maintaining the data needed and completing and reviewing the information reported.

This supporting schedule is submitted as an attachment to Form OCSE-34A, the "Quarterly Report of Collections." State agencies administering the Child Support Enforcement program under title IV-D of the Social Security Act (Act) are required to complete and submit this report quarterly in accordance with instructions issued by the Office of Child Support Enforcement (OCSE).

Due Dates: This report must be submitted with Form OCSE-34A within thirty days of the end of each fiscal quarter, i.e., no later than January 31, April 30, July 31 and October 31.

Revisions: If the State needs to change or correct the amount of undistributed collections reported on Form OCSE-34A or to change or correct the reporting categories of undistributed collections on this supporting schedule, a revised report may be submitted. Any revised report must be submitted no later than 90 days following the end of the quarter (i.e., no later than March 31, June 30, September 30 or December 31).

No re-submissions, revisions or adjustments of collection reports submitted for any quarter of the fiscal year will be accepted by OCSE later than December 31 - 3 months after the end of the fiscal year.

Only data received by OCSE as of that date will be used in the publication of statistical data.

Distribution: Schedule UDC is an attachment to Form OCSE-34A and must be submitted with the original copy of that form to:

Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
Att'n: Child Support Enforcement
370 L'Enfant Promenade, SW
Washington, DC 20447

An additional copy must be sent to the ACF Regional Administrator.

General Instructions:

Round all entries to the nearest dollar; omit cents.

Enter the State name.

Enter the ending date of the quarter for which these collections are being reported.

Check box to indicate whether this is the initial report for the quarter indicated or a revision of a previously submitted report.

Definitions:

- **The definitions found in the “Instructions for Completion of Form OCSE-34A” are applicable to this supporting schedule. Portions of those instructions most relevant to Schedule UDC are included below.**

Collections Received. A child support payment is considered to be collected and received on the date it arrives at the State Disbursement Unit or, if applicable, at any formerly designated State-level or county-level collection point via mail, private courier, electronic transfer or hand delivery. Any amounts received and reasonably identifiable as a child support collection under title IV-D must be reported as such on Line 2 of Form OCSE-34A.

Collections Distributed and Disbursed. The procedure for distributing collections is described under Section 457 of the Social Security Act.

- Distribution is the identification and allocation or apportionment of a support collection to current and past-due support, as applicable, of a specific case or individual.
- Disbursement is the actual process of dispensing or paying out the collection. “Distribution” under Section 457 of the Act requires disbursement of a collection according to a specified allocation.

A collection is considered disbursed on the date the funds are forwarded via check, electronic transfer or other means to the intended final recipient, including the custodial family, State or Federal agency, including those agencies that administer programs under titles IV-A, IV-E and XIX of the Social Security Act. For these purposes, the “date” is the disbursement date captured in the child support automated system.

In accordance with the definitions above and for the purposes of reporting on Form OCSE-34A and Schedule UDC, to be considered “Distributed” under Section 457 of the Act a collection must be both distributed and disbursed.

Undistributed Collections. Any collection received by the State during the current or a previous quarter that has not been both distributed and disbursed by the last day of the current quarter.

Line-by-Line Instructions

This supporting schedule is a “snapshot” of the composition of the State’s undistributed collection balance as reported on Form OCSE-34A as of the last business day of the fiscal quarter. It identifies undistributed collections by different definitional categories in Section A and by different age groupings in Section B. Whenever a State determines that it has no entry that meets the criteria for a specific line, an entry of zero (\$0) is acceptable for that line. The total amount of undistributed collections reported on this supporting schedule must equal the amounts reported on the appropriate lines of the accompanying Form OCSE-34A.

SECTION A: UNDISTRIBUTED COLLECTIONS BY CATEGORY**Line 1 Undistributed Collections Pending Distribution.**

The undistributed collections that have been identified and allocated to a particular account and which the State reasonably expects to distribute and disburse through normal processing at a date certain or a date determined by law in the near future. *(This amount is carried from – and is equal to – the amount reported on Line 9c of Form OCSE-34A. This amount is also equal to the sum of Lines 2 through 6, below.)*

Line 2 Collections Received Within the Past Two Business Days.

The portion of the undistributed collections reported on Line 1 that was received from non-custodial parents within the last two business days of the quarter, but which was not distributed and disbursed by the end of the last business day of the quarter. It is expected that the amounts reported on this line will be disbursed within two business days of receipt, most likely on the first or second business day of the next quarter. (Where it is known that a collection will remain undistributed due to some other reason, e.g., “tax offsets,” “legal disputes,” “pending location,” “unidentified,” etc., the amount must be reported on the line appropriate to that category and not reported on Line 2.) *(This amount is entered directly on this form.)*

Line 3 Collections From Tax Offsets Being Held for Up To Six Months.

The portion of the undistributed collections reported on Line 1 that was received from non-custodial parents through the offset of refunds from jointly-filed Federal tax returns. Those refunds, which may be held for a period of up to six months, are those that would be allocated and disbursed to Non-TANF families. It is expected that the amounts reported on this line will be disbursed when legal ownership of the tax refund has been determined, but in no case later than six months from the date of receipt. *(This amount is entered directly on this form.)*

Line 4 Collections Received and Being Held for Future Support.

The portion of the undistributed collections reported on Line 1 that was received from non-custodial parents in an amount that exceeds the amount due for current support and any arrears and is intended as support for a future month. It is expected that the amounts reported on this line will be disbursed during one or more months following the end of the current quarter. *(This amount is entered directly on this form.)*

Line 5 Collections Being Held Pending the Resolution of Legal Disputes.

The portion of the undistributed collections reported on Line 1 that was received from non-custodial parents and is being held pending either the expiration of the deadline for filing an administrative or judicial appeal or a decision resolving an administrative appeal or court action. These legal disputes include the resolution of an estate, contested paternity, contested tax, insurance, and pension intercepts, contested arrearage balances, contested bank levies; contested seizures of lottery winnings, other lump-sum seizures and other similar issues. It is expected that the amounts reported on this line will be disbursed immediately upon resolution of the legal dispute. *(This amount is entered directly on this form.)*

Line 6 Collections Being Held Pending Transfer to Other State or Federal Agency.

The portion of the undistributed collections reported on Line 1 that was received from non-custodial parents and is being held pending their transfer to other Federal or State

programs, such as TANF (title IV-A), Foster Care (title IV-E and non-title IV-E), Medicaid (title XIX), or S-CHIP. It is expected that the amounts reported on this line will be disbursed within 30 days of the end of the current quarter.
(This amount is entered directly on this form.)

Line 7 Undistributed Collections Unresolved.

The undistributed collections that either have not been fully identified or allocated and do not have a definite disbursement date due to insufficient information.
(This amount is carried from – and is equal to – the amount reported on Line 9d of Form OCSE-34A. This amount is also equal to the sum of Lines 8 through 12, below.)

Line 8 Unidentified Collections.

The portion of the undistributed collections reported on Line 7 that was received in a manner that prevents the State from identifying the specific case to which the collection should be allocated. It is expected that the amounts reported on this line will remain in this status for an indefinite period until identification becomes possible or until the collection meets the State criteria to be escheated as “abandoned property,” and transferred to Line 9a of Form OCSE-34A.
(This amount is entered directly on this form.)

Line 9 Collections Being Held Pending the Location of the Custodial or Non-Custodial Parent.

The portion of the undistributed collections reported on Line 7 that was received and was allocated to a specific case. This includes payments to custodial parents, refunds to non-custodial parents or other payments that cannot be disbursed due to the unknown whereabouts of the intended payee of the collection. It is expected that the amounts reported on this line will remain in this status for an indefinite period until either the payee is located, a refund is made to the payer (if appropriate under State procedures) or until the collection meets the State criteria to be escheated as “abandoned property,” and transferred to Line 9a of Form OCSE-34A.
(This amount is entered directly on this form.)

Line 10 Collections Disbursed but Uncashed and Stale-Dated

The portion of the undistributed collections reported on Line 7 that was received and was allocated to a specific case and properly disbursed by check. The check was subsequently not cashed by the intended recipient, is now considered stale-dated and non-negotiable in accordance with State law and procedures. It is expected that the amounts reported on this line will remain in this status only until the collection is re-disbursed to a parent at a reliable address or until the amount is recharacterized as “Pending the Location of the...Parent” and transferred to Line 9 of this report.
(This amount is entered directly on this form.)

Line 11 Collections With Inaccurate or Missing Information.

The portion of the undistributed collections reported on Line 7 that was received and was allocated to a specific case, but cannot be properly disbursed due to inaccurate or missing information, including information to be supplied by an employer or where the amount of the payment does not equal the transmittal amount or collections received on cases with no open or active account; or other similar data issues. It is expected that the amounts reported on this line will remain in this status for an indefinite period until all necessary and accurate information becomes available or until the collection meets the State criteria to be escheated as “abandoned property,” and transferred to Line 9a of Form OCSE-34A. *(This amount is entered directly on this form.)*

Line 12 Other Collections Remaining Undistributed

The portion of the undistributed collections reported on Line 7 that was received by the State but cannot be disbursed due to some inconsistent or anomalous situation not included in lines 8 through 11, above. It is expected that the amounts reported on this line will remain in this status for an indefinite period until the situation is rectified or until the collection meets the State criteria to be escheated as "abandoned property," and transferred to Line 9a of Form OCSE-34A.

(This amount is entered directly on this form.)

SECTION B: UNDISTRIBUTED COLLECTIONS BY AGE**Line 13 Net Undistributed Collections.**

The amount of collections that were not distributed by the last day of the quarter and remain available for distribution in a future quarter.

(This amount is carried from – and is equal to – the amount reported on Line 9b of Form OCSE-34A. This amount is also equal to the sum of Lines 14 through 20, below. This amount is also equal to the sum of Lines 1 and 7, above.)

Line 14 Collections Remaining Undistributed Up to 2 Business Days.

The portion of the undistributed collections reported on Line 13 that remains undistributed for up to two business days from the date of receipt.

(This amount is entered directly on this form.)

Line 15 Collections Remaining Undistributed More Than 2 Days but Not More Than 30 Days.

The portion of the undistributed collections reported on Line 13 that remains undistributed for more than two business days but equal to or less than 30 calendar days from the date of receipt. *(This amount is entered directly on this form.)*

Line 16 Collections Remaining Undistributed More Than 30 Days but Not More Than 6 Months.

The portion of the undistributed collections reported on Line 13 that remains undistributed for more than 30 calendar days but equal to or less than 6 months from the date of receipt. *(This amount is entered directly on this form.)*

Line 17 Collections Remaining Undistributed More Than 6 Months but Not More Than 1 Year.

The portion of the undistributed collections reported on Line 13 that remains undistributed for more than 6 months but equal to or less than 1 year from the date of receipt. *(This amount is entered directly on this form.)*

Line 18 Collections Remaining Undistributed More Than 1 Year but Not More Than 3 Years.

The portion of the undistributed collections reported on Line 13 that remains undistributed for more than 1 year but equal to or less than 3 years from the date of receipt. *(This amount is entered directly on this form.)*

Line 19 Collections Remaining Undistributed More Than 3 Years but Not More Than 5 Years.

The portion of the undistributed collections reported on Line 13 that remains undistributed for more than 3 years but equal to or less than 5 years from the date of receipt. *(This amount is entered directly on this form.)*

Line 20 Collections Remaining Undistributed More Than 5 Years.

The portion of the undistributed collections reported on Line 13 that remains undistributed for more than 5 years from the date of receipt. *(This amount is entered directly on this form.)*