



ADMINISTRATION FOR
CHILDREN & FAMILIES

TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

OFFICE OF CHILD SUPPORT ENFORCEMENT

CHILD SUPPORT ENFORCEMENT PROGRAM (STATES)

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.563

By acceptance of this award the grantee agrees to comply with the General Terms and Conditions and the additional requirements below applicable to this program.

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of these programs is based on:
 - statutory requirements at **Part D of Title IV** of the Social Security Act;
 - Federal regulations at **45 CFR Parts 300-308**;
 - the approved title IV-D plan, including all approved amendments or revisions;
 - all other applicable Federal regulations, program policies and instructions.

NON-FEDERAL SHARE OF PROGRAM FUNDING

2. For this program, States are required to provide a **34 percent** share of program funding.
3. The State share of funding may include funds appropriated by the State legislature or donated funds. Third party in-kind contributions may not be used as the non-Federal share of any program expenditure.
4. Donated funds and funds transferred from another public agency or expenditures made by another public agency and certified as applicable under the title IV-D State plan may be part of the non-Federal share of funding for this program. (See 45 CFR 304.30)

FINANCIAL MANAGEMENT and REPORTING

5. Financial Reporting Forms:
 - **Form OCSE 396A, "Child Support Enforcement Program Expenditure Report."** Report the Total and Federal share of funds expended in the preceding quarter and an estimate of the funding required and incentive payments to be earned in the upcoming quarter.
 - **Form OCSE 34A, "Child Support Enforcement Program Collection Report."** Report the child support collections received, distributed, disbursed, and remaining undistributed, the Federal share of those collections; and the itemization of collections remaining undistributed by category and age.
6. Submission Schedule: **Quarterly**. Each quarterly report must be submitted within 30 days of the end of each fiscal quarter (i.e., **no later than January 30, April 30, July 30, and October 30**). (See 45 CFR 301.15 and 45 CFR 92.40, 92.41 and 201.5).
7. Submission Methodology. (See General Terms and Conditions)

IMPORTANT ADDRESSES

- Program Office: Administration for Children and Families
Office of Child Support Enforcement
Division of Policy
370 L'Enfant Promenade, S.W., 4th Floor West
Washington, D.C. 20447
Contact: Yvette Riddick
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- Financial Office: Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
Attn: Title IV-E Programs
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Washington, D.C. 20447
Contact: Michael Bratt
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