



NORTH DAKOTA CHILD SUPPORT DIVISION
INTERGOVERNMENTAL IMPROVEMENT
PROJECT

TRIBAL-RELATED CASES

*Enhanced
Procedures
Handbook*



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INTRODUCTION

The North Dakota Intergovernmental Improvement Project (IIP) is a collaborative effort between the North Dakota Child Support Division (North Dakota) and Three Affiliated Tribes Division of Child Support Enforcement (TAT) which seeks to improve intergovernmental case collections and customer service strategically by critically analyzing current intergovernmental case processing procedures, identifying areas where improvements can be made, and implementing changes in those areas.

The IIP team members recognized that adjusting and clarifying the procedures concerning working cases that have or may have a tribal affiliation could result in reduced duplication of effort and better collection outcomes for cases. To gain a better understanding of the caseload shared between the two agencies, the IIP team developed a data match process to compare caseloads based on personal identifiers.

The case matches fell into four categories:

- Shared cases, in which both agencies had an open case with the participants, but no attached intergovernmental referral.
- Cases where a TAT case matched with a North Dakota incoming intergovernmental case from any jurisdiction.
- Cases where a TAT case matched with a North Dakota outgoing intergovernmental case to any jurisdiction.
- Cases where North Dakota had an outgoing intergovernmental referral to TAT but TAT did not have an open case.

Through a cooperative review of the cases, the team identified issues that caused a mismatch between the two agencies and developed best practices to help mitigate future instances of the various mismatches. Many of the procedures described in this handbook are a result of those reviews and the ensuing discussions.

Development of this handbook was required to assist IV-D workers in implementing the new procedures during the Implementation phase of this project, which will begin January 1, 2021. For purposes of this handbook, tribal-related cases mean cases related to TAT, unless another tribe(s) is specifically mentioned.

This handbook is not intended to be a substitute for Division policy or other official reference materials currently used by staff but serves to enhance and clarify specialized and field staff roles and responsibilities when working tribal-related cases. If an instruction in this handbook is inconsistent with instruction in current policy or written procedures, this handbook controls.

North Dakota Intergovernmental Improvement Project

Tribal-Related Cases Enhanced Procedures Handbook

This handbook is organized into six sections:

1. Communication
2. Intake
3. Establishment and Review
4. Enforcement
5. Locate and Service of Process
6. Transfer and Closure

The enhanced procedures included in this handbook go into effect February 1, 2021.

Outreach to the Policy Unit as prescribed in this handbook, or questions about the procedures described in this handbook, should be directed to the IIP Project Director:

Beth Dittus, Project Director
North Dakota Child Support Division
PO Box 7190
Bismarck, ND 58507-7190
P: (701) 328-7570
E: bldittus@nd.gov

1. COMMUNICATION

While this handbook contains some specific steps concerning coordinating with tribes on child support cases, the most important aspect of a collaborative child support effort, whether with a tribe, another state, or any other jurisdiction, is communication. Communication falls into two categories: internal and external.

Internally, communication includes making sure case information maintained in the Fully Automated Child Support Enforcement System (FACSES) is consistently updated so others can follow along with decisions made on the case, including tribal affiliation information on the noncustodial parent information screen (APIN), as well as the custodial parent (ARIN) and child information screens (CHLI). If sending a Transmittal #3, it also includes adding that detail to the comments field on the noncustodial parent information screen. Moreover, ensuring the Tribal Unit is involved, as appropriate, in any decisions about actions taken in a case with a tribal element. Lastly, as with any case, making sure that the narratives are complete and easy to follow.

Externally, communication with the tribe is vital to smooth transitions and a clear understanding of what is being asked, as well as continuously improving the working relationship with the tribal child support agency and staff. In addition to the information on a transmittal, this communication may include informal methods as agreed to between case managers for each agency (e.g., phone calls or emails when asking for an action), determining which agency should have the case, or even explaining why North Dakota is closing its case, and what action North Dakota anticipates the tribe will take. Consider what the other case manager might want to know even though it might seem obvious to a North Dakota case manager and always be sure that direct contact information (including direct phone number and email address) is included on documents and other communications to the tribal child support agency.

North Dakota and TAT have mutually agreed to communicate and exchange documents, including intergovernmental forms, court orders, payment records, and case materials, electronically utilizing secure electronic mail and a secure file transfer process.

Finally, essential communication may include the customer. Consider what a customer, unfamiliar with our rules, laws, and jargon, might want to know or need help understanding. It is North Dakota's responsibility to ensure that customers understand the decisions made about the case or what is needed to proceed with their case. This includes providing notice to the customer when the case is referred to a tribal child support agency for assistance, and when the tribal child support agency's services are no longer needed.

2. INTAKE

This section provides instruction for the Intake Unit when it receives a referral or application for services and there may be tribal-related elements to the case. (See the Central Registry Enhanced Procedures Handbook § 1.f. for instruction when the Central Registry, operated within the Intake Unit, receives an incoming intergovernmental referral that may include tribal elements.) (Note: The instruction in this section may also be helpful to assigned IV-D workers when determining whether there are tribal-related elements to the case.)

Upon receipt of a referral or application for services, the IV-D worker must review available information to determine if there is a tribal element in the case, for example:

- A party is a tribal member.
- There is a tribal support or parentage order.
- The noncustodial parent is living or working on tribal land. (Note: The towns on tribal land reference tool may be used to assist in determining whether the noncustodial parent's address or employer is on tribal land. This tool is available to North Dakota workers in electronic format in the public project folder on a program drive.)
- North Dakota has an open outgoing referral to a tribal child support agency.
- North Dakota has a limited services request to a tribal child support agency for intercept of disbursement payments (information would be noted in the automated system (APIN)).
- There is a case for these parties or children on the tribal IV-D case participant list.

If there is, or may be, TAT or Standing Rock Sioux Tribe Child Support Enforcement Program (SRST CSE) involvement, the IV-D worker must contact the Tribal Unit to review and assess the case. The Tribal Unit will reach out to the tribal child support agency, as appropriate, to determine if the agency has an open case or other relevant information about the case (e.g., tribal membership information about a parent or child). The Tribal Unit will also determine the next steps for the case, for example, whether the case should be transferred to the Tribal Unit or another functional unit.

Generally, case transfer to the Tribal Unit should occur if either of the following apply:

- A party has already applied for services to TAT or SRST CSE and their case is open.
- The noncustodial parent lives or works on TAT or Standing Rock tribal land.

The existence of a tribal element does not necessarily mean the case should be transferred to the Tribal Unit. For example, case transfer to the Enforcement Unit may be appropriate even if limited tribal IV-D services will be requested (specifically interception of People's Fund disbursements, per capita payments, or other tribally controlled resources). If it is unclear

whether a case should be transferred to the Tribal Unit, outreach to the Tribal Unit is encouraged.

The Intake Unit and Tribal Unit, as appropriate, must be sure to update the case record with any tribal-related information pertaining to the case (e.g., the custodial and noncustodial parent information screens in FACES must identify tribal affiliation, if known).

3. ESTABLISHMENT AND REVIEW

The Tribal Unit must follow the procedures outlined in the Child Support Program Policy Manual, chapter 07, Establishment, to determine the appropriate jurisdiction for pursuing establishment of an order in cases involving American Indians. (See § 07-20-15-01)

If parentage is at issue, the Tribal Unit must use the Jurisdictional Analysis Worksheet. (See Child Support Program Policy Manual, chapter 03, Forms and Documents, § 03-07-15) This worksheet will assist in determining the appropriate forum to establish the child's parentage (state court jurisdiction, tribal court jurisdiction, or concurrent (simultaneous) state and tribal court jurisdiction).

If parentage is not at issue, the Tribal Unit must use the Jurisdictional Assessment Matrix – Establishment and Review and Adjustment Cases to determine the appropriate forum to establish a child support order. (See § 03-07-18)

If the Fort Berthold tribal court (TAT) or the Standing Rock tribal court (SRST CSE) is the appropriate forum to hear the case, the Tribal Unit should prepare an outgoing referral to the appropriate tribal child support agency. This includes:

1. Ensuring the custodial parent, noncustodial parent, and child information screens reflect tribal affiliation.
2. Opening an outgoing intergovernmental process on FACES to the appropriate tribal child support agency (also referred to as opening an outgoing ITME process).
3. Preparing and sending the required standard intergovernmental forms and other necessary documentation, as determined by the responding tribal child support agency.
4. Sending a notification letter to the custodial parent, found in Attachment #1.

Cases that are appropriate for referral to TAT and SRST CSE should be referred by the Tribal Unit, not transferred to the Outgoing Interstate Center (OIC). (Note: This includes cases that are sent to SRST CSE when the noncustodial parent lives on the portion of the reservation located within South Dakota.) TAT has agreed to receive intergovernmental referral documentation via secured electronic mail. The secured email should be sent to the TAT IV-D Director.

If Turtle Mountain tribal court or Fort Totten tribal court is the appropriate forum to hear the case, the Tribal Unit should determine if North Dakota currently has a IV-D attorney licensed to practice law in that particular tribal court to initiate legal proceedings and appear at hearings.

If a tribal court located outside of North Dakota is the appropriate forum to hear the case, the Tribal Unit should determine if transfer to the OIC is appropriate. Cases that are appropriate for transfer to a tribal child support program located outside of North Dakota should be referred by the OIC.

In review and adjustment cases, the Tribal Unit should apply the principles of continuing, exclusive jurisdiction (CEJ), as set forth in the Uniform Interstate Family Support Act (UIFSA). (See Child Support Program Policy Manual, chapter 11, Intergovernmental, § 11-05-05) Although Indian nations or tribes may not be subject to UIFSA, they are subject to the Full Faith and Credit for Child Support Orders Act (FFCCSOA), which includes provisions similar to UIFSA's concept of CEJ. Therefore, CEJ principles generally apply to a process between a state and an Indian nation or tribe.

4. ENFORCEMENT

Determining Available Enforcement Remedies

IV-D workers should use the Enforcement Matrix¹ (available to North Dakota workers in electronic format in the public project folder on a program drive) to review available enforcement remedies and to assist in determining whether tribal assistance is needed in a particular case.

Who works the case?

Generally, if the case requires enforcement by TAT, SRST CSE, Turtle Mountain tribal court, or Fort Totten tribal court, the case should be assigned to the Tribal Unit. An exception to this rule is if the only action requested of TAT is interception of People's Fund distributions. Those cases may remain assigned to the Enforcement Unit. (See below for detailed instruction regarding the appropriate method to request TAT provide the limited service of intercepting People's Fund distributions.)

If the residence and employment of an obligor on a case assigned to the Tribal Unit remains in the state's jurisdiction for twelve (12) months, suggesting that the state will be able to enforce the order without tribal assistance, the Tribal Unit will transfer the case to the Enforcement Unit.

Cases that are appropriate for referral to TAT and SRST CSE for enforcement should be referred by the Tribal Unit, and not transferred to the OIC. TAT has agreed to receive intergovernmental referral documentation via secured electronic mail. The secured email should be sent to the TAT IV-D Director. When the referral is made, the IV-D worker must send a notification letter to the custodial parent, found in Attachment #1.

When assessing whether to refer a case to TAT or SRST CSE, the Tribal Unit should consider if there is already an open incoming intergovernmental process in the case from another jurisdiction (also referred to as an open incoming ITME process). This is commonly referred to as a potential "middle-man" case. Under these circumstances, the Tribal Unit must request the Policy Unit review the case and provide guidance regarding next steps. Communication with

¹ The Enforcement Matrix was updated in 2019 by the North Dakota IV-D Director and subsequently introduced to North Dakota and TAT staff at an annual statewide training.

the initiating jurisdiction may be necessary to assist in deciding whether North Dakota's continued involvement in the case is appropriate.

Example: North Dakota received an incoming intergovernmental referral from South Dakota in 2017 to enforce a South Dakota child support order that requires Dad to pay child support to Mom for Child. Mom is a Standing Rock tribal member and Dad is a TAT tribal member. At the time the referral was received, Mom was receiving TANF in South Dakota and Dad was living and working in Bismarck, North Dakota. Recently, Dad relocated to New Town (TAT tribal land) and is working for a tribal employer that will not honor a direct income withholding order from North Dakota. The worker reviews the case, determines this is a potential "middle-man" case, and seeks input from the Policy Unit. It is determined the next appropriate step in the case is to notify South Dakota that Dad is now living and working on tribal land, and that North Dakota's continued involvement in the case is no longer appropriate. Along with the notification, the North Dakota IV-D worker asks South Dakota to send a closure request to North Dakota. South Dakota may then send an intergovernmental referral directly to TAT IV-D for enforcement.

Income withholding

Although tribal child support programs may issue direct income withholding orders to employers if the obligor lives and works in North Dakota, the reverse is not typically true. If the obligor works on tribal land, many tribal employers will not honor direct income withholding orders from a state child support agency and the law does not generally require them to do so.² Instead, the case should be transferred to the Tribal Unit. The Tribal Unit will determine whether an outgoing intergovernmental referral to the tribal child support agency is appropriate.

Medical Insurance

TAT will generally not enforce medical support provisions in child support orders. There are two overlapping reasons for this:

1. Children covered by Indian Health Services (IHS) are considered by TAT to be covered by satisfactory coverage for purposes of enforcement.

² An exception exists if the tribal jurisdiction has adopted UIFSA. TAT and Standing Rock have not adopted UIFSA.

- a. If the IV-D worker learns the child is covered by IHS, this information must be recorded in FACES.
2. TAT has generally determined that other insurance through employers is not “available at a reasonable cost”. (Note: This includes insurance that is available through employment with the tribe.)
 - a. If the IV-D worker learns that TAT will not enforce the medical support provision because the insurance through the obligor’s employer is not considered available at reasonable cost, this information must be recorded in FACES.

People’s Fund Disbursements and Individual Indian Money (IIM) Accounts

The People’s Fund disbursement is an occasional payment available to all duly enrolled TAT tribal members based on the oil and gas development on the Fort Berthold reservation. Some other tribes have similar per capita payments, but often the tribal child support program will not consider intercepting the disbursements for state child support agencies; TAT does intercept the disbursements. Still, payments are irregular. The TAT Business Council manages the funds, determines whether funds will be disbursed, when the disbursement will happen, and in what amount, on an occasional basis only a few times a year.

To intercept the funds, a certified copy of the court order and the ledger must be filed with the Fort Berthold tribal court. The court will not consider interception if the obligor has paid an amount that would meet or exceed one full month’s obligation within the last three months.

If the obligor has not paid an amount that meets or exceeds one full month’s obligation within the past three months and is an enrolled TAT member, this enforcement option is available. If the case is assigned to the Enforcement Unit, a case transfer to the Tribal Unit is not necessary (and not appropriate). The assigned IV-D worker must contact the Tribal Unit (via electronic mail) and request the Tribal Unit make a limited assistance request to TAT to intercept the funds. All requests to TAT for this purpose will be made by the Tribal Unit.

The request to intercept the funds will be made as a request for limited assistance to TAT. To make a request for limited assistance to TAT to intercept People’s Fund disbursement payments, the IV-D worker must:

1. On the noncustodial parent information screen (APIN):
 - a. Ensure the Race is recorded as American Indian.
 - b. Ensure the tribal enrollment status is recorded in the comments field (i.e., enrolled member of TAT).
 - c. Ensure the limited request action and date is recorded in the comments field (i.e., T3 – People’s Fund – 11/2/20).
2. Send to the TAT IV-D Director and Child Support Attorney, via electronic mail:
 - a. Transmittal #3.
 - i. In Section I Action, check item 10. “Other” and note that the request is for intercept of People’s Fund disbursement payments.

- b. Certified order.
- c. Certified payment record/ledger.

Do not send a Transmittal #1 to make a limited service request for intercept of disbursement payments. Only use a Transmittal #1 when making a two-jurisdiction referral to the tribal child support agency because other enforcement action is needed (e.g., requesting TAT register and enforce the order, including issuing an income withholding order to a tribal employer). TAT will appropriately reject a Transmittal #1 for People's Fund intercept only.

TAT may also pursue enforcement action to encumber an Individual Indian Money (IIM) account some tribal members have based on their ownership rights in tracts of land which are held in trust. The Bureau of Indian Affairs (BIA) may restrict funds that are put into the account for the tribal members under certain circumstances (receiving an order from the court awarding child support from the account). TAT can only pursue this enforcement action if the obligor does not live or work on TAT land. A request for TAT to pursue a court order to encumber the funds will be made as a request for limited assistance to TAT, and the assigned IV-D worker must follow the same general procedure enumerated above for intercept of the People's Fund disbursements. All requests to TAT for this purpose will be made by the Tribal Unit.

5. LOCATE AND SERVICE OF PROCESS

Locate

If there is an indication that the parent may be living or working on the reservation but locate resources provide no reliable information, contact the tribal child support agency. Sometimes the noncustodial parent will have a link with the tribe and the tribal IV-D staff may be able to provide locate information (e.g., an address or employer).

Service of Process

If North Dakota courts have jurisdiction to take the necessary actions on the case, but TAT assistance is necessary to complete service of process on the noncustodial parent, a request for limited assistance with service of process must be made using a Transmittal #3. If the case is assigned to a unit other than the Tribal Unit, a case transfer to the Tribal Unit is not necessary (and not appropriate). The assigned IV-D worker must contact the Tribal Unit (via electronic mail) and request the Tribal Unit make a limited assistance request to TAT to assist with service of process. All requests to TAT for this purpose will be made by the Tribal Unit.

The Transmittal #3 should be sent via electronic mail to the TAT IV-D Director and Child Support Attorney. The IV-D worker must update the noncustodial parent information screen (APIN), as appropriate, including ensuring the tribal enrollment status (i.e., enrolled member of TAT) and the limited request action and date (i.e., T3 – service of process – 11/2/20) is recorded in the comments field.

6. TRANSFER AND CLOSURE

North Dakota Case Transfer to TAT

General guidance pertaining to tribal transfer procedures can be found in General Counsel Memorandum GC-17-01C. However, this handbook expands the cases that may be eligible for tribal transfer to TAT to include cases where there is not an open outgoing intergovernmental referral to a tribal child support agency.

To be eligible for tribal transfer, the case must meet the following criteria:

1. There are no assigned arrears or the assigned arrears are under \$500 (the IV-D worker must be sure to check any secondary cases for assigned arrears); and
2. There is no open TANF or foster care referral on the case.

Since the eligibility criterion requiring an open outgoing intergovernmental referral to a tribal child support agency was removed, in these cases, the IV-D worker must notify the tribal child support agency of the case transfer via letter or electronic mail and provide all documents or information that may be needed or requested so the tribal child support agency can properly service the case (to include personal information of the parties, contact information, certified orders, and payment records). Proactive, open communication with the tribal child support agency about the decision to transfer, and what documentation and information is needed, is critical to ensure a successful transfer process.

Upon determination that a transfer to TAT is appropriate (and in addition to the requirements outlined in GC-17-01C), the IV-D worker may send a Notice of Case Transfer, as set forth in Attachment #2, to the obligee's last-known mailing address when the closure notice is sent.

There is no requirement that the noncustodial parent live on tribal land for a case to be eligible for tribal transfer. Thus, there are situations where transfer is appropriate even when the obligor lives off tribal land.

Example: The obligee lives in New Town (tribal land) and the obligor lives in Minot, North Dakota. North Dakota is currently enforcing a Fort Berthold order. There are no assigned arrears and no open TANF or foster care referral on the case. It was recently learned that the obligor was working for a tribal employer on tribal land. The IV-D worker reviews the case to determine whether a referral or transfer to TAT is appropriate. The IV-D worker notes there is no open incoming or outgoing intergovernmental process in the case. The IV-D worker determines case transfer is appropriate and proceeds with the transfer process, including notifying TAT of the transfer and providing all documentation and information required for TAT to assume responsibility for servicing the case.

TAT Case Transfer to North Dakota

North Dakota and TAT recognize that efficiencies may be gained, and duplication of effort avoided, if one jurisdiction assumes full responsibility for servicing a case (as opposed to attempting a shared effort or a two-jurisdiction process). In recognition of these benefits, North Dakota and TAT developed a process to allow TAT to close a tribal IV-D case with an open outgoing intergovernmental referral to North Dakota and transfer the case to North Dakota when certain criteria are met.

To be eligible for transfer from TAT to North Dakota, the following criteria must be met:

1. There is an open outgoing intergovernmental referral from TAT to North Dakota in the case;
2. Neither party to the case is in locate for address;
3. TAT has communicated with North Dakota about case transfer and both jurisdictions agree it is appropriate for North Dakota to assume full responsibility for servicing the case (both jurisdictions agree transfer is appropriate);
4. TAT sent a Notice of Case Transfer, as set forth in Attachment #3, to the obligee's last-known mailing address and the obligee affirmatively gave permission to TAT to transfer the case to North Dakota;
5. The obligee applied for IV-D services to the North Dakota Child Support Division; and
6. TAT provided a copy of the Notice of Case Transfer to North Dakota, along with any other documentation that is needed for North Dakota to service the case.

If North Dakota and TAT agree that transfer is appropriate and North Dakota has no signed application for services, TAT will reach out to the obligee to determine if the obligee will apply for services to the North Dakota Child Support Division. TAT will provide the application to the obligee or refer the obligee to the North Dakota child support website to apply online.

If the obligee does not respond to TAT's outreach or objects to the transfer, the transfer would not proceed and the outgoing intergovernmental referral from TAT to North Dakota would remain in place.

Closing an Outgoing Intergovernmental Referral Process

If there is an open outgoing intergovernmental referral to TAT or SRST CSE, but the other jurisdiction's services are no longer needed, the IV-D worker must send a closing notice to the tribal child support agency. The IV-D worker must also send a notification letter to the custodial parent, found in Attachment #4.

Medical Only Closure

The IV-D worker must close a case, and record information in the case record supporting the basis for case closure, when:

1. The child is eligible for IHS; and
2. The medical referral is based solely upon health care services.

(See 45 CFR § 303.11(c)) If the assigned IV-D worker determines a medical-only referral was inappropriate because the child is eligible for IHS, the worker should check the Self-Service Portal and Consolidated Eligibility System (SPACES) to see if the child's eligibility information for IHS is entered correctly. If the information entered is incorrect or requires updating, the assigned IV-D worker must notify the FACSES Help Desk Supervisor. The FACSES Help Desk Supervisor will take the steps necessary to get the information updated to prevent inappropriate referrals from being sent in the future. The FACSES Help Desk Supervisor will also take the necessary steps to close the case (using the ER closing code), if appropriate.

Closure in Shared Cases

Whenever a case that is known to North Dakota to be shared with TAT or SRST CSE is closing, the IV-D worker should provide notice (via secure email or a phone call) that North Dakota is closing the case, to include an explanation as to why North Dakota is closing and what North Dakota anticipates will happen with the case. For example:

1. That the tribal child support agency will keep their case open and forward payments on to the obligee directly.
2. That, because the case is paid in full and the child is emancipated, North Dakota assumes the tribal child support agency will be closing the case.
3. That, because no arrears are assigned to North Dakota and all parties now live in a third jurisdiction, North Dakota assumes the tribal child support agency will evaluate the next steps based on the tribal order.

Shared case status can be determined by reviewing the TAT case participant list, reviewing the case record (e.g., case narratives), or by reaching out to the tribal child support agency, if appropriate.

Attachment #1



(date)

(customer name)
(address)
(address)

CASE UPDATE
No Action Required

Dear (customer name):

No action is required from you at this time – this is an update on recent activity on your child support case.

North Dakota has referred your case to the child support agency where the other parent lives or works. North Dakota does not have the authority to take necessary action on your case without the assistance of the other jurisdiction. Your case is now an intergovernmental case and the North Dakota caseworker will work together with the child support agency in the other jurisdiction.

Visit childsupportnd.gov to learn more about intergovernmental cases.

Your North Dakota caseworker will continue to serve you. Contact North Dakota Child Support with any questions and to provide updates.



Contact Child Support
Email: childsupport@nd.gov Phone: 701-328-5440 Fax: 701-328-6074
Address: Child Support PO Box 7190 Bismarck, ND 58507-7190

Attachment #2



(date)

(customer)

(address)

(address)

Dear (customer name):

NOTICE OF CASE TRANSFER

RE: North Dakota Case Number:

North Dakota Child Support intends to transfer your child support case to the Three Affiliated Tribes Division of Child Support Enforcement (Three Affiliated Tribes). This means your case will close with North Dakota Child Support and Three Affiliated Tribes will provide full services on your case. We believe Three Affiliated Tribes is in a better position to serve you.

If you **agree** with the transfer, you do not need to take any action.

If you **do not agree** with the transfer, contact us within 60 days from the date of this letter.

You may use the enclosed form to provide Three Affiliated Tribes with your current case and contact information. You are not required to complete the form; Three Affiliated Tribes will still provide full services on your case.

Please contact North Dakota Child Support with any questions.

(worker name)

(worker title)

Contact Child Support

Email: childsupport@nd.gov Phone: 701-328-5440 Fax: 701-328-6074

Address: Child Support PO Box 7190 Bismarck, ND 58507-7190

Attachment #3

TAT IV-D AGENCY CONTACT INFORMATION

(date)

(customer)

(address)

(address)

RE: Obligee:
Obligor:
Three Affiliated Tribes Case Number:
North Dakota Case Number:

NOTICE OF CASE TRANSFER

We would like to transfer your child support case to the North Dakota Child Support Division. This means your case would close with Three Affiliated Tribes child support and North Dakota child support would assume full responsibility for servicing your case. We believe North Dakota child support is in a better position to serve you.

Please contact us within 30 days from the date of this notice to indicate your agreement to the transfer or your opposition to the transfer.

If you agree to the transfer, you will need to apply for services to the North Dakota Child Support Division. If you would like to be sent an application, please contact us. You can also apply for full services online at North Dakota's child support website:
<https://www.childsupport.dhs.nd.gov/>

If you do not agree to the transfer, your case will remain open with Three Affiliated Tribes child support.

Please contact Three Affiliated Tribes child support with any questions.

(worker name)

(worker title)

Attachment #4



(date)

(customer name)
(address)
(address)

CASE UPDATE
No Action Required

Dear (customer name):

No action is required from you at this time – this is an update on recent activity on your child support case.

Your case is no longer an intergovernmental case as the jurisdiction that was assisting with your case [has exhausted all efforts, is unable to verify an address for the other parent, is no longer needed] so the intergovernmental action has closed. North Dakota Child Support is the only child support agency involved in your case. Our team will continue to provide services on your case.

Visit childsupportnd.gov to learn more about child support services and to register to access your up-to-date case information 24/7.

Contact Customer Service with any questions and to provide updates.

Contact Child Support
Email: childsupport@nd.gov Phone: 701-328-5440 Fax: 701-328-6074
Address: Child Support PO Box 7190 Bismarck, ND 58507-7190