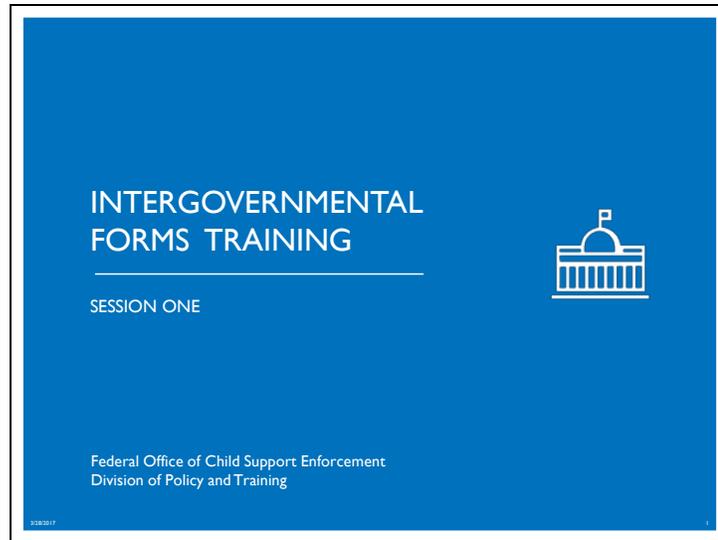


Slide 1



Notes:

Welcome to the Intergovernmental Forms Training.

Slide 2

**AGENDA FOR THE FOUR-PART INTERGOVERNMENTAL FORMS TRAINING:**

- **Session 1 (March 28, 2017 from 2:00 – 3:30 PM ET):**
  - Objective
  - Background
  - General Changes
  - Child Support Agency Confidential Information Form
  - Personal Information Form for UIFSA § 311
  - Child Support Enforcement Transmittal #1– Initial Request
  - Child Support Enforcement Transmittal #1– Initial Request Acknowledgment
  - Implementation Timeframes
- **Session 2 (April 25, 2017 from 2:00 – 3:30 PM ET):**
  - Child Support Enforcement Transmittal #2 – Subsequent Actions
  - Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery
  - Letter of Transmittal Requesting Registration
  - Uniform Support Petition

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Notes:

We will provide four, 90 minute training sessions over the next few months. All sessions will be held from 2:00 – 3:30 ET except for session 3 which is 2:30 – 4:00 ET.

Today for Session 1 we will:

- Review the objective of the training course;
- Give you some background;
- Discuss the general changes that were made across forms; and
- Review the first four individual forms:
  - Child Support Agency Confidential Information Form;
  - Personal Information Form For UIFSA § 311;
  - Transmittal #1 – Initial Request; and
  - Transmittal #1 – Initial Request Acknowledgment.
- Implementation Timeframes

In Session 2, on April 25, 2017 will cover four additional forms:

- Transmittal #2 – Subsequent Actions;
- Transmittal #3 – Request for Assistance/Discovery;
- Letter of Transmittal Requesting Registration; and
- Uniform Support Petition.

Slide 3

**AGENDA CONTINUED:**

- Session 3 (May 16, 2017 from 2:30 – 4:00 PM ET):
  - General Testimony
  - Child Support Agency Request for Change of Support Payment Location Pursuant to UIFSA § 319
- Session 4 (June 27, 2017 from 2:00 – 3:30 PM ET):
  - Declaration in Support of Establishing Parentage
  - Notice of Determination of Controlling Order
  - Child Support Locate Request
  - Implementation Timeframes
  - Wrap-up

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Notes:

In Session 3, on May 16, 2017, will cover two additional forms:

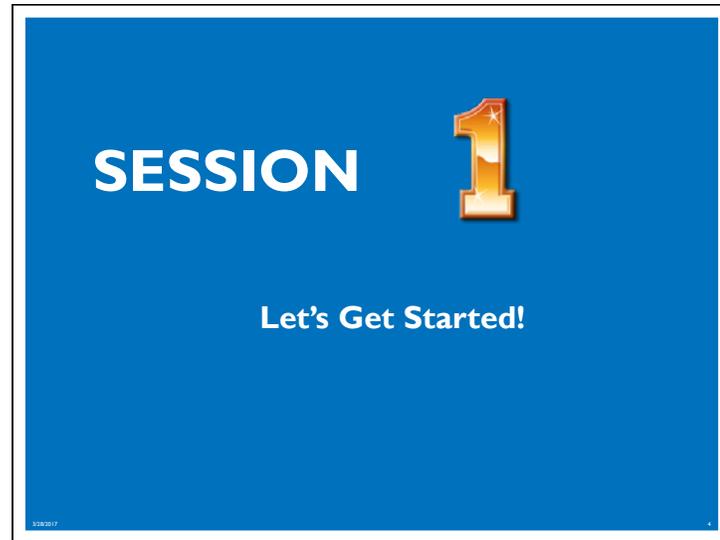
- General Testimony; and
- Request for Change of Support Payment Location Pursuant to UIFSA § 319.

In Session 4, on June 27, 2017, will cover:

- The rest of the individual forms:
  - Declaration in Support of Establishing Parentage;
  - Notice of Determination of Controlling Order; and
  - Child Support Locate Request
- Implementation Timeframes; and
- Wrap-up.

The slides and notes will be posted on the OCSE website for your use after the trainings.

Slide 4



Notes:

Let's get started!

Slide 5

**OBJECTIVE:**

- To learn how to use the intergovernmental forms, which will result in:
  - More accurate case processing in intergovernmental cases
  - Better communication among states on intergovernmental issues
  - Expeditious and accurate decision-making by caseworkers and tribunals in intergovernmental cases



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Notes:

The objective is to train you on how to use the revised intergovernmental forms.

This training will allow for:

- More accurate case processing,
- Better communication among states on intergovernmental issues, and
- More accurate intergovernmental decision making by both caseworkers and tribunals.

**BACKGROUND:**

- In 2014, during Paperwork Reduction Act forms renewal process, OCSE received numerous, substantive comments on the forms
- OCSE convened a workgroup made up of state and federal staff
- Common themes in the comments:
  - Protect personal information
  - Acknowledge expanding definition of family
  - Recognize current technology



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**Notes:**

So... why did we do all this work to revise the forms? The main reason is that the forms were outdated. We had not made major changes to the intergovernmental forms since the 1990s.

Every three years, according to the Paperwork Reduction Act (PRA), all government forms need to be reviewed and reissued with a new renewal date. There are two steps to this process. The first step is to submit the forms for a 60-day public comment period. The submitting organization then considers any comments from the public and may revise the forms based on the comments. The second step is to submit the forms for renewal to the Office of Management and Budget (OMB); during this step, the public has 30 days to provide comments to OMB. At the end of this step, OMB approves the forms and provides a new renewal date for the forms.

In 2013, during the triennial PRA forms renewal process for the intergovernmental forms, OCSE received numerous, substantive comments on the existing forms. In response, OCSE requested renewal of the intergovernmental forms without change, in order to have time to convene a federal-state workgroup to carefully analyze and address the comments and revise the forms for the next PRA cycle. OMB approved this renewal in May 2014, with a new renewal date of February 28, 2017.

In 2014, OCSE convened a workgroup of state and federal staff with a mandate to consider both the 2013 comments and changes needed due to the enactment of UIFSA 2008 by all states. The members of the group represented at least 11 states, states that are both judicial and administrative. The workgroup met frequently for almost two years.

The first task for the workgroup was to revamp all the forms and instructions. This led to the creation of some new forms. Once the initial changes were made, in August 2015, OCSE submitted the proposed forms for the 60-day PRA public comment period. The workgroup reviewed all comments received and made recommendations to OCSE. Next, OCSE submitted the revised intergovernmental forms for the 30-day comment period and OMB approval. During this period, OCSE made changes to a few forms based on comments. On December 31, 2016, OMB approved the changes to the intergovernmental forms and issued a new renewal date of December 31, 2019.

During the entire process, OCSE and the workgroup kept in mind several key themes from the initial set of comments. Those were:

- Protecting personally identifiable information. (For the rest of our session, we will refer to this as PII.) Many comments reflected state practices where court rules in many states required that IV-D agencies and other petitioners redact certain PII, (such as Social Security numbers) before filing the intergovernmental forms with a court or tribunal. Other comments (and experiences of workgroup members) raised concerns of identity theft, as many courts allow public access to court filings.
- Advancements in technology and communication.
- Family dynamics - for example, the forms did not take into account same-sex parents.
- Finally, the forms did not include email addresses or cell phone information, which hindered communication. We added these things to bring the forms up to date.

As you can tell, the forms revision process was well thought out and inclusive. The workgroup had state participation from all major geographic regions, numerous OCSE divisions, and the HHS Office of General Council.

**TWO PII FORMS:**

- Child Support Agency Confidential Information Form is exclusively used among IV-D agencies and includes most of the old PII Form information
- Personal Information Form for UIFSA § 311 contains the PII information UIFSA requires



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**Notes:**

The workgroup recommended new or modified language that impacts most forms. We are going to cover these overarching changes first and then begin reviewing each form separately in this and subsequent training.

The most challenging issue for the workgroup was managing Personally Identifiable Information or PII, specifically the challenge was how to strike a balance between 1) ensuring the forms contained sufficient information for the responding agency and tribunal to work the case and 2) protecting PII.

The proposed 2015 intergovernmental forms released for public comment included a single new PII form, designed to manage PII separately rather than displaying PII on all the forms. However, public comments made clear that one form would not resolve all the issues related to PII in intergovernmental cases. After extensive analysis and discussion, the workgroup recommended creating two new forms to manage PII.

- *The Child Support Agency Confidential Information Form* contains fields for all of the PII elements a responding child support agency may require in order to open and take action on a IV-D intergovernmental case. This form is used exclusively in IV-D cases and by IV-D agencies and is not filed in a tribunal or shared with the parties in the case.
- In contrast, the *Personal Information Form for UIFSA § 311* contains the specific PII elements that UIFSA Section 311 requires to be filed with the tribunal and provided to the respondent. The form safeguards this information by providing it on a separate form rather than on all the forms related to the case. The specific PII data elements on this

form include names, residential addresses, and Social Security numbers of both parties and the name, sex, residential address, Social Security number, and date of birth of each child in the case.

An instruction at the top of the UIFSA § 311 form alerts the tribunal that it contains sensitive information and should not be placed in a file available to the general public.

## Slide 8

**INTENDED RECIPIENT:**

- Notice added to all forms:  
“If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.”



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### Notes:

We will discuss more about the two forms for managing PII in future training sessions.

In addition to these forms, the revised intergovernmental forms have other features to safeguard information.

For example, to raise awareness about safeguarding PII, where appropriate, the standard notice you see on this slide was added to all forms so that anyone who might receive a form unintentionally would be aware that the information should not be used for any other purpose.

**ENCRYPTION:**

- Encryption requirements on every form and set of instructions:  
“When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to emails, may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).”



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**Notes:**

Also, every form and form instruction includes encryption requirements, as shown on the slide. This provides notice that anyone who transmits a form electronically must use encryption methods compliant with the Federal Information Processing Standard.

**NOTES SECTION IN HEADER:**

- Notes section may include checkboxes for one or all
  - “Nondisclosure finding/affidavit attached”
  - “This form sent through EDE”
  - “This request or information sent through CSENet”



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**Notes:**

Another overarching change across all the forms is the inclusion of a “Note” section at the bottom of the header of each form.

This section may include one or all of the following checkboxes, as applicable:

- “Nondisclosure finding/affidavit attached”;
- “This form sent through EDE”; and/or
- “This request or information sent through CSENet.”

UIFSA § 312 allows a party to allege in an affidavit or pleading under oath that the “health, safety, or liberty of a party or child would be jeopardized by disclosure of specific identifying information.” In such a case, that information must be sealed and may not be disclosed to the other party or the public unless the tribunal, after a hearing, orders disclosure of information that the tribunal determines to be in the interest of justice.

EDE and CSENet stand for Electronic Document Exchange and Child Support Enforcement Network, respectively. Both are federal systems for interstate communication in intergovernmental cases.

The CSENet and EDE checkboxes in the “Note” section indicate to the receiving agency that the forms have already been sent via a CSENet or EDE transaction.

One change we made in response to comments on the 2015 proposed form set (which included the “Note” section) was to customize the “Note” section of individual forms to include only those checkboxes relevant to the form. For example, if there is no appropriate CSENet transaction for the information required by a form, that checkbox will not be listed on the form.

**FORM HEADERS:**

- Protection of PII
  - General removal of PII from headers
  - Instructions for including new Confidential Information form or Personal Information Form for UIFSA § 31 I
- Consistent and updated terminology
  - The terms “initiating” and “responding” agency or tribunal retained for most forms. Exceptions:
    1. Transmittal #3 uses “requesting” and “assisting”
    2. Request for Change of Payment Location Pursuant to § 319 form uses “requesting” and “order-issuing”
  - Replacement of “FIPS Codes” with “Locator Codes”



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**Notes:**

In addition to the new “Note” section, the headers on the revised forms are updated in several ways.

First the revised forms no longer display PII related to the case, since that information is now available on the two new PII-related forms: Confidential Information form and the Personal Information Form for UIFSA § 31 I.

Where appropriate, the headers on the revised forms specify whether one of the two new PII forms *could* be or *must* be included along with the form. For example, the Transmittal #1 includes an instruction in the heading: “Child Support Agency Confidential Information Form must be attached,” while the Transmittal #3 provides a check box in the heading next to the form title allowing the state the option to provide the form.

Also, the revised headers across forms provide consistent terminology.

For example, the forms retain “initiating” and “responding” agency or tribunal, consistent with UIFSA and federal regulation and policy with two exceptions.

The exceptions are:

- The Child Support Enforcement Transmittal #3, which uses “requesting” and “assisting” agency terminology to more accurately describe roles in limited service cases; and
- The Child Support Agency Request for Change of Payment Location Pursuant to UIFSA § 319(b) Form, which uses “requesting” and “order-issuing” agency and tribunal, as appropriate for that context.

We will talk more about these two forms in later sessions.

Also, the term FIPS Code has been replaced by the term Locator Code. OCSE made this terminology change several years ago in order to be more inclusive of all child support entities such as tribal or international.

**PARENTAGE AND GENDER:**

- “Parentage” replaces “paternity”
  - Consistent with UIFSA 2008
  - Gender neutral
  - Inclusive of cases involving same-sex couples or assisted reproductive technology
- Forms may be used by either party, regardless of gender
- Where gender is requested, contains a checkbox for “other”



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**Notes:**

Another overarching change to the forms is that “parentage” has replaced “paternity” throughout the forms. The main reason for this change is to be consistent with UIFSA 2008.

The parentage terminology is gender neutral and reflects cases involving same-sex couples or families using assisted reproductive technology.

The forms now reflect terminology for the person’s role in the case rather than “mother” or “father.” This allows forms to be used by either party and for cases where there are two mothers or two fathers.

Where the gender of a parent or party is needed, a form contains a checkbox for “other” for individuals who do not identify as male or female. The “gender” field for children remains unchanged as “male” or “female”.

We will discuss these changes in more detail when we look at the Declaration in Support of Establishing Parentage form and other forms.

**DECLARATION:**

- Declaration sections reflect UIFSA (2008)
  - No longer require a verified petition and
  - Only require the document be signed under penalty of perjury
- Forms no longer require a signature “under oath” before a notary public



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**Notes:**

Yet another overarching change is that the verification section on certain forms is now a declaration section, as UIFSA (2008) no longer requires a verified petition. Rather, the document is signed under penalty of perjury.

Accordingly, the forms no longer require a signature “under oath” before a notary public.

The forms with declaration sections include: the Letter of Transmittal Requesting Registration, the General Testimony, the Uniform Support Petition, and the Declaration in Support of Establishing Parentage.

**OTHER GENERAL CHANGES:**

- Updates to reflect current communication methods, such as email and cell phones
- Revised titles of two forms, impacting the reference to them on other forms
  - Declaration in Support of Establishing Parentage
  - Letter of Transmittal Requesting Registration



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**Notes:**

On the forms, contact information, such as email addresses and cell phone numbers, reflect current communication methods.

On a related note, there was considerable discussion about requiring the caseworker’s “direct” number and email on the forms, particularly the transmittals. The workgroup understands that in some states workers do not have, or are precluded from sharing, a direct phone line. Ultimately, the workgroup opted to reference a “direct telephone number” on the forms, as case processing is improved when caseworkers in both states can be in direct contact to resolve issues.

Two forms have revised titles, which impacts the references to them on other forms. The Declaration in Support of Establishing Paternity is now the Declaration in Support of Establishing Parentage. The Registration Statement is now the Letter of Transmittal Requesting Registration. These revised titles mirror the language in UIFSA.

**FOUR NEW FORMS:**

1. Child Support Agency Confidential Information Form
2. Personal Information Form for UIFSA § 311
3. Child Support Enforcement Transmittal #1 – Initial Request Acknowledgment  
– formerly part of Transmittal #1 – Initial Request
4. Child Support Agency Request for Change of Support Payment Location Pursuant to UIFSA § 319



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**Notes:**

There are four new forms.

As discussed earlier, two new forms manage PII: the Child Support Agency Confidential Information Form and the Personal Information Form for UIFSA § 311.

The other new forms are the Child Support Enforcement Transmittal #1 – Initial Request Acknowledgment (which was formerly part of Transmittal #1 – Initial Request) and the Child Support Agency Request for Change of Support Payment Location Pursuant to UIFSA § 319.

We will talk in detail about all of these forms during these training sessions.

**INTERGOVERNMENTAL COMMUNICATION:**

Common instructions on all forms:

"The following options are available for making IV-D requests and sending information on IV-D cases:

1. CSENet transactions are the recommended method for making requests or sending information to another state. If CSENet is not listed as an option on the form, then it cannot be used to convey any of the requests for information or IV-D requests provided on the form. Supporting documentation should be sent through EDE, whenever possible. If certified copies are needed, hard copies should also be sent by mail. Mail or fax may also be used for all documents when EDE is not available.
2. If CSENet transactions are not available in your state, EDE is the next preferred method for transmitting your request or information. Both your state and the receiving state must be using the EDE application to use this communication method.
3. If the EDE application is not available in your state or the receiving state, then mail or fax must be used to communicate your request."

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**Notes:**

As you recall on slide 10 we discussed the various checkboxes that may be under the "Note" section in the header, including references to EDE and CSENet.

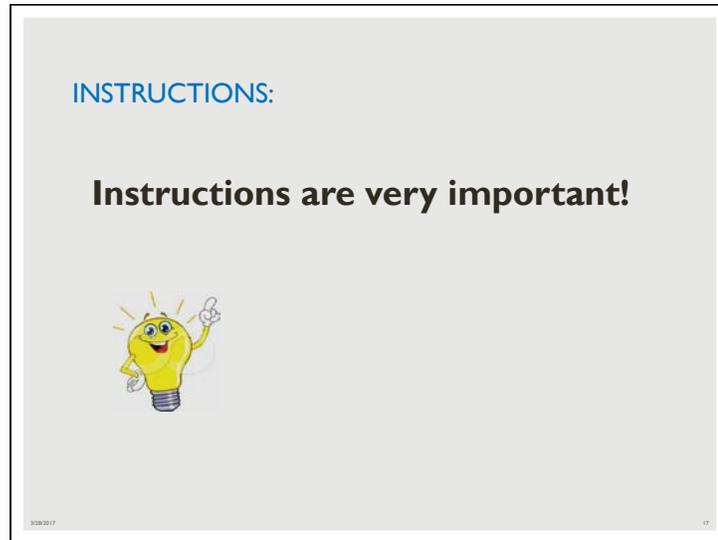
This slide displays common instructions that are on all the forms about intergovernmental communication and transmission methods for making IV-D case requests and sending information in the majority of IV-D cases. However, if your state does not have a particular method, then find a method that your state does have.

The recommended method for making requests or sending information to another state is a CSENet transaction. As we discussed earlier, if CSENet is not listed as an option on the form, then it cannot be used to convey any of the requests for information or IV-D requests provided on the form.

After CSENet, EDE is the next preferred method for transmitting your request or information. Both your state and the receiving state must be using the EDE application to use this communication method. Of course, you cannot send a document via CSENet. Supporting documentation should be sent through EDE, whenever possible.

If neither CSENet nor EDE is available in your state or the receiving state, then use mail or fax to communicate your request.

If certified copies are needed, send hard copies by mail.



Notes:

The instructions for a form are very important to fill out the forms correctly. Read the instructions carefully, as they are substantially different from the previous forms and provide important guidance.

The instructions should be available to the applicant and should be included if you are mailing the forms to one of the parties.

Slide 18



Notes:

Let's get started looking at the revised forms!

First we will look at the Child Support Agency Confidential Information Form.

**CHILD SUPPORT AGENCY CONFIDENTIAL  
INFORMATION FORM – SLIDE I**

**CHILD SUPPORT AGENCY CONFIDENTIAL INFORMATION FORM**  
**FOR IV-D AGENCY USE ONLY – DO NOT FILE WITH A TRIBUNAL OR PROVIDE TO THE OTHER PARTY**

The information on this form may be disclosed only as authorized by law.  
If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form  
or its contents is strictly prohibited.

**NOTE:**  
 This form sent through EDE

**Section I. Case Information:**

Initiating jurisdiction name:	Responding jurisdiction name:
Initiating IV-D case identifier:	Responding IV-D case identifier:
Initiating tribunal number:	Responding tribunal number:

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**Notes:**

As we mentioned earlier, protection of PII received the most public comments during the 2014 forms renewal process. As we look at each of the intergovernmental forms during this training, we will discuss when to include this form and the Personal Information Form for UIFSA § 31 I, which we will discuss next.

By placing PII on separate forms, the Child Support Agency Confidential Information Form and the Personal Information Form for UIFSA § 31 I eliminates the need to repeat personally identifiable information on most intergovernmental forms. As we look at each of the intergovernmental forms during this training, we will discuss when these forms must be included and when the forms are recommended.

Let's look at Section I of the Child Support Agency Confidential Information Form. This section asks for basic case information, identifying the name and case or tribunal numbers of the initiating and responding jurisdictions and tribunals. Note the use of "jurisdiction" rather than "state." In general, the forms use the broader term jurisdiction to allow the forms to be used by non-state agencies, such as tribes, foreign countries, and even private attorneys, where appropriate.

**CHILD SUPPORT AGENCY CONFIDENTIAL  
INFORMATION FORM – SLIDE 2**

<b>Section II. Parent/Caretaker information:</b>			
Parent <input type="checkbox"/> Obligee or <input type="checkbox"/> Obligor		Parent <input type="checkbox"/> Obligee or <input type="checkbox"/> Obligor	
Legal name (first, middle, last, suffix)		Legal name (first, middle, last, suffix)	
Relationship to child(ren):		Relationship to child(ren):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Date of birth:	Place of birth: (city, county, state)	Date of birth:	Place of birth: (city, county, state)
SSN:	Home telephone:	SSN:	Home telephone:
Cell telephone:	Work telephone:	Cell telephone:	Work telephone:
Alias (e.g. maiden name, nickname)		Alias (e.g. maiden name, nickname)	
Home address (street, city, state, zip code)		Home address (street, city, state, zip code)	
Date address confirmed: _____		Date address confirmed: _____	
Mailing address (street, PO box, city, state, zip code)		Mailing address (street, PO box, city, state, zip code)	
Date address confirmed: _____		Date address confirmed: _____	
E-mail: _____		E-mail: _____	

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**Notes:**

Section II requests the information about the parties the child support agency will need to work the case effectively, such as names, addresses, and Social Security numbers.

In Section II, the parent information is listed side-by-side. Note that there is space to include information on the parent’s relationship to the child, for example, Mother or Father.

The data on this form was previously on the Transmittal #1. Please fill the form out as completely as possible to assist the responding jurisdiction.

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**CHILD SUPPORT AGENCY CONFIDENTIAL  
INFORMATION FORM – SLIDE 3**

**Section II. Parent/Caretaker Information (Continued):**

Employer name: _____	Employer name: _____
Date employer confirmed: _____	Date employer confirmed: _____
Employer address (street, city, state, zip code): _____	Employer address (street, city, state, zip code): _____
Employer FEIN: _____	Employer FEIN: _____
Incarcerated? [ ] Yes [ ] No	Incarcerated? [ ] Yes [ ] No
(if yes, inmate #: _____)	(if yes, inmate #: _____)
and facility name: _____	and facility name: _____

**Caretaker - Oblige** (Other obligee is not the child(ren)'s parent)

Legal name (last, middle, first, suffix): \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

Gender: [ ] Male [ ] Female [ ] Other

Date of birth: \_\_\_\_\_

SSN: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Cell telephone: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Home address (street, city, state, zip code): \_\_\_\_\_

Date address confirmed: \_\_\_\_\_

Mailing address (street, PO box, city, state, zip code): \_\_\_\_\_

Date address confirmed: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Notes:

The remaining parent information in Section II is continued on this slide. New information has been added, such as the employer FEIN and, if applicable, information about incarceration.

If the obligee is not the child or children's parent, Section II also provides space for information about the caretaker.

**CHILD SUPPORT AGENCY CONFIDENTIAL  
INFORMATION FORM – SLIDE 4**

<b>Section III - Child(ren) Information:</b>	
Child #1 legal name (first, middle, last, suffix)	
Home address (street, city, state, zip code)	
SSN:	Date of birth:
Place of birth (city, county, state)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nonmarital birth: <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, date of marriage _____)	
If yes, complete the following:	
<input type="checkbox"/> Parentage established. Was this parentage establishment a paternity determination of fatherhood? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parentage was established on _____ (date) in _____ (state)	
Parentage was established by:	
<input type="checkbox"/> Order	
<input type="checkbox"/> Acknowledgment of Parentage	
<input type="checkbox"/> Adoption	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Parentage was not established.	

... Space to enter 2 additional children  
 Additional Child(ren) Information Attached

3/8/201731

**Notes:**

Section III is used to provide information about the child or children for whom support is owed or is being sought. There is room on the form to provide information for three children. We are only showing the first child on this slide; the same information is required for each child listed. If there are more than three children involved, check “Additional Children’s Information Attached” and attach the same information for each additional child.

Other questions are included that address parentage establishment:

- Was this a nonmarital birth? If “No”, enter the date of marriage. (The term nonmarital birth is now used instead of out-of-wedlock birth.)
- If “Yes” was checked for nonmarital birth, continue completing this section of the form for the child. If parentage has been established, check the next box.
- If parentage has been established, answer the following questions:
  - Was this parentage establishment a paternity determination of fatherhood? Answer “Yes” or “No”. This question is asked for the Paternity Establishment Percentage (PEP) reporting measure and audit purposes.
  - This checkbox for paternity determination of fatherhood is important for intergovernmental case processing. A state can share the paternity information on the Child Support Agency Information Form with other states for the purposes of data reporting. The properly completed form serves as legal documentation for audit purposes. If the information provided is inconsistent or contradictory, if the form is incomplete, or if the form is blank, OCSE auditors will request other types of supporting documentation in order to confirm that the paternity case was properly reported.

- In most cases, if you checked “parentage established,” you would also check “Yes” for “Was this parentage establishment a paternity determination of fatherhood?” Because there are many different family scenarios, there may be situations where parentage is established without a paternity determination of fatherhood (e.g. a two-women family, in some cases). Please contact OCSE if you have any question about reporting.
- Enter the date and the state in which parentage was established and the method used. For example, by order or an acknowledgment of parentage.
- If parentage has not been established, check that box.

Slide 23



Notes:

Let's continue with the Personal Information Form for UIFSA § 311.

**PERSONAL INFORMATION FORM FOR UIFSA  
§ 311 – SLIDE 1**

**PERSONAL INFORMATION FORM FOR UIFSA § 311 – TO BE FILED WITH A TRIBUNAL**  
 **Nondisclosure finding/affidavit attached**

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE  
 The information on this form is filed with the petition or pleading and may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.  
 If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

**NOTE:**  
 **This form sent through EDE**

<b>Section 1. Case Information:</b>	
Initiating jurisdiction name	Responding jurisdiction name
Initiating IV-D case identifier	Responding IV-D case identifier
Initiating tribunal number	Responding tribunal number
<b>Section 2. Parent/Caretaker Information:</b>	
Parent: <input type="checkbox"/> Obligor or <input type="checkbox"/> Obligor	Parent: <input type="checkbox"/> Obligor or <input type="checkbox"/> Obligor
Legal name (first, middle, last)	Legal name (first, middle, last)
SSN	SSN
Home address (street, city, state, zip)	Home address (street, city, state, zip code)
<b>Caretaker - Obligor (When obligor is not the child(ren)'s parent)</b>	
Legal name (first, middle, last)	
SSN	
Home address (street, city, state, zip code)	

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**Notes:**

In response to comments, OCSE developed a new Personal Information Form for UIFSA § 311. UIFSA § 311 details the information that must be provided to the tribunal in a child support action. Section 311 requires that the petition/pleading or accompanying documents include certain identifying information regarding the individual parties and the child(ren). Unless accompanied by a nondisclosure finding/affidavit, the Personal Information Form for UIFSA § 311 is filed with the responding tribunal and is disclosed to the opposing party.

The Personal Information Form for UIFSA § 311 is a required form if the Uniform Support Petition, Declaration in Support of Parentage, and/or General Testimony are sent to another jurisdiction. The Personal Information Form for UIFSA § 311 records the PII required by UIFSA § 311, eliminating repetition on the other intergovernmental forms.

While this form is similarly intended to safeguard the privacy of individuals in an intergovernmental case, its use and handling differ from the Child Support Agency Confidential Information Form. The Personal Information Form for UIFSA § 311 may be used in IV-D, as well as non-IV-D, intergovernmental child support cases.

The checkbox to indicate that a nondisclosure finding/affidavit is attached has been moved from the NOTE section to right under the title for emphasis. A nondisclosure finding/affidavit per UIFSA § 312 is the mechanism used to request that certain information not be disclosed to the other party because the “health, safety or liberty of a party or child would be jeopardized by disclosure of specific identifying information....” It requires the responding tribunal to seal the information, which also may not be provided to the opposing party unless and until the tribunal holds a hearing and requires disclosure.

The next line on the form states that “THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE.” As mentioned earlier, commenters noted that there was a risk of identity theft, as some courts are “open” under state law, allowing public access to the hearing and court records. This form is intended to safeguard the privacy of individuals. Because the form records information that may pose significant risk of identity theft if disclosed inappropriately, the form highlights that it **should not be filed** in a public access file.

OCSE recognizes that states vary in whether court proceedings, as well as the files and records in those proceedings, are open to the general public.

OCSE believes that consolidating PII required by UIFSA into a single form will assist state tribunals in safeguarding the privacy of intergovernmental child support parties and their children.

Let’s look at specific sections of the form now. Section 1 asks for basic case information identifying the name and case or tribunal numbers of the initiating and responding jurisdictions.

Section 2 provides information about the parties that must be provided to the tribunal in a child support action. The parent information is listed side-by-side, followed by the caretaker information.

**PERSONAL INFORMATION FORM FOR UIFSA  
§ 311 – SLIDE 2**

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**Section 3. Child(ren) Information:**

<b>Child #1 legal name</b> (last, middle, first)	
Child's address (street, city, state, zip code)	
The child began residing in _____ (state) on _____ (month/year)	
Child's SSN: _____	Child's date of birth: _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

... Space to enter 2 additional children  
 Additional Child(ren) Information Attached

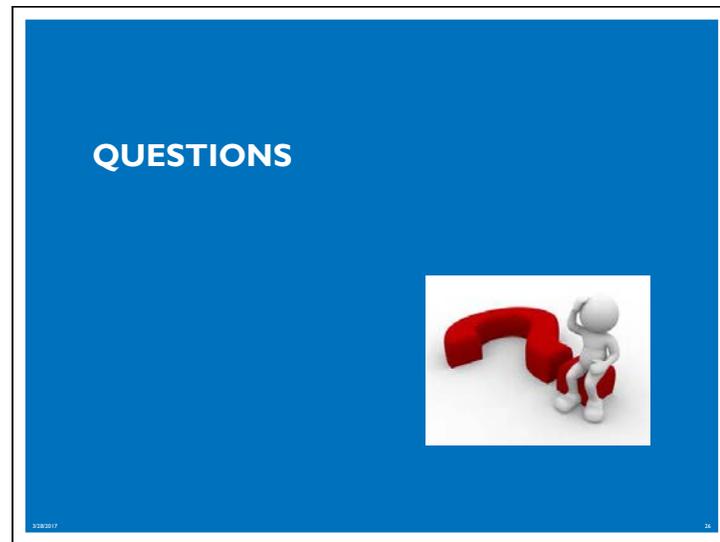
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**Notes:**

Section 3 is used to provide information about the child or children for whom child support is owed or being sought. There is room on the form to provide information for three children. We are only showing the first child on this slide; the same information is required for each child listed. If there are more than three children involved, check “Additional Children’s Information Attached” and attach the same information for each additional child.

With one exception, the form asks only for information that UIFSA § 311 requires. The form also asks for the date the child began residing in his or her current state. That information is needed to determine the child’s home state, a designation which may be needed by the tribunal in certain UIFSA actions.

Slide 26



Notes:

Let's continue with the Transmittal #1 – Initial Request (referred to as the TI)!

**TRANSMITTAL #1  
INITIAL REQUEST – SLIDE 1**

**CHILD SUPPORT ENFORCEMENT TRANSMITTAL #1 - INITIAL REQUEST**  
The information on this form may be disclosed as authorized by law.  
 If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

**Child Support Agency Confidential Information Form must be attached**

<b>Petitioner: Legal Name</b> (first, middle, last, suffix)	<b>IV-D Case:</b> <input type="checkbox"/> TANF
<b>Tribal Affiliation</b> (if applicable)	<input type="checkbox"/> IV-E Foster Care
<b>Respondent: Legal Name</b> (first, middle, last, suffix)	<input type="checkbox"/> Medicaid Only
<b>Tribal Affiliation</b> (if applicable)	<input type="checkbox"/> Former Assistance
<b>To:</b> (Agency Name and Address)	<input type="checkbox"/> Never Assistance
<b>From:</b> (Agency Name and Address)	<b>File Stamp</b>
<b>Send Payments To:</b> (if different from above)	<b>Responding Locator Code:</b> _____ State _____
	<b>Responding IV-D Case Identifier:</b> _____
	<b>Responding Tribunal Number:</b> _____
	<b>Initiating Locator Code:</b> _____ State _____
	<b>Initiating IV-D Case Identifier:</b> _____
	<b>Initiating Tribunal Number:</b> _____
	<b>Payment Locabr Code:</b> _____ State _____

**NOTE:**  
 Nondisclosure Finding/Affidavit attached  
 This form sent through EDE  
 This request or information sent through CSENet

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**Notes:**

The TI provides a standard format for an initiating IV-D child support agency to request a IV-D agency in a responding jurisdiction to open an intergovernmental case and take certain action. The form is intended **only** for use among IV-D agencies. It is **not** designed for private intergovernmental cases. Generally, the TI is not a legal document to file with a tribunal, although it may be filed with the tribunal and may be disclosed to the parties in the case in some states, unless accompanied by a nondisclosure finding/affidavit.

The TI required some changes to reflect that the form is an agency-to-agency form. We also replaced certain words with current terminology and deleted references to controlling order since cases with valid multiple current support obligations should now be rare.

Please note that the Child Support Agency Confidential Information Form must be attached when using this form. The header record was changed to be consistent across all the intergovernmental forms – as we have discussed.

This is the first form where you see all three NOTE items that we discussed earlier, including checkboxes for

- Nondisclosure Finding/Affidavit attached,
- This form sent through electronic document exchange, and
- This request or information sent through CSENet.

**TRANSMITTAL #1**  
**INITIAL REQUEST – SLIDE 2**

---

**Section I Action:** The responding jurisdiction should open an intergovernmental case with the initiating jurisdiction and provide all appropriate services, including: *(Please retain the acknowledgment form)*

<p>1. <input type="checkbox"/> Establish parentage</p> <p>2. <input type="checkbox"/> Establish and enforce order, and forward payment to the initiating jurisdiction's SDU for:</p> <p style="margin-left: 20px;">A. <input type="checkbox"/> Current child support, including medical support</p> <p style="margin-left: 20px;">B. <input type="checkbox"/> Retroactive child support</p> <p style="margin-left: 20px;">C. <input type="checkbox"/> Medical support only</p> <p>3. <input type="checkbox"/> Take the following action(s) on the responding tribunal's order and forward payment to the initiating jurisdiction's SDU:</p> <p style="margin-left: 20px;">A. <input type="checkbox"/> Enforce</p> <p style="margin-left: 20px;">B. <input type="checkbox"/> Modify and enforce</p> <p style="margin-left: 20px;">C. <input type="checkbox"/> Modify then close the intergovernmental IV-D case</p> <p style="margin-left: 20px;">D. <input type="checkbox"/> Enforce arrears only</p> <p style="margin-left: 20px;">E. <input type="checkbox"/> Change person(s) entitled to receive funds and enforce</p>	<p>4. <input type="checkbox"/> Take the following action on a support order of another jurisdiction and forward payment to the initiating jurisdiction's SDU:</p> <p style="margin-left: 20px;">A. <input type="checkbox"/> Register and enforce</p> <p style="margin-left: 20px;">B. <input type="checkbox"/> Register, modify, and enforce</p> <p style="margin-left: 20px;">C. <input type="checkbox"/> Register, modify, then close the intergovernmental IV-D case</p> <p style="margin-left: 20px;">D. <input type="checkbox"/> Register and enforce arrears only</p> <p>5. <input type="checkbox"/> Other _____</p>
--	--

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**Section II. Case Summary** (Assignment of this matter: court/administrative actions)

Date of support order	State and county, tribe, or foreign country issuing order	Tribunal number	
-----------------------	---	-----------------	--

Support amount/frequency	Date of last payment	Total amount of arrears	Period of computation
\$ _____		\$ _____	_____ through _____

Current Support     Arrears Only

---

Date of support order	State and county, tribe, or foreign country issuing order	Tribunal number	
-----------------------	---	-----------------	--

Support amount/frequency	Date of last payment	Total amount of arrears	Period of computation
\$ _____		\$ _____	_____ thru _____

Current Support     Arrears Only

Additional orders or information attached

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**Notes:**

**Section I Action:** The introductory language clarifies that the actions relate to a IV-D intergovernmental case, commonly referred to as a traditional two-state case. The initiating jurisdiction is requesting the responding jurisdiction to provide all appropriate services.

You may notice that this section differs quite a bit from the old form. The workgroup wanted to ensure that this important communication among the agencies is clear in terms of what action the initiating jurisdiction is requesting. There are five Actions on the TI, including an option for “other”, if needed. Please complete Section I carefully to ensure success with your case.

The actions are: 1) Establish parentage; 2) Establish and enforce an order and forward payment to the initiating jurisdiction’s State Disbursement Unit (SDU); 3) Take an action on the responding tribunal’s order and forward payment to the initiating jurisdiction’s SDU; and 4) Take an action on a support order of another jurisdiction and forward payment to the initiating jurisdiction’s SDU. We included a 5) Other – with room for an explanation – if your state is requesting another type of action for the responding jurisdiction to take when it opens an intergovernmental case. We are not going to discuss each sub-checkbox, but we will highlight some key points.

If a modification has been requested, be sure that the responding jurisdiction is the jurisdiction with continuing, exclusive jurisdiction (CEJ) to complete the modification. Also, actions 3 and 4 have an option to request modification only. This would typically be used when the obligee is in the responding jurisdiction and that jurisdiction has CEJ to modify, but the initiating jurisdiction does not request additional services.

Action 3 E is a request to change the person or entity that will receive the payments. This is used if there is a new obligee or the child is in foster care placement.

Please note that “redirection of payments” has been removed from the T1 to eliminate confusion with requests to change payment location under UIFSA § 319, which are sometimes called “redirection” requests. A request for redirection under UIFSA § 319 is not a request for the responding agency to open a traditional IV-D intergovernmental case, and therefore is not an appropriate request for the T1. A request for payment forwarding is a payment processing action now on the Transmittal 3. We will discuss these actions when we discuss the T3 and the Request for Change of Support Payment Location Pursuant to UIFSA § 319 forms.

The case should **not** be returned because the initiating jurisdiction does not check a box for an action that the responding jurisdiction determines is appropriate. Contact the other agency if there is any question about what is being requested.

Section II, Case Summary, is a summary of the order or orders that exist for the parties. Refer to the order for additional information.

For a breakdown of “Total amount of arrears,” refer to the order and, if applicable, the Letter of Transmittal Requesting Registration and/or the arrears calculation.

New checkboxes have been added to clarify whether the order is for current support or arrears only.

This section allows a IV-D agency to include information about more than one order for current support. For example, there may be separate orders for different children involving the same obligor and obligee. The rarer situation will be multiple current support orders that may have been improperly entered. The initiating jurisdiction may use this section to provide information about the multiple orders. It should then check item 5 “Other” under Section I Action and request that the responding jurisdiction determine the validity of the orders.

This section also allows a IV-D agency to include information about an arrears only order. In some states, administrative orders for current child support are later superseded by a judicial order in the same state, such as a divorce decree, that does not recognize, incorporate, or modify the administrative order. While under state law the judicial order controls current support, arrears accrued under the superseded administrative order and not included in the judicial order remain collectible under the administrative order. This section allows the IV-D agency to provide information about the enforceable arrears under the administrative order. It also allows a IV-D agency to provide information about a money judgment for arrears or an order that only addresses support for a prior period.

**TRANSMITTAL #1**  
**INITIAL REQUEST – SLIDE 3**

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**Section III. Oblige Information:**  Parent  Caretaker  
Obligor legal name (first, middle, last, suffix) \_\_\_\_\_  
If caretaker, relationship to child(ren) \_\_\_\_\_  Has legal custody/guardianship of the child(ren)

---

**Section IV. Obligor Information:** Obligor legal name (first, middle, last, suffix) \_\_\_\_\_

---

**Section V. Dependent Child(ren) Information:**  
Legal Name (first, middle, last, suffix) \_\_\_\_\_

---

**VI. Other Pertinent Information:**

\_\_\_\_\_  Continued on attached sheet(s), incorporated by reference.

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**Notes:**

You will certainly notice a big difference in Section III on this slide. Only the parties' names are listed and all other information is on the Child Support Agency Confidential Information Form. As discussed earlier, these changes were made to protect PII.

Sections III and IV have revised titles, referring to Oblige and Obligor Information.

New checkboxes ask whether the obligee is a parent or caretaker.

If the obligee is a caretaker, there is space to indicate the person's relationship to the child or children and to check if the caretaker has legal custody or guardianship, which is required by some jurisdictions.

Section V Dependent Child or Children Information has space to list the full legal names of the children.

Section VI Other Pertinent Information is used to provide additional information that may be useful to the responding jurisdiction. If the information is related to a previous section, identify the section and item number. If additional space is needed, check "Continued on attached sheet(s), incorporated by reference."

**TRANSMITTAL #1**  
**INITIAL REQUEST – SLIDE 4**

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**VII. Attachments:** (Supporting Documentation)

<input type="checkbox"/> Child Support Agency Confidential Information Form for IV-D Use Only	<input type="checkbox"/> Uniform Support Petition
<input type="checkbox"/> Declaration in Support of Establishing Parentage	<input type="checkbox"/> General Testimony
<input type="checkbox"/> Personal Information Form for UIFSA § 311	<input type="checkbox"/> Support order(s)
<input type="checkbox"/> Letter of Transmittal Requesting Registration	<input type="checkbox"/> Acknowledgment of parentage
<input type="checkbox"/> Payment history	<input type="checkbox"/> Birth certificate/birth record
<input type="checkbox"/> Arrears balance and/or accrued interest (with/without arrears)	<input type="checkbox"/> Non-disclosure findings/affidavit
<input type="checkbox"/> Arrears calculation (month by month)	<input type="checkbox"/> Other attachments

---

**VIII. Contact Information:**

Date \_\_\_\_\_ Initiating contact person (first, middle, last, suffix) \_\_\_\_\_ Direct telephone number and extension \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

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**Notes:**

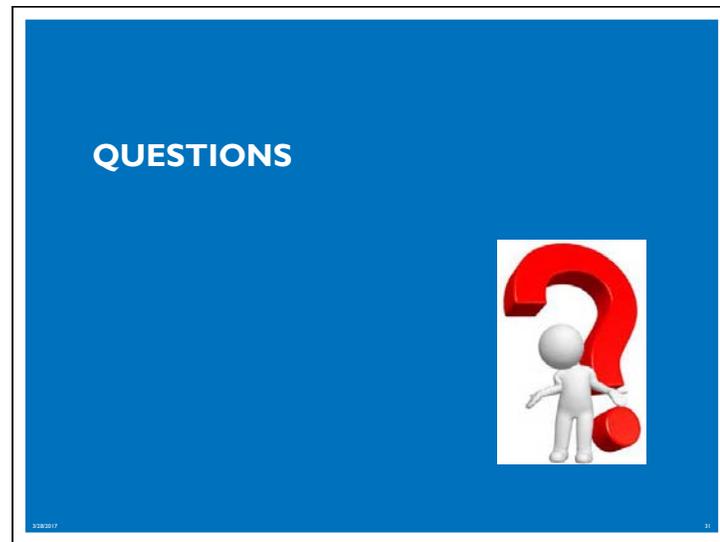
**Section VII Attachments:** Check the appropriate boxes to indicate all documents attached. For attachments other than those listed, check “Other attachments” and attach the documents.

Note that the new Personal Information Form for UIFSA § 311 and Child Support Agency Confidential Information Form are listed and terminology has been updated. Depending on the action you are requesting, you may need to include the Personal Information Form for UIFSA § 311, if documents will need to be filed with a tribunal.

**Section VIII Contact Information:** At the bottom of the form, provide the date the form is completed, a contact person’s name, a direct telephone number (including extension if necessary), a fax number, and an email address to expedite communication between jurisdictions. As mentioned earlier, we highly recommend providing a direct number and email address to ensure success.

If a direct phone number is not available then provide the best number.

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Notes:

One last form today: The Child Support Enforcement Transmittal #1 - Acknowledgement!

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**TRANSMITTAL #1 ACKNOWLEDGMENT – SLIDE 1**

**CHILD SUPPORT ENFORCEMENT TRANSMITTAL #1 - INITIAL REQUEST ACKNOWLEDGMENT (Return this form to the initiating jurisdiction.)**

The information on this form may be disclosed as authorized by law. If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

**Petitioner: Legal Name** (first, middle, last, suffix) \_\_\_\_\_

**Tribal Affiliation** (if applicable) \_\_\_\_\_

**Respondent: Legal Name** (first, middle, last, suffix) \_\_\_\_\_

**Tribal Affiliation** (if applicable) \_\_\_\_\_

**To:** (Agency Name and Address) \_\_\_\_\_

**From:** (Agency Name and Address) \_\_\_\_\_

**Initiating Locator Code:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Initiating IV-D Case Identifier:** \_\_\_\_\_

**Initiating Tribunal Number:** \_\_\_\_\_

**Responding Locator Code:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Responding IV-D Case Identifier:** \_\_\_\_\_

**Responding Tribunal Number:** \_\_\_\_\_

**NOTE:**

This form sent through EDC

This request or information sent through CSBlert

File Stamp \_\_\_\_\_

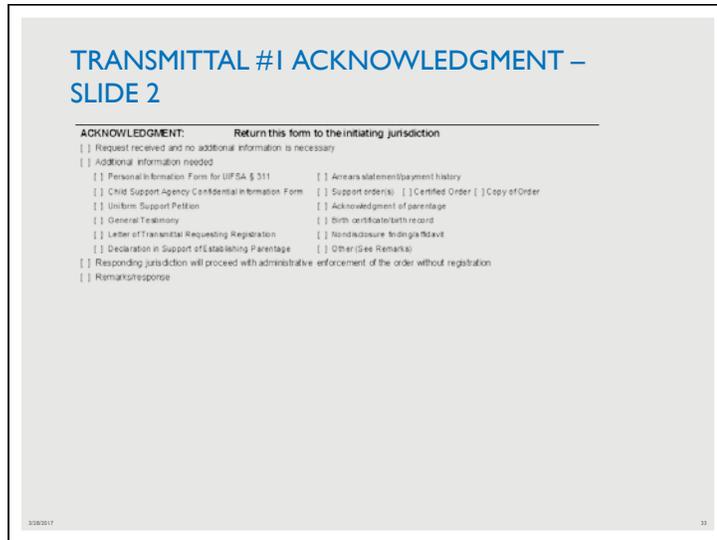
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Notes:

The purpose of the acknowledgment form is to provide a standard format for informing the initiating jurisdiction of the responding jurisdiction’s receipt of the Transmittal I and to request any additional information or forms that are needed to take further action on the case.

The form is intended only for use among IV-D agencies.

This acknowledgment was previously included as part of the Transmittal I. The intergovernmental forms workgroup informed OCSE that most states separated the Transmittal I from the acknowledgment. For this reason, OCSE developed a new stand-alone acknowledgment form.



**Notes:**

The directions require the responding IV-D agency to return the form to the initiating jurisdiction. As noted earlier, use of “jurisdiction” rather than “state” reflects the terminology now used on Transmittal #1 and other forms.

The responding jurisdiction completes the Acknowledgment and returns it to the initiating jurisdiction. Select the appropriate response(s):

Check **Request received and no additional information is necessary** if you have everything you need to process the case.

Check **Additional information needed** if you need additional information or forms to process the case. Check the forms that are needed.

Check **Responding jurisdiction will proceed with administrative enforcement of the order without registration** to inform the initiating jurisdiction that the responding agency is pursuing administrative enforcement of the order absent registration. Section 507(b) of UIFSA states that the responding state agency shall consider and, if appropriate, use any administrative enforcement procedures authorized under its law to enforce an order. Be aware, however, that the Acknowledgment is usually completed by the Central Registry and this decision may not be made until the case is being worked by the local office.

Check **Remarks/response** if additional information is being provided to the initiating agency.

The checkboxes for other documents related to paternity, divorce decree, assignment of rights, description of real/personal property, and photograph of respondent were removed from the revised form. The forms workgroup indicated that such information is not needed in most cases and therefore is more appropriate to include within the “Other” category.

New checkboxes were added for the Personal Information Form for UIFSA § 311, the Child Support Agency Confidential Information Form, birth certificate/birth record, and non-disclosure finding/affidavit.

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**TRANSMITTAL #1 ACKNOWLEDGMENT –  
SLIDE 3**

Your case has been forwarded for action to:

Name of Worker (first, middle, last, suffix) \_\_\_\_\_  
Agency name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Locator code: \_\_\_\_\_  
Direct Telephone number and Extension: \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
Date Person completing form (first, middle, last, suffix) Direct Telephone Number and Extension  
Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

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Notes:

To continue on this slide:

Check **Your case has been forwarded for action to** to identify and enter the local office and caseworker where the case has been forwarded, if known at the time. Specific caseworker information may not be available until the local office receives the case. You may also be filling out the Acknowledgment before the case is transferred to a local office if additional information is needed.

At the bottom of the page, provide the date the form is completed, the name of the person completing the form, a direct telephone number (including extension if necessary), a fax number, and an email address to expedite communication between jurisdictions.

If a direct phone number is not available, then provide the best number.

We also realize, of course, that these Acknowledgments may be sent via CSENet and this paper form may not be needed on every case.

**Effective Date of Revised Forms**

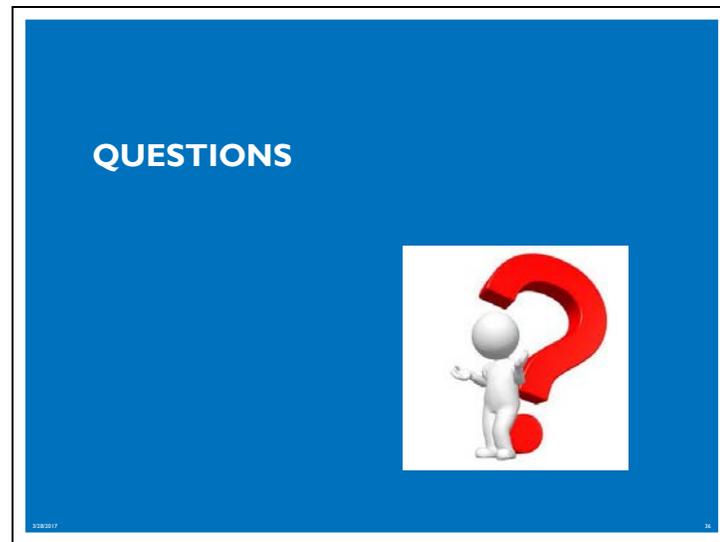
- Revised forms are valid and available now
- Link to forms: <https://www.acf.hhs.gov/css/resource/uifsa-intergovernmental-child-support-enforcement-forms>
- Deadline for all states to begin using the revised forms is January 15, 2018
- States should continue to honor old forms

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**Notes:**

You may be wondering when you will be required to use these revised forms and when you might start receiving them. We know that some states have begun programming for the revised forms so you might receive revised forms at any point, if you haven't already. They are valid now. The deadline for all states to begin using the revised forms is January 15, 2018. We knew that states would need time to program these changes. Until then, the old forms are still valid and should be honored.

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Notes:

Any final questions?

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Notes:

Thanks to all of you for attending and for the great work that you do!