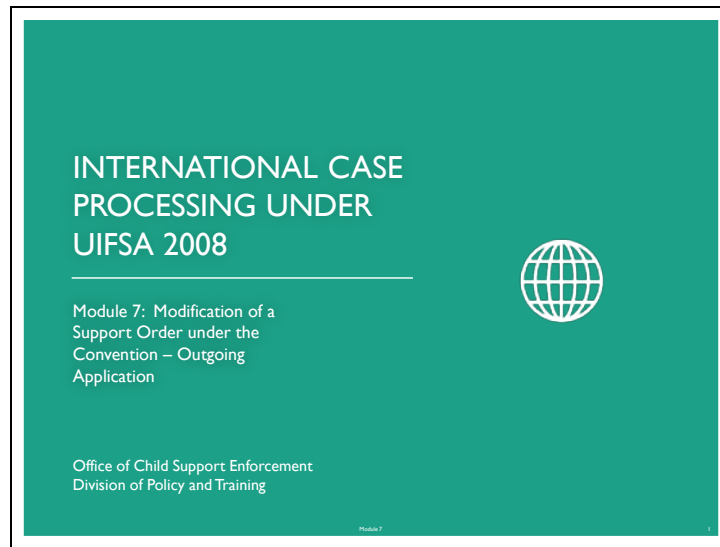


Slide 1




Notes:

Welcome to the Webinar Series on International Case Processing Under UIFSA 2008.

Slide 2

Webinar Series

- Targeted Audiences
 - Caseworkers and central registry staff
 - Experienced as well as novice
- Content
 - Background information
 - Case processing information
- Resources
 - PowerPoint with notes
 - Trainer notes



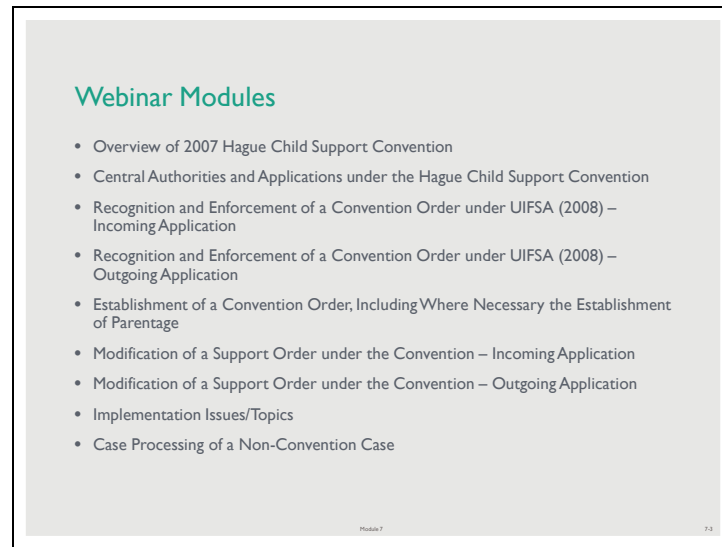
Module 772

Notes:

Some people in the audience may have attended multiple conference presentations where speakers have explained the background of the Convention or presented an overview of UIFSA (2008). For others, this information will be brand new. The webinar content has been designed to cover both audiences.

The webinar resources include the PowerPoint presentation with notes for the slides and a set of trainer notes that provide supplemental information. The resources related to a particular module will be available on OCSE's website.

Slide 3

A presentation slide titled "Webinar Modules" in teal text. It contains a bulleted list of nine topics related to the 2007 Hague Child Support Convention. The slide has a light gray background and is framed by a thin black border. At the bottom, there is a small "Module 7" label on the left and a "79" page number on the right.

Webinar Modules

- Overview of 2007 Hague Child Support Convention
- Central Authorities and Applications under the Hague Child Support Convention
- Recognition and Enforcement of a Convention Order under UIFSA (2008) – Incoming Application
- Recognition and Enforcement of a Convention Order under UIFSA (2008) – Outgoing Application
- Establishment of a Convention Order, Including Where Necessary the Establishment of Parentage
- Modification of a Support Order under the Convention – Incoming Application
- Modification of a Support Order under the Convention – Outgoing Application
- Implementation Issues/Topics
- Case Processing of a Non-Convention Case

Module 7 79

Notes:

The first two modules of the webinar series are overview modules. They provide background information about the 2007 Hague Child Support Convention so you will better understand the U.S. goals during treaty negotiations, the process used for negotiating an international treaty, and terminology in the Convention. They also discuss the scope of the Convention and services that a Central Authority must provide so you will have a better idea of what to expect on **outgoing** cases to a Convention country.

Beginning with Module 3, the focus shifts to case processing. The most likely application under the Convention is an application to recognize and enforce a support order issued by a Convention country. For that reason, there is one module explaining the process and forms for incoming applications and a separate module, Module 4, explaining the process and forms for outgoing applications.

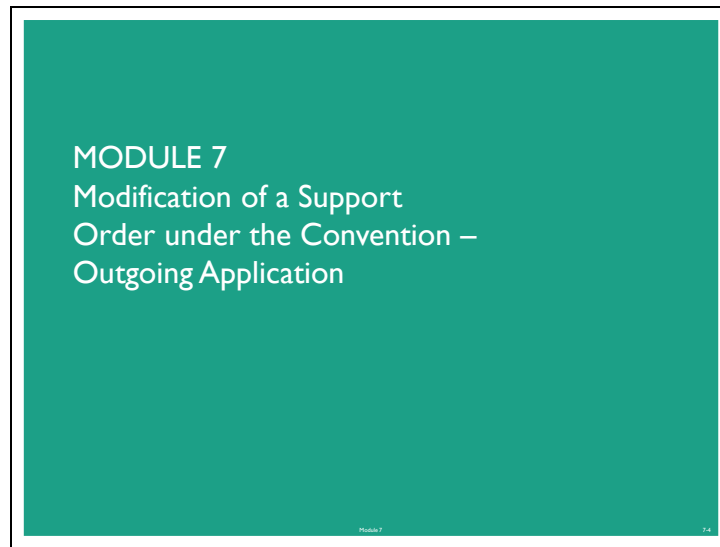
Module 5 examines incoming and outgoing applications for establishment of a support order, including establishment of parentage when necessary to obtain support.

Module 6 examines incoming applications for modification, and Module 7 examines outgoing applications for modification.

Module 8 addresses implementation issues and questions that have arisen.

Finally, in Module 9 we will discuss processing international support cases from countries with bilateral reciprocity arrangements that are not Convention countries.

Slide 4



Notes:

Today we are presenting Module 7, which focuses on an outgoing Convention application to modify a support order. We will discuss your role as the requesting Central Authority when preparing and transmitting an application to a Convention country. We will also discuss the steps a Convention country will take to process that application.

Slide 5

Terms within Hague Child Support Convention	
Convention Terms	U.S. Equivalent
• Creditor	• Obligee
• Debtor	• Obligor
• State	• Country
• Maintenance	• Support
• Requesting State	• Initiating state
• Requested State	• Responding state
• Recognition and Enforcement of a Decision	• Recognition and Enforcement of Registered Order
• Maintenance Arrangement	• Foreign Support Agreement

Notes:

Because the Convention applies to countries with various legal systems, it includes terminology that differs from the terms we use in the United States. This slide “converts” Convention terms to their equivalent U.S. terms. We discussed these terms in prior modules so we will not review them again. However, if there are new participants to today’s webinar, please check the Trainer Notes for Module 1 or 2 for an explanation of each term on the slide.

Slide 6

Additional Terms within Convention

- Competent Authority
 - Depends on context and country. For example,
 - Competent authority for modification of an order may be limited to the court in some countries
 - Competent authority for certifying a document may vary based on the document
- Contracting State
 - Country in which the Convention is in effect

Module 7 74

Notes:

There are two additional terms we will use during this presentation.

The Convention often refers to the “competent authority.” There is no definition within the Convention because the identity of the competent authority will vary among Convention countries. The competent authority for establishing a support order may or may not be the same authority as the one that declares whether a decision registered for recognition and enforcement is in fact enforceable. Depending upon the country, the competent authority might be the court, an administrative agency, or both. The identification of competent authority may also depend upon the context. For example, if there is a challenge to the integrity of a document, it will be up to the State of origin to determine the competent authority for certifying the requested document.

When we refer to a “Contracting State,” we are talking about a country in which the Hague Child Support Convention is in effect.

Slide 7

Definition of Central Authority

- Entity designated by a State to perform certain functions specified under an Administrative Cooperation Convention
- Central Authorities under the Hague Child Support Convention
 - Cooperate with each other to achieve the purposes of the Convention
 - Seek as far as possible solutions to difficulties that arise in the application of the Convention
 - Serve as point of contact between Contracting States to transmit and receive applications made under the Convention
 - Provide and facilitate a number of services
- Most functions of the Central Authority may be performed by public bodies, or other bodies subject to the supervision of the competent authorities of that State

Module 777

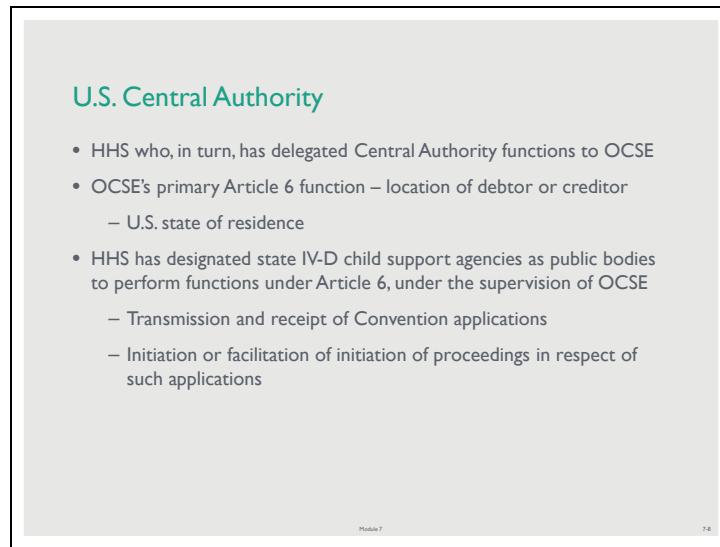
Notes:

Each Administrative Cooperation Convention negotiated by the Hague Conference on Private International Law requires a Contracting State to designate a Central Authority. The Central Authority is an agency or organization that is designated to play a key role in the implementation and operation of the international treaty.

Article 5 of the Hague Child Support Convention lays out general functions of Central Authorities: they must cooperate with each other to achieve the Convention's purposes and they must try to resolve as much as possible any difficulties that arise in the implementation of the Convention. Article 6 of the Convention lists specific functions of a Central Authority. For example, the Central Authority must both transmit and receive applications. Other Convention provisions place additional mandatory obligations on the Central Authority. These obligations emphasize the need for international cooperation among Contracting States (countries that are parties to the Convention).

The functions of the Central Authority may be performed by public bodies, or other bodies subject to the supervision of the competent authorities of the Contracting State. That means that countries will vary regarding what entity serves as the Central Authority. However, each country is required to keep the Permanent Bureau informed of the identity of its Central Authority. That information is listed on the Hague website, as well as in the Country Profile that we discussed in Module 1.

Slide 8



U.S. Central Authority

- HHS who, in turn, has delegated Central Authority functions to OCSE
- OCSE's primary Article 6 function – location of debtor or creditor
 - U.S. state of residence
- HHS has designated state IV-D child support agencies as public bodies to perform functions under Article 6, under the supervision of OCSE
 - Transmission and receipt of Convention applications
 - Initiation or facilitation of initiation of proceedings in respect of such applications

Module 7 74

Notes:

In the United States, the Central Authority is the Department of Health and Human Services. The Secretary of HHS has delegated the responsibilities of the Central Authority to OCSE. Article 6 of the Hague Convention lists two specific functions of Central Authorities:

- They must transmit and receive applications under Chapter III. We will discuss those applications in a bit.
- They must initiate or facilitate the institution of proceedings in respect of such applications.

Article 6 also requires the Central Authority to take all appropriate measures with regard to those applications. One of the specific measures is helping to locate the debtor or creditor. As it does now, OCSE will use the Federal Parent Locator Service (FPLS) to assist Convention countries when they do not know the U.S. state in which the creditor or debtor resides. However, the information OCSE returns to the Convention country is the state of residence. It will not provide residential or employment address information.

HHS has formally designated state IV-D agencies as public bodies to perform the functions related to applications under the Convention. That means that applications for Convention cases will continue to be received and transmitted at the state level. And state child support agencies will be responsible for initiating the appropriate proceedings related to those applications, subject to OCSE supervision.

Slide 9

Overview of Application for Modification

- Used when there is existing support order
 - Issued by requested State
 - Issued by another Convention country
 - Issued by non-Convention country
- Available to creditor and debtor
 - Limitations to application by debtor
- Requested State applies domestic law on modification, including jurisdiction requirements

Module 7 28

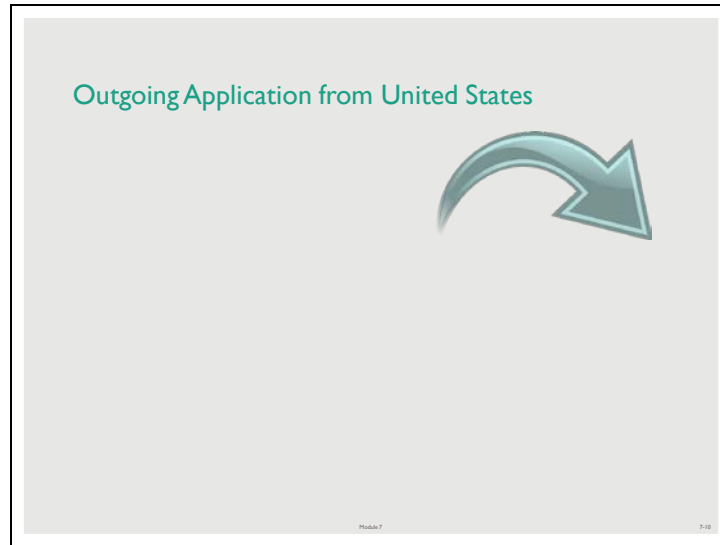
Notes:

An application for modification of a child support order is appropriate when there is an existing support order. According to the Convention Explanatory Report, the order may have been issued by the requested State, by a Contracting State other than the requested State, or even by a non-Contracting State. In that regard it differs from an application for recognition and enforcement, which is limited to orders by a Contracting State. Although there is no requirement in the Convention that the decision being modified be from a Contracting State, it must be one that falls within the scope of the Convention, in other words, child support up to age 21.

Under the Convention, an application to modify a child support order is available to both creditors and debtors. The distinction is that as long as the creditor is residing in the issuing State, the debtor cannot seek modification in a different State unless one of three exceptions applies. That is a rule familiar to us because it is similar to the UIFSA concept of continuing, exclusive jurisdiction (CEJ). Under the Convention, however, there is no limitation regarding where a creditor may seek modification.

The requested State will use its domestic law, including its jurisdiction requirements, when responding to a Convention application for modification. We will focus on UIFSA's jurisdiction requirements during this module. If your state is the appropriate forum for modifying an order under UIFSA, it will be your state's domestic law that applies regarding the availability of, and defenses to, modification, as well as the applicable support guidelines. If you send an application to modify to a Convention country, it will be that country's law that applies regarding the availability of, and defenses to, modification, as well as determination of the support amount.

Slide 10



Notes:

Let's review the steps involved in preparing and transmitting an outgoing Convention application for modification.

Slide 11

Role of Requesting Central Authority

- Responsibilities – Article 12 of Convention
 - Assist applicant in ensuring that application is accompanied by all necessary information and documents
 - Review application to ensure it complies with Convention
- Mandatory functions – Article 6 of Convention
 - Transmit application on behalf of applicant to Central Authority of requested State
 - Art. 12 requires Requesting Central Authority:
 - Include Transmittal
 - Upon request, send certified documents under Articles 16, 25, and 30
- Translations – Article 45 of Convention
 - May charge applicant for translation costs of application and related documents, unless those costs may be covered by its system of legal assistance

Module 7 9-11

Notes:

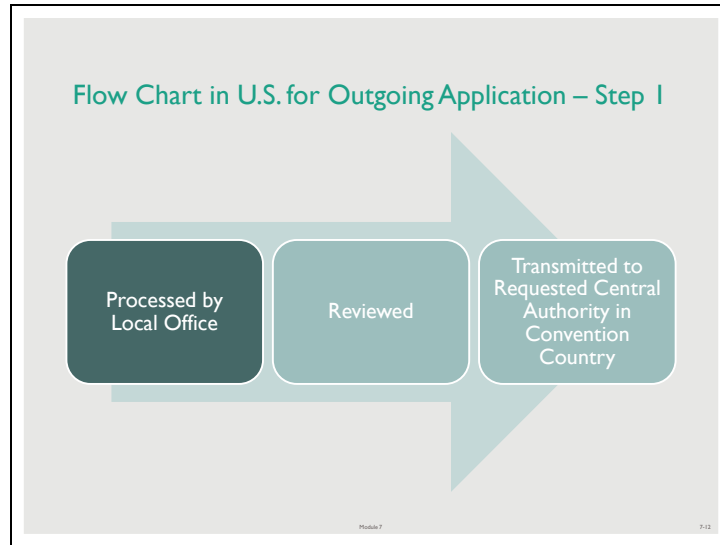
This slide summarizes the responsibilities of a requesting Central Authority under the Convention.

In its role in the U.S. as a requesting Central Authority, a IV-D agency must help the petitioner complete the application and ensure that the Convention application includes all the necessary information and documents. The Country Profile is an excellent resource for identifying forms and information needed by the requested State. The IV-D agency must also review the application to ensure it complies with the Convention. State child support agencies need to decide who will be conducting that review. Will it be at the local level or centralized with a unit that focuses on Convention cases? Note that this review is limited to compliance with the Convention; it is not a determination about the merits of the application.

Once it is satisfied that the application complies with the Convention, the requesting Central Authority (the IV-D agency in the U.S.) must transmit the application on behalf of the applicant to the requested Central Authority. The application must include a transmittal form. There is no need to include certified documents unless the requested Contracting State asks for them.

If the order to be modified is in English, and is being sent to a country requiring documents in a different language, the order must be translated. Article 45 of the Convention, which addresses translation, authorizes the requesting Central Authority to charge an applicant translation costs unless those costs are covered by the country's system of legal assistance. We will briefly discuss translation requirements again later in this presentation but will wait until Module 8 of the webinar for a more in-depth examination of translation issues.

Slide 12



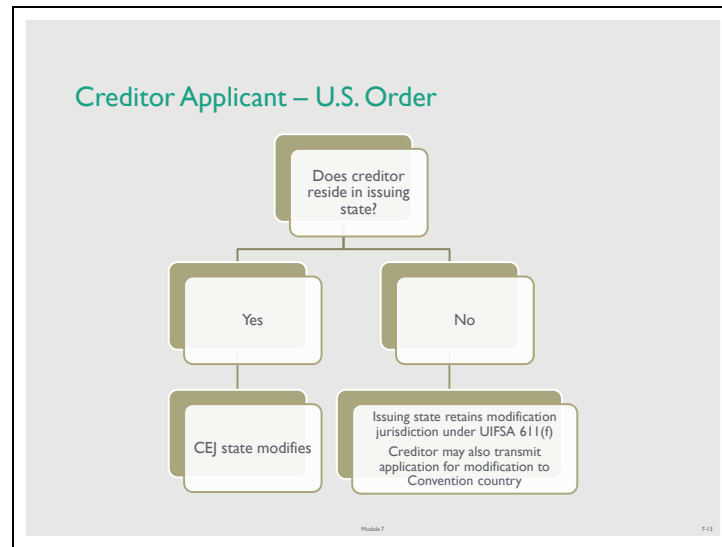
Notes:

In the United States, Convention cases will continue to be processed at the local level. OCSE will not be involved in the transmission of applications.

Let's talk about the first step of that process. There are a number of critical considerations for the caseworker. The main questions are:

- Where was the decision made?
- Where does the creditor now reside?
- Where does the debtor reside?
- Where will the modified decision need to be recognized and enforced?

Slide 13



Notes:

Let's assume there is a U.S. support order, the creditor in your state is the applicant, and the debtor resides in a Convention country.

If the order was issued by a U.S. tribunal, you do not need to send a Convention application for modification. You should generally seek modification in the United States. We discussed this at length during Module 6.

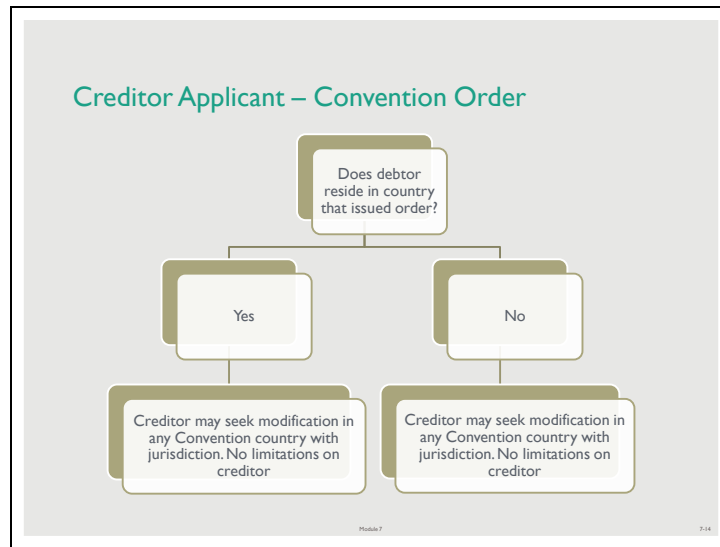
If the creditor resides in your state and your state issued the order, the tribunal in your state has continuing, exclusive jurisdiction to modify its order. Of course, you must provide notice to the debtor according to your state's law, or request that the debtor submit to jurisdiction. If you need assistance from another country, you may be able to make a request under Article 7 of the Convention for another Central Authority to help locate or contact the debtor or facilitate the service of documents.

If a different U.S. state issued the order and the creditor resides in your state, Section 611(f) of UIFSA applies. Under that section, if one party lives outside the U.S. but one party still lives in a U.S. state, the tribunal that issued the order retains jurisdiction to modify its order.

If a U.S. tribunal modifies the U.S. order and the creditor wants to enforce the modified order in the country where the debtor is now living, you will need to send a Convention application for recognition and enforcement of the modified order to the requested Central Authority of the country where the debtor resides. We discussed outgoing applications for recognition and enforcement during Module 4.

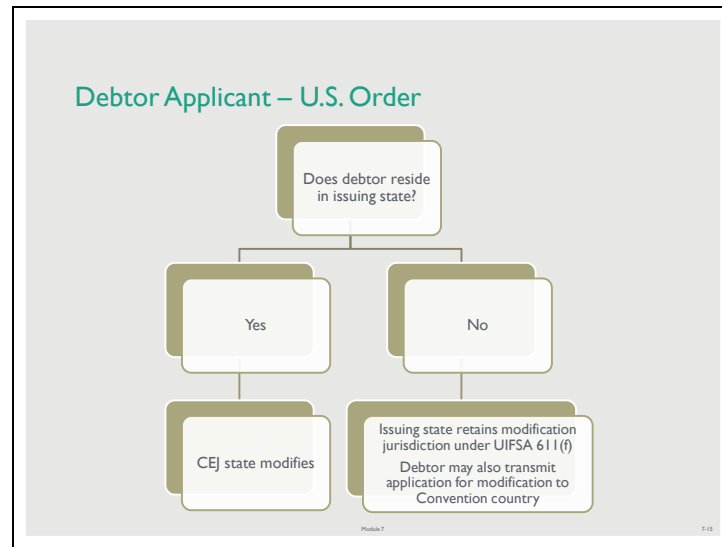
Keep in mind that modification jurisdiction under Section 611(f) of UIFSA is not exclusive. So, for various reasons, you may decide to file a Convention application for modification of the U.S. order in the debtor's country rather than in the United States.

Slide 14



Notes:

Although UIFSA has rules regarding modification of a U.S. order, there are no restrictions in the Convention on where a creditor may seek modification of a Convention order. Usually you will send a Convention application for modification to the country in which the debtor resides. Should the debtor later move to a different Convention country, it may be necessary to use the Convention's procedures for recognition and enforcement to enforce the modified order in the debtor's new country of residence.



Notes:

Let's assume there is a U.S. support order, the debtor in your state is the applicant, and the creditor resides in a Convention country. Decisions of where to send the application are the same as those for when the applicant was the creditor.

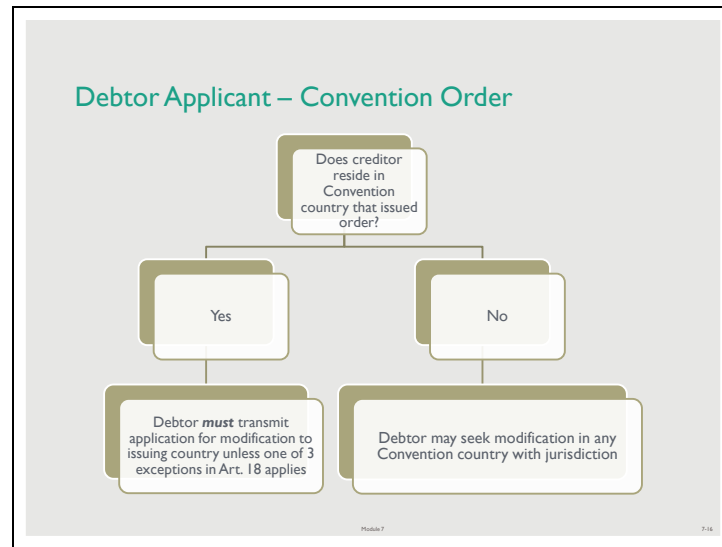
That means if the order was issued by a U.S. tribunal, you do not need to send a Convention application for modification. You can seek modification in the United States. We discussed this at length during Module 6.

If the debtor resides in your state and your state issued the order, the tribunal in your state has continuing, exclusive jurisdiction to modify its order. As noted earlier, you must provide notice to the creditor according to your state's law, or request that the creditor submit to jurisdiction. If you need assistance from another country, you may be able to make a request under Article 7 of the Convention for another Central Authority to help locate or contact the creditor or facilitate the service of documents.

If a different U.S. state issued the order and the debtor resides in your state, Section 611(f) of UIFSA applies. Under that section, if one party lives outside the U.S. but one party still lives in a U.S. state, the tribunal that issued the order retains jurisdiction to modify its order.

Keep in mind that modification jurisdiction under Section 611(f) of UIFSA is not exclusive. So UIFSA would permit modification of the U.S. order in the creditor's country rather than in the United States. However, it would be rare that a debtor would seek modification in the creditor's country rather than in the United States. One barrier is that the requested country is not required by the Convention to provide a debtor with free legal assistance so the proceeding could be costly. The second barrier is that the debtor would then have to request the U.S. tribunal to recognize the modification of its order; such recognition would not be automatic.

Slide 16



Notes:

If the applicant is the debtor and the local office determines a Convention application for modification is appropriate, the caseworker must identify where the application can be sent. Although there are no restrictions in the Convention on where a creditor may seek modification, there **are** restrictions on where a debtor may seek modification if the order was issued by a Contracting State.

Based on Article 18 of the Convention, if the creditor habitually resides in the Contracting State that issued the order, the obligor **must** send a Convention application for modification to that country. There are limited exceptions, which we will discuss on the next slide.

If the creditor does not habitually reside in the Contracting State that issued the order, the debtor may transmit an application for modification to any Contracting State with jurisdiction over the creditor.

If the application is sent to a Contracting State that did not issue the order and the order is modified, it may be necessary to use the Convention's procedures for recognition and enforcement to have the modified order recognized in another Contracting State.

Exceptions to Modification Limitation on Debtor

- Does creditor reside in Contracting State that issued order?
 - If yes, debtor can only seek modification in State that issued order
- Exceptions
 - Creditor submits to the jurisdiction of another Contracting State
 - Competent authority in the State of origin cannot, or refuses to, exercise jurisdiction to modify the decision or make a new decision
 - Decision made in State of origin cannot be recognized or declared enforceable in the Contracting State where proceedings to modify the decision or make a new decision are contemplated

Module 7 9/17

Notes:

As noted on the prior slide, if the creditor habitually resides in the Contracting State that issued the order, that is the country in which the debtor should usually seek modification. The Convention permits a debtor to bring a proceeding to modify a decision or make a new decision in a different Contracting State only in three situations:

- Where the creditor submits to the jurisdiction of that other Contracting State either expressly or by defending on the merits of the case without objecting to the jurisdiction at the first available opportunity;
- Where the competent authority in the State of origin cannot, or refuses to, exercise jurisdiction to modify the decision or make a new decision; or
- Where the decision made in the State of origin cannot be recognized or declared enforceable in the Contracting State where proceedings to modify the decision or make a new decision are contemplated.

We talked about each of these exceptions during Module 6.

Slide 18

Your New Best Friend!

- Handbook for Caseworkers
 - Checklists
 - Flow charts
 - Step by step instructions
 - FAQs



Handbook 7 7-18

Notes:

Included on the Child Support page of the Hague Conference website is a wonderful resource titled the Practical Handbook for Caseworkers. The handbook contains detailed information about processing each application under the Hague Child Support Convention. Chapters discuss incoming and outgoing applications, and include flow charts, instructions on how to complete Convention forms, and responses to frequently asked questions.

Required Documents

- Application must include certain identifying and financial information
 - Check Country Profile to determine if country requests use of Hague application
- Mandatory Transmittal form must accompany application
- Additional documents depend upon facts of case and law of requested Contracting State

Module 7 3-19

Notes:

Whether the applicant is the creditor or the debtor, the next step is to make sure the agency has all the documents that need to be transmitted to the requested State.

Every Convention application must include a Transmittal. This is a mandatory Convention form. However, there is no mandatory form for the application. Nor does the Convention require specific documents to accompany an Application to Modify a Decision.

Each country may specify by declaration any documents that **must** accompany an incoming application to modify a maintenance decision. That information would be on the Status Table on the Child Support page of the Hague website. In the Country Profile, a country may also identify any form, information, and supporting documents it needs in order to process an application for modification. In reviewing the Country Profiles listed on the Hague Conference website, it appears that almost all of the countries want applicants to use the recommended Convention Application for Modification. Countries also require financial information about the parties. Other documents vary, depending on a country's laws, support guidelines, and procedures.

Slide 20

Outgoing Application for Modification of a Support Order – Documents/Information		
Required by Convention	When Used	Form/Document Used unless Requested State Requests Different Form
Transmittal	Always	Convention Transmittal (required form)
Application	Always <ul style="list-style-type: none">If risk of harm	Convention Application <ul style="list-style-type: none">Convention Restricted Information on the Applicant

Notes:

This slide and the next two identify the documents and information required by the Convention.

The first column lists the document or information. The second column explains when the document or information is needed. And the third column identifies the applicable Convention form unless the country has identified an alternative preferred form in its Country Profile.

Slide 21

Outgoing Application for Modification of a Support Order – Documents/Information (cont'd)		
Required by Convention	When Used	Form/Document Used unless Requested State Requests Different Form
Information about creditor	Always	Convention Financial Circumstances Form
Information about debtor	Always	Convention Financial Circumstances Form

Notes:

Information about the creditor, especially financial information, is needed for determination of any new or modified support obligation.

Information about the debtor, to the extent known, is also important – especially financial information. The information is critical in determining a modified support amount. The information may also be needed for determining eligibility for legal assistance when the debtor is the applicant. With limited exception, a requested State must provide free legal assistance, if needed, with respect to all applications by a creditor in respect of a child below the age of 21. However, there is no automatic right to cost-free legal assistance to a debtor. Under Article 17 of the Convention, for applications other than child support applications by a creditor, a Contracting State may make the provision of free legal assistance subject to a means or a merit test. The information contained in the Financial Circumstances Form will assist the requested State in making any determination concerning the entitlement of the debtor to assistance if it uses a means test.

We will discuss the applicable Convention forms in a minute.

Slide 22

Outgoing Application for Modification of a Support Order – Documents/Information (cont'd)		
Required by Convention	When Used	Form/Document Used unless Requested State Requests Different Form
Complete text of order	Always, unless requested State allows an abstract of order	Order itself or Abstract/Extract, if acceptable <ul style="list-style-type: none">• Requested State can require certified order

Notes:

The requested State will also need the complete text of the order, unless it has indicated in its Country Profile that an abstract of the order is acceptable. If an abstract is acceptable, that will help reduce translation costs. Consult the Country Profile to also determine whether the requested State requires a certified copy of the order. If a certified copy is not routinely required, a simple copy is fine.

In addition to Convention required documents, a country may require specific forms, documents, or information under domestic law that governs modification. As already noted, the best resource is the Country Profile. However, not every country has completed a Country Profile. Another resource is the Status Table on the Child Support page of the Hague Conference website. The Status Table lists all the countries that have ratified or acceded to the Convention, as well as the country's reservations, declarations, and notifications. Often the notifications include special document requirements.

Slide 23

Transmittal – Required Form – Page I

ANNEX I	
Transmittal form under Article 12(2)	
CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE	
<i>Personal data gathered or transmitted under the Convention shall be used only for the purposes for which it was gathered or transmitted. Any authority processing such data shall ensure its confidentiality, in accordance with the law of its State.</i>	
<i>An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardize the health, safety or liberty of a person in accordance with Article 4b.</i>	
<input type="checkbox"/> <i>A determination of non-disclosure has been made by a Central Authority in accordance with Article 4b.</i>	
1. Requesting Central Authority a. Address b. Telephone number c. Fax number d. E-mail e. Reference number	2. Contact person in requesting State a. Address (if different) b. Telephone number (if different) c. Fax number (if different) d. E-mail (if different) e. Language(s)

7-22

Notes:

Every Application for Modification must be accompanied by the Convention Transmittal form. The form identifies the parties and the type of application. It also indicates the documents that accompany the application. It is very similar to the Child Support Enforcement Transmittal #1 that we use in the United States in intergovernmental cases.

The preamble to the Transmittal recognizes that there are situations where the release of any personal information could jeopardize the health, safety, or liberty of a person. If your agency, as the requesting Central Authority, has determined that this case presents such a risk, you should check the tick box indicating a determination of non-disclosure has been made.

Sections 1 and 2 provide information about the requesting Central Authority and the person who should be contacted if the requested State has any follow-up questions. For the address of the requesting Central Authority, use the address of the local agency working the case. Presumably that will also be the address of the contact person so there would be no need to add an address in Section 2.

Slide 24

Transmittal – Page I (cont'd)

3. Requested Central Authority: _____
Address _____

4. Particulars of the applicant

a. Family name(s): _____
b. Given name(s): _____
c. Date of birth: _____ (dd/mm/yyyy)
or
a. Name of the public body : _____

Module 7 7-28

Notes:

Section 3 is self-explanatory. You can find the address of the requested Central Authority in the country's Country Profile. Because not all countries have completed a Country Profile, you can also find the Central Authority's address by clicking on the word "Authorities" on the right-hand column of the Child Support page of the Hague Conference website.

Section 4 requests the name and date of birth of the applicant. In an application for modification of a child support order, the individual applicant may be the person for whom support is sought or payable, such as a parent of a child, or the child. In the United States, we usually refer to that person as the obligee. The applicant may also be the legal representative of the person for whom support is sought or payable. Note that under the Convention a public body cannot be an applicant for purposes of an Application for Modification.

Slide 25

Transmittal – Page 2

5. Particulars of the person(s) for whom maintenance is sought or payable

a. ☐ The person is the same as the applicant named in point 4

b. i. Family name(s): _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)

ii. Family name(s): _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)

iii. Family name(s): _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)

6. Particulars of the debtor¹

a. ☐ The person is the same as the applicant named in point 4

b. Family name(s): _____

c. Given name(s): _____

d. Date of birth: _____ (dd/mm/yyyy)

Form 7

Notes:

Section 5 requests information about the person for whom support is sought or payable. This person may be the same individual as the applicant. However, if you list the custodial party's name as the applicant and you want modification of a child support order, in Section 5 you would provide the names and dates of birth of the children who benefit from the support order. The Transmittal provides space for the names of three children.

In Section 6, you should provide details about the debtor. As you can tell, this is basic information. More information about the debtor will be included in the application form and in the Financial Circumstances Form.

Slide 26

Transmittal – Page 2 (cont'd)

7. This transmittal form concerns and is accompanied by an application under:

- ☐ Article 10(1) *a*)
- ☐ Article 10(1) *b*)
- ☐ Article 10(1) *c*)
- ☐ Article 10(1) *d*)
- ☐ Article 10(1) *e*)
- ☐ Article 10(1) *f*)
- ☐ Article 10(2) *a*)
- ☐ Article 10(2) *b*)
- ☐ Article 10(2) *c*)

8. The following documents are appended to the application:

a. For the purpose of an application under Article 10(1) *a*), and:

In accordance with Article 25:

- ☐ Complete text of the decision (Art. 25(1) *a*))
- ☐ Abstract or extract of the decision drawn up by the competent authority of the State of origin (Art. 25(3) *b*)) (if applicable)

Practical Handbook 7 28

Notes:

Section 7 contains tick boxes for you to indicate which application the transmittal is accompanying. The Article references are to the Hague Child Support Convention, not UIFSA. Use the Practical Handbook as a quick reference to the correct Article. You may also view the text of the Convention itself. Both are available on the Child Support page of the Hague Conference website.

If the creditor is the applicant, check the tick box for Article 10(1) *e*) if the debtor resides in the Contracting State that issued the order. That means you are sending an Application for Modification of a Decision Made in the Requested State. Check the tick box for Article 10(1) *f*) if the debtor does not reside in the issuing State. That means you are sending an Application for Modification of a Decision Made in a State Other Than the Requested State.

If the debtor is the applicant, check the tick box for Article 10(2) *b*) if the creditor resides in the Contracting State that issued the order. That means you are sending an Application for Modification of a Decision Made in the Requested State. Check the tick box for Article 10(2) *c*) if the debtor does not reside in the issuing State. That means you are sending an Application for Modification of a Decision Made in a State Other Than the Requested State.

Section 8 of the Transmittal lists the documents that must be included with the application. Subsection a) only applies to an application for recognition and enforcement.

Transmittal – Page 3

- ☐ Document stating that the decision is enforceable in the State of origin and, in the case of a decision by an administrative authority, a document stating that the requirements of Article 19(3) are met unless that State has specified in accordance with Article 57 that decisions of its administrative authorities always meet these requirements (Art. 25(1) b) or if Article 25(3) c) is applicable
- ☐ If the respondent did not appear and was not represented in the proceedings in the State of origin, a document or documents attesting, as appropriate, either that the respondent had proper notice of the proceedings and an opportunity to be heard, or that the respondent had proper notice of the decision and the opportunity to challenge or appeal it on fact and law (Art. 25(1) d)
- ☐ Where necessary, a document showing the amount of any arrears and the date such amount was calculated (Art. 25(1) d)
- ☐ Where necessary, a document providing the information necessary to make appropriate calculations in case of a decision providing for automatic adjustment by indexation (Art. 25(1) e)
- ☐ Where necessary, documentation showing the extent to which the applicant received free legal assistance in the State of origin (Art. 25(1) f)

In accordance with Article 30(3):

- ☐ Complete text of the maintenance arrangement (Art. 30(3) a)
- ☐ A document stating that the particular maintenance arrangement is enforceable as a decision in the State of origin (Art. 30(3) b)
- ☐ Any other documents accompanying the application (e.g., if required, a document for the purpose of Art. 36(4)):

Page 3 of 3

Notes:

Article 30 of the Convention addresses recognition and enforcement of a maintenance arrangement so none of the tick boxes at the bottom of the third page of the transmittal are applicable to an application to modify a child support order.

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Transmittal – Page 3 (cont'd)

b. For the purpose of an application under Article 10(1) *b*, *c*, *d*, *e*, *f* and (2) *a*, *b* or *c*, the following number of supporting documents (excluding the transmittal form and the application itself) in accordance with Article 11(3):

<input type="checkbox"/>	Article 10(1) <i>b</i>	_____
<input type="checkbox"/>	Article 10(1) <i>c</i>	_____
<input type="checkbox"/>	Article 10(1) <i>d</i>	_____
<input type="checkbox"/>	Article 10(1) <i>e</i>	_____
<input type="checkbox"/>	Article 10(1) <i>f</i>	_____
<input type="checkbox"/>	Article 10(2) <i>a</i>	_____
<input type="checkbox"/>	Article 10(2) <i>b</i>	_____
<input type="checkbox"/>	Article 10(2) <i>c</i>	_____

Name : _____ (in block letters) Date: _____
Authorized representative of the Central Authority (dd/mm/yyyy)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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Notes:

Section 8(b) **does** apply to a modification application. Check the box related to Article 10(1) *e* or *f*, if the applicant is the creditor. Note the number of supporting documents, excluding the transmittal form and the application itself. Check the box related to Article 10(2) *b* or *c* if the applicant is the debtor and you are sending supporting documents. Again, note the number of supporting documents. The Country Profile is your best resource for determining what supporting documents the requested State needs or requires.

Finally, note the Transmittal does not require a signature. Rather there is a block for the name of the authorized representative of the requesting Central Authority who is completing the form. In most states, that will be the caseworker handling the case.

Application – Page I

Application for Modification of a Decision
(Article 10(1) a) Article 10(1) b) Article 10(2) b) Article 10(2) d)

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

Personal data gathered or transmitted under the Convention shall be used only for the purposes for which it was gathered or transmitted. Any authority processing such information shall ensure its confidentiality, in accordance with the law of its State.

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardize the health, safety or liberty of a person in accordance with Article 40.

☐ *A dissemination of non-disclosure has been made by a Central Authority in accordance with Article 40. If this box is ticked, information under sections 2 d, e, f and g and 5 should only be provided in the Restricted Information on the Applicant page of this form.*

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant

The applicant is:

☐ The person for whom maintenance is sought or payable

☐ The representative of the person for whom maintenance is sought or payable

☐ The debtor

☐ The representative of the debtor

a. Family name(s): _____

b. Given name(s): _____

c. Date of birth: _____ (dd/mm/yyyy)

d. Address: _____

e. Telephone numbers: _____

f. Fax number: _____

g. E-mail: _____

Page 1 of 2

Notes:

Most Convention countries have indicated in their Country Profiles that they want Contracting States to use the recommended Application form published by the Hague Conference. As is true for all applications, the first section of the Application for Modification provides a confidentiality and personal data protection notice. If there is concern that disclosure of identifying information would jeopardize the applicant's health, safety, or liberty, place a check mark in the appropriate box on the Application form and do not provide the personal information requested in Section 2. Instead, include the applicant's personal information on the separate Restricted Information form, which is found at the end of the application form.

Section 1 asks for your file reference number; in the U.S., that will be your IV-D case number.

In Section 2, you provide information about the individual applicant. The applicant can be the person for whom support is sought or payable, such as a parent of a child or the child. In the United States, we usually refer to that person as the obligee. The applicant can be the representative of the person for whom support is sought or payable. The applicant can also be the debtor or the debtor's representative. In the United States, we usually refer to the debtor as the obligor.

The family name is the applicant's last name. The given name is the applicant's first name. The form also asks for the applicant's address, phone number, fax number, and e-mail address. Pursuant to OCSE guidance, you should use the agency address as the address for an individual applicant in all IV-D cases, both public assistance and non-public assistance. That ensures the agency receives notices required by the Convention. The agency will be responsible for promptly forwarding notices to the applicant, as appropriate.

Slide 30

Application – Page I (cont'd)

3. Particulars of the person(s) for whom maintenance is sought or payable

3.1 ☐ Maintenance is sought or payable for the applicant named above

Maintenance basis:

<input type="checkbox"/> parentage	<input type="checkbox"/> <i>in loco parentis</i> or equivalent relationship
<input type="checkbox"/> marriage	<input type="checkbox"/> analogous relationship to marriage
<input type="checkbox"/> affinity (please identify): _____	
<input type="checkbox"/> grandparent	<input type="checkbox"/> sibling <input type="checkbox"/> grandchild
<input type="checkbox"/> other: _____	

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Notes:

This slide shows the bottom half of page 1 of the Application.

Section 3 provides information about the individual for whom support is sought or payable. If you listed the parent as the applicant in Section 2, do not complete subsection 3.1. Instead, complete subsection 3.2.

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Application – Page 2

3.2 ☐ Maintenance is sought or payable for the following child(ren)

a. Family name(s): _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
☐ parentage ☐ *in loco parentis* or equivalent relationship

b. Family name(s): _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
☐ parentage ☐ *in loco parentis* or equivalent relationship

c. Family name(s): _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
☐ parentage ☐ *in loco parentis* or equivalent relationship

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Notes:

Subsection 3.2 is where you provide information regarding the children for whom support is sought or payable. As you can see, there is space for information about three children. If the order you want modified is for more than three children, the application has space later on the form where you can list them.

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Application – Page 3

4.2 If the debtor is the applicant, particulars (if known and applicable) of the representative of the person(s) for whom maintenance is sought or payable

a. Family name(s): _____

b. Given name(s): _____

c. Address: _____

d. Telephone numbers: _____

e. Fax number: _____

f. E-mail: _____

4.3 Information that may assist with the location of the respondent

a. Personal identification number:
(including name of country or territorial unit that issued the number)

b. Any other information that may assist with the location of the respondent

Module 7 7-32

Notes:

Section 4.1 of the form (not shown) asks for particulars about the debtor (obligor). This slide shows subsections 4.2 and 4.3. Complete subsection 4.2 if the debtor is the applicant. Items (a) – (f) are seeking information about the representative of the person(s) for whom support is sought or payable; in most cases, that will be the obligee parent.

In subsection 4.3, you should provide information that may assist locate efforts about the respondent. Complete this section regardless of whether the creditor or the debtor is the applicant. The personal identification number is a government issued number that may help the Central Authority verify the respondent's identity in government or other databanks. For example, it may be the Social Security number (if the respondent is from the U.S.), National Insurance Number (if the person is from the U.K.), Social Insurance Number (if the person is from Canada), or Tax File Number (if the person is from Australia).

Slide 33

Application – Page 3 (cont'd)

5. Payments

a. Details for electronic transfer of payments (if applicable)

Name of the bank: _____

NBIC: ² _____

SWIFT address: _____

IBAN: ³ _____

Account number: _____

Name of account holder: _____

Reference: ⁴ _____

b. Details for payments by cheques (if applicable)

Cheque payable to: _____

Cheque to be sent to: _____

(address) _____

Reference: ⁵ _____

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Notes:

Section 5 of the application details payment information. Subsection (a) relates to electronic transfer of payments. If a state prefers child support payments by check, provide details for the check and the state disbursement unit (SDU) in subsection (b). In both subsections, make sure you provide the correct file or account reference number so that payments can be properly identified.

Regarding types of payments, some countries are having major difficulty accepting and issuing paper checks and are moving toward only processing electronic payments. OCSE and several states are currently looking at international electronic payment processing solutions. We will discuss international payments more in Module 8.

Do not complete Section 5 if there is concern that identification of the bank or SDU location would create a risk to the applicant. In that case you would use the Restricted Information Form, which includes an entire section on financial circumstances.

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Application – Page 4

6. The decision

6.1 Type of authority: ☐ judicial authority or ☐ administrative authority

6.2 Name and place of authority: _____

6.3 (address if applicable) _____

6.4 Date of the decision: _____ (dd/mm/yyyy)

6.5 Date of effect of the decision: _____ (dd/mm/yyyy)

6.6 Reference number of the decision: _____

6.7 Names of the parties: _____

7. The following changes have occurred since the decision was made or last modified:

- ☐ Change in the income of the creditor or its financial situation
- ☐ Change in the income of the debtor or its financial situation
- ☐ Change in the income or financial situation of the person who has care of the child
- ☐ Change in circumstances of the person for whom maintenance is sought
- ☐ Change in child care arrangements
- ☐ Change in cost of living
- ☐ Change of currency exchange rate
- ☐ Decision was made by consent, and the amount ordered to be paid is no longer appropriate or adequate
- ☐ Other. Please specify: _____

Module 7 7-38

Notes:

Section 6 of the application provides details about the order you want modified. The items are self-explanatory. Subsection 6.5 asks for the effective date of the order. Usually that will be the date current support payments become effective.

Section 7 is important because it relates to changes that support the request for modification. Such changes include a change in income or financial situation and a change in child care arrangements. Please check any box that is applicable. Some of the listed changes may or may not be grounds for modification in the requested State. Keep in mind, it is the requested State's law that applies with regard to the grounds for, and defenses to, modification.

Application – Page 4 (cont'd)

8. The following modifications are sought by the applicant:

☐ Increasing the amount of maintenance
Please specify the new amount and currency: _____

☐ Decreasing the amount of maintenance
Please specify the new amount and currency: _____

☐ Modifying the frequency of payments, please specify:
☐ week ☐ two weeks ☐ month ☐ 3 months ☐ 6 months
☐ year ☐ other (specify): _____

☐ Modifying the method of payment
Please specify: _____

☐ Modifying the nature of payments
Please specify: _____

☐ Reducing or cancelling arrears
Please specify reasons: _____

☐ Terminating the maintenance obligation
Please specify reasons: _____

☐ Please specify termination date: _____ (dd/mm/yyyy)

☐ Other. Please specify: _____

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Notes:

Section 8 contains tick boxes for noting what modifications are sought by the applicant. Again, check any that apply. You will note that one of the tick boxes is reducing or cancelling arrears. Other countries' laws may allow for the cancellation of arrears. However, a IV-D agency should never check the box asking for reduction or cancellation of arrears because U.S. law does not allow retroactive modification of support arrears. Another tick box relates to termination of the support obligation. If the child support agency is helping a debtor applicant, this tick box may be particularly relevant.

Application – Page 5

9. The following documents are attached to establish the basis for modification of the maintenance decision and to assist in establishing, where necessary, the amount of the maintenance:

- ☐ Complete text of the decision from the State of origin
- ☐ Evidence establishing a change in income or other change in circumstances
- ☐ Written agreement between the parties related to modification of the maintenance
- ☐ Financial Circumstances Form
- ☐ Written submissions in support of application
- ☐ Other evidence in accordance with the law of the requested State

10. ☐ Please initiate enforcement measures once the decision is established

11. Other information: _____

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Notes:

In Section 9, check the appropriate boxes to indicate the documents included with the application. You should always include the decision itself and the Financial Circumstances Form. You should also include evidence that supports the change in circumstances. Such evidence may include copies of pay stubs or income tax returns showing a change in income, medical bills to demonstrate increased health expenses, and bills related to changes in child care or school expenses.

If the creditor is the applicant, presumably you will always check the tick box in Section 10, requesting enforcement of the modified order.

Section 11 allows you to provide additional information to the requested Central Authority. You may also want to use this space to make any requests not otherwise noted on the application. For example, if the modified decision made in the requested State will have to be recognized in another State after it is made, and a certified copy of the decision will be required for that step, it is a good practice to ask the requested Central Authority to provide a certified copy of the decision along with the Status Report, when the modification application is concluded. In such a case, you should also request a Statement of Enforceability and Statement of Proper Notice, if applicable, which are required documents for recognition and enforcement of a Convention order.

Application – Page 5 (cont'd)

12. If the applicant is the debtor in the case of an application under Article 18(2) c), please tick the applicable boxes:

☐ The creditor is not habitually resident in the State of origin.

☐ The creditor is habitually resident in the State of origin, but the following provision of Article 18 applies or may apply:

☐ The parties agreed in writing to the jurisdiction of the requested State in accordance with Article 18(2) a) ☐ (if agreement attached);

☐ The creditor may submit to the jurisdiction of the requested State in accordance with Article 18(2) b);

☐ The competent authority in the State of origin cannot, or refuses to, exercise jurisdiction in accordance with Article 18(2) c) ☐ (if decision attached); or,

☐ The decision made in the State of origin cannot be recognized or declared enforceable in the Contracting State where proceedings for a new or modified decision are contemplated in accordance with Article 18(2) d) ☐ (if decision attached).

13. Attestations

☐ This application was completed by the applicant and reviewed by the requesting Central Authority

☐ This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant

Name: _____ (in block letters) Date: _____ (dd/mm/yyyy)
 Authorised representative of the Central Authority

Page 5 of 5

Notes:

If you are helping a debtor and sending an Application for Modification of a Decision Made by a State Other Than the Requested State, you need to complete Section 12. Check the first tick box if the creditor does not habitually reside in the issuing country. If you are unable to check that box because the creditor does reside in the issuing country, then you must check the second tick box and indicate in the lower tick boxes which exception applies. As we've discussed earlier, in a child support case, if the creditor habitually resides in the Contracting State that issued the order, a debtor is not allowed to seek a modification of that order in a State other than that Contracting State unless one of the exceptions applies. Those are the four exceptions listed on the form.

Finally, the application ends with the attestation that is on every application. There is a tick box to indicate whether the applicant completed the application. You should always check the final tick box. It indicates that the named authorized representative of the Central Authority – which, in the U.S., would be a representative of the IV-D agency – attests that the application complies with Convention requirements, the information contained in the application and supporting documents correspond to the information and documents provided by the applicant, and the application is forwarded by the Central Authority on behalf of and with the consent of the applicant.

Restricted Information if Applicable – Page I

Restricted Information on the Applicant
Application for Modification of a Decision
(Article 18(1) of Article 18(1)(a) Article 18(2)(b) Article 18(2)(d))

N.B. The requesting Central Authority has determined that information under sections 2 d, e, f and g and 5 on this page shall not be disclosed or confirmed for the protection of the health, safety or liberty of a person. Such a determination shall according to Article 40(2) be taken into account by the requested Central Authority.

1. Requesting Central Authority file reference number: _____
2. Particulars of the applicant
 - a. Family name(s): _____
 - b. Given name(s): _____
 - c. Date of birth: _____ (dd/mm/yyyy)
 - d. Address: _____
 - e. Telephone numbers: _____
 - f. Fax number: _____
 - g. E-mail: _____
3. Payments
 - a. Details for electronic transfer of payments (if applicable)
 - Name of the bank: _____
 - IBAN: _____
 - SWIFT address: _____
 - IBAN: _____
 - Account number: _____
 - Name of account holder: _____
 - Reference: _____
 - b. Details for payments by cheques (if applicable)
 - Cheque payable to: _____
 - Cheque to be sent to: _____ (address)
 - Reference: _____

Page 1 of 1

Notes:

If you have determined that certain identifying information should not be disclosed or confirmed for the protection of the health, safety, or liberty of a person, you will include the Restricted Information form with the Application for Modification of a Decision. Under the Convention, the determination by the requesting Central Authority has the same purpose as the allegation by a party under Section 312 of UIFSA (2008). The Restricted Information on the Applicant form segregates personal and financial information about the applicant, and is similar to the revised intergovernmental forms we use in interstate U.S. cases.

Note that the numbering is not sequential; it conforms with the section numbers on the Application for Modification where identifying information is provided. Because bank account information may help identify the location of a person, Section 5 segregates that information.

There is a separate Restricted Information form for the Financial Circumstances Form.

The remaining tick boxes are the attestation ones that are at the bottom of all Convention applications. The name of an authorized representative of the child support agency should appear at the bottom of the page.

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Financial Circumstances Form – Page I

Financial Circumstances Form

N.B. Sections II to VI should be completed only as necessary for the purposes of the application to which this form is attached and to the best of the applicant's knowledge. When completing the Financial Circumstances Form, please consult Country Profile of the requested State to verify what information is required for a specific application.

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

Personal data gathered or transmitted under the Convention shall be used only for the purposes for which it was gathered or transmitted. Any authority processing such information shall ensure its confidentiality, in accordance with the law of its State. An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

☐ A determination of non-disclosure has been made by a Central Authority in accordance with Article 40. If this box is ticked, information under items V.D. 2, 4, 6, 8, 10, 12, 14 and 16 and VI.D. 9 and 11 should only be provided in the Restricted Information on the Applicant page of this form.

I. REFERENCE INFORMATION

1. Requesting Central Authority a. Address b. Telephone number c. Fax number	2. Contact person in Requested State a. Address (if different) b. Telephone number (if different) c. Fax number (if different)
---	---

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Notes:

The Financial Circumstances Form is another recommended form published by the Hague Conference. It should be included with every Application for Modification unless the requested State has identified a different form in its Country Profile.

Like the application, there is a place on the form to indicate whether there is a concern that the disclosure or confirmation of the information would jeopardize the health, safety, or liberty of a person. In such a case, the personal information will then only appear in the Restricted Information form.

Financial Circumstances Form – Page I (cont'd)

3. The applicant, _____ (family name(s) and given name(s)), born _____ (dd/mm/yyyy), is: ☐ creditor, ☐ representative of the person(s) for whom maintenance is sought or payable, or ☐ debtor

4. This form is being submitted in relation to: (it is possible to tick more than one box)

☐ Establishment of a decision (Art. 10(1) c) and d))
(Complete all sections)

☐ Recognition or recognition and enforcement of a decision (Art. 10(1) a))
(Complete sections III and IV)

☐ Enforcement of a decision made or recognised in the requested State (Art. 10(1) b))
(Complete sections III and IV)

☐ Modification of a decision (Art. 10(1) e) and f) and (2) b) and c))
(Complete all sections)

☐ Applying for legal assistance (Art. 17 a))
(Complete sections II, V and VI if the applicant is the person identified under II)
(Complete sections III, V and VI if the applicant is the person identified under III)

5. Unless otherwise specified, the currency (ISO code) used to complete this form and, if applicable, the exchange rate (and date of exchange rate) if the amounts are converted into the currency of the requested State is: _____ (dd/mm/yyyy)

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Notes:

Because the Financial Circumstances Form has been designed for use with all applications, Section 3 has tick boxes to indicate whether the applicant is the creditor, a representative of the person for whom maintenance is sought or payable, or the debtor.

Section 4 identifies the application that is being made. You should check the box “Modification of a decision” regardless of whether the applicant is the creditor or the debtor. You do not need to check the box about applying for legal assistance when a creditor is seeking modification of a support order for a child up to age 21. Legal assistance is mandatory, if necessary in the requested State. However, if the applicant is the debtor, you will need to check the box “Applying for legal assistance” and follow the instructions about other sections to complete. As previously discussed, there is no Convention requirement to provide free legal assistance to a debtor.

In Section 5 indicate the currency that is used throughout the Financial Circumstances Form. Currency conversion is not required. However, if you have converted all amounts to the currency of the requested State, indicate the exchange rate used and the date of the conversion.

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Financial Circumstances Form – Page 2

II. GENERAL INFORMATION ABOUT THE CREDITOR OR THE PERSON(S) FOR WHOM MAINTENANCE IS SOUGHT OR PAYABLE (IF KNOWN)

A. Information about the creditor or the person(s) for whom maintenance is sought or payable

1. The creditor or the person for whom maintenance is sought is: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Caretaker other than parent <input type="checkbox"/> Foster care provider <input type="checkbox"/> Both the child and the above person (marked) are considered as creditors <input type="checkbox"/> The child her/himself is the only creditor <input type="checkbox"/> Public body <input type="checkbox"/> Other person (see the application)	
2. Occupation, trade or profession	
3. Estimated gross monthly earnings (specify currency)	4. Other monthly income (& source) (specify currency)
5. Present marital status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	

B. Information about creditor's dependents

Family name(s) Given name(s)	Age	Relationship to creditor	Subject of this application?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

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Notes:

In conjunction with the Application for Modification, you should complete the creditor portion of the form. It provides general financial information about the creditor as well as information about the creditor's dependents.

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Financial Circumstances Form – Page 2 (cont'd)

C. Information about current ☐ spouse or ☐ partner of creditor ☐ other member of the household contributing to the expenses of the household

1. Family name(s), given name(s)	2. Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3. Estimated gross monthly earnings (specify currency)	4. Other monthly income (& source) (specify currency)
5. The person identified above pays child support / maintenance <input type="checkbox"/> voluntarily or <input type="checkbox"/> judicial / administrative decision in the amount of _____ per _____ (specify currency and installment period). As of _____ (dd/mm/yyyy) the total amount paid is: _____; and the total amount outstanding is: _____ (specify currency).	

III. GENERAL INFORMATION ABOUT THE DEBTOR (IF KNOWN)

A. Information about the debtor

1. The debtor is: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Caretaker other than parent <input type="checkbox"/> Foster care <input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Child <input type="checkbox"/> Other person	
2. Occupation, trade or profession:	
3. Name and address of the employer:	
4. Estimated gross monthly earnings (specify currency)	5. Other monthly income (& source) (specify currency)
6. Present Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	

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Notes:

Section C provides income information about the creditor's current spouse, partner, or other household member who is contributing to the creditor's household expenses. Depending upon the laws of the requested State, the availability of such income may impact establishment of the support amount.

Part III of the form provides information about the debtor. It should also be completed to the extent information is known. Section A identifies the debtor's employment, earnings, and present marital status.

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Financial Circumstances Form – Page 3

B. Information about debtor's dependents

Family name(s) Given name(s)	Age	Relationship to debtor	Subject of this application?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Information about current ☐ spouse or ☐ partner of debtor ☐ other member of the household contributing to the expenses of the household

1. Family name(s), given name(s)	2. Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3. Estimated gross monthly earnings (specify currency)	4. Other monthly income (& source) (specify currency)
5. The person identified above pays child support / maintenance <input type="checkbox"/> voluntarily or <input type="checkbox"/> judicial / administrative decision in the amount of _____ per _____ (specify currency and instalment period). As of _____ (dd/mm/yyyy) the total amount paid is: _____ ; and the total amount outstanding is: _____ (specify currency).	

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Notes:

Section B identifies all of the debtor's dependents, including dependents in the debtor's current household.

Section C provides income information about the debtor's current spouse, partner, or other household member who is contributing to the debtor's household expenses. Depending upon the laws of the requested State, the availability of such income may impact establishment of the support amount.

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Financial Circumstances Form – Page 3 (cont'd)

IV. ASSETS AND DEBTS OF THE DEBTOR (IF KNOWN)
Please specify currency used to complete the following tables: _____

A. Value of debtor's assets

1. House – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify):	2. (location and / or registration number)
3. Other real estate – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify):	4. (location and / or registration number, description)
5. Motor vehicle(s) – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify):	6. (location and / or registration number, model, year)
7. Caravans/boats – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify):	8. (location and / or registration number, model, year)
9. Furniture and household effects – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify):	10. (location and description)
11. Bank account(s)	12. (institution(s) and account number(s))
13. Life insurance and buy back value	14. (insurance company, policy number)
15. Other assets * – Value:	16. (institution(s) and account number(s))

Prohibit 7

Notes:

Part IV should also be completed for all applications. Section A lists the debtor's assets. Complete it to the extent information is known.

Slide 45

Financial Circumstances Form – Page 4

B. Value of debtor's debts

Credit provider	Amount	Payment rate	Encumbered property
1.			
2.			
3.			
4.			

V. FINANCIAL STATEMENT OF THE APPLICANT
Please specify currency used to complete the following tables: _____

A. Applicant's gross income

1. <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	Applicant	Applicant's current spouse/partner	Child(ren) for whom maintenance is sought or payable	Other persons for whom maintenance is sought or payable
2. Gross salary (incl. payments in kind)				
3. Income from non-valuated occupations				
4. Pensions, disability payments, alimonies, allowances, annuities				
5. Unemployment benefits				
6. Income from securities/trading capital				
7. Income from real property				
8. Public assistance				
9. Other sources of income				
10. TOTAL				

Module 7 7-45

Notes:

Section B of Part IV lists any known debts of the debtor.

Section V provides more detailed information about the financial circumstances of the applicant. Regardless of whether the applicant is the creditor or the debtor, you need to complete this section for the Application for Modification of a Decision.

Slide 46

Financial Circumstances Form – Page 6

VI. MEDICAL INSURANCE

A. Is debtor required by a maintenance decision to provide medical insurance for the child(ren)?
☐ Yes ☐ No

B. Is debtor required by a maintenance decision to provide medical insurance for the creditor?
☐ Yes ☐ No

C. Medical coverage for child(ren) for whom maintenance is sought and/or the creditor is provided by:

D. Insurance coverage:

Coverage provided by:	For child(ren)	For creditor	9. Creditor's Insurance
1. Creditor	<input type="checkbox"/>	<input type="checkbox"/>	Company:
2. Debtor	<input type="checkbox"/>	<input type="checkbox"/>	Policy number:
3. State/Medicare	<input type="checkbox"/>	<input type="checkbox"/>	10. Debtor's Insurance
4. Creditor's employer	<input type="checkbox"/>	<input type="checkbox"/>	Company:
5. Debtor's employer	<input type="checkbox"/>	<input type="checkbox"/>	Policy number:
6. Other:	<input type="checkbox"/>	<input type="checkbox"/>	11. Other Insurance
7. Unknown	<input type="checkbox"/>	<input type="checkbox"/>	Company:
8. No coverage	<input type="checkbox"/>	<input type="checkbox"/>	Policy number:

☐ This Financial Circumstances Form was completed by the applicant and reviewed by the requesting Central Authority.

☐ The information contained in this Financial Circumstances Form corresponds to and is in conformity with the information and documents provided by the applicant to the requesting Central Authority. The Financial Circumstances Form is forwarded by the Central Authority on behalf of and with the consent of the applicant.

Name: _____ (in block letters) Date: _____
Authorized representative of the Central Authority (dd/mm/yyyy)

Module 7 7-46

Notes:

Part VI of the Financial Circumstances Form addresses medical insurance.

Finally, the form concludes with the attestation language that is common to all Convention forms.

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OCSE Resources on Convention Forms

- The Hague forms are federally approved and available on the OCSE website in fillable pdf format. See Hague Forms on www.acf.hhs.gov/css/partners/international
- The 14 forms include a mandatory transmittal form, a mandatory acknowledgment form, and 12 recommended forms
- AT-17-06 and DCL-16-21 provide guidance and information about the forms

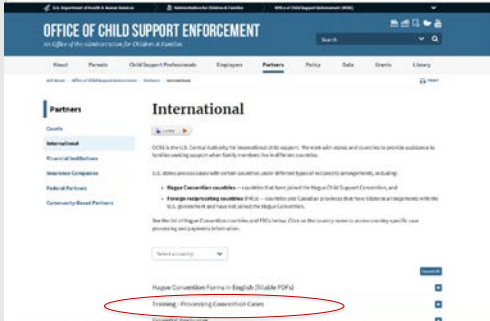
Florida 77-47

Notes:

OCSE issued AT-17-06 and DCL-16-21, which provide guidance and information about the mandatory and recommended Convention forms. OCSE has also formatted the forms into a fillable PDF format, which you can access from the OCSE website. The Hague forms were recently re-approved by the Office of Management and Budget for a three year period. The forms on the OCSE website now have an expiration date of April 30, 2020.

Slide 48

OCSE International Page



The screenshot shows the OCSE International page. The page has a blue header with the OCSE logo and navigation links. The main content area is titled 'International' and contains text about OCSE's role in providing assistance to families seeking support for their children in different countries. A red circle highlights the link 'Hague Convention Forms in English (fillable PDF)' under the 'Forms' section. Below the link, there are links for 'Training: Processing Convention Cases' and 'Domestic Violence'.

www.acf.hhs.gov/css/partners/international


Module 7 7-48

Notes:

This slide shows OCSE's International page and indicates where to access the Hague Convention forms.

Translation of Outgoing Documents from U.S.

- Outgoing Application and documents
 - Original language
 - Translation into language of requested State or another language State has declared it will accept
- Communication to requested Central Authority, including Transmittal & Acknowledgment
 - Language of requested State, or
 - English or French, unless reservation
- Source
 - Article 44 of Hague Child Support Convention



Module 7

7-49

Notes:

Article 44 of the Hague Child Support Convention addresses translation of documents and communications.

Any application and related documents must be in the original language, and must be accompanied by a translation into an official language of the requested State or another language that the requested State has declared it will accept, unless the competent authority of that State dispenses with translation.

Unless otherwise agreed by the Central Authorities, any other communications between such Authorities must be in an official language of the requested State or in either English or French. However, a Contracting State may make a reservation objecting to the use of either English or French. For example, the U.S. has objected to the use of French when a Central Authority communicates with us. Such a reservation will be noted in the Status Table on the Child Support page of the Hague Conference website. You can also learn about a country's language requirements by checking its Country Profile.

Slide 50

The screenshot displays a web page titled "Country Specific Language Information" for Austria. The page is divided into three main sections: ROUTINE COMMUNICATION, OFFICIAL LANGUAGE, and FORMS AND DOCUMENTS on the left; PAYMENTS INFORMATION on the right; and CONTACT INFORMATION for Payment Details at the bottom right. A "Back to country list" button is located at the bottom left of the content area. The page is labeled "Slide 7" in the bottom left corner and "7/30" in the bottom right corner.

Austria	
ROUTINE COMMUNICATION: English	PAYMENTS INFORMATION: Austria no longer accepts INDI support payments for child. States should send other payments.
OFFICIAL LANGUAGE: German	Bank Account Details:
FORMS AND DOCUMENTS: Bilingual English/German forms [link]	<ul style="list-style-type: none">• Name of Bank: SBAAG F.S.K.• Address of Bank: Gump-Platz 2, 1010 Vienna, AUSTRIA• Bank Branch: Zentralf• Name of Account Holder: Ministry of Justice• Address of Account Holder: Museumsstrasse 7, 1070 Vienna, AUSTRIA• Account Number: 5419000• SWIFT/BIC Code: SBAU3300• IBAN Number: AT36010000000000000000
Contact Information for Payment Details:	
<ul style="list-style-type: none">• Name of Contact Person: Dr. Robert Fack• Address: Museumsstrasse 7, 1070 Vienna, AUSTRIA• Email Address: robert.fack@bmi.gv.at• Phone Number: (01) 43 1 52152 2731• Fax Number: (01) 43 1 52152 2829	

Notes:

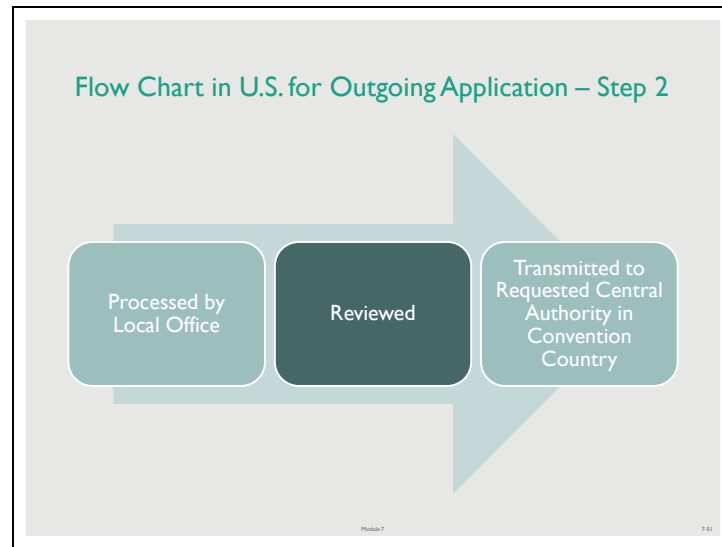
The quickest way to learn a country's language requirements is to go to OCSE's international page and use the drop down menu for "Select a country."

This slide shows the information available for each Convention country or FRC. We're using Austria as an example. On the left is information about that country's language requirements. It informs you of the communication language – generally English is acceptable in Convention cases, except for two countries (France and Luxembourg). It identifies the country's official language. And it also informs you of the required language for translation of forms and documents. If OCSE has forms translated into the required language, there is a hyperlink to such forms. For example, Austria accepts German/English bilingual forms.

Please review the language information carefully when preparing cases to send to another Hague country. If you need a Convention form in a language that is not currently accessible from the OCSE website, please contact OCSE for help.

While OCSE urges all states to have general policies concerning translation, there is no federally mandated type of translation provider. Some states use a single state contracted translation provider. Other states allow county child support agencies to access translation services as needed, with no overall state oversight. Often, child support agencies reach out to local universities or colleges to obtain translation services. At least one state requires county IV-D programs to request translation services through the Central Registry for review before the county is permitted to send the documents to the state translation provider.

Slide 51

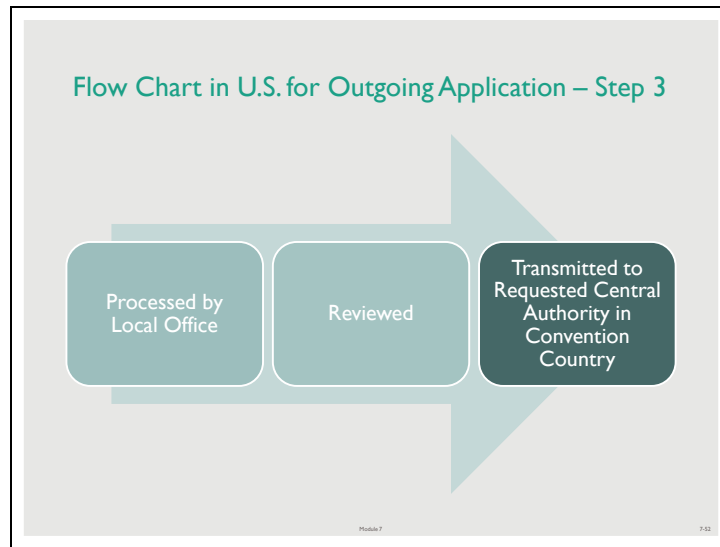


Notes:

Before transmitting the application, Article 12 of the Convention requires the requesting Central Authority to review the application to ensure that it complies with the Convention.

One implementation question a state IV-D agency needs to answer is whether applications will go directly from the local IV-D office to the requested Central Authority – as currently done in most states in international cases – or whether the agency wants to centralize a final review of all outgoing Convention applications. Currently there is no federal requirement to centralize the review or transmission of an application. However, some states are considering centralization in order to establish expertise in Convention provisions. OCSE encourages specialization in international case processing and will work with states to share best practices.

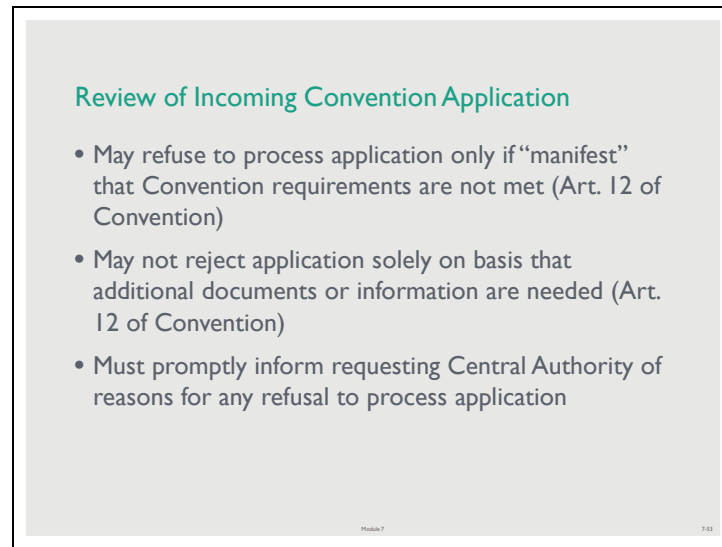
Slide 52



Notes:

The next slides focus on what happens once a IV-D agency has transmitted an Application for Modification to the requested Central Authority in the Convention country.

How will you know the address of the country's Central Authority? You should check the country's Country Profile. As noted earlier, you can also find information about the Central Authority by clicking on the word "Authorities" on the right-hand column of the Child Support page of the Hague Conference website.

A presentation slide with a light gray background and a dark border. The title "Review of Incoming Convention Application" is in green. Below it is a bulleted list of three points. At the bottom, there is a small footer that reads "Module 7" and "7/22".

Review of Incoming Convention Application

- May refuse to process application only if “manifest” that Convention requirements are not met (Art. 12 of Convention)
- May not reject application solely on basis that additional documents or information are needed (Art. 12 of Convention)
- Must promptly inform requesting Central Authority of reasons for any refusal to process application

Module 7 7/22

Notes:


In its review of an application, there are two important provisions that govern the requested Central Authority.

First, it may refuse to process an application only if it is manifest that Convention requirements are not met. Second, the Central Authority may not reject an application solely because additional documents or information are needed. In the rare case where the requested Central Authority decides to refuse to process the application, there must be prompt notice to the requesting State.

In Module 6 we talked about each of these provisions in the context of an incoming application to the U.S. and the role of the state Central Registry.

Role of Requested Central Authority

- Responsibilities – Article 12 of Convention
 - Within 6 weeks from receipt of application
 - Send acknowledgment form
 - Inform requesting Central Authority of steps taken
 - Request any needed documents and information
 - Provide requesting Central Authority with name and contact details of person/unit responsible for answering questions about application
 - Within 3 months of acknowledgment
 - Inform requesting Central Authority of application status



Module 7

7/34

Notes:

With this slide we focus on the role of the requested Central Authority. What happens after it receives and reviews an application from a U.S. child support agency? Article 12 sets out several requirements, including timeframes for taking action. This is unusual for a Hague Convention and an example of how important it was to the U.S. that the treaty address the practical issue of delays in case processing.


The Convention requires the requested Central Authority to acknowledge receipt of the application within six weeks. There is a mandatory Acknowledgment form that must be used. The acknowledgment will also inform you about what initial steps have been taken, identify any needed additional documents, and provide contact information.

Within three months of the Acknowledgment, the Central Authority in the requested State is also required by the Convention to provide a status update. You don't have to request that initial status update.

Slide 55

Case Processing Role of Requested Central Authority

- Mandatory Functions – Article 6 of Convention
 - Legal assistance, where needed
 - Location of debtor or creditor
 - Financial information about debtor or creditor
 - Amicable solutions
 - Ongoing enforcement, including any arrears
 - Collection and expeditious transfer of payments
 - Obtaining of documentary or other evidence
 - Assistance in establishing parentage
 - Proceedings to obtain any necessary provisional measures that are territorial in nature, in order to secure outcome of pending application
 - Service of documents



Module 7 7/55

Notes:

The Convention outlines general case processing responsibilities that the Central Authority has when receiving applications from a Convention country. This slide summarizes measures that Article 6 requires, if appropriate. We discussed these measures during the Module 2 webinar. If you recall, the required role of the requested Central Authority is usually to facilitate or help with these measures. Although many of the measures seem more related to helping a creditor applicant, assistance in locating a creditor may be needed when the creditor is the respondent to an application by the debtor for modification of a decision.

Slide 56

Central Authority and Power of Attorney in Incoming Applications – Article 42 of Convention

Central Authority of requested State may require a power of attorney from the applicant only if:

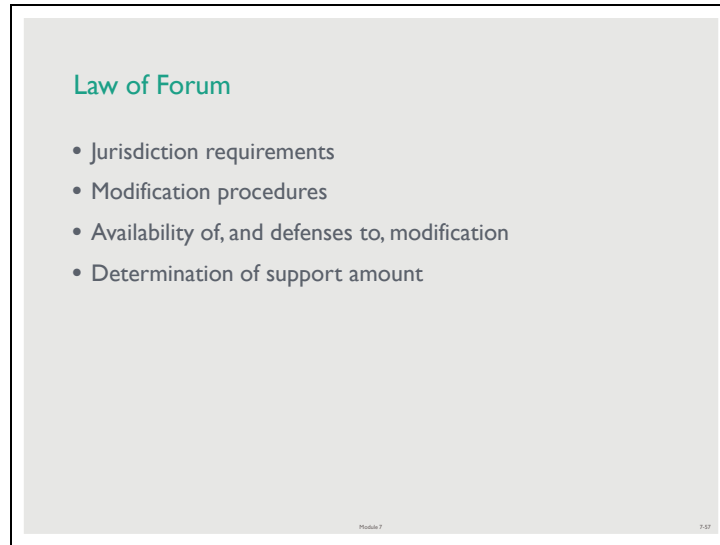
- It acts on applicant's behalf in judicial proceedings or before other authorities, or
- It needs power of attorney in order to designate a representative to act on applicant's behalf in such proceedings

Module 7 7/56

Notes:

Ordinarily, a requested Central Authority will process applications quickly without the need for any additional formal documents requesting assistance. However, under certain countries' domestic law, such as Sweden, there must be a power of attorney in order for the Central Authority to act on behalf of the applicant. In that limited circumstance, Article 42 permits a Central Authority of the requested State to require a power of attorney from the applicant in order to represent the applicant before authorities. The Country Profile will let you know whether a power of attorney form is required.

Slide 57

A presentation slide with a light gray background and a dark border. The title "Law of Forum" is in green. Below it is a bulleted list of four items. At the bottom, there is a small footer with "Module 7" on the left and "9/37" on the right.

Law of Forum

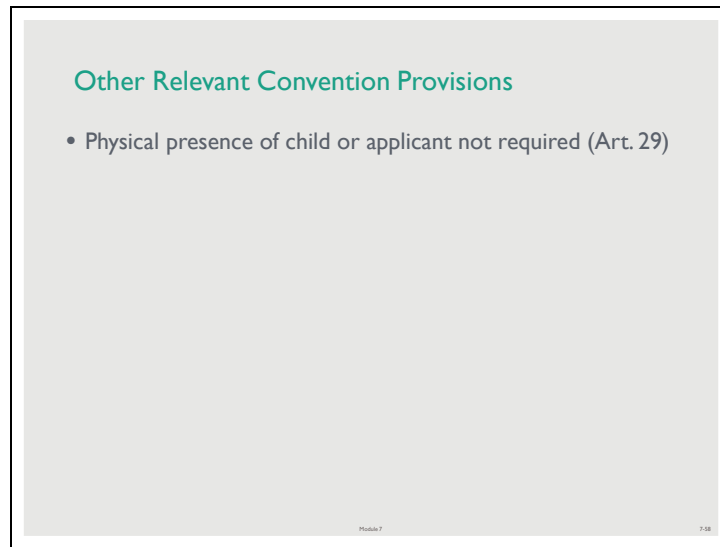
- Jurisdiction requirements
- Modification procedures
- Availability of, and defenses to, modification
- Determination of support amount

Module 7 9/37

Notes:

Regardless of what country issued the support order, the competent authority in the requested State will apply its country's laws and defenses regarding the availability of modification. If the competent authority modifies the order, it will determine the support amount based on the laws in its country. Check the Country Profile to learn more about a country's modification laws, including whether it uses support guidelines.

Slide 58

A presentation slide with a light gray background and a dark border. The title "Other Relevant Convention Provisions" is in green. A single bullet point is listed below it. At the bottom, there is a small footer with the text "Module 7" and "7/58".

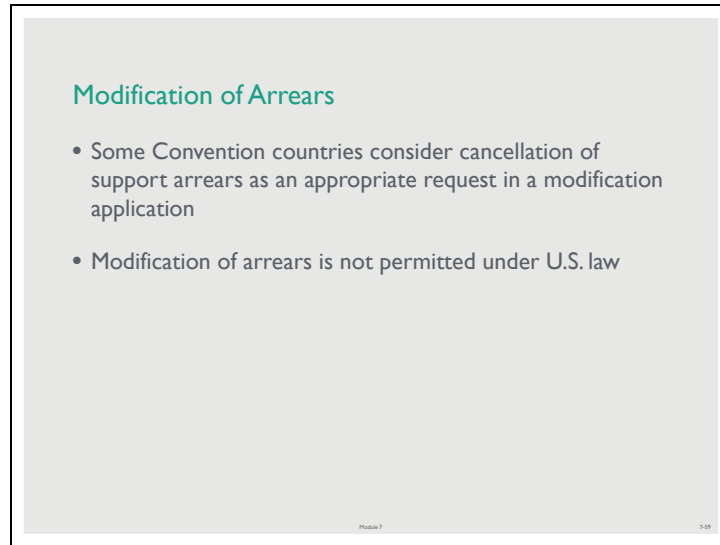
Other Relevant Convention Provisions

- Physical presence of child or applicant not required (Art. 29)

Module 7 7/58

Notes:

Article 6 requires the requested Central Authority to initiate or help initiate any necessary proceedings in the requested State related to the Application for Modification. If there is a proceeding, Article 29 prohibits any requirement that the child or applicant be physically present in the proceeding.

A presentation slide with a light gray background and a black border. The title "Modification of Arrears" is in green. Below it are two bullet points. At the bottom, there is a small footer with "Module 7" and "7/28".

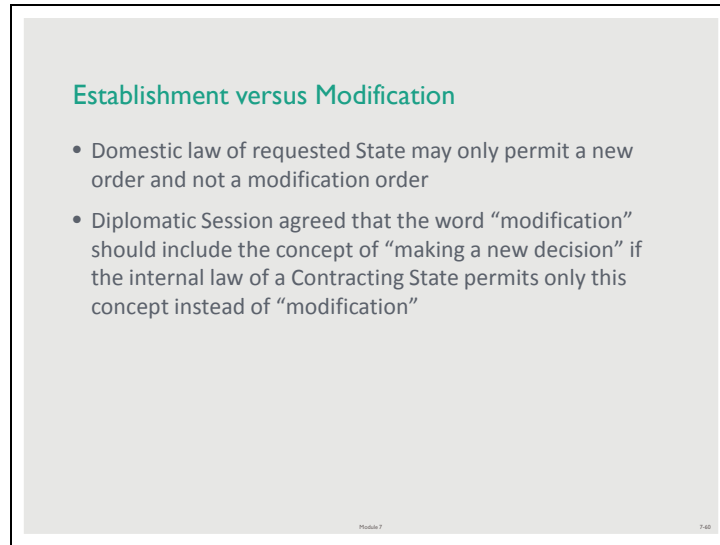
Modification of Arrears

- Some Convention countries consider cancellation of support arrears as an appropriate request in a modification application
- Modification of arrears is not permitted under U.S. law

Module 7 7/28

Notes:

Some Convention countries allow cancellation of support arrears through a modification action. However, that is not permitted in the United States. Under federal law, support arrears are vested judgments in favor of the obligee and retroactive modification, prior to the date of the filing of the petition, is prohibited. Therefore, if a requested State modifies arrears under a U.S. order that has been transmitted to the country for modification, it is unlikely a U.S. tribunal will later recognize that arrears modification.

A presentation slide with a light gray background and a black border. The title "Establishment versus Modification" is in green. It contains two bullet points. At the bottom, there is a small footer with "Hochschule" and "7:48".

Establishment versus Modification

- Domestic law of requested State may only permit a new order and not a modification order
- Diplomatic Session agreed that the word “modification” should include the concept of “making a new decision” if the internal law of a Contracting State permits only this concept instead of “modification”

Hochschule 7:48

Notes:

In some countries, the domestic law only allows the competent authority to make a new decision, and not a modification decision. As the result would be the same regardless of the terms used, a Contracting State would be in compliance with its obligation to provide for modification decisions under the Convention if it made a new decision upon a request for a modification decision. The Diplomatic Session agreed that the word “modification” should include the concept of “making a new decision” if the domestic law of a Contracting State permits only this concept instead of “modification.”

Slide 61




Notes:

If the competent authority in the requested State modifies the order, this modified order constitutes a Convention order. Should the creditor need to enforce this order in a different Convention country, the creditor may transmit the order along with a Convention Article 10 application for recognition and enforcement to the Convention country. Similarly, if the modification reduces or suspends the debtor's support obligation, the debtor may send an application for recognition and enforcement of the modified order to the Convention country that originally issued the order.

Case Scenario #1

Obligee, who lives in Virginia, has a child support order issued by South Carolina. Obligor lives in England. Obligee seeks an increase in support because her child's needs have increased, now that her son is a teenager.



- What steps should the local child support office take?

Module 7 7-62

Notes:

The next slides present two case scenarios.

In the first scenario, the obligee resides in Virginia. She has a support order that was issued in South Carolina. The obligor lives in England. The obligee wants an increase in support. Assuming she receives IV-D services, what steps should the child support agency take to help her seek a modification?


[After allowing time for the participants to think about the appropriate answer, the trainer should identify the steps the local child support office should take. The expanded trainer notes include additional information.

- Review the facts of the case. The main questions to ask are:
 - Where was the decision made? South Carolina
 - Where does the obligee now reside? Virginia
 - Where does the obligor reside? England, which is still a Convention country
 - What is the appropriate forum for modification?
 - Since the order is a U.S. order, does the issuing state of South Carolina have continuing, exclusive jurisdiction to modify the order? No, because no party or child resides in South Carolina.
 - Does Section 611(f) of UIFSA apply? Yes, because the obligee continues to reside in the United States and the obligor resides outside the country.
 - Is there a U.S. forum for modification? Yes, based on Section 611(f) of UIFSA, the child support agency can send a UIFSA request to South Carolina asking it to modify its own order.
 - How will South Carolina provide notice to the obligor? Notice must be provided based on South Carolina law. If needed, under Article 7 of the Convention, South Carolina can ask the Central Authority for England to help locate or contact the obligor or facilitate the service of documents.
- If the obligee wants to enforce the modified order in England, where the obligor has income and assets, what steps should the Virginia child support agency take? Because the modified order is a Convention order, the child support agency can transmit an application for recognition and enforcement of the modified order to England.]

Slide 63

Case Scenario #2

Obligee, who lives in New York, has a child support order issued by Italy. Obligor lives in France. Obligee seeks an increase in support because she heard the obligor's income has increased.



- What steps should the local child support office take?

Module 7 7-68

Notes:


In this scenario, the obligee resides in New York. She has a support order that was issued in Italy. The obligor lives in France. The obligee wants an increase in support. Assuming she receives IV-D services, what steps should the child support agency take to help her seek a modification?

[After allowing time for the participants to think about the appropriate answer, the trainer should identify the steps the local child support office should take. The expanded trainer notes include additional information.

- Review the facts of the case. The main questions to ask are:
 - Where was the decision made? Italy
 - Where does the obligee now reside? New York
 - Where does the obligor reside? France, which is a Convention country
 - What is the appropriate forum for modification?
 - The obligee can seek modification in a country with jurisdiction over the obligor. Because she will ultimately need to enforce the order in the country where the obligor has income and assets, the agency may determine that the most appropriate forum for modification is France, where the obligor now resides.
- Prepare the application.
 - Check the Country Profile for France to determine the documents it requires
 - Obtain any needed translations
- Review and transmit the application.]

Case Scenario #2 (cont'd)

- What steps should the requested Central Authority in France take?
 - Review application
 - Send acknowledgment
 - Initiate or facilitate initiation of proceedings
 - Send status of application
- What steps should the competent authority take?



Module 7 7 of 8

Notes:

We will assume that New York has completed the application, rounded up all the required additional documents, and transmitted everything to the Central Authority in France.

What steps should the French Central Authority take?

[After allowing time for the participants to think about the appropriate answer, the trainer should identify the following steps the French Central Authority should take:

It should timely acknowledge the application and promptly forward the application and documents to the competent authority in France with authority to modify the support order. Within three months of the acknowledgment, it should send New York a status update.]

What steps should the competent authority in France take?

[After allowing time for the participants to think about the appropriate answer, the trainer should identify the following steps the competent authority should take:

It will follow French law regarding modification, including its jurisdictional rules. French law will govern whether the Italian order must first be recognized before it can be modified. Under many countries' laws, that step is not needed. French law will also govern the availability of modification and the determination of any modified amount.]

If the obligee wants Italy to recognize the modification of its order, what steps should the New York child support agency take? Because the modified order is a Convention order, the child support agency can transmit an application for recognition and enforcement of the modified order to Italy. In that case, it will need the competent authority in France to also complete a Statement of Enforceability and, depending on the circumstances, a Statement of Proper Notice.

Slide 65



QUESTIONS or FEEDBACK?

CONTACT
ocseinternational@acf.hhs.gov
www.acf.hhs.gov/css/contactus

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Notes:

You probably have lots of questions about implementing the Convention in the United States. OCSE's Division of Policy and Training will continue to issue guidance on these implementation issues.

To address immediate needs, the Division is hosting this webinar training series. This module discussed an outgoing Application to Modify a Support Decision. The next module will discuss issues related to implementation of the Hague Convention in the United States.

At any point, please do not hesitate to contact OCSE at the address on the slide with questions you may have or feedback on the webinar content.

Thank you for attending this webinar.