

Office of Child Support Enforcement

State Plan

State User

User Manual

Version 1.0

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Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade S.W.
Washington, DC 20447

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1. NEW AMENDMENT

New Amendment allows you to submit a plan amendment, including attachments and supporting documents, for review and approval by the Office of Child Support Enforcement (OCSE).

1.1 Transmittal Details

Purpose: The **Transmittal Details** screen captures the transmittal information for your plan amendment.

Procedures:

- Ensure that the correct state is prepopulated and complete all of the data fields.
- Use a different Transmittal Number for each plan amendment.
- Select “Amendment” for the Type of Plan Material.
- Fields with a red asterisk (*) are mandatory and require data. If you fail to provide data, the system will display an error message (in red) that describes the missing information. (See Figure 1-2, Transmittal Details Error Message.)
- The proposed effective date cannot be earlier than the first day of the calendar quarter in which you submit the state plan transmittal.
- After providing the Federal Regulation Citation and Subject of Amendment, click **Save**. Click **Next** to proceed to the next screen.
- If you click **Save and Close**, the system will save the amendment in the Draft Amendment section and take you to the State Plan home page. In the Draft Amendment section, you can retrieve the amendment to complete and submit or to delete it from the system.
- Click **Cancel** if you want to return to the State Plan home page; the system will not save the data entered.

Figure 1-1: Transmittal Details

The screenshot shows the 'New Amendment Transmittal Details' form. At the top, there is a header for the 'U.S. Department of Health & Human Services' and 'Administration for Children & Families'. Below this is the 'OFFICE OF CHILD SUPPORT ENFORCEMENT' logo and tagline. A navigation bar includes 'HOME', 'AMENDMENT', and 'IV-D PLAN' tabs, with a 'CLOSE' button. The main title is 'New Amendment Transmittal Details'. The form contains several fields: 'State' (prepopulated with 'AL'), 'Transmittal Number' (with a hint '(Two Letter State Code-YYYY-XXX) e.g., TX-2014-002'), 'Proposed Effective Date' (with a calendar icon), 'Type of Plan Material' (radio buttons for 'New State Plan', 'Amendment to be Considered as a New State Plan', and 'Amendment'), 'Federal Regulation Citation' (a text area), and 'Subject of Amendment' (a text area). At the bottom, there are four buttons: 'Save', 'Save and Close', 'Next', and 'Cancel'.

Transmittal Details Functions:

- **Save** – Saves the information entered on the screen
- **Save and Close** – Saves the information entered on the screen and displays the State Plan home page
- **Next** – Saves the information entered on the screen and displays the Choose Plan Requirement to Change screen (see Figure 1-3)
- **Cancel** – Displays the State Plan home page and the system will not save the data entered

1.2 Transmittal Details Error Message

Purpose: The **Transmittal Details Error Message** screen displays when required information is missing.

Procedures:

- Provide the missing data indicated in red. You must enter data in all of the fields: Transmittal Number, Proposed Effective Date, Type of Plan Material, Federal Regulation Citation, and Subject of the Amendment (See Figure 1-1).
- Click **Save** to save the data entered.
- Click **Save and Close** if you want to save the data entered and return to the State Plan home page.
- Click **Next** to proceed to the next screen.
- Click **Cancel** if you want to return to the State Plan home page; the system will not save the data entered.

Figure 1-2: Transmittal Details Error Message

The screenshot shows a web application interface for the Office of Child Support Enforcement. At the top, there is a header with the U.S. Department of Health & Human Services and Administration for Children & Families logos. Below this is the title "OFFICE OF CHILD SUPPORT ENFORCEMENT" and the subtitle "An Office of the Administration for Children & Families". A navigation bar contains links for HOME, AMENDMENT, and IV-D PLAN, with a CLOSE button on the right. Below the navigation bar, a breadcrumb trail reads "SSP Home » State Plan System Home » New Amendment". A PRINT button is also visible. The main content area is titled "New Amendment" and displays a list of required fields in red text: "Transmittal Number is required", "Proposed Effective Date is required", "Type of Plan Material is required", "Federal Regulation Citation is required", and "Subject of Amendment is required". Below this list is a section titled "Transmittal Details" containing a form. The form includes a "State" dropdown menu set to "AL". The "Transmittal Number" field is marked with a red asterisk and has a placeholder text "(Two Letter State Code-YYYY-XXX) e.g.,TX-2014-002". The "Proposed Effective Date" field is marked with a red asterisk and includes a calendar icon. The "Type of Plan Material" field is marked with a red asterisk and has three radio button options: "New State Plan", "Amendment to be Considered as a New State Plan", and "Amendment". The "Federal Regulation Citation" field is marked with a red asterisk and is a text input field. The "Subject of Amendment" field is marked with a red asterisk and is a text input field. At the bottom of the form, there are four buttons: "Save", "Save and Close", "Next", and "Cancel".

1.3 Choose Plan Requirement to Change

Purpose: The **Choose Plan Requirement to Change** screen allows you to choose which plan requirement to amend. You can only amend one plan requirement at a time.

Procedures:

- Select the plan requirement you wish to amend by using the drop down box.
- Click **Go** to proceed to the Amendment Details screen.

Important: You must select a plan requirement to change or an error message will appear.

Figure 1-3: Choose Plan Requirement to Change

The screenshot shows the 'OFFICE OF CHILD SUPPORT ENFORCEMENT' web interface. The header includes the U.S. Department of Health & Human Services and Administration for Children & Families logos. The main navigation bar has tabs for HOME, AMENDMENT, and IV-D PLAN, with a CLOSE button. Below the navigation bar, the breadcrumb trail reads 'SSP Home > State Plan System Home > New Amendment'. The page title is 'Select Plan Requirements' with a subtitle 'Choose Plan Requirement to Change'. A dropdown menu labeled 'Requirement:' is open, showing a list of plan requirements including 1.1, 1.2, 2.4, 2.5-1, 2.5-2, 2.5-3, 2.5-4, 2.6, 2.8, 2.11, 2.12-1, 2.12-2, 2.12-3, 2.12-4, 2.12-5, 2.12-6, 2.12-7, 2.12-8, 2.12-8B, 2.12-9, 2.12-10, 2.12-11, 2.12-12, 2.12-13, 2.12-14, 2.12-15, 2.12-16, 2.12-17, 2.12-18, and 2.12-19. A 'GO' button is next to the dropdown. Below the dropdown are 'Next' and 'Cancel' buttons. The footer contains a sidebar with links like 'State Plan Home', 'Amendment', 'New Amendment', 'Working Amendments', 'View Amendments', 'IV-D Plan', and 'View IV-D Plan'. The main footer area includes the 'ADMINISTRATION FOR CHILDREN & FAMILIES' logo and contact information for the U.S. Department of Health and Human Services.

Choose Plan Requirement to Change Functions:

- **Go** – Displays the Amendment Details screen (see Figure 1-4)
- **Previous** – Displays the initial Transmittal Details screen (see Figure 1-1) and the system will not save the data entered
- **Next** – Displays the last section of Transmittal Details (continued) screen (see Figure 1-6) and the system will not save the data entered.
- **Cancel** – Displays the State Plan home page and the system will not save the data entered

1.4 Amendment Details

Purpose: The **Amendment Details** screen displays the plan requirement that you selected to amend.

Procedures:

- Update the plan requirement with the necessary information.
 - The system will prepopulate the Effective Date with the Proposed Effective Date that you provided in the Transmittal Details screen. The OCSE regional office will review the effective date and may change it if the date is incorrect.
 - The system will also prepopulate the OCSE Action Transmittal Number and Transmittal Date for the plan requirement.
- Click **Add New File/URL** to attach any required attachments or supporting documents (see Figure 1-5). Indicate a file name that easily identifies the document or URL.

Important: The system only accepts PDF files (e.g., no Microsoft Word files). You can only add one URL/hyperlink at a time.

- Review your changes to ensure accuracy.
- Click **Save**. Click **Next** to proceed to the next screen.

Important: You must click **Save** to save the response for the plan requirement before clicking **Next** or the system will not save your data.

Figure 1-4: Amendment Details

OFFICE OF CHILD SUPPORT ENFORCEMENT
An Office of the Administration for Children & Families

HOME AMENDMENT IV-D PLAN CLOSE

SSP Home » State Plan System Home PRINT

Select Plan Requirements

Choose Plan Requirement to Change

* Requirement: 5.2 GO

Amendment Details

SECTION 5 GENERAL PROVISIONS

Citation **5.2 State Governor's Review**

45 CFR 301.12 This plan has been submitted to the Governor for his or her review and comments, if any, are enclosed. The State agency will provide opportunity for the Office of the Governor to review any amendments to this plan, any new State plan and subsequent amendments, and long-range program planning projections or other periodic reports thereon. Any comments made will be transmitted to the Regional Office for Child Support Enforcement with such documents.

| Name (Click to View) | Filename/URL | Effective Date | Upload Date | Remove |
|----------------------|--------------|----------------|-------------|--------|
| Add New File/URL | | | | |

* OCSE Action Transmittal Number 82-11 * OCSE Action Transmittal Date 09/21/1982

Approval Date * Effective Date 11/13/2014

Save Save and Close Previous Next Cancel

Amendment Details Functions:

- **Save** – Saves the information entered on the screen and displays a confirmation message
- **Save and Close** – Saves the information entered on the screen and displays the State Plan home page
- **Previous** – Displays the initial Transmittal Details (see Figure 1-1) screen and the system will not save the data entered.
- **Next** – Displays the second Transmittal Details (continued) screen (see Figure 1-6) and the system will not save the data entered
- **Cancel** – Displays the State Plan home page. If you have not saved any information in previous screens, the system will not save that information

1.5 Add New File/URL Screen

Purpose: The **Add New File/URL Screen** allows you to upload required attachments and supporting documents to the Amendment Details (see Figure 1-4).

Procedures:

- Provide a name for the file in the File Name data field.
- For the Attachment Type, select **PDF** for a PDF file or select **URL** for a hyperlink.
- For the File Location, click **Browse** to locate the PDF file on your computer.
- If you selected URL, copy the web address in the File Location data field. You can only upload one hyperlink at a time.
- For the Attachment Category, click **REQ** for required attachments or click **SUP** for supporting documents.
- Click **Submit** to add the new file or URL.
- Click **Cancel** to return to the Amendment Details screen (see Figure 1-4). The system will not add a new file or URL.

Figure 1-5: Add New File/URL Screen

The screenshot shows a web browser window titled "State Plan Home - Windows Internet Explorer". Inside the browser, there is a form titled "Add New File/URL Screen". The form has the following elements:

- * File Name:** A text input field.
- * Attachment Type:** Two radio buttons, "PDF" (selected) and "URL".
- * File Location:** A text input field followed by a "Browse..." button.
- * Attachment Category:** Two radio buttons, "REQ" (selected) and "SUP".
- At the bottom of the form are two buttons: "Submit" and "Cancel".

Add New File/URL Abbreviations:

- **PDF** – click this when you want to upload the PDF file version of a required attachment or supporting document (e.g., no hyperlinks).
- **REQ** – click this when the document is a required attachment, such as 3.1A or 3.3A.
- **SUP** – click this when the document is a supporting document that helps to provide approval of the plan amendment.

- **URL** – click this when you want to upload a hyperlink to a required attachment, such as 3.3A. You can only upload one hyperlink at a time. Please ensure the accuracy of the web address.

Add File Functions:

- **Submit** – Uploads the file or URL and closes the window
- **Cancel** – Closes the window without uploading the file or URL

1.6 Transmittal Details (continued)

Purpose: The **Transmittal Details (continued)** screen displays the remaining data fields needed to submit the plan amendment for review; it appears after you have completed the steps for the amendment details.

Procedures:

- Complete all of the required data fields: Number of the Superseded Plan or Attachment, Governor's Review, Date of Submittal, Submitter Information, and, if applicable, On Behalf of.
- For the Governor's Review, select Governor's Office Reported No Comment, Comments of Governor's Office Enclosed, No Reply within 45 Days of Submittal, or Other as Specified.
- If you select Other as Specified, a comment box opens for you to provide the appropriate information.
- Provide the information for the authorizing official in the On Behalf of section when you are submitting the plan amendment on his or her behalf: Name, Title, and Email Address.
- Click **Save** to save the data entered. Click **Submit** to submit the amendment.
- To return to the previous screen (see Figure 1-4), click **Previous**. The system will not save the data you entered.
- To cancel the data you entered, click **Cancel** and the system will take you to the State Plan home page.

Note: If you clicked **Save** on the Transmittal Details screen (see Figure 1-1) or Amendment Details screen (see Figures 1-4), the unfinished plan amendment will be in the Draft Amendment section. You can retrieve it there to complete and submit or to delete.

Figure 1-6: Transmittal Details (continued)

The screenshot shows a web application interface for the Office of Child Support Enforcement. At the top, there is a header with the organization's name and a navigation bar with links for HOME, AMENDMENT, and IV-D PLAN. A 'CLOSE' button is also present. Below the navigation bar, the page title is 'New Amendment Transmittal Details'. The form contains several sections: 'Number of the Superseded Plan or Attachment' with a text input field containing '2 5-4,2 12-5'; 'Governor's Review' with radio button options for 'Governor's Office Reported No Comment', 'Comments of Governor's Office Enclosed', 'No Reply Received within 45 Days of Submittal', and 'Other, as Specified', with a text input field containing 'I don't know'; 'Date of Submittal' with a date picker set to '10/30/2014'; 'Submitter Information' with fields for Name (Tracy Churchill), Title (Signator), Email (pkoko@fpctest.ssa.gov), and Address (testing zoad ad); and 'On behalf of' with fields for Name, Title, and Email. At the bottom, there are five buttons: 'Save', 'Save and Close', 'Submit', 'Previous', and 'Cancel'.

Important: When you enter the name, title, and email address of the authorizing official, you provide an electronic signature that authorizes the state's plan amendment. The system will send a notification of the plan submission to the people and email addresses entered on this screen. Please check your email account for the notification, including your spam folder.

Transmittal Details Functions:

- **Save** – Saves the information entered on the screen and displays a confirmation message
- **Save and Close** – Saves the information entered on the screen and displays the State Plan home page
- **Submit** – Submits the amendment to the OCSE regional office, displays the State Plan home page, and the system notifies the state and OCSE of the submission
- **Previous** – Displays the Choose Requirement to Change screen (see Figure 1-3) and the system will not save the data entered
- **Cancel** – Displays the State Plan home page and the system will not save the data entered

1.7 Draft Amendments

Purpose: The **Draft Amendments** screen displays the amendments that you started but did not submit. When you click **Save** and **Close** after entering the data for a new plan amendment, the system will store the amendment here until you either submit or delete it. You cannot reuse the transmittal number that you assigned to any of the draft amendments until you delete them from the system.

Procedures:

- Select the desired amendment.
- Click **Edit** if you want to edit this amendment and submit it for review. The system will display the Transmittal Details screen (see Figure 1-1).
- Click **Delete** if you want to delete the amendment from the system.

Figure 1-7: Draft Amendments

U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF CHILD SUPPORT ENFORCEMENT
An Office of the Administration for Children & Families

HOME AMENDMENT IV-D PLAN CLOSE

SSP Home » State Plan System Home » New Amendment PRINT

Draft Amendments

| | Transmittal Number | Last Updated Date | Requirement Altered |
|----------------------------------|--------------------|-------------------|---------------------|
| <input checked="" type="radio"/> | AL-2014-010 | 09/24/2014 | 1.2 |
| <input type="radio"/> | AL-2014-011 | 09/24/2014 | 1.1, 2.12-18 |
| <input type="radio"/> | AL-2014-013 | 09/23/2014 | |
| <input type="radio"/> | AL-2014-014 | 09/23/2014 | |
| <input type="radio"/> | AL-2014-012 | 09/23/2014 | |
| <input type="radio"/> | AL-20140923-001 | 09/24/2014 | |
| <input type="radio"/> | AL-20140923-002 | 09/24/2014 | 1.1 |

Edit Delete

State Plan Home
Amendment
New Amendment
Draft Amendments

ADMINISTRATION FOR CHILDREN & FAMILIES
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Draft Amendments Functions:

- **Edit** – Displays the Transmittal Details screen (see Figure 1-1) for the selected transmittal number
- **Delete** – Deletes the selected amendment and displays the successful deletion confirmation message

1.8 Revert Function

Purpose: The **Revert Function** allows you to reverse the changes you made to the information on the plan requirement. You will reach this function, located on the below Amendment Details screen, after you retrieve an amendment from the Draft Amendment section.

Procedure:

- Click **Revert** to reverse the changes you made to the information on the plan amendment. The system will restore the information you changed and generate a confirmation message.

Figure 1-8: Revert Function

The screenshot displays the 'OFFICE OF CHILD SUPPORT ENFORCEMENT' website. The header includes the U.S. Department of Health & Human Services and Administration for Children & Families logos. The main navigation bar has links for HOME, AMENDMENT, and IV-D PLAN, along with a CLOSE button. Below the navigation bar, the page title is 'Select Plan Requirements' with a sub-header 'Choose Plan Requirement to Change'. A dropdown menu shows 'Requirement: 5.2' with a GO button. The 'Amendment Details' section is titled 'SECTION 5 GENERAL PROVISIONS' and includes a 'Citation' of '45 CFR 301.12' and a description of the '5.2 State Governor's Review'. Below this is a table with columns: Name (Click to View), Filename/URL, Effective Date, Upload Date, and Remove. The table contains one row with the text 'Add New File/URL'. At the bottom, there are input fields for 'OCSE Action Transmittal Number' (82-11), 'Approval Date', 'OCSE Action Transmittal Date' (09/21/1982), and 'Effective Date' (10/21/2014). A row of buttons at the bottom includes Save, Save and Close, Revert, Previous, Next, and Cancel.

Revert Functions:

- Save** – Saves the information entered on the screen and displays a confirmation message
- Save and Close** – Saves the information entered on the screen and displays the State Plan home page
- Revert** – Discards the plan requirement changes from the amendment and displays a confirmation message (in green)
- Previous** – Displays the initial Transmittal Details screen (see Figure 1-1) and the system will not save the data entered
- Next** – Displays the second Transmittal Details (continued) screen (see Figure 1-6) and the system will not save the data entered
- Cancel** – Displays the State Plan home page and the system will not save the data entered

2. VIEW AMENDMENTS

View Amendments allows you to search for and view plan amendments. Depending on the status of the amendment, you can perform certain actions, such as submit, rescind, or delete.

2.1 Search Criteria

Purpose: The **Search Criteria** screen allows you to search for and find a plan amendment using the drop-down menu.

Procedure:

- To search by transmittal number, select the desired transmittal number then click **Go**.
- To search by plan requirement, select the desired plan requirement then click **Go**.
- To search by status, select the desired status then click **Go**.
- For each of the search criteria, you can select **All**.

Figure 2-1: Search Criteria

U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF CHILD SUPPORT ENFORCEMENT
An Office of the Administration for Children & Families

HOME AMENDMENT IV-D PLAN CLOSE

SSP Home > State Plan System Home > View Amendments PRINT

View Amendments
Search Criteria

Transmittal Number: -All-
Plan Requirement: -All-
Status: -All- GO

State Plan Home
Amendment
New Amendment
Working Amendments
View Amendments
IV-D Plan
View IV-D Plan

ADMINISTRATION FOR CHILDREN & FAMILIES
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Search Criteria Functions:

- **Go** – Displays the Search Results screen (see Figure 2-2) for the selected search criteria

2.2 Search Results

Purpose: The **Search Results** screen displays the results from the search criteria in Figure 2-1. When you select an amendment, you can View, Rescind, or Extend Approval.

Procedure:

- To view an amendment, select the desired amendment and click **View**.
- To rescind an amendment the regional office referred back to the state, select the amendment and click **Rescind** (see Figure 2-8).
- To provide the OCSE regional office with an extension to the 90-day review deadline, select the amendment marked as Extend and click **Extend Approval** (see Figure 2-9).

Figure 2-2: Search Results

OFFICE OF CHILD SUPPORT ENFORCEMENT
An Office of the Administration for Children & Families

HOME AMENDMENT IV-D PLAN CLOSE

SSP Home » State Plan System Home » View Amendments PRINT

View Amendments

Search Criteria

Transmittal Number: -All-
Plan Requirement: -All-
Status: Extend GO

Search Results

| | Transmittal Number | Last Updated Date | Requirement Altered | Status |
|---|--------------------|-------------------|---------------------|--------|
| ⊕ | AL-0009 | 09/09/2014 | 1.1 | Extend |
| ⊖ | AL20140903-001 | 09/03/2014 | 1.2 | Extend |

View Rescind Extend Approve

State Plan Home
Amendment
New Amendment
Working Amendments
View Amendments
IV-D Plan
View IV-D Plan

ADMINISTRATION FOR
CHILDREN & FAMILIES
U. S. Department of Health
and Human Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Search Results Functions:

- **View** – Displays the selected amendment
- **Rescind** – Displays the Rescind Amendment screen (see Figure 2-8)
- **Extend Approve** – Displays the Extend Approve Amendment screen (see Figure 2-9)

2.3 Transmittal Details Update

Purpose: The **Transmittal Details Update** screen displays the amendment details for you to update or rescind. You can also select the Amendment Details tab (see Figure 2-4) or Remarks tab (see Figure 2-7). You can only update amendments the OCSE regional office has referred back.

Procedures:

- Review the following data fields: State, Transmittal Number, Date, Proposed Effective Date, Type of Material, Federal Citation, Subject of Amendment, Number of the Superseded Plan or Attachment, Governor's Review, Date of Submittal, Submitter Information, and On Behalf of. Make the desired changes and click **Update**. The system saves the changes.
- To rescind the amendment, click **Rescind**. The system displays the Rescind Amendment screen (see Figure 2-8).

Note: You may rescind an amendment that you no longer want the OCSE regional office to review.

- To return to the search results, click **Return** (see Figure 2-2).

Figure 2-3: Transmittal Details Update

The screenshot shows the 'Transmittal Details Update' screen. At the top, there is a header for the 'U.S. Department of Health & Human Services' and 'Administration for Children & Families'. Below this is the 'OFFICE OF CHILD SUPPORT ENFORCEMENT' logo and the text 'An Office of the Administration for Children & Families'. A navigation bar includes 'HOME', 'AMENDMENT', and 'IV-D PLAN', with a 'CLOSE' button on the right. Below the navigation bar, there is a breadcrumb trail: 'SSP Home > State Plan System Home > New Amendment' and a 'PRINT' button. The main section is titled 'View Amendment' and contains three tabs: 'Transmittal Details', 'Amendment Details', and 'Remarks'. The 'Transmittal Details' tab is active. The form contains the following fields: State (AL), Transmittal Number (AL-08-03), Date (07/22/2009), Proposed Effective Date (04/01/2008), Type of Plan Material (New State Plan, Amendment to be Considered as a New State Plan, Amendment), Federal Regulation Citation (Federal), Subject of Amendment (Test), Number of the Superseded Plan or Attachment (2 12-19), Governor's Review (Governor's Office Reported No Comment, Comments of Governor's Office Enclosed, No Reply Received within 45 Days of Submittal, Other, as Specified), Date of Submittal (07/22/2009), Submitter Information (Name: milinda, Title: State Signatory, Email: milinda@test.com, Address: 7152 windsor mill Baltin), and On behalf of (Name, Title, Email). At the bottom, there are three buttons: 'Update', 'Rescind', and 'Return'.

Transmittal Details Update Functions:

- **Update** – Saves the updated information
- **Rescind** – Displays the Rescind Amendment screen (see Figure 2-8)
- **Return** – Displays the Search Results screen (see Figure 2-2)

2.4 Amendment Details Update

Purpose: The **Amendment Details Update** screen displays your response to the plan requirement for you to update, rescind, or submit. You can also return to the search results or select the Transmittal Details tab (see Figure 2-3) or Remarks tab (see Figure 2-7).

Note: You can only update the response to an amendment that the OCSE regional office has referred back.

Procedures:

- Make the desired change to your response to the state plan requirement. Click **Add New File/URL** (see Figure 1-5) to add a new file or URL. Click **Update** after you have updated your response; the system saves your changes.
- To rescind the amendment, click **Rescind**. The system displays the Rescind Amendment screen (see Figure 2-8).

Note: You may rescind an amendment that you no longer want the OCSE regional office to review.

- When you want to submit the amendment, click **Submit**.
- To return to the search results, click **Return**.

Figure 2-4: Amendment Details Update

The screenshot shows the 'View Amendment' screen for 'SECTION 2 SUPPORT ENFORCEMENT'. The page has a header with the U.S. Department of Health & Human Services and Administration for Children & Families logos. Below the header is a navigation bar with 'HOME', 'AMENDMENT', and 'IV-D PLAN' tabs, and a 'CLOSE' button. The 'AMENDMENT' tab is selected. Below the navigation bar is a breadcrumb trail: 'SSP Home > State Plan System Home > New Amendment'. The main content area is titled 'View Amendment' and has three tabs: 'Transmittal Details', 'Amendment Details' (which is selected), and 'Remarks'. The 'Amendment Details' tab shows the following information:

- Citation:** §§454(20) and 466(a)(19) and (d) of the Act
- Section:** 2.12 Procedures to Improve Program Effectiveness
- Requirement:** 19. Enforcement of Orders for Health Care Coverage
- Description:** The IV-D agency has in effect laws requiring the use of procedures for enforcement of orders for health care coverage in accordance with §466(a)(19).
- Exemption:** ☒ The Secretary has granted the State an exemption from the requirement for enforcement of orders for health care coverage in accordance with §466(d).
- Action Transmittal Number:** 08-01
- Approval Date:** 06/29/2009
- Action Transmittal Date:** 01/04/2008
- Effective Date:** 04/01/2008

At the bottom of the form are four buttons: 'Update', 'Rescind', 'Submit', and 'Return'.

Amendment Details Update Functions:

- **Update** – Saves updated information
- **Rescind** – Displays the Rescind Amendment screen (see Figure 2-8)
- **Submit** – Submits the amendment to the OCSE regional office and displays the Search Results screen (see Figure 2-2)
- **Return** – Displays the Search Results screen (see Figure 2-2)

2.5 Transmittal Details View

Purpose: The **Transmittal Details View** screen displays the transmittal information for viewing purposes only. You cannot make any changes.

Procedures:

- View the transmittal details and click **Return** when you want to go back to the search results. You may also select Amendment Details (see Figure 2-6) or Remarks (see Figure 2-7) to view the information contained on those tabs.

Important: If you want to make changes to a submitted plan amendment, you have to contact your OCSE regional representative and ask them to refer the amendment back to you. The amendment will be in the refer back status. You can find it by searching for amendments with this status.

Figure 2-5: Transmittal Details View

The screenshot displays the 'Transmittal Details View' screen. At the top, the header reads 'OFFICE OF CHILD SUPPORT ENFORCEMENT' with the subtitle 'An Office of the Administration for Children & Families'. Below this is a navigation bar with tabs for 'HOME', 'AMENDMENT' (which is selected), and 'IV-D PLAN', along with a 'CLOSE' button. A breadcrumb trail shows 'SSP Home > State Plan System Home > View Amendments' and a 'PRINT' icon. The main heading is 'View Amendments'. Below this are three tabs: 'Transmittal Details' (selected), 'Amendment Details', and 'Remarks'. The 'Transmittal Details' tab shows the following information: State: AL, Transmittal Number: AL-2014-209, Proposed Effective Date: 10/30/2014, Type of Plan Material: Amendment, Federal Regulation Citation: Test, Subject of Amendment: Test, Number of the Superseded Plan or Attachment: Governor's Review: Governor's Office Reported No Comment, Date of Submittal: 11/06/2014. A 'Submitter Information' section contains: Submitted By: srini, Submitter Title: State user, Date of Submittal: 10/29/2014, Email of Submitter: srini@test.com, Address of Submitter: 7152 windsor mill Baltimore MD. An 'On behalf of' section has fields for Name, Title, and Email. A 'Return' button is located at the bottom center.

Transmittal Details View Functions:

- Return** – Displays the Search Results screen (see Figure 2-2)

2.6 Amendment Details View

Purpose: The **Amendment Details View** screen displays the state's response to the plan requirement for viewing purposes only. You cannot make any changes.

Procedure:

- View the new response and click **Return** when you want to go back to the search results. You may also select Transmittal Details (see Figure 2-5) or Remarks (see Figure 2-7) to view the information contained on those tabs.

Important: If you want to make changes to a submitted plan amendment, you have to contact your OCSE regional representative and ask them to refer the amendment back to you. The amendment will be in the refer back status. You can find it by searching for amendments with this status.

Figure 2-6: Amendment Details View

U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF CHILD SUPPORT ENFORCEMENT
An Office of the Administration for Children & Families

HOME AMENDMENT IV-D PLAN CLOSE

SSP Home > State Plan System Home > View Amendments PRINT

View Amendments

Transmittal Details Amendment Details Remarks

SECTION 2 SUPPORT ENFORCEMENT

Citation

§454(4) of the Act

2.1 State Obligation to Provide Child Support Enforcement Services

1. The State provides services relating to establishment of paternity, the establishment, modification, or enforcement of child support obligations, as appropriate, in accordance with §454(4)(A) of the Act.
2. The State enforces any support obligation with respect to a child with respect to whom the State provides services under the plan, or the custodial parent of such a child, in accordance with §454(4)(B) of the Act.
3. The IV-D agency notifies the Medicaid agency that assigned medical support payments are being, or have been, retained by the non-IV-A Medicaid recipient.

OCSE Action Transmittal Number 98-16 OCSE Action Transmittal Date 04/28/1998

Approval Date Effective Date 10/30/2014

Return

Amendment Details View Functions:

- Return** – Displays the Search Results screen (see Figure 2-2)

2.7 Remarks

Purpose: The **Remarks** screen displays the remarks from the OCSE regional office for viewing purposes only.

Procedure:

- View the remarks and click **Return** when you want to go back to the search results. You may also select Transmittal Details (see Figure 2-5) or Amendment Details (see Figure 2-6) to view the information contained on those tabs.

Figure 2-7: Remarks

U.S. Department of Health & Human Services Administration for Children & Families

OFFICE OF CHILD SUPPORT ENFORCEMENT
An Office of the Administration for Children & Families

HOME AMENDMENT IV-D PLAN CLOSE

SSP Home » State Plan System Home » View Amendments PRINT

View Amendments

Transmittal Details Amendment Details **Remarks**

Effective Date: 10/30/2014
Remarks:

Return

Remarks Functions:

- **Return** – Displays the Search Results screen (see Figure 2-2)

2.8 Rescind Amendment

Purpose: The **Rescind Amendment** screen allows you to rescind the amendment you no longer want the OCSE regional office to review and approve. When you rescind the amendment, the system does not make a change to your state plan. You can only rescind amendments that the OCSE regional office has not approved and finalized. Once OCSE approves and finalizes an amendment, you will have to make changes via a plan amendment.

Procedure:

- If you need to make changes to a submitted plan amendment, ask your OCSE regional representative to refer that amendment back to the state. The amendment will be labeled Refer Back and you can find it using this status in your search criteria (see Figure 2-1).
- Once you locate the desired plan amendment, select it and click **Rescind** (see Figure 2-2). The system takes you to the Rescind Amendment screen (see Figure 2-8).
- Provide the effective date that you originally proposed. If you forgot, the system will override that date with whatever date you provide.
- When you want to rescind the amendment, click **Submit**.

Figure 2-8: Rescind Amendment

The screenshot shows the 'Rescind Amendment' screen. At the top, there is a header for the 'U.S. Department of Health & Human Services' and 'Administration for Children & Families'. Below this is the 'OFFICE OF CHILD SUPPORT ENFORCEMENT' logo and the text 'An Office of the Administration for Children & Families'. A navigation bar includes 'HOME', 'AMENDMENT', and 'IV-D PLAN', with a 'CLOSE' button on the right. Below the navigation bar, there is a breadcrumb trail: 'SSP Home > State Plan System Home > View Amendment' and a 'PRINT' button. The main heading is 'View Amendment' followed by 'Rescind Amendment'. A message states: 'You have selected to rescind the amendment identified below.' Below this, the 'Transmittal Number' is 'AL-2014' and the 'Plan Requirement' is '1.1'. There is a field for 'Effective Date' with a red asterisk indicating it is required, and a larger text area for 'Remark'. At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer on the left contains a list of links: 'State Plan Home', 'Amendment', 'New Amendment', 'Working Amendments', 'View Amendments', 'IV-D Plan', and 'View IV-D Plan'. On the right, there is a logo for 'ADMINISTRATION FOR CHILDREN & FAMILIES' and contact information for the U.S. Department of Health and Human Services.

Rescind Amendment Functions:

- **Submit** – Rescinds the amendment and displays the Search Results screen (see Figure 2-2)
- **Cancel** – Displays the Search Results screen (see Figure 2-2)

2.9 Extend Approve Amendment

Purpose: The **Extend Approve Amendment** screen allows you to approve or reject the request from the OCSE regional office to extend the review period beyond the 90-day deadline. Often the OCSE regional office will need more time when the Office of General Counsel reviews the mandatory state laws. When the OCSE regional office requests additional information, the 90-day review period begins again once the state submits that information.

Procedure:

- Amendments that need an extension to the 90-day deadline have the Extend label. You can find them by selecting Extend in the search criteria (see Figure 2-1).
- To approve the request, click **Approve**.
- To reject the request, click **Reject**. Please provide an explanation when you reject an extension to the 90-day review deadline.
- To leave this screen without taking any action, click **Cancel**.

Figure 2-9: Extend Approve Amendment

The screenshot shows the 'Extend Approve Amendment' screen. At the top, the header reads 'OFFICE OF CHILD SUPPORT ENFORCEMENT' and 'An Office of the Administration for Children & Families'. Below this is a navigation bar with 'HOME', 'AMENDMENT', and 'IV-D PLAN' tabs, and a 'CLOSE' button. A breadcrumb trail shows 'SSP Home > State Plan System Home > View Amendment'. A 'PRINT' icon is also present. The main heading is 'View Amendment' with the sub-heading 'Extend Approve Amendment'. A message states: 'You have selected to extend approve the amendment identified below.' The amendment details are: Transmittal Number: AL-0009, Plan Requirement: 1.1, Submitted Date: 09/09/2014, 90 Day Follow-up Date: 12/08/2014, and Request Extension Date: 12/12/2014. A 'Remark' field contains the text 'Approving the Extend Request'. At the bottom are three buttons: 'Approve', 'Reject', and 'Cancel'. The footer includes a sidebar with links: 'State Plan Home', 'Amendment', 'New Amendment', 'Working Amendments', and 'View Amendments'. On the right, it says 'ADMINISTRATION FOR CHILDREN & FAMILIES', 'U.S. Department of Health and Human Services', and the address '370 L'Enfant Promenade, S.W. Washington, D.C. 20447'.

Extend Approve Amendment Functions:

- **Approve** – Approves the extension request and displays the Search Results screen (see Figure 2-2)
- **Reject** – Rejects the extension request and displays the Search Results screen (see Figure 2-2)
- **Cancel** – Displays the Search Results screen (see Figure 2-2)

3. VIEW IV-D PLAN

View IV-D Plan allows you to view any or all of the state plan requirements and your responses. You can also create a PDF file of any of the requirements in your plan.

3.1 View IV-D Plan

Purpose: The **View IV-D Plan** screen displays the table of contents for your state plan. You can view the state plan requirements and your responses.

Note: The View IV-D Plan will not display any amendments that the OCSE regional office has not approved and finalized.

Procedure:

- Use the tab buttons (i.e., 1.1 - 2.11, 2.12-1 - 2.12-21) to locate plan requirements.
- Select the plan requirement you wish to view and click **View**.
- Select the plan requirement you wish to turn into a PDF file and click **PDF Report**.
- The system displays the Plan Requirement screen (see Figure 3-2) or the PDF report.

Figure 3-1: View IV-D Plan

| Plan Requirement | Title |
|-----------------------------|--|
| <input type="radio"/> 1.1 | State agency Designation, Authority, Organization and Staffing |
| <input type="radio"/> 1.2 | Statewide Operation |
| <input type="radio"/> 2.1 | State Obligation to Provide Child Support Enforcement Services |
| <input type="radio"/> 2.2 | Support Obligations |
| <input type="radio"/> 2.4 | Collection and Distribution of Support Payments |
| <input type="radio"/> 2.5-1 | Services to Individuals |
| <input type="radio"/> 2.5-2 | Services to Individuals |
| <input type="radio"/> 2.5-3 | Services to Individuals |
| <input type="radio"/> 2.5-4 | Services to Individuals |
| <input type="radio"/> 2.6 | Provision of Services in Intergovernmental IV-D Cases |
| <input type="radio"/> 2.7 | Parent Locator Service |
| <input type="radio"/> 2.8 | Medical Support Enforcement Activities |
| <input type="radio"/> 2.9 | Federal Tax Refund Offset |
| <input type="radio"/> 2.10 | Withholding of Unemployment Compensation |
| <input type="radio"/> 2.11 | Procedures for the Imposition of Late Payment Fees |

View IV-D Plan Functions:

- **View** – Displays the Plan Requirement page (see Figure 3-2) for the selected requirement
- **PDF Report** – Displays the Plan Requirement for the selected requirement in a PDF format

3.2 Plan Requirement

Purpose: The **Plan Requirement** screen displays the plan requirement that you selected on the View IV-D Plan screen.

Procedure:

- View the plan requirement and click **Return** to go back to the View IV-D Plan screen.

Figure 3-2: Plan Requirement

The screenshot shows the 'Plan Requirement' screen within the 'Office of Child Support Enforcement' system. The header includes the U.S. Department of Health & Human Services and the Administration for Children & Families. The main title is 'OFFICE OF CHILD SUPPORT ENFORCEMENT' with the subtitle 'An Office of the Administration for Children & Families'. A navigation bar contains links for HOME, AMENDMENT, and IV-D PLAN, with a CLOSE button on the right. Below the navigation bar, a breadcrumb trail reads 'SSP Home » State Plan System Home » View IV-D Plan' and a PRINT button is visible. The main content area is titled 'View IV-D Plan' and 'Plan Requirement'. It features a section titled 'SECTION 2 SUPPORT ENFORCEMENT' with a sub-section '2.1 State Obligation to Provide Child Support Enforcement Services'. Under this sub-section, there is a 'Citation' field with the text '§454(4) of the Act' and a list of three numbered items describing state obligations. At the bottom, there are four input fields: 'Action Transmittal Number', 'Action Transmittal Date', 'Approval Date' (with the value '1998-07-20 00:00:00.0'), and 'Effective Date' (with the value '1998-04-01 00:00:00.0'). A 'Return' button is located at the bottom center.

Plan Requirement Functions:

- **Return** – Displays the View IV-D Plan screen (see Figure 3-1)

A. STATE PLAN GLOSSARY OF DATA FIELDS AND TERMS

90-day Follow-up Date – The date that is 90 days after the state submitted the plan amendment; This data field is prepopulated.

Action Transmittal Number – This is the OCSE action transmittal number associated with the plan requirement; this data field is prepopulated.

Amendment Details – This tab contains the state plan requirement.

Amendment – This tab, located in the navigation bar, allows you to create, modify, submit, and view plan amendments.

Approval Date – This data field captures the date that the OCSE regional office approved the plan amendment.

Date of Submittal – This data field captures the date that the state submitted the plan amendment.

Effective Date – This data field captures the effective date of the plan amendment that the OCSE regional office approves.

Federal Regulation Citation – This data field captures the citation in the regulation that mandates the plan requirement.

IV-D Plan – This tab, located in the navigation bar, allows you to view the state’s IV-D plan.

Home – This is the landing page for the system.

Number of Superseded Plan or Attachment – This data field captures the plan requirement or attachment that will change due to the plan amendment.

OCSE Action Transmittal Date – This is the date that OCSE issued the action transmittal associated with the plan requirement; this data field is prepopulated.

On Behalf – This section captures information about the authorizing official when his or her designee submits the plan amendment.

PDF – This refers to PDF documents of required attachments or supporting documents.

Proposed Effective Date – This data field captures the date the state proposes that the plan amendment will be effective. The date cannot be earlier than the first day of the calendar quarter in which the state submits the state plan submits transmittal.

Remarks – This data field captures messages from the OCSE regional office to the state.

REQ – This refers to required attachments, such as 3.1A or 3.3A.

Request Extension Date – This data field captures the date on which the OCSE regional office requests an extension to the 90-day review deadline.

Requirement – This data field provides a list of the state plan requirements in a drop-down menu.

Status – Indicates the status of the plan amendment.

- **Approved** – The OCSE regional office approved the plan amendment.
- **Extend** – The OCSE regional office requested an extension to the 90-day review deadline.
- **Finalize** – The approved plan amendment and the system successfully amended the state plan.
- **Refer to State** – The OCSE regional office referred the amendment back to the state for additional information or action.
- **Submitted** – The state submitted the plan amendment and it is under review by the OCSE regional office.

Subject of Amendment – This data field captures the subject of the plan amendment (i.e., Federal Tax Refund Offset, Cooperative Arrangements).

Submitter Information – This section captures information about the submitter. If the submitter is not the authorizing official, then the name and email address of the authorizing official must appear in the On Behalf section.

SUP – This refers to supporting documents that help to provide approval of the plan amendment.

Transmittal Details – This tab captures the transmittal information for the plan amendment.

Transmittal Number – This data field captures the transmittal number for the plan amendment. The format must be the two letter state abbreviation, then four-digit year, and then three-digit serial number in order received during the year, using dashes in between. For example, the transmittal number for Texas's first submission for 2015 would be TX-2015-001.

Type of Material – This data field identifies the type of plan amendment submitted.

URL – This refers to a hyperlink to a required attachment, such as 3.3A. You can only upload one hyperlink at a time. Please ensure the accuracy of the web address.