

Federal Parent Locator Service

Intergovernmental Referral Guide

Public User Guide

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PURPOSE OF DOCUMENT

The Intergovernmental Referral Guide (IRG) is a centralized, automated repository of information provided by the Office of Child Support Enforcement (OCSE) on its website to support interstate child support enforcement efforts by states, tribes and federal agencies. It contains State and Tribal Profiles, which provide information on laws, procedures and processes affecting numerous facets of child support for each state and tribe.

Child support enforcement (CSE) agencies have long used a unique combination of state and county identifiers, Federal Interstate Processing Standards (FIPS) codes, to meet a variety of business needs, e.g., document routing, office identification and reporting. With the expansion of the child support program to include tribal and international IV-D cases, it was determined that these cases also need to be identified for reporting and case management purposes. The data standards endorsed by the Data Standards Oversight Board on October 20, 2006, recommend the following:

- Continue to use the current 5-digit FIPS code for states
- Use a 5-character identifier for tribal and international cases
 - Uniquely identify tribal cases with “9” in the first position, “0” (zero) in the second position and follow with a 3-character tribal code defined by the Bureau of Indian Affairs (BIA)
 - Uniquely identify international cases with “8” in the first position, “0” (zero) in the second position and follow with a 3-character country code defined by the International Standards Organization (ISO)

The IRG Public User Guide provides the public with step-by-step guidance in the use of the IRG system and is organized as follows:

Part 1, “Introduction to the IRG,” provides background and a brief description of the two components that comprise the IRG: the Profiles and Location Codes and Addresses.

Part 2, “State Profiles,” describes how to view state CSE profile information.

Part 3, “Tribal Profiles,” describes how to view tribal CSE profile information.

Part 4, “Location Codes and Addresses,” describes how to view location codes and contact information for state, county, tribal and international CSE agencies, as well as for central and regional OCSE offices.

1. INTRODUCTION TO THE IRG

The IRG is composed of two parts:

- **The Profile Section** contains a high-level profile of the CSE program of each state and tribe, including information on the general program, Uniform Interstate Family Support Act (UIFSA) reciprocity, age of majority, statute of limitations, income withholding, paternity establishment, enforcement and modification and review/adjustment of child support orders, lump sum payments and insurance matching.
- **The Location Codes and Addresses Section** contains contact information for state and tribal CSE offices, as well as addresses for central and regional OCSE offices. Further, it contains addresses for those countries with reciprocal agreements with the U.S. to exchange child support information.

The IRG provides the states and tribes with an effective and efficient way to view and update profile, address and location code information. It consolidates data previously only available through numerous discrete sources into a centralized, automated repository that can be accessed directly through the OCSE website.

Note: This website is designed to be viewed with Internet Explorer, Version 6.0 or later. Please update your browser for optimal results.

1.1 The IRG Home Page

The IRG Home Page, shown in Figure 1-1, is used by public users to enter the IRG. It is also used by authorized state and tribal users and administrators to view pages that are accessible only to child support personnel.

To gain access to this page:

1. Click <https://extranet.acf.hhs.gov/irgauth/login>. (The IRG Home Page, shown in Figure 1-1, opens.)
2. Click Public User (The IRG Public Map page opens.)

Figure 1-1: The IRG Home Page

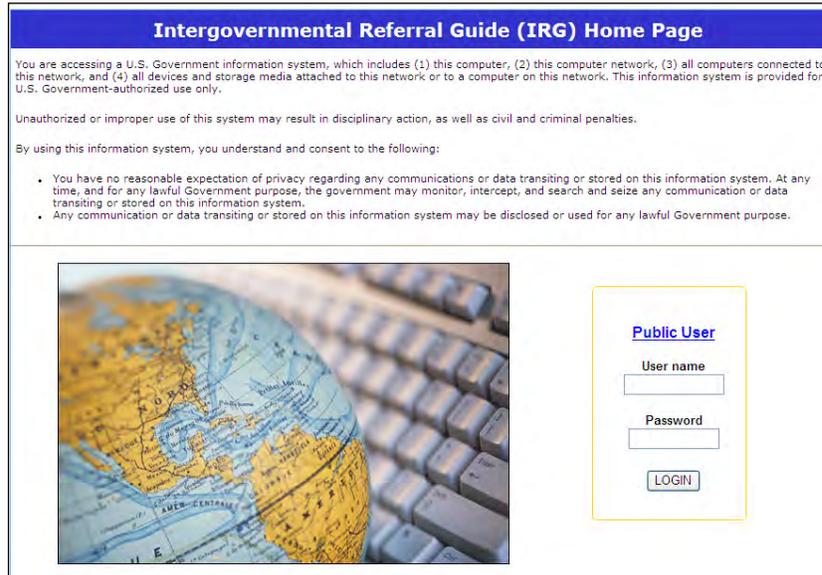


Chart 1-1 describes the features of this page. For information on the links at the bottom of the page, refer to Section 1.2, “The IRG Public Map Page.” (The links on these two pages are identical.)

CHART 1-1: IRG HOME PAGE WINDOW DESCRIPTION	
Element	Description
Public User	Opens the IRG Public Map page to enter the IRG pages available to the public.
Username	For authorized users only.
Password	For authorized users only.
LOGIN	For authorized users only.

1.2 The IRG Public Map Page

From the IRG Public Map Page, shown in Figure 1-2, users can gain access to view state and tribal profiles and location codes and addresses permitted for the public to view.

Figure 1-2: The IRG Public Map Page

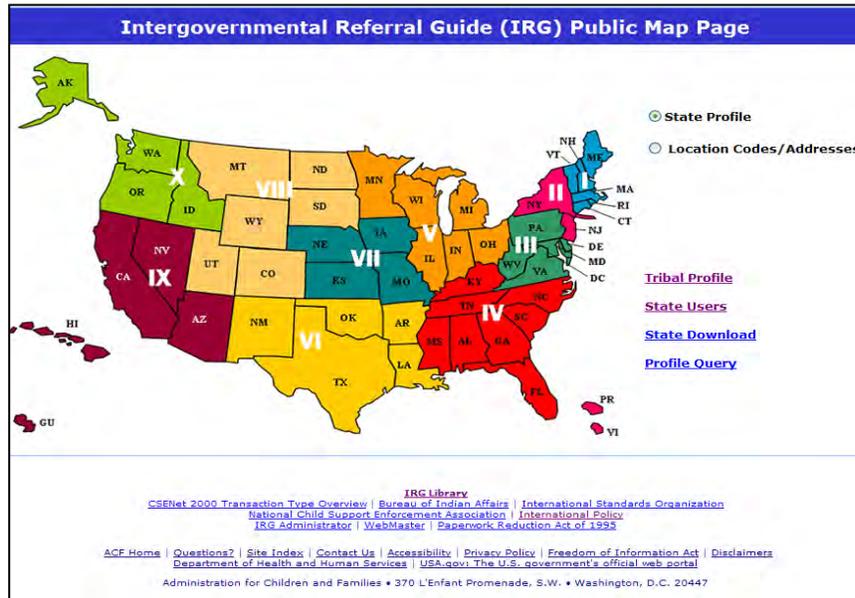


Chart 1-2 describes the features of this window.

CHART 1-2: IRG PUBLIC MAP PAGE WINDOW DESCRIPTION	
Element	Description
Roman Numerals I-X	Shows the states contained in each of the ten OCSE regions. (The regional numerals themselves are not links.)
Graphical Representation of States and Territories AK-WY	Select the state for which to view the State Profile or Location Codes and Addresses section of the IRG.
State Profile	Opens the State Profile for the state selected on the map.
Location Codes / Addresses	Opens the Location Codes and Addresses window for the state selected on the map.
Tribal Profile	Opens the IRG Tribal Public Map Page.
State Users	Opens the IRG Home Page, where authorized state users may log in to the IRG.
State Download	Opens a document in the browser window that contains the profiles for all states. To save the download, select File > Save As...
Profile Query	Opens the Profile Query window to allow a search for states' or tribes' responses to a profile question.

Chart 1-3 describes the links at the bottom of this window.

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART 1-3: IRG PUBLIC MAP PAGE LINK DESCRIPTIONS	
Links	Description
[IRG Library	Opens the IRG Library that contains the Public/State/Tribal User Guides. The library documents are available in PDF and HTML formats.]
CSENet 2000 Transaction Type Overview	Opens a page containing function codes that states and territories currently use in the electronic exchange of interstate child support information with each other.
Bureau of Indian Affairs	Opens the Bureau of Indian Affairs list of codes.
International Standards Organization	Opens the United Nations Statistics Division official website.
National Child Support Enforcement Association	Opens the National Child Support Enforcement Association's official website.
International Policy	Opens a page that provides international policies as they pertain to child support enforcement.
IRG Administrator	Opens a pre-addressed email to communicate with the OCSE IRG administrator.
WebMaster	Opens a pre-addressed email to communicate with the OCSE WebMaster.
Paperwork Reduction Act of 1995	Opens a notice of the public reporting burden for the collection of IRG information.
ACF Home	Opens the Administration for Children and Families (ACF) homepage.
Questions?	Opens the ACF frequently asked questions page.
Site Index	Opens the ACF web page listing all services available with associated links.
Contact Us	Opens the ACF web page that lists a directory of critical telephone numbers.
Accessibility	Opens the ACF home page.
Privacy Policy	Opens the ACF web page that provides the privacy policy.
Freedom of Information Act	Opens the ACF web page that provides the Freedom of Information Act.
Disclaimers	Opens the ACF web page containing ACF website disclaimers.

CHART 1-3: IRG PUBLIC MAP PAGE LINK DESCRIPTIONS	
Links	Description
Department of Health and Human Services	Opens the Department of Health and Human Services home page.
USA.gov	Opens the U.S. government's official web portal.

2. STATE PROFILES

State Profiles provide extensive information on a state's laws, procedures, and processes affecting numerous facets of child support.

2.1 Accessing State Profiles

To access a State Profile from the IRG Public Map Page (Figure 1-2):

1. Click **State Profile** on the right side of the page.
2. Click the desired state on the map. (The State Profile window for the selected state opens.)

Note: Users can return to the IRG Public Map Page from links within the State Profile section.

2.2 The State Profile Window

Figure 2-1 shows an example of a State Profile window. Users can view, print or download the information contained in the State Profile.

Figure 2-1: The State Profile Window

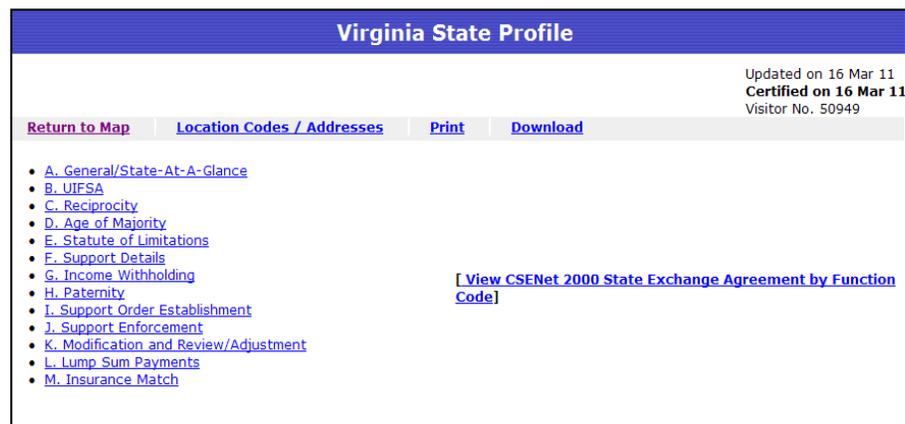


Chart 2-1 describes the features of this window.

CHART 2-1: STATE PROFILE WINDOW DESCRIPTION	
Element	Description
Updated on	Displays the date that information was added or last updated.
Certified on	Displays the date that the profile was last certified as current.
Visitor No.	Displays the number of visitors to the page since the IRG was implemented.
Return to Map	Opens the IRG Public Map Page.

CHART 2-1: STATE PROFILE WINDOW DESCRIPTION	
Element	Description
Location Codes / Addresses	Opens the Location Codes and Addresses window.
Print	Opens the browser's Print dialog box to print the profile of the selected state.
Download	Opens the profile for the selected state in a browser window. Select File > Save As... to save the information.
A. General/State-At-A-Glance	Describes how child support services are organized in the state.
B. UIFSA	Provides information on the state's UIFSA.
C. Reciprocity	Identifies reciprocal agreements the state has with foreign countries and tribal courts for child support enforcement.
D. Age of Majority	Provides information on the age and circumstances under which child support is terminated or extended.
E. Statute of Limitations	Describes the state's statutes of limitations for collection of past-due child support, whether dormancy revival/renewal of a child support case is possible and for establishing paternity.
F. Support Details	Provides a variety of information on support, such as the method for calculating payments, circumstances under which interest is charged and more.
G. Income Withholding	Includes information on the state's provisions affecting amounts withheld from an employee's pay, including unemployment income, worker's compensation and more.
H. Paternity	Describes the state's laws and presumptions that make paternity conclusive or rebuttable, and other matters related to the establishment of paternity.
I. Support Order Establishment	Describes the state's processes for establishing a support obligation.
J. Support Enforcement	Describes the enforcement remedies and procedures the state uses for delinquent obligors.
K. Modification and Review / Adjustment	Outlines the state's procedure and criteria for review and modification of support orders.
L. Lump Sum Payments	Outlines the state's procedure and criteria for lump sum payments.
M. Insurance Match	Outlines the state's procedure and criteria for insurance matching.

CHART 2-1: STATE PROFILE WINDOW DESCRIPTION	
Element	Description
View CSENet 2000 State Exchange Agreement by Function Code	Opens the CSENet 2000 State Exchange Agreement by Function Code window. Users can view the agreements between states to exchange specified types of interstate child support information electronically.

2.2.1 CONTENTS OF A STATE PROFILE

The State Profile window contains links to the sections of a State Profile. Each section contains information regarding a specific aspect of the state’s child support enforcement activities.

2.2.2 LINKS TO ADDITIONAL INFORMATION ON STATE STATUTES

The following sections of the State Profile may contain links to state statutory information, if the information is available online.

- B. UIFSA
- D. Age of Majority
- E. Statute of Limitations
- F. Support Details
- G. Income Withholding
- H. Paternity
- I. Support Order Establishment
- J. Support Enforcement
- L. Lump Sum Payments
- M. Insurance Match

Figure 2-2 shows an example of a link to statutory information.

Figure 2-2: The State Profile Window with a Link to Additional Information

D. Age of Majority ⌂ Top of Page	
D1. What is the age of majority in your State?	22
D2. What is the statutory cite for the age of majority?	This provides the number of offices within the State that provide IV-D services, but excludes agencies with cooperative agreements to assist with the provision of IV-D services. For Additional Information - http://www.moga.mo.gov/STATUTES/C454.HTM 
D3. If not addressed in the order, at what age is child support automatically terminated as a matter of State law? Qualify, if necessary.	This provides the number of offices within the State that provide IV-D services, but excludes agencies with cooperative agreements to assist with the provision of IV-D services.
D4. Does the date of the order impact what law is applied?	No
D4.1. If so, please explain.	This provides the number of offices within the State that provide IV-D services, but excludes agencies with cooperative agreements to assist with the provision of IV-D services.
D5. Does child support end if the child leaves the household but does not emancipate?	No
D5.1. Optional comments regarding emancipation.	This provides the number of offices within the State that provide IV-D services, but excludes agencies with cooperative agreements to assist with the provision of IV-D services.
D6. Does your State allow support to be paid beyond the age of majority under any circumstances (e.g. the child is handicapped or in college)?	No
D6.1. If so, please explain.	This provides the number of offices within the State that provide IV-D services, but excludes agencies with cooperative agreements to assist with the provision of IV-D services.

To view a state’s statutory citation information:

1. Click the URL under **For Additional Information**. (The state’s site opens in a separate browser window.)

Note: Non-ACF websites are identified by the disclaimer icon following the URL. Click the icon to open the Administration for Children and Families (ACF) disclaimers page.

2.3 Printing a State Profile

From the State Profile window, users can print a profile.

To print the profile:

1. Click **Print**. (A print dialog box opens.)
2. Click **OK** to print the State Profile.

2.4 Downloading a State Profile

Users can download a State Profile.

To download a profile:

1. Click **Download**. (The contents of the State Profile appear in the browser window.)
2. Select **File > Save As...** from the browser menu. (The **Save As...** dialog box opens.)
3. Navigate to the location desired for storing the file.
4. Type a name for the file. (The default name is **runProfile**.)

5. Select **Text File (*.txt)** from the **Save as type** list.
6. Click **OK**. (The file is saved.)
7. Click **Back** to return to the State Profile.

2.5 Querying Responses to State Profile Questions

The Profile Query allows users to search for states' or tribes' responses to individual profile questions. Users may only search for responses to a single profile question at a time, but can search for responses to that question from all states or tribes, or for a selected subset of states and tribes.

To initiate a profile query:

1. Click **Profile Query** on the right of the IRG Public Map Page. (The Profile Query window, Figure 2-3, opens.)

Figure 2-3: The Profile Query Window with State Selected

Chart 2-2 describes the features of this window.

CHART 2-2: PROFILE QUERY WINDOW DESCRIPTION	
Element	Description
Return to Map	Returns to the IRG Public Map Page.
State	Designates state profile responses to be queried.
Tribe	Designates tribal profile responses to be queried.
Select State	Opens the States window in which users can specify which state's responses they want in the query. By default, all states are selected. (If Tribe was selected, the label changes to Select Tribe .)
Program Category	Opens a list of profile categories, such as UIFSA, Reciprocity, Age of Majority and the like.

To begin specifying criteria for the query:

1. Click **Select State**. (The States window opens.)

2.5.1 THE STATES WINDOW

The States window, shown in Figure 2-4, allows selection of states to be queried. Users can choose to query the responses of all states (the default) or of a subset of states.

Note: The functions described in this section are the same for tribes, when **Tribe** is designated in the Profile Query window. For details on tribal profile queries, see Section 3.7, “Querying Responses to Tribal Profile Questions.”

Figure 2-4: The States Window

States	
<input checked="" type="checkbox"/> Alabama	<input checked="" type="checkbox"/> Montana
<input checked="" type="checkbox"/> Alaska	<input checked="" type="checkbox"/> Nebraska
<input checked="" type="checkbox"/> Arizona	<input checked="" type="checkbox"/> Nevada
<input checked="" type="checkbox"/> Arkansas	<input checked="" type="checkbox"/> New Hampshire
<input checked="" type="checkbox"/> California	<input checked="" type="checkbox"/> New Jersey
<input checked="" type="checkbox"/> Colorado	<input checked="" type="checkbox"/> New Mexico
<input checked="" type="checkbox"/> Connecticut	<input checked="" type="checkbox"/> New York
<input checked="" type="checkbox"/> Delaware	<input checked="" type="checkbox"/> North Carolina
<input checked="" type="checkbox"/> District of Columbia	<input checked="" type="checkbox"/> North Dakota
<input checked="" type="checkbox"/> Florida	<input checked="" type="checkbox"/> Ohio
<input checked="" type="checkbox"/> Georgia	<input checked="" type="checkbox"/> Oklahoma
<input checked="" type="checkbox"/> Guam	<input checked="" type="checkbox"/> Oregon
<input checked="" type="checkbox"/> Hawaii	<input checked="" type="checkbox"/> Pennsylvania
<input checked="" type="checkbox"/> Idaho	<input checked="" type="checkbox"/> Puerto Rico
<input checked="" type="checkbox"/> Illinois	<input checked="" type="checkbox"/> Rhode Island
<input checked="" type="checkbox"/> Indiana	<input checked="" type="checkbox"/> South Carolina
<input checked="" type="checkbox"/> Iowa	<input checked="" type="checkbox"/> South Dakota
<input checked="" type="checkbox"/> Kansas	<input checked="" type="checkbox"/> Tennessee
<input checked="" type="checkbox"/> Kentucky	<input checked="" type="checkbox"/> Texas
<input checked="" type="checkbox"/> Louisiana	<input checked="" type="checkbox"/> Utah
<input checked="" type="checkbox"/> Maine	<input checked="" type="checkbox"/> Vermont
<input checked="" type="checkbox"/> Maryland	<input checked="" type="checkbox"/> Virgin Islands
<input checked="" type="checkbox"/> Massachusetts	<input checked="" type="checkbox"/> Virginia
<input checked="" type="checkbox"/> Michigan	<input checked="" type="checkbox"/> Washington
<input checked="" type="checkbox"/> Minnesota	<input checked="" type="checkbox"/> West Virginia
<input checked="" type="checkbox"/> Mississippi	<input checked="" type="checkbox"/> Wisconsin
<input checked="" type="checkbox"/> Missouri	<input checked="" type="checkbox"/> Wyoming
<input type="button" value="Clear"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Chart 2-3 describes the features of this window.

CHART 2-3: STATES WINDOW DESCRIPTION	
Element	Description
State Name	Lists the states with checkboxes that allow users to deselect fields.
Clear	Deselects all selected fields.
OK	Confirms the state(s) selected as query criteria.
Cancel	Cancels changes made in the window.

To select a subset of states for the query:

1. Click the checkboxes to deselect states.

OR:

2. Click **Clear** and then click the checkboxes for the states to be included.
3. Click **OK** to close the States window. (The Profile Query window reappears.)

2.5.2 SELECTING A PROGRAM CATEGORY AND PROFILE QUESTION

After specifying states to be included in the query, the next step is to select the desired section of the profile.

To select the profile section:

1. Click the **Program Category** list. (The Program Category list opens, as shown in Figure 2-5.)
2. Select a category.

Figure 2-5: The Profile Query Window with Program Category List Displayed



Once the program category is selected, the page refreshes and displays all questions associated with the selected category, as shown in Figure 2-6.

Figure 2-6: The Profile Query Window with Profile Questions Displayed

The screenshot shows the 'Profile Query' window. At the top, there is a 'Return to Map' link. Below it, there are radio buttons for 'State' (selected) and 'Tribe', with a 'Select State' button and a note '(All States are selected by default)'. The 'Program Category' is set to 'D. Age of Majority'. The 'Profile Question' section contains a list of questions from D1 to D7.1, each with a radio button. A 'Submit' button is located at the bottom of the question list. At the bottom of the window, there are several links: 'IRG Library', 'CSFNet 2000 Transaction Type Overview', 'Bureau of Indian Affairs', 'International Standards Organization', 'National Child Support Enforcement Association', 'International Policy', 'IRG Administrator', 'WebMaster', and 'Paperwork Reduction Act of 1995'. There is also a footer with 'ACF Home', 'Questions?', 'Site Index', 'Contact Us', 'Accessibility', 'Privacy Policy', 'Freedom of Information Act', 'Disclaimers', 'Department of Health and Human Services', 'USA.gov: The U.S. government's official web portal', and 'Administration for Children and Families • 370 L'Enfant Promenade, S.W. • Washington, D.C. 20447'.

To search for responses to a question:

1. Click the button beside the profile question.
2. Click **Submit**. (The Profile Query Response window, shown in Figure 2-7 opens. The query results are displayed alphabetically by state.)

Figure 2-7: The Profile Query Response Window

The screenshot shows the 'Profile Query Response' window. It has a 'Return to Map' link and a 'Profile Query' link. The main content is a table with the following data:

D1. What is the age of majority in your State?	
Alabama	19
Alaska	18 if order does not specify otherwise. It can be extended to age 19 or the date of graduation, whichever comes first, if unmarried and pursuing a high school diploma or equivalent level of technical or vocational training & residing with custodial parent, guardian or designee of the parent or guardian. The order will require modification to add Post Majority support language if not already in the order.
Arizona	18
Arkansas	18 unless the child is still attending high school. If the child is still attending high school, upon the child's high school graduation or the end of the school year after the child reaches 19 years of age, whichever is earlier.
California	18 years except an unmarried child who has attained the age of 18 years, is a full-time high school student, and who is not self-supporting, is considered a minor until the time the child completes the 12th grade or attains the age of 19 years, whichever occurs first.
Colorado	Unless a court finds that a child is otherwise emancipated, emancipation occurs at age 19. Emancipation may occur at any earlier age due to marriage or entry into active military.
Connecticut	18
Delaware	18
District of Columbia	Age 21, or at the point the minor is self supporting through marriage, employment or military service.
Florida	18
Georgia	Age 18: Support order entered after 7/1/92 may provide for the extension of child support to age 20, if the child is still in high school.
Guam	18 years of age
Hawaii	Eighteen.
Idaho	18 years of age
Illinois	18

To query other profile sections and questions:

1. Click **Profile Query** at the top of this window. (The Profile Query window reopens with the defaults restored.)

2.6 Viewing CSENet 2000 Exchange Agreements

State CSE agencies use the OCSE Child Support Enforcement Network (CSENet) to electronically exchange child support case information for interstate cases. The type of information exchanged is by prior agreement – an exchange agreement – between one state and others. The link on the State Profile enables users to view the agreements that the selected state maintains for exchange of different types of child support information with other states.

To view CSENet 2000 exchange agreements:

1. Click **View CSENet 2000 State Exchange Agreement by Function Code** on the State Profile window. (The CSENet 2000 State Agreement by Function Code window opens, shown in Figure 2-8.)

Figure 2-8: The CSENet 2000 State Agreement by Function Code Window

CSENet 2000 State Agreement by Function Code Virginia								
Comments:								
State	LOI	CSI	ENF	MSC	PAT	EST	COL	Date Changed
Alabama	X	X		X				09/07/05
Alaska	X	X	X	X	X	X	X	03/28/08
Arizona	X	X	X	X	X	X	X	11/13/02
Arkansas	X	X	X	X	X	X	X	05/16/06
California	X	X	X	X	X	X	X	04/24/09
Colorado	X	X	X	X	X	X	X	10/29/07
Connecticut	X	X	X	X	X	X	X	06/09/03
Delaware	X	X	X	X	X	X	X	09/20/04
District of Columbia	X	X	X	X	X	X	X	11/19/01
Florida	X	X	X	X	X	X	X	10/13/09

This window contains four links at the bottom of the page. Chart 2-4 provides a description of the links.

CHART 2-4: CSENet 2000 STATE AGREEMENTS BY FUNCTION CODE WINDOW LINK DESCRIPTIONS	
Link	Description
Top of Page	Returns to the top of the page.
Return to Map	Opens the IRG Public Map Page.
CSENet 2000 State Status Map	Opens the CSENet 2000 State Contact Information page from which CSENet contacts for each state can be identified.

CHART 2-4: CSENet 2000 STATE AGREEMENTS BY FUNCTION CODE WINDOW LINK DESCRIPTIONS	
Link	Description
State Transaction Type Overview	Displays the types of transactions that each state has agreed to exchange electronically.
Help	Provides Function Code descriptions to users.

3. TRIBAL PROFILES

Tribal Profiles provide extensive information on a tribe’s laws, procedures and processes affecting numerous facets of child support.

3.1 The IRG Tribal Public Map Page

The IRG Tribal Public Map Page, shown in Figure 3-1, provides access to tribal information.

Figure 3-1: The IRG Tribal Public Map Page

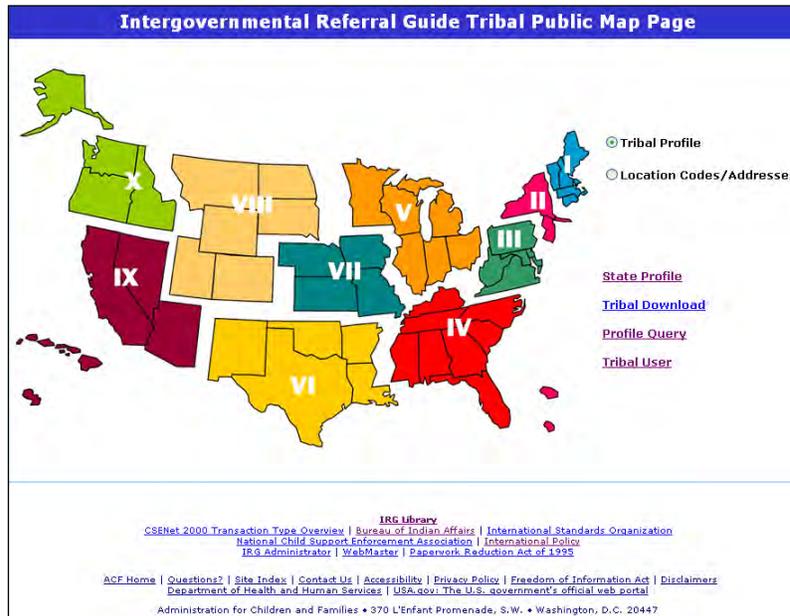


Chart 3-1 describes the features of this window.

CHART 3-1: IRG TRIBAL PUBLIC MAP PAGE DESCRIPTION	
Element	Description
Graphical Representation of Regions I-X	Opens the IRG Tribal page with a list of associated tribes for the selected region.
Tribal Profile	Opens the IRG Tribal window.
Location Codes / Addresses	Opens the Location Codes and Addresses window.
State Profile	Opens the IRG Public Map Page for access to state profiles.
Tribal Download	Opens profiles for all tribes in a browser window. Select File > Save As ... to save the information.
Profile Query	Opens the Profile Query window.

CHART 3-1: IRG TRIBAL PUBLIC MAP PAGE DESCRIPTION	
Element	Description
Tribal User	Opens the IRG Home Page, where authorized tribal users log in to the IRG.

3.2 Accessing Tribal Profiles

To access a Tribal Profile from the IRG Public Map Page (Figure 1-2):

1. Click **Tribal Profile** on the right side of the page to open the IRG Tribal Public Map Page (Figure 3-1).
2. Click the number of the region in which the tribe is located. (The IRG Tribal window, Figure 3-2, opens.)

Note: Users can return to the IRG Public Map Page from links within the Tribal Profile section.

3.3 The IRG Tribal Window

Figure 3-2 displays the IRG Tribal window, which shows a list of tribes in the selected region.

Figure 3-2: The IRG Tribal Window



To open a Tribal Profile:

1. Click the name of the desired tribe. (The Tribal Profile window, Figure 3-3, opens.)

Note: If the region does not have an active tribe, the message “No tribes associated to this region” appears in this window.

Chart 3-2 describes the features of this window.

CHART 3-2: IRG TRIBAL WINDOW DESCRIPTION	
Element	Description
Roman Numerals	Refer to the number of each OCSE Region. The region selected is highlighted.
Tribes List	Displays a list of tribes in the region selected.
Return to Map	Opens the IRG Tribal Public Map Page.

3.4 The Tribal Profile Window

Figure 3-3 shows the Tribal Profile window. Users can view, print or download the information contained in the Tribal Profile.

Figure 3-3: The Tribal Profile Window



Chart 3-3 describes the features of this window.

CHART 3-3: TRIBAL PROFILE WINDOW DESCRIPTION	
Element	Description
Updated on	Displays the date information was added or last edited.
Certified on	Displays the date information was last certified as current.
Visitor No.	Shows the number of visitors to the page since the IRG was implemented.
Return to Map	Opens the Tribal Public Map Page.
Location Codes / Addresses	Opens the Location Codes and Addresses window.
Print	Opens the browser's Print dialog box to enable users to print the profile of the selected tribe.

CHART 3-3: TRIBAL PROFILE WINDOW DESCRIPTION	
Element	Description
Download	Opens the profile for the selected tribe in a browser window. Select File > Save As... to save the information.
A. General/Tribal-At-A-Glance	Describes how child support services are organized in the tribe.
B. UIFSA	Provides information on the tribe's UIFSA.
C. Reciprocity	Not applicable at this time.
D. Age of Majority	Provides information on the age and circumstances under which child support is terminated or extended.
E. Statute of Limitations	Describes the tribe's statutes of limitations for collection of past-due child support, whether dormancy revival/renewal of a child support case is possible and for establishing paternity.
F. Support Detail	Provides a variety of information on support, such as the method for calculating payments, circumstances under which interest is charged and more.
G. Income Withholding	Includes information on the tribe's provisions affecting amounts withheld from an employee's pay, including unemployment income, worker's compensation and more.
H. Paternity	Describes the tribe's laws and presumptions that make paternity conclusive or rebuttable, and other matters related to the establishment of paternity.
I. Order Establishment	Describes the tribe's processes for establishing a support obligation.
J. Support Enforcement	Describes the enforcement remedies and procedures the tribe uses for delinquent obligors.
K. Modification and Review/Adjustment	Outlines the tribe's procedure and criteria for review and modification of support orders.
L. Lump Sum Payments	Outlines the tribe's procedure and criteria for lump sum payments.

3.4.1 CONTENTS OF A TRIBAL PROFILE

The Tribal Profile window contains links to the sections of the Tribal Profile. Each section contains information regarding a specific aspect of the tribe's child support enforcement activities.

3.4.2 LINKS TO ADDITIONAL INFORMATION ON TRIBAL STATUTES

The following sections of the Tribal Profile may contain links to tribal statutory information if the information is available online.

- B. UIFSA
- D. Age of Majority
- E. Statutes of Limitations
- F. Support Detail
- G. Income Withholding
- H. Paternity
- I. Support Order Establishment
- J. Support Enforcement
- L. Lump Sum Payments

Figure 3-4 shows an example of a link to statutory information.

Figure 3-4: Tribal Profile Window with a Link to Additional Information

D1. What is the age of majority in your Tribe?	Any equitable arguments as to an action being initiated after a Statute of Limitations had expired would be issues of first impression. Otherwise, the Tribal Code's definition of a Statute of Limitations would be conclusive.
D2. What is the statutory citation for the age of majority?	Statute of Limitations for Paternity Establishment No Limitation <input type="checkbox"/> Child Having No Presumed, Acknowledged, or Adjudicated Father (§Title 12, Article 4 (Section 12-440)A proceeding to adjudicate the parentage of a child having no presumed, acknowledged, or adjudicated father may be commenced at any time, even after: 1. The child becomes an adult, but only if the child initiates the proceeding; or 2. An earlier proceeding to adjudicate paternity has been dismissed based on the application of a statute of limitation then in effect. Limitation <input type="checkbox"/> Child Having Presumed Father §Title 12, Article 4 (Section 12-441) Except as otherwise provided in subsection 2 of this section, a proceeding brought by a presumed father, the mother, or another individual to adjudicate the parentage of a child having a presumed father must be commenced not later than ten years after the birth of the child. For Additional Information - www.winnegatribes.org
D2.1. If not addressed in the order, at what age is child support automatically terminated as a matter of Tribal law? Qualify, if necessary.	Each judgment or order requiring the payment of child support must include a statement that the child support obligation will accrue interest if not timely paid at the rate of ten percent per year from the date they become delinquent, and the interest shall be collected in the same manner as the payments upon which the interest accrues. Accrual of interest and validity of the order are not affected by a failure to include the statement required by this section. (§Title 12, Article 5, Section 12-536). The WTN-CSEP may suspend or waive judgment interest on an arrearage as part of an amnesty program, as an incentive for satisfying a child support obligation or complying with a payment plan, or if the WTN-CSEP determines that the judgment interest is not collectible through commercially reasonable efforts. Any judgment interest that is suspended or waived under this subsection may be reinstated by the Tribal Court at any time or by the WTN-CSEP if the obligor has failed to comply with a payment plan. (§Title 12, Article 5, Section 12-537).
D3. Does the date of the order impact what law is applied?	

To view a tribe's statutory information:

1. Click the URL beside **For Additional Information**. (The tribe's site opens in a separate browser window.)

Note: Non-ACF websites are identified by the disclaimer icon following the URL. Click the icon to open the Administration for Children and Families (ACF) disclaimers page.

When finished viewing the information, click **X** in the upper right corner of the browser window. The window closes and the Tribal Profile is again visible.

3.5 Printing a Tribal Profile

From the Tribal Profile window, users can print a profile.

To print the profile:

1. Click **Print** (A Print dialog box opens.)
2. Click **OK** to print the Tribal Profile.

3.6 Downloading a Tribal Profile

Users can download a Tribal Profile.

To download a profile:

1. Click **Download**. (The contents of the Tribal Profile appear in the browser window.)
2. Select **File > Save As...** from the browser menu. (The **Save As...** dialog box opens.)
3. Navigate to the location desired for storing the file.
4. Type a file name. (The default name is **runProfile**.)
5. Select **Text File (*.txt)** from the Save as type list.
6. Click **OK**. (The file is saved.)
7. Click **Back** to return to the Tribal Profile.

3.7 Querying Responses to Tribal Profile Questions

The Profile Query allows users to search for tribes' or states' responses to individual profile questions. Users may only search for responses to a single profile question at a time, but can search for responses to that question from all tribes or states, or for a selected subset of tribes or states.

To initiate a profile query:

1. Click **Profile Query** on the right of the IRG Tribal Public Map Page. (The Profile Query window, Figure 3-5, opens.)

Figure 3-5: The Profile Query Window with Tribe Selected



Chart 3-4 describes the features of this window.

CHART 3-4: PROFILE QUERY WINDOW DESCRIPTION	
Element	Description
Return to Map	Returns to the IRG Tribal Public Map Page.
State	Designates State Profile responses to be queried.
Tribe	Designates Tribal Profile responses to be queried.
Select Tribe	Opens the Tribes window in which users can specify which tribes' responses they want in the query. By default, all tribes are selected. (If State was selected, the label changes to Select State .)
Program Category	Opens a list of profile categories, such as UIFSA, Reciprocity, Age of Majority and more.

To designate tribal profiles for the search:

1. Click **Tribe**, and then click **Select Tribe**. (The Tribes window opens.)

3.7.1 THE TRIBES WINDOW

The Tribes window, shown in Figure 3-6, allows selection of tribes to be queried. Users can choose to query the responses of all tribes (the default) or of a subset of tribes.

Note: The functions described in this section are the same for states when **State** is designated in the Profile Query window. For details on State Profile queries, see Section 2.5, “Querying Responses to State Profile Questions.”

Figure 3-6: The Tribes Window

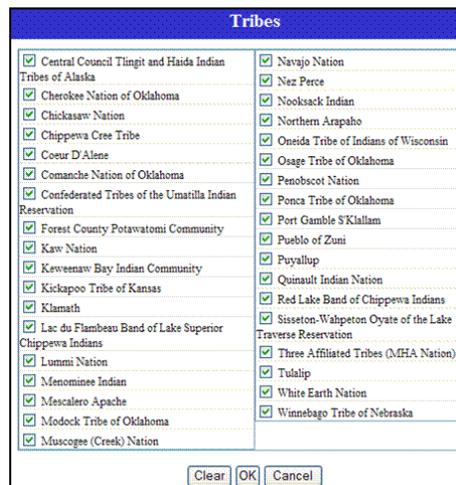


Chart 3-5 describes the features of this window.

CHART 3-5: TRIBES WINDOW DESCRIPTION	
Element	Description
Tribe Name	Lists the tribes with checkboxes that allow users to deselect fields.
Clear	Deselects all selected fields.
OK	Confirms the tribes selected as query criteria.
Cancel	Cancels changes made in the window.

To select a subset of tribes for the query:

1. Click the checkboxes to deselect tribes.
- OR:
2. Click **Clear** and then click the checkboxes for the tribes to be included.
 3. Click **OK** to close the Tribes window. (The Profile Query window reappears.)

3.7.2 SELECTING A PROGRAM CATEGORY AND PROFILE QUESTION

After specifying tribes to be included in the query, the next step is to select the desired section of the profile.

To select the profile section:

1. Click the **Program Category** list in the Profile Query window. (The Program Category list opens, as shown in Figure 3-7.)
2. Select a category.

Figure 3-7: The Profile Query Window with Program Category List Displayed



Once the program category is selected, the page refreshes and displays all questions associated with the selected category, as shown in Figure 3-8.

Figure 3-8: The Profile Query Window with Profile Questions Displayed

The screenshot shows a web form titled "Profile Query". At the top, there are radio buttons for "State" and "Tribe", with a "Select Tribe" button and the text "(All Tribes are selected by default)". Below this is a "Program Category" dropdown menu set to "D. Age of Majority". The main section is titled "Profile Question:" and contains a list of questions from D1 to D6.1, each with a radio button. A "Submit" button is located at the bottom right of the question list.

To search for responses to a question:

1. Click the button beside the profile question.
2. Click **Submit**. (The Profile Query Response window, shown in Figure 3-9, opens. The query results are displayed alphabetically by tribe.)

Figure 3-9: The Profile Query Response Window

The screenshot shows a table titled "Profile Query Response". The table has two columns: "Profile Query" and "Response". The query is "D2.1. If not addressed in the order, at what age is child support automatically terminated as a matter of Tribal law? Qualify, if necessary." The responses are listed for various tribes, including Central Council Tlingit and Haida Indian Tribes of Alaska, Cherokee Nation of Oklahoma, Chickasaw Nation, Chippewa Cree Tribe, Coeur D'Alene, Comanche Nation of Oklahoma, Confederated Tribes of the Umatilla Indian Reservation, Forest County Polawatomi Community, Kaw Nation, Keweenaw Bay Indian Community, Kickapoo Tribe of Kansas, Klamath, Lac du Flambeau Band of Lake Superior Chippewa Indians, Lummi Nation, Menominee Indian, Mescalero Apache, Modoc Tribe of Oklahoma, Muscogee (Creek) Nation, Navajo Nation, Nez Perce, Nooksack Indian, Northern Arapaho, and Oneida Tribe of Indians of Wisconsin.

Profile Query	Response
D2.1. If not addressed in the order, at what age is child support automatically terminated as a matter of Tribal law? Qualify, if necessary.	
Central Council Tlingit and Haida Indian Tribes of Alaska	18.
Cherokee Nation of Oklahoma	No response available.
Chickasaw Nation	Eighteen and a person under the age of twenty (20) not graduated from high school shall be considered a minor child provided the child is regularly attending public or private school.
Chippewa Cree Tribe	No response available.
Coeur D'Alene	No response available.
Comanche Nation of Oklahoma	No response available.
Confederated Tribes of the Umatilla Indian Reservation	No response available.
Forest County Polawatomi Community	No response available.
Kaw Nation	No response available.
Keweenaw Bay Indian Community	KWIC Tribal Codes Chapter 7,4 §7,401(1): Age of emancipation shall mean for the purposes of this Chapter, a person who has reached the age of eighteen (18) years of age; or a person who had reached the age of nineteen (19) years and six (6) months of age if enrolled and attending high school full time even if with residing with the custodial party; and who had not become emancipated by order of the court.
Kickapoo Tribe of Kansas	18 years-Court order to terminate is also required
Klamath	Pursuant to Klamath Tribal Code Title 4 chapter 29.53(e) A child support order automatically terminates when a child reaches eighteen years of age.
Lac du Flambeau Band of Lake Superior Chippewa Indians	No response available.
Lummi Nation	No response available.
Menominee Indian	Age 18 unless the child is a student in which case support would continue to age 19.
Mescalero Apache	No response available.
Modoc Tribe of Oklahoma	See D1.
Muscogee (Creek) Nation	No response available.
Navajo Nation	N/A
Nez Perce	No response available.
Nooksack Indian	No response available.
Northern Arapaho	No response available.
Oneida Tribe of Indians of Wisconsin	No response available.

To query other profile sections and questions:

1. Click **Profile Query** at the top of this window. (The Profile Query window reopens with the defaults restored.)

3.8 Exiting the Tribal Profile Window

Exit the profile in one of several ways:

- By returning to the IRG Tribal Public Map Page. (Click **Return to Map.**)
- By opening the Location Codes and Addresses window. (Click **Location Codes / Addresses.**)
- By logging off to return to the IRG Home Page. (Click **Logoff.**)

Note: When ending the IRG session, always click **Logoff**. Otherwise, users remain logged in to the system, even if the browser is closed.

4. LOCATION CODES AND ADDRESSES

This section describes how to locate state and tribal location codes and addresses. It also describes how to locate those for central and regional OCSE, as well as international countries with which the U.S. has reciprocal agreements for the exchange of child support case information.

4.1 Accessing Location Codes and Addresses

The Location Codes and Addresses window can be opened from two different locations:

- From the IRG Public Map Page (Figure 1-2):
 1. Click **Location Codes/Addresses** on the right side of the page.
 2. Click a state. (The Location Codes and Addresses window, Figure 4-1, opens with the state selected as the default.)
- From the State Profile window task bar (Figure 2-1):
 1. Click **Location Codes/Addresses**. (The Location Codes and Addresses window, Figure 4-1, opens. The state originally selected for viewing the State Profile is selected by default.)

Note: Users can return to the IRG Public Map page from links within the Location Codes and Addresses section.

4.2 The Location Codes and Addresses Window

The Location Codes and Addresses window, shown in Figure 4-1, is the starting point for initiating searches for all types of addresses. Options for accessing location codes and addresses are available from any address window by using the navigation panel on the left of the window. The navigation panel is consistent on all address windows.

Figure 4-1: The Location Codes and Addresses Window

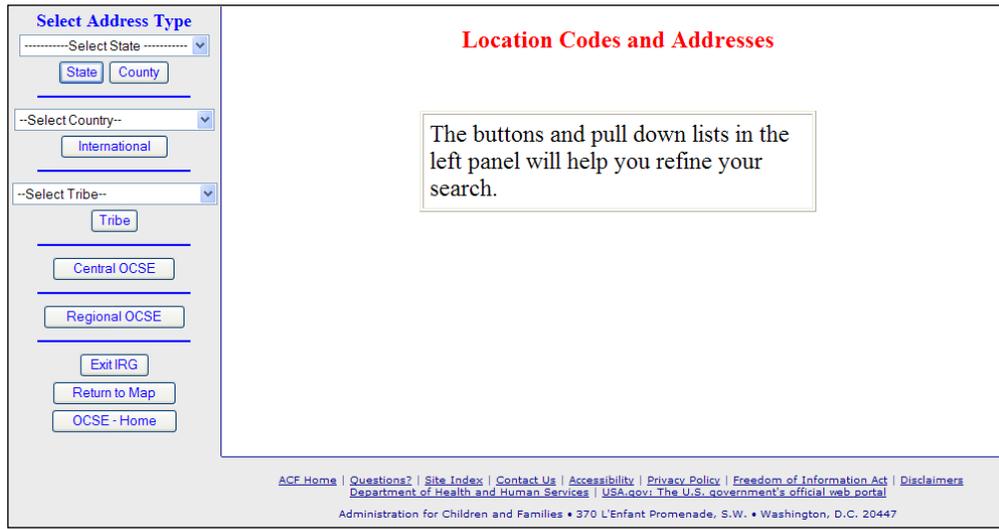


Chart 4-1 describes the features of this window.

CHART 4-1: LOCATION CODES AND ADDRESSES WINDOW DESCRIPTION	
Element	Description
–Select State–	Allows the selection of a state in order to view that state’s address information. If a state was selected on the map, its name appears in the list box.
State	Opens the Select State Addresses window to search for state addresses.
County	Note: Only addresses for South Carolina’s collection agency address type are available by county for public viewing. Collection agencies for all other states are found under the state address type “State Disbursement Unit (SDU).”
–Select Country–	Allows users to select a country to search for an international address.
International	Opens the View International Address Data window or the Select Country Province Address window (for countries, like Canada, that have provinces), to view international addresses.
–Select Tribe–	Allows users to select a tribe to search for a tribal address.
Tribe	Opens the Select Tribal Addresses window to search for tribal addresses.
Central OCSE	Opens the Select Central OCSE Addresses window to search for an OCSE central office address.
Regional OCSE	Opens the Select Regional OCSE Addresses window to search for an OCSE regional office address.

CHART 4-1: LOCATION CODES AND ADDRESSES WINDOW DESCRIPTION	
Element	Description
Exit IRG	Closes the Location Codes and Addresses window and returns to the OCSE Home Page.
Return to Map	Returns to the IRG Public Map Page.
OCSE - Home	Returns to the OCSE Home Page.

4.3 Searching for Location Codes and Addresses

This section describes how to locate state and tribal location codes and addresses, as well as those for central and regional OCSE and international countries.

To search for an address type (state, county, international, tribe, central OCSE or regional OCSE), click the desired address type on the left side of the Location Codes and Addresses window (Figure 4-1).

4.3.1 THE SELECT STATE ADDRESSES WINDOW

Note: [Opening and closing brackets] surrounding text signify changed material.

After clicking **State** in the Location Codes and Addresses window, the Select State Addresses window opens (Figure 4-2). By default, the public can only view addresses associated with the following state address types:

- Automated Interstate Case Status Request
- Automated Interstate Payment Request
- Central Registry
- Employer Assistance Contact
- State Disbursement Unit
- State IV-D Director
- State Parent Locator Service
- [Domestic Violence Contact]

Figure 4-2: The Select State Addresses Window

Chart 4-2 describes the features of this window.

CHART 4-2: SELECT STATE ADDRESSES WINDOW DESCRIPTION	
Element	Description
–Select State Address–	Opens a list of address types for selection.
Address Type Search	Initiates a search for the address type selected and opens the View State Address Data window when the address is located.
Select Contact Name	Opens a list of contacts for selection.
Name Search	Initiates a search for the contact selected and opens the View State Address Data window when the contact is located.

To search by address type:

1. Select an address type from the –Select State Address– list.
2. Click **Address Type Search**. (The View State Address Data window, Figure 4-3, opens.)

To search by contact name:

1. Select a contact name from the Select Contact Name list.
2. Click **Name Search**. (The View State Address Data window, Figure 4-3, opens.)

Note: Some states may choose not to display contact names. If this is the case, the list reads: “No Names Available.”

4.3.2 THE VIEW STATE ADDRESS DATA WINDOW

Address data is returned in the View State Address Data window, shown in Figure 4-3.

Figure 4-3: The View State Address Data Window

Chart 4-3 describes the features of this window.

CHART 4-3: VIEW STATE ADDRESS DATA WINDOW DESCRIPTION	
Element	Description
Address Type	Displays the type of address selected.
Location Code – State	Displays the Location Code and state that was selected.
Contact Information	Displays contact information provided by the state.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to close the IRG Comments window.
Modified	Displays the date information was added or last edited.
Certified	Displays the date that the address was last certified as current.

4.3.3 THE SELECT COUNTRY PROVINCE ADDRESSES WINDOW

Addresses of international countries that have reciprocal agreements with the U.S. to exchange child support information are maintained by the OCSE administrator. Countries appearing on the Select Country list are those for which address information can be confirmed.

Select a country and click **International** from the Location Codes and Addresses window.

Note: If the country has provinces, such as Canada, the Select Country Province Addresses window opens.

Figure 4-4: The Select Country Province Addresses Window

Chart 4-4 describes the features of this window.

CHART 4-4: SELECT COUNTRY PROVINCE ADDRESSES WINDOW DESCRIPTION	
Element	Description
--Select Country Province Address--	Opens a list of provinces for selection.
Search	Initiates a search for the province selected and opens the View International Address Data window when the province is located.

To search for international province address data:

1. Select a province from the --Select Country Province Address-- list.
2. Click **Search**. (The View International Address Data window opens.)

4.3.4 THE VIEW INTERNATIONAL ADDRESS DATA WINDOW

If the country selected in the –Select Country– list does not have provinces, the View International Address Data window (Figure 4-5) opens after users click **International**.

Figure 4-5: The View International Address Data Window

Chart 4-5 describes the features of this window.

CHART 4-5: VIEW INTERNATIONAL ADDRESS DATA WINDOW DESCRIPTION	
Element	Description
Location Code – Country	Displays the country location code and name and/or the province location code and name. If the country has no provinces, “000-No Province” is displayed.
Contact Information	Displays contact information provided by the OCSE administrator.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to close the IRG Comments window.
Modified	Displays the date information was added or last edited.
Certified	Displays the date that the address was last certified as current.

4.3.5 THE SELECT TRIBAL ADDRESSES WINDOW

A tribal address can be searched for by either address type, contact or region name. To view tribal addresses, select a tribe from the –Select Tribe– list in the Location Codes and Addresses window. Then click **Tribe** to open the Select Tribal Addresses window, shown in Figure 4-6.

Figure 4-6: The Select Tribal Addresses Window

Chart 4-6 describes the features of this window.

CHART 4-6: SELECT TRIBAL ADDRESSES WINDOW DESCRIPTION	
Element	Description
–Select Tribe Address–	Opens a list of address types for selection. To locate all addresses for a tribe, do not make a selection from the –Select Tribe Address- list.
Address Type Search	Initiates a search for the tribal address type selected and opens the View Tribal Address Data window when the address is located.
Select Contact Name	Opens a list of contacts for selection.
Name Search	Initiates a search for the contact selected and opens the View Tribal Address Data window when the contact is located.
Select Region Name	Opens a list of regions for selection.
Region Search	Initiates a search for the region selected and opens the View Tribal Address Data window when the address is located.

To search by address type:

1. Select an address type from the –Select Tribe Address– list.
3. Click **Address Type Search**. (The View Tribal Address Data window opens.)

To search by contact name:

1. Select a contact name from the –Select Contact Name– list.
4. Click **Name Search**. (The View Tribal Address Data window opens.)

To search by region name:

1. Select a region name from the –Select Region Name– list.
5. Click **Region Search**. (The View Tribal Address Data window opens.)

Note: Some tribes may choose not to display contact names. If this is the case, the list reads: “No Names Available.”

4.3.6 THE VIEW TRIBAL ADDRESS DATA WINDOW

Address data is returned in the View Tribal Address Data window, shown in Figure 4-7.

Figure 4-7: The View Tribal Address Data Window

The screenshot displays the 'View Tribal Address Data' window. On the left is a sidebar titled 'Select Address Type' with dropdown menus for 'State', 'Country', and 'Tribe'. The 'Tribe' dropdown is set to '018-Penobscot Nation'. Below these are buttons for 'Central OCSE', 'Regional OCSE', 'Ext IRG', 'Return to Map', and 'OCSE - Home'. The main area shows the following details:

- Address Type: Tribal Office 1
- BIA Code - Tribe: 018 - Penobscot Nation
- Region: I-Boston
- First Name: Sonya
- Last Name: La Coute
- Dept: Penobscot Nation CSE
- Title: IV-D Program Director
- Address: Penobscot Nation Title IV-D Program
- 12 Wabonaig Way
- City: Old Town State Province: ME
- Zip: 04468
- Phone: 207 817 7328 x [] Fax: 207 827 9129
- Email: slacoute@penobscotnation.org
- Comments: []
- Modified: 12/03/09 Certified: 11/02/10

At the bottom, there is a footer with navigation links: ACE Home | Questions? | Site Index | Contact Us | Accessibility | Privacy Policy | Freedom of Information Act | Department of Health and Human Services | USA.gov, The U.S. government's official web portal | Disclaimer | Administration for Children and Families • 370 L'Enfant Promenade, S.W. • Washington, D.C. 20447

Chart 4-7 describes the features of this window.

CHART 4-7: VIEW TRIBAL ADDRESS DATA WINDOW DESCRIPTION	
Element	Description
Address Type	Displays the selected tribal address type.
BIA Code – Tribe	Displays the BIA code and tribe name.
Contact Information	Displays contact information provided by the tribal administrator.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to close the IRG Comments window.
Modified	Displays the date information was added or last edited.
Certified	Displays the date that the address was last certified as current.

4.3.7 THE SELECT CENTRAL OCSE ADDRESSES WINDOW

After clicking **Central OCSE** from the Location Codes and Addresses window, the Select Central OCSE Addresses window opens (Figure 4-8).

Figure 4-8: The Select Central OCSE Addresses Window

The screenshot shows a web application window titled "Select Central OCSE Addresses". On the left side, there is a sidebar with the heading "Select Address Type". Below this heading are several dropdown menus and buttons: "Select State" (with "State" and "County" buttons), "Select Country" (with an "International" button), and "Select Tribe" (with a "Tribe" button). Below these are three buttons: "Central OCSE", "Regional OCSE", and "Exit IRG". At the bottom of the sidebar are "Return to Map" and "OCSE - Home" buttons. The main content area of the window features a dropdown menu labeled "--Select Central OCSE Address--" and a "Search" button. At the bottom of the window, there is a footer with the following text: "ACF Home | Questions? | Site Index | Contact Us | Accessibility | Privacy Policy | Freedom of Information Act | Disclaimers | Department of Health and Human Services | USA.gov: The U.S. government's official web portal | Administration for Children and Families • 370 L'Enfant Promenade, S.W. • Washington, D.C. 20447".

Chart 4-8 describes features of this window.

CHART 4-8: SELECT CENTRAL OCSE ADDRESSES WINDOW DESCRIPTION	
Element	Description
-Select Central OCSE Address-	Opens a list of central OCSE address types for selection.
Search	Initiates a search for the central OCSE address selected and opens the View Central Address Data window when the address is located.

To search for central OCSE address data:

1. Select a central OCSE address type from the -Select Central OCSE Address- list.
2. Click **Search**. (The View Central Address Data window opens.)

4.3.8 THE VIEW CENTRAL ADDRESS DATA WINDOW

Address data is returned in the View Central Address Data window, shown in Figure 4-9.

Figure 4-9: The View Central Address Data Window

Chart 4-9 describes features of this window.

CHART 4-9: VIEW CENTRAL ADDRESS DATA WINDOW DESCRIPTION	
Element	Description
Address Type	Displays the type of address selected.
Contact Information	Displays contact information that has been provided by OCSE.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to close the IRG Comments window.

CHART 4-9: VIEW CENTRAL ADDRESS DATA WINDOW DESCRIPTION	
Element	Description
Modified	Displays the date information was added or last edited.
Certified	Displays the date that the address was last certified as current.

4.3.9 THE SELECT REGIONAL OCSE ADDRESSES WINDOW

After clicking **Regional OCSE** from the Location Codes and Addresses window, the Select Regional OCSE Address window opens (Figure 4-10).

Figure 4-10: The Select Regional OCSE Addresses Window

Chart 4-10 describes features of this window.

CHART 4-10: SELECT REGIONAL OCSE ADDRESSES WINDOW DESCRIPTION	
Element	Description
--Select Regional OCSE Address--	Opens a list of OCSE regions for selection.
Search	Initiates a search for the region selected and opens the View Regional Address Data window when the address is located.

To search for a regional OCSE address:

1. Select a region from the –Select Regional OCSE Address– list.
2. Click **Search**. (The View Regional Address Data window opens.)

4.3.10 THE VIEW REGIONAL ADDRESS DATA WINDOW

Address data is returned in the View Regional Address Data window, shown in Figure 4-11.

Figure 4-11: The View Regional Address Data Window

Chart 4-11 describes the features of this window.

CHART 4-11: VIEW REGIONAL ADDRESS DATA WINDOW DESCRIPTION	
Element	Description
Address Type	Displays the region number and region headquarters location.
Contact Information	Displays contact information that has been provided by the region administrator.
Comments	Displays comments. If the comment is longer than the Comments box, click More... to view the entire comment. Click Cancel to close the IRG Comments window.
Modified	Displays the date information was added or last edited.
Certified	Displays the date that the address was last certified as current.

4.3.11 EXITING ADDRESS WINDOWS

Exit the address window in one of three ways:

- By clicking **Exit IRG**. This returns the user to the OCSE Home Page
- By returning to the IRG Public Map Page to choose another state. (Click **Return to Map**.)
- By opening the OCSE Home Page window. (Click **OCSE–Home**.)

5. SUMMARY OF CHANGES TO THE IRG PUBLIC USER GUIDE

Chart 5-1 lists the changes to this document. Within the document [opening and closing brackets] surrounding text signify changed material.

CHART 5-1: SUMMARY OF CHANGES	
Location	Change
Chart 1-3 IRG Public Map Page Link Descriptions	<ul style="list-style-type: none">• IRG Library description (added)
Section 4.3.1: The Select State Addresses Window	<ul style="list-style-type: none">• Domestic Violence Contact (added as a viewable address type)