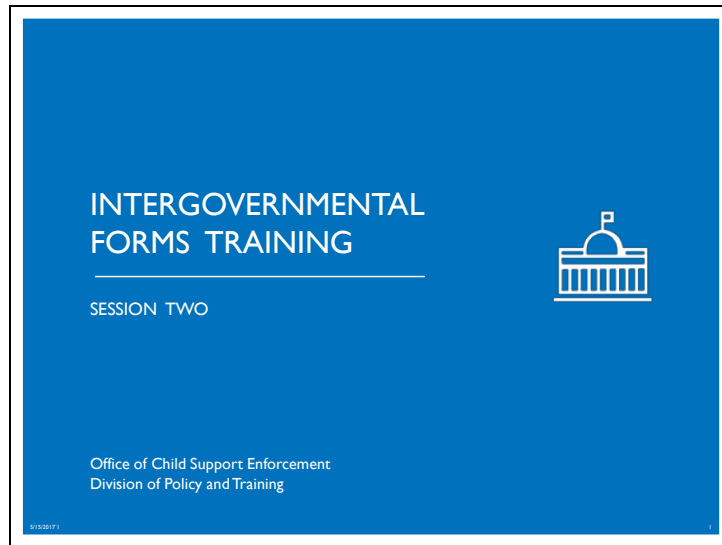



Slide 1



Notes:

Welcome to the Intergovernmental Forms Training.

AGENDA FOR THE FOUR-PART INTERGOVERNMENTAL TRAINING COURSE



- Session 1:
 - Objective
 - Background
 - General Changes
 - Child Support Agency Confidential Information Form
 - Personal Information Form For UIFSA § 311
 - Transmittal #1
 - Transmittal #1 Acknowledgment
- Session 2:
 - **Transmittal #2**
 - **Transmittal #3**
 - **Letter of Transmittal Requesting Registration**
 - **Uniform Support Petition**

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Notes:

The Intergovernmental forms training consists of four, 90 minute training sessions.

Session 1 covers:

- The objective of the training course;
- Background;
- The general changes that were made across forms; and
- The first four individual forms:
 - Child Support Agency Confidential Information Form,
 - Personal Information Form for UIFSA § 311,
 - Transmittal #1 – Initial Request, and
 - Transmittal #1 – Initial Request Acknowledgment; and
- Implementation Timeframes.

UIFSA stands for the Uniform Interstate Family Support Act.


Session 2 covers the following forms:

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

Slide 3

AGENDA (CONT'D)

- Session 3:
 - General Testimony
 - Request for Change of Support Payment Location Pursuant to UIFSA § 319
- Session 4:
 - Declaration in Support of Establishing Parentage
 - Notice of Determination of Controlling Order
 - Child Support Locate Request
- Implementation Timeframes
- Wrap-up



5/15/2017

Notes:

Session 3 covers two additional forms:

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

Finally, Session 4 addresses the rest of the forms:

- Declaration in Support of Establishing Parentage;
- Notice of Determination of Controlling Order; and
- Child Support Locate Request.

The training will also discuss Implementation Timeframes and training wrap-up.

Slide 4



Notes:

Let's get started!

Slide 5

TRANSMITTAL #2 – SLIDE 1

CHILD SUPPORT ENFORCEMENT TRANSMITTAL #2 – SUBSEQUENT ACTIONS

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

Child Support Agency Confidential Information Form Attached

Petitioner: Legal Name (first, middle, last, suffix) _____

Respondent: Legal Name (first, middle, last, suffix) _____

Tribal Affiliation (if applicable) _____

To: (Agency Name and Address) _____

From: (Agency Name and Address) _____

IV-D Cases: TANF IV-E Foster Care Medicaid Only Former Assistance Never Assistance

Responding Locator Code _____ **State** _____

Responding IV-D Case Identifier: _____

Responding Tribunal Number: _____

Initiating Locator Code _____ **State** _____

Initiating IV-D Case Identifier: _____

Initiating Tribunal Number: _____

Payment Locator Code _____ **State** _____

File Stamp _____

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

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Notes:

The Transmittal #2 provides a standard format for a IV-D child support agency to request or provide additional information or services after an intergovernmental IV-D case has been opened. The form is intended for use only between IV-D agencies and may be used by either the initiating or responding IV-D agency.

As we discussed in Session One, this form contains the header consistent across all the forms. Let's review just a few of the details.

There is a checkbox on the top of the Transmittal #2 to indicate if the Child Support Agency Confidential Information Form is attached. The Child Support Agency Confidential Information Form is not a required document with the Transmittal #2. However, you may need to include it, especially if you do not have the other state's IV-D case identifier.

Use the Note section to alert the other state if there is a Nondisclosure Finding or Affidavit attached, if the Transmittal #2 form was sent through EDE, or if the request or information was sent through CSENet.

Do not use a Transmittal #2 to make initial case referrals. As we discussed in the Session One training, a Transmittal #1 is the form to use for initial case referrals.

TRANSMITTAL #2 – SLIDE 2

Section I. Case Processing Actions: (provide additional information in section III or as an attachment as appropriate.)

Providing:

1. <input type="checkbox"/> Status update	8. <input type="checkbox"/> Arrears balance and/or accrued interest (affidavit of arrears)
2. <input type="checkbox"/> Notice of hearing	9. <input type="checkbox"/> Notice of health care coverage change (see section III or attachment)
3. <input type="checkbox"/> Notice of case forwarding	10. <input type="checkbox"/> Notice of case receiving tax refund offset from federal collection and enforcement program
4. <input type="checkbox"/> Document filed	11. <input type="checkbox"/> Nondisclosure finding/affidavit
5. <input type="checkbox"/> Order issued	12. <input type="checkbox"/> Other
6. <input type="checkbox"/> Arrears calculation (month by month)	
7. <input type="checkbox"/> Payment history (provide details under section III)	

Requesting:

13. <input type="checkbox"/> Status update
14. <input type="checkbox"/> Arrears balance and/or accrued interest (affidavit of arrears)
15. <input type="checkbox"/> Payment history
16. <input type="checkbox"/> Arrears calculation (month by month)
17. <input type="checkbox"/> Administrative review for contested debt certification in the federal collection and enforcement program
18. <input type="checkbox"/> Other (list and describe in section III)

Please return the requested information.

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Notes:

Section I Case Processing Actions has changed extensively. We have distinguished between information that is being **provided**, and actions or information being **requested**. Depending on the situation, the initiating and responding states might be providing or requesting information.

Multiple boxes can be checked, as appropriate. Details are provided in Section III or as an attachment – whichever is appropriate.

If you are sending information to the other state’s child support agency, such as a status update or an arrears calculation, indicate what you are sending using one of the 12 checkboxes in the “Providing” section, highlighted on the top of this slide. Many of the options are similar to the old version of the form, such as the “Status update” and “Notice of hearing.” We have expanded the arrears checkboxes from the “Notice of Arrearage Reconciliation/Determination of Sum-Certain” that was on the old form to now indicate whether the jurisdiction is providing a month-by-month “Arrears calculation” under item 6, a “Payment history” under item 7, or an “Arrears balance and/or accrued interest” (also known as an affidavit of arrears) under item 8. This revision was because of the wide variance in states’ documents, especially payment records. Some state payment records have balances but others do not. Some include only payments received in that state while others include payments for which the obligor has been given credit, even though they were not processed through the State Disbursement Unit (SDU), such as direct payments to the obligee or intercepts received by another state.

We added item 9, “Notice of health care coverage change,” to ensure that the other state has the most up-to-date insurance information, such as the health care provider’s name and address.

There is also a new checkbox, item 10, to indicate that you are providing notice that the case has received an offset from the federal collection and enforcement program. This information is critical to ensure an

accurate payment record and balance. If checked, the initiating and responding agencies need to take the appropriate measures to safeguard the information. This information is most often sent via CSENet, which eliminates the need to log and track the information.

Check item 11 if you are providing a nondisclosure finding/affidavit that was not sent with the Transmittal #1.

As with most of the forms, there is an "Other" option, item 12, to allow space for additional information.

TRANSMITTAL #2 – SLIDE 3

Section I. Case Processing Actions: (Provide additional information in section III or as an attachment as appropriate.)

Providing:

1. <input type="checkbox"/> Status update	8. <input type="checkbox"/> Arrears balance and/or accrued interest (attach if of arrears)
2. <input type="checkbox"/> Notice of hearing	9. <input type="checkbox"/> Notice of health care coverage change (see section III or attachment)
3. <input type="checkbox"/> Notice of case forwarding	10. <input type="checkbox"/> Notice of case receiving tax refund offset from federal collection and enforcement program
4. <input type="checkbox"/> Document filed	
5. <input type="checkbox"/> Order issued	11. <input type="checkbox"/> Nondisclosure finding affidavit
6. <input type="checkbox"/> Arrears calculation (month by month)	12. <input type="checkbox"/> Other
7. <input type="checkbox"/> Payment history (provide details under section III)	

Requesting:

13. <input type="checkbox"/> Status update
14. <input type="checkbox"/> Arrears balance and/or accrued interest (attach if of arrears)
15. <input type="checkbox"/> Payment history
16. <input type="checkbox"/> Arrears calculation (month by month)
17. <input type="checkbox"/> Administrative review for contested debt certification in the federal collection and enforcement program
18. <input type="checkbox"/> Other (list and describe in section III)

Please return the requested information.

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Notes:

If you are requesting information from a child support agency, complete the “Requesting” portion of Transmittal #2. Under “Requesting” there are checkboxes in the highlighted section on the lower part of the slide. Again, many of these options will be familiar.

We added item 17, “Administrative review for contested debt certification in the federal collection and enforcement program.” When an obligor has contested debt certification and requests an administrative review in the order-issuing state, the submitting state that has an intergovernmental case with the order-issuing state should use this form to ask the order-issuing state to complete the administrative review and provide the arrears balance. Use Section III to explain.

For example, Kansas has initiated a case to Nebraska to enforce a Nebraska order. Kansas submits the case for federal IRS collection. The obligor does not agree with the balance but wants Nebraska to do the administrative review, since they have enforced the order since it was issued. Kansas would use a Transmittal #2 to request the administrative review by Nebraska.

As we saw on the previous slide, item 18 “Other” allows space for additional requested information.

There is also a new highlighted directive to “Please return the requested information” because commenters during the forms review process identified this as an issue.

TRANSMITTAL #2 – SLIDE 4

CHILD SUPPORT ENFORCEMENT TRANSMITTAL #2 – SUBSEQUENT ACTIONS, PAGE 2

Section II. Intergovernmental Closure Actions:

From Initiating Agency:

1. The initiating agency has closed its IV-D intergovernmental case because _____

_____ Proceed with closure of your responding IV-D intergovernmental case.

2. Close the responding agency's IV-D intergovernmental case and stop income withholding, if applicable. We are keeping our IV-D case open and your agency's intergovernmental services are no longer needed.

From Responding Agency:

3. The responding agency has closed its IV-D intergovernmental case at your request.

4. The responding agency intends to close its IV-D intergovernmental case on _____ (mm/dd/yyyy) because your agency failed to provide: _____

5. The responding agency has closed its IV-D intergovernmental case because your agency failed to respond to the 60-day notice dated _____ (mm/dd/yyyy).

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Notes:

Section II Intergovernmental Case Closure Actions is a new section that focuses on case closure information.

The first part is “From Initiating Agency.”

In item 1, the initiating agency may notify the responding agency that it has closed its IV-D case and the reason for doing so. The reason should be one of the case closure criteria noted in the Federal Case Closure Regulation under section 45 CFR 303.11(b). Upon receipt of such information, the responding agency must close its responding case.

In item 2, the initiating agency may request that the responding agency close its intergovernmental case and stop income withholding. This checkbox is applicable when the initiating agency intends to keep its IV-D case open, but no longer needs the services of the responding agency. For example, if the obligor has moved to a third state, the initiating agency may decide to open a case with that state. If there are further instructions, these would be provided in Section III.

The second part is “From Responding Agency.”

In item 3, the responding agency may notify the initiating agency that it has closed its intergovernmental case at the request of the initiating agency.

In item 4, the responding agency may notify the initiating agency that on the specified date the responding agency intends to close its case because, according to 45 CFR 303.11(b)(17), the initiating agency has failed to take an action necessary for the responding agency to provide services. According to the federal regulations, the responding agency must notify the initiating state 60 calendar days in

advance of its intent to close the case. Therefore, the date on this section of the form should be at least 60 days from the date you complete the Transmittal #2. Also in this section, identify the requested information or document(s) the initiating agency failed to provide.

In item 5, the responding agency may also use the form to notify the initiating agency that it has closed its intergovernmental case for failure of the initiating agency to timely respond.

Slide 9

The image shows a slide titled "TRANSMITTAL #2 – SLIDE 5" with a section header "Section III. Other Pertinent Information:". Below the header are five input fields: "Date", "Contact person (first, middle, last, suffix)", "Direct telephone number and extension", "Fax", and "E-mail". Each field has a horizontal line for text entry. In the bottom left corner of the slide, the number "5152017" is visible, and in the bottom right corner, there is a small number "1".

Notes:

Section III Other Pertinent Information was renamed from “Additional Information” to make this section consistent with the other forms. It provides space for the jurisdiction to provide additional information that may be useful. If the information relates to a previous section, identify the section number and item number. For example, list Section I item 2 and provide the date and time of the hearing.

The lower part of the form notes the date the form was completed. It also provides the specific contact person’s name, a direct telephone number (including extension if necessary), a fax number, and an email address. A “direct” telephone number (including extension if necessary) will expedite communication between jurisdictions. If a direct phone number is not available, then provide the best number.

Note that the Acknowledgment has been eliminated since the form is designed for use by both the initiating and responding IV-D agency.

Slide 10



Notes:

Let's move on to Transmittal #3!

TRANSMITTAL #3 – SLIDE 1

CHILD SUPPORT ENFORCEMENT TRANSMITTAL #3 – REQUEST FOR ASSISTANCE/DISCOVERY

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

Child Support Agency Confidential Information Form Attached

Petitioner: Legal Name (first, middle, last, suffix) _____ IV-D Case: TANF
 IV-E Foster Care
 Medicaid Only
 Former Assistance
 Never Assistance

Tribal Affiliation (if applicable) _____

Respondent: Legal Name (first, middle, last, suffix) _____

Tribal Affiliation (if applicable) _____

To: (Agency Name and Address) _____ Assisting Locator Code: _____ State _____
 Assisting Case Identifier: _____
 Assisting Tribunal Number: _____

From: (Agency Name and Address) _____ Requesting Locator Code: _____ State _____
 Requesting IV-D Case Identifier: _____
 Requesting Tribunal Number: _____

NOTE:
 Non-disclosure Finding Affidavit attached
 This form sent through EDE
 This request or information sent through CSENet

File Stamp _____

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Notes:

This form provides a standard format for a IV-D child support agency to request another jurisdiction to provide limited assistance. The form is intended for use when a jurisdiction is working its case locally (e.g., by long-arm jurisdiction) and does not want the other jurisdiction to open a IV-D case. Sections 316 and 318 of UIFSA contain specific provisions that allow a tribunal to receive evidence from another state and to obtain discovery through a tribunal of another state.

The changes to the Transmittal #3 more clearly reflect that the form is designed for limited services when there is no request for the assisting jurisdiction to open an intergovernmental IV-D case. Federal regulations under 45 CFR 303.7(a)(8) require all IV-D agencies to cooperate with the listed requests for limited services from another state agency. Requests for other limited services may be honored at state option.

The header record was changed to be consistent across all the intergovernmental forms, as we have discussed. Again, the form has only the parties' names. You may need to include the Child Support Confidential Information Form for the assisting agency to identify the parties correctly.

Note that the revised form uses “requesting agency” and “assisting agency,” rather than “initiating agency” and “responding agency,” to highlight that this form is requesting limited assistance, and not services in an intergovernmental case, sometimes referred to as a two-state case.

TRANSMITTAL #3 – SLIDE 2

Dependent Child(ren) Information:
Legal name(s) (first, middle, last, suffix): _____

Section I. Action:
The requesting agency asks for the following required limited service(s):

1. Copy of:
 - Support order(s)
 - Must be certified
 - Payment record(s)
2. Assistance with service of process
3. Assistance with genetic testing
4. Assistance with teleconference for hearing or deposition
5. Assistance with administrative review
6. Assistance with discovery
7. Assistance with AEI

The requesting agency asks for the following limited service(s), which may be provided at state option:

8. Assistance with a lien
9. Financial data/proof of respondent's income
10. Other: _____

The requesting agency asks for the following payment processing action:

11. Forward payments received by your agency's SDU to the requesting agency's SDU for disbursement.

Send payments to: (SDU Name and Address): _____

Payment Locator Code: _____ State _____

Response needed by _____ (Date)

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Notes:

The first area on this slide provides the names of the child(ren) for whom support is owed or being sought.

Section I Action is separated into three categories. The first section covers the limited services the assisting jurisdiction is required to provide upon request. The second section is used to request two optional limited services, which the assisting jurisdiction may provide, but is not required to. The last section is for the requesting agency to request payment forwarding to its state's SDU.

Let's take a look at specific service requests, beginning with the mandatory limited services.

Items 1 through 4 are self-explanatory and familiar.

Item 5 "Assistance with administrative review" is new. Use this checkbox when a state needs assistance from the order-issuing state with an administrative review, but there is no intergovernmental case with the order-issuing state.

Item 6 "Assistance with discovery" is new language to more expansively address discovery. On the old forms, this was "obtain answers to interrogatories."

Item 7 "Assistance with AEI" is a new checkbox. This was added because federal law and regulations require states to assist one another with high-volume automated administrative enforcement in interstate cases (AEI). OCSE Action Transmittal (AT)-08-06 defines AEI as "Upon request of another State to find and seize assets owned by delinquent obligors, the use of automated data processing to match with financial institution databases and other entities where assets may be found, as used in

intrastate cases, and the seizure of such assets by the State, through levy or other appropriate processes.”

Items 8 through 10 are for optional limited services: assisting with a lien, requesting financial data or proof of the respondent’s income, or other requests.

Item 11 is used to request payment forwarding from the assisting agency’s SDU to the requesting agency’s SDU for disbursement. Such a request may be appropriate when the payments are going to the assisting agency’s SDU and the custodial parent applies for services with the requesting agency. In the space marked “Send payments to:” list the name and address (street, PO Box, city, state, and zip code) of the requesting agency’s SDU. In the appropriate spaces, enter the locator code and state where payments should be sent.

A payment forwarding request on a Transmittal #3 is not a request for the assisting agency to open an intergovernmental case. It is simply a request for the assisting agency to forward payments to the requesting agency’s SDU. This option was added when the forms were under review at OMB as several comments were received requesting a payment forwarding action.

The date when the requested information is needed has been moved from the form’s header to the end of Section I and titled “Response needed by.” This will be particularly important if information is needed for something time sensitive, such as a tribunal hearing.

Two checkboxes were removed from the old version of the form. The first was “Obtain party signature on attached form.” We heard from states that this was rarely needed and could be included under “Other.” The second was “File a Notice of Determination of Controlling Order with an order-issuing tribunal,” which is now included in the revised Notice of Determination of Controlling Order form. A determination of a controlling order is rarely necessary because it only occurs if there are still two orders with current support due.

Slide 13

TRANSMITTAL #3 – SLIDE 3

CHILD SUPPORT ENFORCEMENT TRANSMITTAL #3 – REQUEST FOR ASSISTANCE/DISCOVERY, PAGE 2

Section II. Other Pertinent Information:

Please Return the Acknowledgment

Section III. Contact Information:

Date _____ Requesting contact person (first, middle, last, suffix) _____ Direct telephone number and extension _____

Fax: () _____ E-mail: _____

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Notes:

Sections II and III did not change much.

In Section II, the title was changed from “Additional Information” to “Other Pertinent Information.” The checkbox “Verified Address of Employer” was removed. The checkbox for “Nondisclosure Finding Attached” was moved to the form heading and renamed “Nondisclosure Finding/Affidavit attached.”

In Section III, the signature changed from “Initiating Contact Person (first, middle, last)” to “Requesting contact person (first, middle, last, suffix)” for clarity. Again, a “direct” telephone number (including extension if necessary) will expedite communication between jurisdictions. If a direct phone number is not available, then provide the best number.

Slide 14

TRANSMITTAL #3 – SLIDE 4

ACKNOWLEDGMENT: To be Completed by Assisting Agency and Returned to Requesting Agency

Request received and no additional information is necessary
 Additional information needed (See remarks.)
 Remarks/Response

Your request has been forwarded for action to:

Name of person (first, middle, last, suffix): _____
Agency name: _____
Address: _____
Locator code: _____
Direct telephone number and extension: _____
Fax: () _____ E-mail: _____

Date Person completing form (first, middle, last, suffix) Direct telephone number and extension

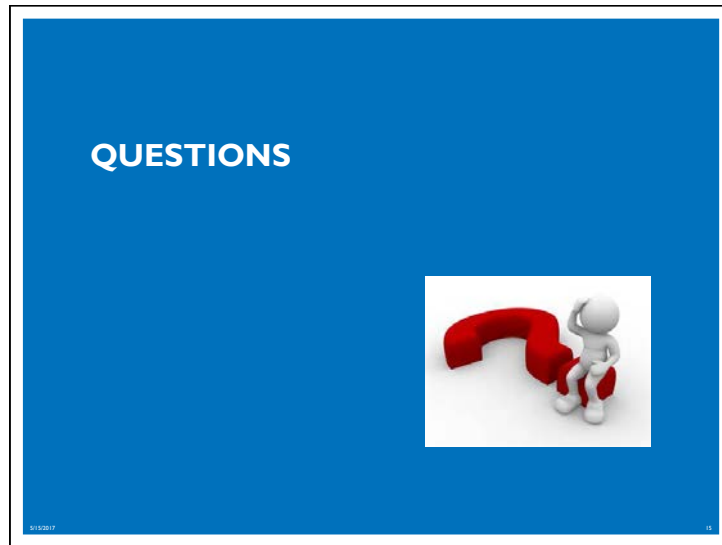
Fax: () _____ E-mail: _____

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Notes:

On the Transmittal #3 Acknowledgment there are no substantive changes.

Slide 15



Notes:

Let's continue with the Letter of Transmittal Requesting Registration.

LETTER OF TRANSMITTAL REQUESTING REGISTRATION – SLIDE 1

LETTER OF TRANSMITTAL REQUESTING REGISTRATION
THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE.

The information on this form may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding affidavit or other protective order.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

For IV-D cases, a Transmittal #1 and Child Support Agency Confidential Information Form must be attached.

Responding IV-D Case Identifier: _____ Initiating IV-D Case Identifier: _____
Responding Tribunal Number: _____ Initiating Tribunal Number: _____

NOTE:

Nondisclosure Finding Affidavit attached
 This form sent through EDE

Action: Register for Enforcement
 Register for Enforcement of Arrears Only
 Assigned Arrears
 Non-assigned Arrears
 Register for Modification
 Register for Modification and Enforcement

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Notes:

The Letter of Transmittal Requesting Registration is a required document used by an initiating jurisdiction to request that a responding jurisdiction register an existing order issued by a tribunal in another state for enforcement and/or modification in the responding jurisdiction. This form is used in IV-D, as well as non-IV-D, child support cases.

The Letter of Transmittal Requesting Registration replaces the old Registration Statement. UIFSA § 602(a)(1) requires a letter of transmittal when requesting registration and enforcement of an order issued in another state. UIFSA § 609 requires the same procedure when registering an order issued by another state for modification. The Letter of Transmittal Requesting Registration fulfills this requirement and provides the essential elements of the out-of-state order the petitioner seeks to register. The title was changed to clarify this and to match UIFSA.

The Action portion of the header adds a new checkbox to register the order to enforce arrears only, with sub-checkboxes to indicate whether the arrears are assigned or non-assigned or both. It also adds a new checkbox to register the order for both modification and enforcement.

As a best practice, a state should not ask for modification only if the obligor is in the state that is going to modify the order.

The rest of the header record was changed to be consistent across all the intergovernmental forms, as we have discussed.

This is the only form that still contains Personally Identifiable Information (or PII). OCSE retained the PII information so that it can be a standalone form, meeting the specific requirements of UIFSA § 602,

which details the procedure for registration. However, the form does ask the tribunal not to file the form in a public access file.

**LETTER OF TRANSMITTAL REQUESTING
REGISTRATION – SLIDE 2**

Section I. Case Summary: (background of the matter: court / administrative actions)

Date of support order: _____ State and county/tribe issuing order: _____ Tribunal number: _____

Current Obligation	Amount	Frequency (per)
Current child support	\$ _____	
Current medical support	\$ _____	
Current spousal support	\$ _____	
Other _____	\$ _____	

Type of Arrears	Amount
Total child support arrears	\$ _____
Total medical support arrears	\$ _____
Total spousal support arrears	\$ _____
Total interest	\$ _____
Other _____	\$ _____

Total amount of arrears: \$ _____ Period of computation: from _____ to _____

Assigned arrears only: \$ _____ (Attach documentation of TANF time periods.)

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Notes:

The Case Summary section provides information about the support order that is being transmitted for registration. The information includes:

- the date of the support order;
- the state and county or tribe issuing the order; and
- the tribunal number.

Under “Tribunal number,” you may enter the docket number, cause number, or any other appropriate reference number that the tribunal has assigned to the case.

There are new fields to identify the types of current obligation and arrears broken down into child support, medical support, and spousal support. Enter the dollar amount and frequency of all current obligations and all types of arrears, as appropriate. Notice that the form also includes a field for total interest.

Use the “Other” spaces to identify any additional types of support or arrears that are not listed. For example, under current obligations, “Other” may include separate obligations, such as child care costs.

At the bottom of this section there is space for the total amount of arrears and the period of computation. If enforcement of assigned arrears only is being requested, that amount is identified in the “Assigned Arrears Only” field. You will need to attach documentation of the TANF time periods. Arrears are distributed based on whether they are due to the family or a state.

**LETTER OF TRANSMITTAL REQUESTING
REGISTRATION – SLIDE 3**

Section II. Obligee Information: Parent Caretaker
Obligee's legal name (first, middle, last, suffix): _____
Obligee's address: _____
If caretaker, relationship to child(ren): _____ Has legal custody/guardianship of the child(ren)

Section III. Obligor Information:
Obligor's legal name (first, middle, last, suffix): _____
Obligor's address: _____
SSN: _____ Employer Name: _____
Employer address: _____

Section IV. Other Pertinent Information:
This order is registered in the following states: _____
Attach description and location of any property not exempt from execution.
Identify any source of income of the obligor in addition to employment: _____
Other: _____

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Notes:

Sections II and III have new titles, referring to Obligee and Obligor Information, instead of Mother and Father, to make the form gender neutral.

In Section II, there are new checkboxes to indicate whether the obligee is a parent or caretaker. If the obligee is a caretaker, there is space to indicate the person's relationship to the child(ren) and whether the caretaker has legal custody or guardianship of the child(ren).

Similar to the old forms, Section IV, Other Pertinent Information, includes space to indicate whether the order has been registered in any other state. As required by UIFSA, attach a description and location of any property not subject to execution. There is a new item to identify any source of income of the obligor in addition to employment. This and the "Other" field allow the initiating agency to add other information that may assist the responding jurisdiction in its effort to register or enforce the order.

The Nondisclosure checkbox was moved to the form's header section to be consistent with other forms.

**LETTER OF TRANSMITTAL REQUESTING
REGISTRATION – SLIDE 4**

Section V. Attachments: Required – Two copies, including one certified copy, of the order to be registered, including any modification of the order.
The following documents are also attached and part of this Letter of Transmittal Requesting Registration:

- Certified statement of arrears (N/D agency or other government entity record)
- Sworn statement of arrears (direct payments)
- Order determining arrears
- Description and location of any property not exempt from execution
- Other attachments: _____

NOTE: If requesting registration for modification, also attach a Uniform Support Petition, General Testimony, and a Personal Information Form for UIFSA §311.

Section VI. Declaration:
Under penalty of perjury, all information and facts stated in this Letter of Transmittal Requesting Registration are true to the best of my knowledge and belief.

_____ Date	_____ Name <input type="checkbox"/> Party seeking registration <input type="checkbox"/> N/D representative/attor	_____ Signature
_____ Date	_____ Printed name of petitioner's private attorney and attorney/bar number (if applicable)	_____ Signature of petitioner's private attorney

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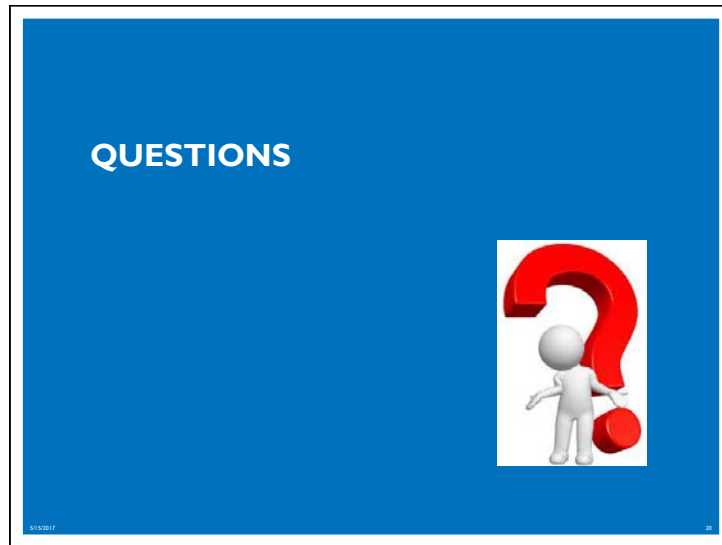
Notes:

Section V Attachments is new and identifies the types of attachments necessary to successfully register the support order.

Section VI Declaration has a new title, which reflects the fact that UIFSA 2008 no longer requires a verified petition or a notarized signature. UIFSA 2008 requires only that the petition be signed under penalty of perjury.

If the person requesting registration is represented by a private attorney, there is a line for the attorney's bar number and signature.

Slide 20



Notes:

One last form today: the Uniform Support Petition!

Slide 21

UNIFORM SUPPORT PETITION – SLIDE 1

UNIFORM SUPPORT PETITION

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

Personal Information Form for UIFSA § 311 must be attached

Petitioner: Legal Name (first, middle, last, suffix) _____

Obligor Obligor **IV-D Case:** TANF IV-E Foster Care

Tribal Affiliation (if applicable) _____ Medicaid Only Former Assistance Never Assistance

Respondent: Legal Name (first, middle, last, suffix) _____

Obligor Obligor **Non-IV-D Case:** _____

Responding IV-D Case Identifier: _____

Responding Tribunal Number: _____

Note:

Nondisclosure Finding/Affidavit attached **Initiating IV-D Case Identifier:** _____

This form sent through EDE **Initiating Tribunal Number:** _____

The respondent in this action and/or the respondent's property is subject to the jurisdiction of the responding tribunal.

The legal name(s) of the child(ren) (first, middle, last, suffix) involved in this action is (are) _____

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Notes:

The Uniform Support Petition is a legal pleading needed to initiate an action in the responding tribunal. The Personal Information Form for UIFSA § 311 must be attached, since this form will be filed with a tribunal.

The purposes of the form are to:

- assert that the tribunal has jurisdiction;
- show enough facts to notify the respondent of the claim being made; and
- provide the petitioner with a means to request specific action or relief.

Under UIFSA § 301, a petitioner or support enforcement agency may initiate a UIFSA action by filing a petition.

UIFSA § 311(b) requires that the petition specify the relief sought and “conform substantially with the requirements imposed by the forms mandated by federal law for use in cases filed by a support enforcement agency.”

Though the Uniform Support Petition remains a necessary form required to file a legal action in an intergovernmental case, the substance of the form is largely unchanged from the old form.

The petitioner is the person bringing the current action and the respondent is the other party. However, we recognize that the designation of petitioner or respondent is a state system or state pleading issue. OCSE added checkboxes to the header to identify the petitioner and respondent as the obligee (person to whom support is owed) or the obligor (person who owes, or is alleged to owe, support). Such clarification is needed because either may initiate a UIFSA petition.

The rest of the header was changed to be consistent across all the intergovernmental forms, as we have discussed.

Please note that the list of children involved in the petition now comes before Section I. Additional identifying information is provided in the Personal Information Form for UIFSA § 311.

UNIFORM SUPPORT PETITION – SLIDE 2

Section I. Action:
The petitioner in this action files this petition to request (check all that apply):

- Establishment of parentage
- Establishment of an order for:
 - Current child support, including medical support
 - Retroactive child support since _____ (date)
 - Medical support only
 - Spousal support (non-IV-D only)
 - Costs and fees
- Modification of a support order
- Other remedy sought: _____

Section II. Grounds Supporting the Remedy Sought in Section I:

- Parentage of the child(ren) named in this petition has not been established. (Attach a Declaration in Support of Establishing Parentage for each child.)
- The parents have a duty to support the child(ren) named in this petition. (If retroactive support is sought, check the applicable box below.)
 - Respondent has not provided support since _____ (date)
 - Petitioner has not provided support since _____ (date)
- It has been 3 years (or the time frame permitted by the laws of the responding jurisdiction) since the last review or modification.
- There has been a change in circumstances since the order was entered. (Explain) _____
- Additional grounds: _____

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Notes:

Section I Action lists the actions that the petitioner might request. Check as many as appropriate. Checkboxes include:

- Establishment of parentage – We revised the terminology to use “parentage,” which recognizes all families, rather than “paternity;”
- Establishment of an order – The form clarifies that establishment of an order for spousal support is not a IV-D function;
- Modification of a support order; and
- Other remedy sought.

“Determination of Controlling Order and Arrears Reconciliation” was removed because cases with multiple current support orders are extremely rare. However, the Petition might include a request to determine the validity of an order under the “Other remedy sought” item.

Section II Grounds Supporting the Remedy Sought in Section I is used to support the requested action. This section includes some changes.

To support a request for establishment of parentage, there is a new checkbox indicating that parentage for the named child(ren) has not been established. As always, a “Declaration in Support of Establishing Parentage” must be attached for each child.

Recognizing that the petitioner may be the obligee or obligor, this section has been revised to state that the “parents” owe a duty of support. If retroactive support is sought, check the appropriate box to indicate who has not supported the named child(ren) and when such support ceased.

There is a new checkbox that reflects the three-year federal timeframe requirement for review and adjustment. If the last review or modification was completed at least three years prior to the current request, no other grounds for a request for modification are required.

Of course, another basis for a request to modify is a change in circumstances since the order was entered or last reviewed for modification. Explain the change in the space provided.

There is also a new checkbox when the basis for the remedy sought is not listed on the form. Under “Additional grounds” the petitioner may add additional information.

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UNIFORM SUPPORT PETITION – SLIDE 3

Section III. Servicemembers Civil Relief Act:
As of the current date, (check one of the following.)
 The respondent is in military service.
 The respondent is not in military service.
 I am unable to determine whether the respondent is in military service.

The following facts support the statement regarding whether or not the respondent is in military service. (Be specific.)

Did you use the Servicemembers Civil Relief Act website to determine the respondent's military status? Yes No (if yes, attach the results.)

Section IV. Other Pertinent Information:
The following documents are attached to and incorporated in this Petition.
 Petitioner's General Testimony Declaration in Support of Establishing Parentage
 Acknowledgment of parentage Birth certificate/record of the child
 Documentation regarding military service
 Other: _____

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Notes:

Section III the Servicemembers Civil Relief Act (SCRA) is a new section and provides the information that 50 U.S.C. § 3931 requires a petitioner to file with the tribunal before the tribunal can enter a default judgment for the petitioner.

The petitioner should indicate whether the respondent is in military service. If the petitioner is unable to make that determination, check the last box. Also use this section to detail facts supporting the statement regarding military service. Be specific when listing the facts. Instructions to the form explain what is meant by “military service.”

If the Servicemembers Civil Relief Act website was used to determine the respondent’s military status, attach a copy of the results.

Section IV Other Pertinent Information was renamed from “Additional Supporting Information.” Check the appropriate boxes to indicate the documents being sent with the petition. The attached documents are incorporated into the Petition. If you are sending forms or other documents with the petition that are not specifically identified in this section, mark the “Other” box and list the additional forms or documents in the space provided.

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UNIFORM SUPPORT PETITION – SLIDE 4

Section V. Declaration:
Under penalty of perjury, all information and facts stated in this Uniform Support Petition are true to the best of my knowledge and belief.

Date _____ Printed name _____ Signature of petitioner
 Signature of IV-D representative/title

Date _____ Printed name of petitioner's private attorney and attorney's bar number (if applicable) _____ Signature of petitioner's private attorney

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Notes:

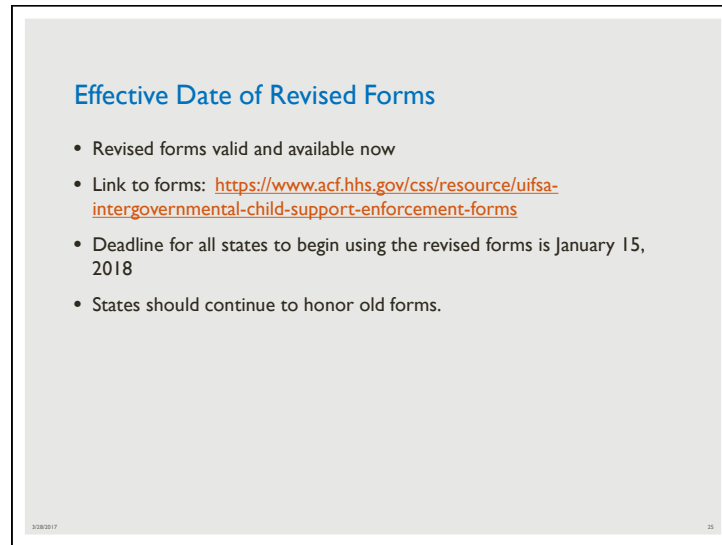
Section VI Declaration was renamed from “Verification.” The new title reflects that UIFSA 2008 no longer requires a verified petition.

UIFSA 2008 requires only that the petition be signed under penalty of perjury, so the form no longer references a Notary Public.

In a IV-D case, the Uniform Support Petition may be signed by the person seeking relief or the IV-D representative. The form provides a checkbox to indicate who signed the form.

There was a suggestion to change the signature field to “Petitioner/Respondent.” However, the workgroup decided not to make that change. The Uniform Support Petition will always be signed by the person seeking, or petitioning for, relief so reference to petitioner is appropriate.

If the petitioner is represented by a private attorney, there is a line for the attorney’s signature and entry of the attorney’s bar number.

A slide with a light gray background and a black border. The title "Effective Date of Revised Forms" is in blue. Below it is a bulleted list with four items. The second item is a URL. The date "January 15, 2018" is mentioned in the third item. There are small numbers "12/2017" and "25" in the bottom left and right corners respectively.

Effective Date of Revised Forms

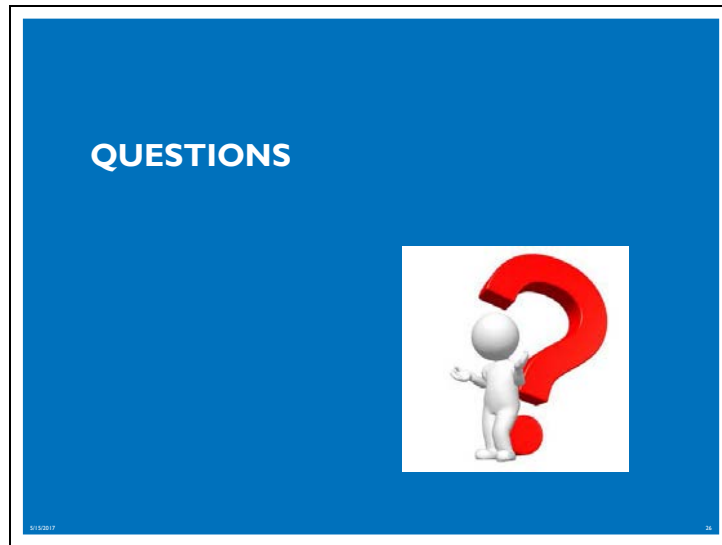
- Revised forms valid and available now
- Link to forms: <https://www.acf.hhs.gov/css/resource/uifsa-intergovernmental-child-support-enforcement-forms>
- Deadline for all states to begin using the revised forms is January 15, 2018
- States should continue to honor old forms.

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Notes:


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

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Notes:

Any final questions?



QUESTIONS FROM SESSION I

1. When do you use the Child Support Confidential Information Form and Personal Information Form for UIFSA § 311 forms?
2. How do you know if a state can use EDE? Will there be a list of states that receive CSENet or EDE?
3. On the Child Support Agency Confidential Information Form, what box(s) should be checked when it is unknown how parentage was established?
4. It was mentioned that this form can be used to document the determination of paternity/fatherhood. Does that mean that states are no longer required to attach additional documentation (for example, a birth certificate or paternity affidavit)?
5. Do the Child Support Confidential Information Form and Personal Information Form for UIFSA § 311 forms need to be attached when sending Transmittal #1 to a responding jurisdiction that uses tribunal enforcement?

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Notes:

Question 1: When do you use the Child Support Confidential Information Form and Personal Information Form for UIFSA § 311 forms?

Response: The Child Support Agency Confidential Information Form is required for the Transmittal #1, the Child Support Agency Request for a Change of Support Payment Location Pursuant to UIFSA § 319, and the Letter of Transmittal Requesting Registration (if it is a IV-D case). The form is optional for the Transmittal #2 and Transmittal #3.

The new Child Support Agency Confidential Information Form is intended to safeguard the privacy of individuals in a child support case by recording their PII on a separate document, therefore, eliminating most PII from other intergovernmental forms. This form is for Child Support (IV-D) Agency use only and is not to be filed with a tribunal or provided to the other party. It records information that the responding IV-D agency needs to provide services in an intergovernmental case but that may pose significant risk if disclosed inappropriately. Federal and state safeguarding and privacy requirements govern use and disclosure of the information.

In comparison, the new Personal Information Form for UIFSA § 311 is required for the Uniform Support Petition, Declaration in Support of Parentage, and General Testimony and may be used in both IV-D and non-IV-D child support cases. While some of the data on this form is the same as on the Confidential Information form, it is used for a different purpose.

The new Personal Information Form for UIFSA § 311 records the PII required by UIFSA § 311 in a separate document, in order to safeguard the privacy of individuals. UIFSA § 311 requires a petitioner in a UIFSA proceeding to establish a support order, determine parentage, or register and modify an order

to file a petition or similar pleading. This pleading must contain certain identifying information. Consolidating the required PII on one form eliminates repetition of this sensitive information. This form is filed with the responding tribunal and may be disclosed to the parties unless accompanied by a nondisclosure finding/affidavit. Because the form contains PII that may pose significant risk if disclosed inappropriately, the form should not be filed in a public access file.

Question 2: How do you know if a state can use EDE? Will there be a list of states that receive CSENet or EDE?

Response: State-specific CSENet information is available on the OCSE Website; under the Child Support Professionals heading, select Systems. Then select Federal Systems and Services. Under Child Support Enforcement Network, select the CSENet State Contacts and Exchange Program Information. https://www.acf.hhs.gov/sites/default/files/programs/css/csenet_state_contact_information.pdf Information about state use of EDE is on the OCSE Portal. There is a map of participating EDE states on the Portal welcome page under the Helpful Information box. The map also identifies the documents these states will send to other states. All states have access to the OCSE Portal and the welcome page.

Question 3: On the Child Support Agency Confidential Information Form, what box(s) should be checked when it is unknown how parentage was established?

Response: If the state does not know how parentage was established, check the “Other” box and write “Unknown” as an explanation.

Question 4: It was mentioned that this form can be used to document the determination of paternity/fatherhood. Does that mean states are no longer required to attach additional documentation (for example, a birth certificate or paternity affidavit)?


Response: A state may share paternity information on the Child Support Agency Confidential Information Form with other states for the purpose of data reporting. The properly completed form serves as legal documentation for OCSE audit purposes. If the information provided is inconsistent or contradictory, if the form is incomplete, or if the form is blank, OCSE auditors will request other types of supporting documentation in order to confirm that the paternity case was properly reported. Please contact OCSE if you have any question about reporting. However, some states and/or tribunals may require copies of birth certificates/records or paternity affidavits.

Question 5: Do the Child Support Agency Confidential Information Form and the Personal Information Form for UIFSA § 311 need to be attached when sending Transmittal #1 to a responding jurisdiction that uses tribunal enforcement?

Response: The Child Support Agency Confidential Information Form is required when sending a Transmittal #1. If you are sending a Declaration in Support of Establishing Parentage, the General Testimony, or the Uniform Support Petition with the Transmittal #1, then the Personal Information Form for UIFSA § 311 is also required. (See response 1 above for discussion of comparison and use of the two PII forms.)

QUESTIONS FROM SESSION I (CONT'D)

6. Which CSENet transaction should be sent with each action on the Transmittal #1?
7. On Section I of the Transmittal #1, it says, "Please return the acknowledgment form." Does that mean that the acknowledgment now has to be sent separately from the Transmittal #1?
8. Where will this webinar recording be available?



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Notes:

Question 6: Which CSENet transaction should be sent with each action on the Transmittal #1?

Response: Each state determines the use of CSENet transactions for the Transmittal #1 consistent with state programming for other CSENet transactions. Since CSENet decisions vary from state to state, consult your state for guidance.

Question 7: On Section I of the Transmittal #1, it says, "Please return the acknowledgment form." Does that mean that the acknowledgment now has to be sent separately from the Transmittal #1?

Response: As a result of the Intergovernmental Forms revision process, the Transmittal #1 Acknowledgment is now a separate form. The responding jurisdiction either generates this form to acknowledge receipt of the Transmittal #1 or sends a CSENet acknowledgment. This change allows the responding jurisdiction to generate the form from its system rather than handwrite a response.

Question 8: Where will this webinar recording be available?

Response: OCSE is planning to post the recorded training on the OCSE website in the coming months. The PowerPoint presentation with notes is available on the OCSE Website now.
<https://www.acf.hhs.gov/css/resource/ocse-intergovernmental-forms-training>

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Notes:

Please use the email address on this slide to submit any additional questions and remember that these slides and notes will be available soon on the OCSE website.

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