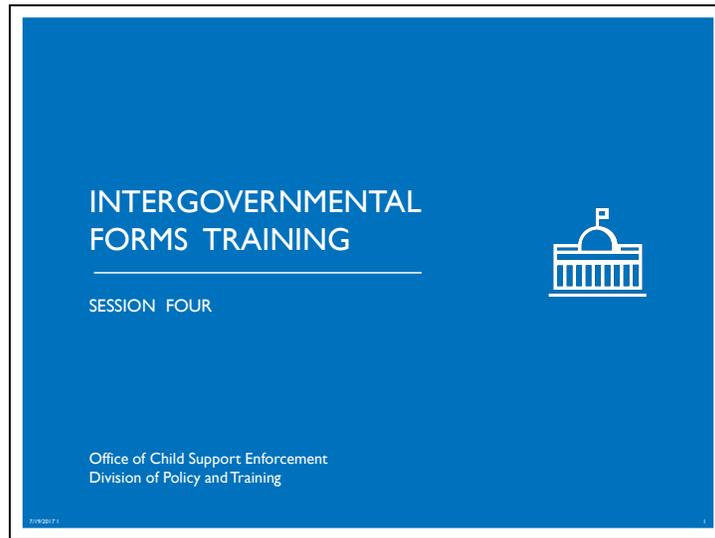


Slide 1



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:

This is the federal Office of Child Support Enforcement’s fourth and final training session on the new intergovernmental forms. Let’s review what we have covered so far:

In Session 1, we covered:

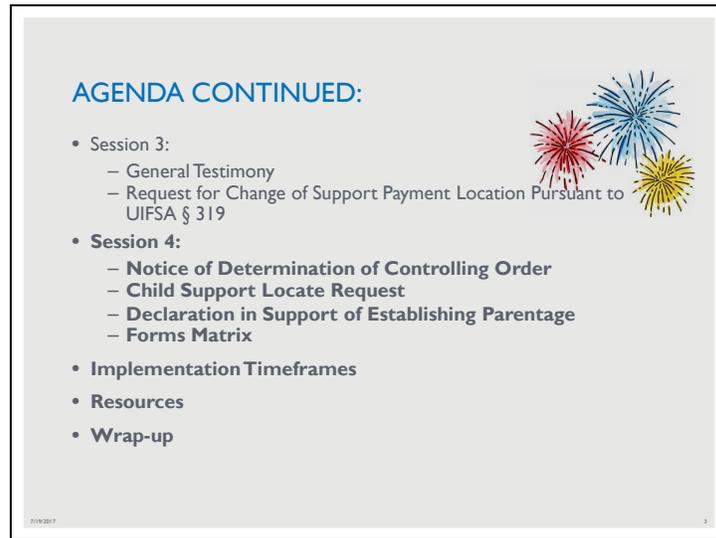
- The objective of the training course;
- Background;
- The general changes that were made across forms; and
- The first four individual forms:
 - Child Support Agency Confidential Information Form;
 - Personal Information Form For UIFSA § 311;
 - Transmittal #1 – Initial Request; and
 - Transmittal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

We also covered Implementation Timeframes.

Please note, “UIFSA” stands for the Uniform Interstate Family Support Act.

In Session 2, we covered the following forms:

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



AGENDA CONTINUED:

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

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Notes:

In Session 3, we covered two additional forms:

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

Today we will finish our discussion of the individual forms, covering:

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

We will also discuss implementation timeframes, scenarios, resources and training wrap-up.

Slide 4



Notes:

Let's get started with the Notice of Determination of Controlling Order form.

NOTICE OF DETERMINATION OF CONTROLLING ORDER – SLIDE 1

NOTICE OF DETERMINATION OF CONTROLLING ORDER

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.

Date of Notice: _____ **IV-D Case:** TANF
 IV-E Foster Care
 Medicaid Only
 Former Assistance
 Never Assistance _____ **File Stamp**

Obligor: Legal name (first, middle, last, suffix) _____

Obligee: Legal name (first, middle, last, suffix) _____ **Non-IV-D Case:**

TO: (Agency Name and Address) _____ **Responding Locator Code:** _____ **State** _____
Responding IV-D Case Identifier: _____
Responding Tribunal Number: _____

FROM: (Agency Name and Address) _____ **Initiating Locator Code:** _____ **State** _____
Initiating IV-D Case Identifier: _____
Initiating Tribunal Number: _____

NOTE:
 This form sent through EDE

7/19/2017 3

Notes:

UIFSA includes provisions to ensure that there is only one valid order between the parties that controls the amount of current support due. The need for a determination of controlling order (DCO) should be rare, because there are very few cases where there are still multiple valid orders with a current support obligation. However, OCSE determined that the form should be retained.

This form provides a standard format for notifying courts and administrative agencies in other jurisdictions that a controlling order determination has been completed by your tribunal. This is not a request to make a DCO.

UIFSA § 207(g) requires the party obtaining the DCO to notify each tribunal that issued or registered an earlier child support order of the tribunal’s DCO within 30 days of the determination’s issuance. The actual determination will likely be in a state-specific format (typically an order or form), which may be attached to this notice.

The form may also be used to inform IV-D agencies, the obligor, and the obligee of both the controlling order and the consolidated arrears accrued under the multiple orders.

Only minor changes were made to the old form.

The header record was changed to add a “Date of Notice” to the form to capture the date the notice was issued. The rest of the header record was changed to be consistent across all the intergovernmental forms, as we have discussed.

Slide 6

NOTICE OF DETERMINATION OF CONTROLLING ORDER – SLIDE 2

1. On _____ (date), _____ (tribunal name, county, state) determined which order to recognize for prospective enforcement. The following orders were considered:

#	County	State	Date of Order	IV-D Case Identifier	Tribunal Number	Order Type
1						
2						
3						

2. Check which option applies:
 The tribunal determined that order number _____ (enter number) listed above is the controlling order for prospective support.
 The tribunal determined that none of the existing orders is the controlling order for prospective support. A new controlling order was entered; a certified copy is attached.

3. Because it issued the controlling order, the law of _____ (state) governs the duration of the support obligation.

4. \$ _____ per _____ (frequency) is the current support amount.

5. The tribunal reconciled arrears and calculated them to be \$ _____ as of _____ (date).
A certified copy of the order reconciling arrears is attached.

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Notes:

As we stated earlier, there are only minor changes to this form.

Because it is increasingly rare that there are multiple orders in a case, in Item 1, we reduced the number of potential orders listed from five to three.

Item 2 now has checkboxes to indicate the decision made by the tribunal.

Item 3 provides a place to note the state that issued the controlling order and explains that that state's law governs (permanently) the duration of the support obligation. According to UIFSA § 611, the duration of the controlling order continues to govern the duration of the order, even if the controlling order is subsequently modified.

Slide 7

NOTICE OF DETERMINATION OF CONTROLLING ORDER – SLIDE 3

6. A copy of this notice was sent to all tribunals listed in the table above together with a certified copy of the controlling order determination and arrears reconciliation order.

Check to confirm that the notice and order were also sent to:

- IV-D agencies in all states listed in the table above
- Obligees
- Obligor
- The following entities: (If additional space is needed, attach a separate sheet.)

_____ (Entity name)

_____ (Entity name)

_____ (Entity name)

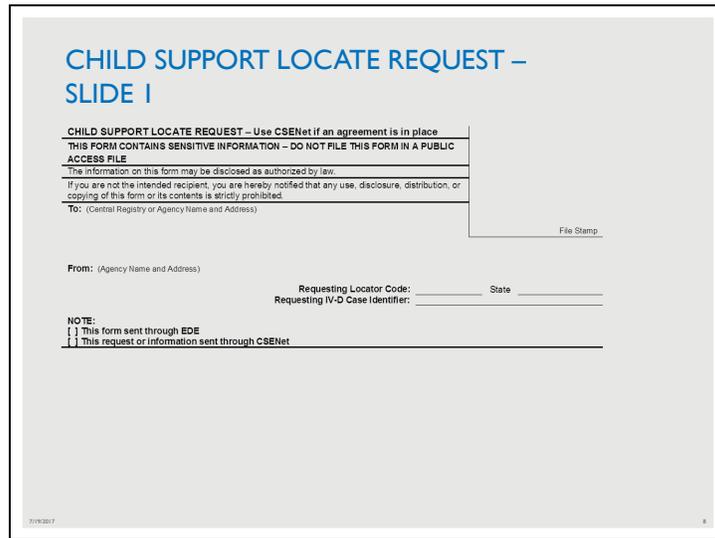
_____ (Entity name)

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Notes:

Item 6 is formatted a little differently than the old form, but provides the same information regarding who has been sent this notice.

Slide 8



The image shows a slide titled "CHILD SUPPORT LOCATE REQUEST – SLIDE I". The slide contains a form with the following text:

CHILD SUPPORT LOCATE REQUEST – Use CSENet if an agreement is in place

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE

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.

To: (Central Registry or Agency Name and Address) _____

File Stamp _____

From: (Agency Name and Address) _____

Requesting Locator Code: _____ State _____
Requesting IV-D Case Identifier: _____

NOTE:
 This form sent through EDE
 This request or information sent through CSENet

7/19/2017 4

Notes:

The Child Support Locate Request form is used between child support agencies to request locate information on individuals for child support purposes. The form is used to make the request to another state **only** when a CSENet agreement is not in place. Most states have these agreements in place, so this form will not be needed often. The requesting agency completes as much information as it has available and sends the form to the other state.

A state may also use this locate form to request locate information from a tribe, a foreign reciprocating country (FRC), or a Hague Convention country, when there are no other prescribed locate forms for the specific entity. Before using this form to send a locate request to a tribe, inquire with the tribe about the tribe’s preferences. Similarly, before using this form to send a locate request to an FRC or Hague Convention country, check the country-specific Caseworker Guide (for FRCs) or Hague Country Profile (for Hague Convention countries) for information about that country’s preferences.

OCSE changed the name of the form from “Locate Data Sheet “ to “Child Support Locate Request” to help clarify the purpose of the form. The rest of the header record was changed to be consistent across all the intergovernmental forms – as we have discussed.

CHILD SUPPORT LOCATE REQUEST – SLIDE 2

Section I. Locate:
You may only seek to locate an individual with respect to a child to whom the jurisdiction provides services under the IV-D child support plan.

Parent who owes or may owe support Parent who is owed support Caretaker who is owed support

Legal name (first, middle, last, suffix): _____ Possibly Dangerous SSN: _____

Alias: _____ Date of birth (or approximate year): _____

Maiden name: _____

Section II. Other Pertinent Information:

Section III. Attachments:

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Notes:

This revised form is divided into four sections. The checkboxes for noncustodial parent and custodial parent information were changed to “Parent who owes or may owe support” and “Parent who is owed support.” A checkbox was added for a “Caretaker who is owed support.”

Under Section I, the workgroup advised OCSE that much of the demographic information on the old Locate Data Sheet was not needed when making or responding to locate requests. For this reason, most demographic questions have been deleted, leaving only information about name, social security number, date of birth, and the “possibly dangerous” indicator.

Section II Other Pertinent Information provides a space to enter information that may be useful in locating the individual, especially if sending this form to a tribe or foreign country. This might include the physical description, nationality, passport, place of birth, gender, etc.

CHILD SUPPORT LOCATE REQUEST – SLIDE 3

Section IV. Contact Information:

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

Fax: () _____ E-mail: _____

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Notes:

Section IV is the contact information for the requesting caseworker. As we have previously discussed, providing direct contact information will facilitate better communication.

Slide 11



Notes:

Let's move on now to the Declaration in Support of Establishing Parentage form.

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE – SLIDE I

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE

The information on this form may be filed with the petition or pleading and may be disclosed to the parties in the case unless accompanied by a nondisclosure finding/affidavit.

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

Personal Information Form for UIFSA § 311 must be attached File Stamp

Petitioner: Legal Name (first, middle, last, suffix) _____	IV-D Case: <input type="checkbox"/> TANF <input type="checkbox"/> IV-E Foster Care <input type="checkbox"/> Medicaid Only <input type="checkbox"/> Former Assistance <input type="checkbox"/> Never Assistance
Tribal Affiliation (if applicable) _____	Non-IV-D Case: <input type="checkbox"/>
Respondent: Legal Name (first, middle, last, suffix) _____	Responding IV-D Case Identifier: _____ Responding Tribunal Number: _____
Tribal Affiliation (if applicable) _____	Initiating IV-D Case Identifier: _____ Initiating Tribunal Number: _____

NOTE:
 Nondisclosure Finding/Affidavit attached
 This form sent through EDE

DO NOT COMPLETE THIS FORM IF THERE IS AN ORDER OF PARENTAGE OR A SIGNED VOLUNTARY ACKNOWLEDGMENT OF PARENTAGE

A SEPARATE DECLARATION IS REQUIRED FOR EACH CHILD NEEDING PARENTAGE ESTABLISHED.

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Notes:

The first change is to the name of the form, which is now the Declaration in Support of Establishing Parentage. This form was previously the Affidavit in Support of Establishing Paternity. We changed the form to a declaration, instead of an affidavit, since UIFSA 2008 no longer requires a verified petition.

The main reasons for using the term “parentage” instead of “paternity” are:

- To conform with UIFSA terminology, which has always included a legal action authorizing the responding tribunal to determine parentage of a child and
- To encompass all types of families.

“Parentage” means the establishment of the parent-child relationship and includes maternity and paternity. While federal child support law requires states to have laws to establish paternity in appropriate cases, several states also have state laws that establish parentage for same sex couples and for intended parents through assisted reproduction.

Since UIFSA 2008 is the law in every state and states have a wide variety of parentage establishment laws, the intergovernmental forms now use the term “parentage.”

The Declaration in Support of Establishing Parentage supplements the Uniform Support Petition when parentage is at issue in an intergovernmental case. We reviewed the Uniform Support Petition in Session 2. A petitioner, who may be a person asserting that the respondent is the child’s parent or a person claiming to be the child’s parent, must use the Declaration to provide evidence to the responding jurisdiction. As with the previous forms, a separate form is required for each child needing parentage establishment. This is necessary since the circumstances surrounding conception and birth will differ unless the children were born at the same time (for example, twins or triplets).

The revised instructions state that a person should complete the form to the extent that he or she has the information. If the individual lacks the requested information, the individual may leave that response blank.

If the petitioner is a caretaker, he or she should fill out the form to the best of his or her ability. Revisions to the form include updates so that a caretaker has the option to check “not applicable” to certain questions.

This form was changed to:

- remove most personally identifiable information and require that a Personal Information Form for UIFSA § 311 be attached,
- change terminology to be gender neutral,
- ensure that an individual who seeks to establish his or her parentage may also use the form, and
- revise questions to determine whether any individual is the child’s presumed parent under state law.

The statement “Do not complete this form if there is an order of parentage or a signed voluntary acknowledgment of parentage” was added to the form’s header for clarification. A legal determination of parentage is determined under state law, and may include a divorce decree, tribunal order, or an adoption order. A voluntary acknowledgment of paternity or parentage that has not been rescinded also legally establishes parentage.

The rest of the header record was changed to be consistent across all the intergovernmental forms.

Since a form cannot be designed to cover all the information that may be needed in a complex case, we have updated the comment box in the instructions to indicate that the responding jurisdiction may require additional information. Such a request for more information, of course, is possible in response to most of the forms.

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE – SLIDE 2

Section I. Declaration:

I, _____, declare under penalty of perjury:
Legal Name (first, middle, last, suffix)

1. Check one:
 I am the biological parent of the child named below. Gender: Female Male Other
 I am the nonbiological parent of the child named below. Gender: Female Male Other
 Other (Explain relationship to the child in section IV.)

<small>Child's legal name (first, middle last, suffix)</small>	<small>Location where child was conceived (city, county, state)</small>
<small>Date conception occurred (month, year)</small>	<small>Birth certificate attached <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, explain in section IV.)</small>

2. The respondent is the biological parent nonbiological parent of the child named above.

3. The child was conceived as a result of sexual intercourse between _____ and _____ during the time stated above.
Legal Name (first, middle, last, suffix) Legal Name (first, middle, last, suffix)
(NOTE: If #3 is not applicable, please provide all pertinent information regarding the conception of the child in section IV.)

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Notes:

Section I, Declaration, is information to be completed by the petitioner.

Because of changes in UIFSA 2008, OCSE changed the declaration from “I, [space for name], on oath, under penalty of perjury depose and allege” to “I, [space for name], declare under penalty of perjury.”

While revising the form, we changed many of the questions for clarity and to provide more information, though the intent of the questions is much the same as it was on the old form.

In item 1, the relationship of the petitioner to the child is established with a series of new checkboxes, which include:

- The petitioner is the “biological parent of the child.” For this question, the parent must check the gender checkbox.
- The petitioner is the “nonbiological parent of the child.” Again, a selection of gender is required. A nonbiological parent may be the same-sex spouse or partner of a parent or the intended parent of a child conceived through assisted reproduction.
- There is an “Other” checkbox if neither of the above checkboxes apply. The petitioner explains his or her relationship to the child in Section IV.

The next section provides information about the child for whom you are seeking to establish parentage. The information about the child is essentially as it was in the previous form with two exceptions. First, there is a checkbox to indicate whether the child’s birth certificate is attached. If it is not attached, explain this in Section IV. Second, the mother’s maiden name was removed.

In Item 2, the respondent may be the biological mother or father of the child. The respondent may also be a nonbiological parent in the case of a same-sex spouse or partner of a parent or the intended parent of a child conceived through assisted reproduction.

The question in Item 3 has changed somewhat to include the name of the birth mother and the name of the person with whom the birth mother had sexual intercourse that resulted in the conception of the child. One of the names should be the full legal name of the birth mother unless this is not applicable, for example, if the child was conceived using assisted reproduction. In these situations, you must add the pertinent information regarding conception in Section IV.

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE – SLIDE 3

4. The following facts support a presumption of parentage:

<p>a. The biological mother was married, and the child's birth occurred during the marriage or within 300 days after the marriage legally ended.</p> <p>If yes, and the mother's spouse/former spouse is not the person named as respondent in this Declaration, provide the spouse/former spouse's name, address, and gender, and explain why he/she is not the child's parent:</p>	<p>If additional space is needed, use section IV. <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, attach documentation.)</p> <p>Date marriage began: _____ <small>(month, day, year)</small></p> <p>Date marriage legally ended: _____ <small>(month, day, year)</small></p> <p>Tribunal that issued order legally ending the marriage: _____</p>
<p>b. A person acted as, and presented himself/himself to be, the child's parent.</p> <p>If yes, and he/she is not the person named as the respondent in this Declaration, provide the individual's name, address, and gender, and explain why the individual is not the child's parent:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>c. A genetic test ordered/administered by a court or a IV-D agency to determine the other biological parent of the child indicates a probability of parentage of _____%.</p> <p>If yes, and the individual tested is not the respondent named in this Declaration, provide the individual's name, address, and gender, and explain why the individual is not the child's parent:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, attach results.)</p>

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Notes:

Item 4 is intended to identify whether there is a presumed parent under state law. That individual may be the respondent or another person. The law of the responding state will govern whether and how a presumption of parentage is created. The more common grounds are covered by the questions in this section. The responding state may require additional information. If you need space for more information, use Section IV.

- Item 4.a indicates a birth during the mother's marriage or within 300 days after the marriage legally ended. Every state has a presumption of parentage for a child conceived or born during a marriage. In most states, the spouse or former spouse of the birth mother is the presumed parent of the child until the presumption is rebutted. The revised form includes dates of the marriage and divorce or legal separation as well as the name of the tribunal that issued the order legally ending the marriage.
- Item 4.b indicates whether a person acted as and presented himself or herself to be the child's parent. This reflects the "holding out" presumption that exists in many states.
- Item 4.c indicates whether a court or IV-D agency completed genetic testing to determine the biological parent of the child. State laws vary on the percentage of probability of parentage that creates a presumption. If genetic testing was conducted, include the probability of parentage from the test and attach the test results.

Notice that for all three of these questions, if the individual named is not the respondent named in this Declaration, you must provide the individual's name, address, and gender, and explain in the space below the relevant question why the individual is not the child's parent.

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE – SLIDE 4

5. Is any person other than the birth mother named on the child's birth certificate? Yes No
If yes, provide the individual's name, address, and gender.

6. Has any person completed a voluntary acknowledgment of parentage for this child that has been rescinded? Yes No (if yes, attach document.)
If yes, provide the individual's name, address, and gender.

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Notes:

Item 5 asks whether someone other than the birth mother is named on the child's birth certificate. If "Yes," provide the name, address, and gender of the individual. This question was reworded to encompass all types of families.

All states have laws that address a child born outside of marriage, allowing the father's name to be added to the birth certificate only if there has been a legal determination of parentage, either by order from a tribunal or by a voluntary acknowledgment of parentage.

If you check "Yes" and the individual is not the respondent, state law and program policy will determine how to proceed given the specific facts detailed in other parts of the declaration.

Item 6 asks whether any person has completed a voluntary acknowledgment of parentage for the child that has been rescinded. If "Yes," attach a copy of the acknowledgment and the rescission form, and provide the name, address, and gender of the individual(s) who signed and later rescinded the acknowledgment.

NOTE: As we discussed earlier, **if there is a signed voluntary acknowledgment of parentage that has not been rescinded, you should not be completing this form. You already have a legal determination of parentage.**

Additionally, section 315 of UIFSA states that "A party whose parentage of a child has been previously determined by or pursuant to law may not plead nonparentage as a defense to a proceeding" under UIFSA.

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE – SLIDE 5

Section II. To Be Completed by the Petitioner (complete either 1 or 2, as appropriate):

1. I assert that the respondent, _____, is the parent of the child.

The following facts support my allegations of parentage. (If an explanation is needed, use section IV.)

a. I lived with the respondent. Yes Dates _____ to _____ Location: _____
 No Not applicable

b. I told the respondent that he/she is the parent of the child. Yes No Not applicable

c. The respondent admitted being the parent of the child. Yes No

d. The respondent communicated about the pregnancy and/or about the child. Yes No Copies of communications attached

e. The respondent was present at the birth of the child. Yes No

f. The respondent visited the child at the hospital following birth. Yes No

g. The respondent offered to pay abortion expenses. Yes No

h. The respondent offered to pay/paid medical expenses. Yes No

i. The respondent offered to pay/paid birth related expenses. Yes No

j. The respondent claimed the child on a tax return. Yes No Don't know

k. The respondent provided food, clothing, gifts, or financial support for the child. Yes No

l. The respondent lived with the child. Yes No

m. The respondent visited the child. Yes No

n. The child resembles the respondent. Photo attached Yes No

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Notes:

Section II must be completed by petitioner. The petitioner is either:

- asserting that the respondent is the parent of the child named in the related petition, by checking Item “1” or
- asserting that he or she is the parent of this child and is seeking to establish a legal relationship to the child, by checking Item “2” on the next slide.

Check only one of the boxes.

If the petitioner checks the first checkbox, he or she will answer questions “a” through “n,” as shown on this slide. If the petitioner is the caretaker, there may be some questions that cannot be answered. The case should not be rejected just because some of the questions have not been answered.

The information is essentially the same as it was on the old form, though some items have been eliminated. The items removed were:

- I have told welfare officials that he is the father of this child.
- He is named as the father on the birth certificate.
- He signed an acknowledgment of paternity before an acknowledgment became a legal finding of paternity under State law.
- There are witnesses to my relationship with him.

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE – SLIDE 6

Section II. To Be Completed by the Petitioner (Continued):

1. I, _____, assert that I am the parent of the child. (If an explanation is needed, use section IV.)

The following facts support my belief and statements that I am the parent of the child: (if an explanation is needed, use section IV.)

a. I lived with the respondent. Yes No Dates _____ to _____
Location _____

b. The respondent told me that I am the parent of the child. Yes No

c. I was present at the birth of the child. Yes No

d. I visited the child at the hospital following birth. Yes No

e. I offered to pay abortion expenses. Yes No

f. I offered to pay/paid medical expenses. Yes No

g. I offered to pay/paid birth related expenses. Yes No

h. I claimed the child on a tax return. Yes No

i. I provided food, clothing, gifts, or financial support for the child. Yes No

j. I lived with the child. Yes No

k. I visited the child. Yes No

l. The child resembles me. Photo attached Yes No

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Notes:

On this slide, you see check box “2.” If the petitioner asserts he or she is a parent of the named child, answer “a” through “l.”

Again, the questions are essentially the same as they were on the old form.

Both sets of questions were changed to be gender neutral.

DECLARATION IN SUPPORT OF ESTABLISHING PARENTAGE – SLIDE 7

Section III. To Be Completed by the Birth Mother Only:

1. I had sexual intercourse with a man (other than the person I am naming as the respondent) during the 30 days before or 30 days after the child was conceived. Yes No (if yes, complete the following.)

a. The name(s) and address(es) of the other man/men: _____

b. The other man/men is/are biologically related to the person I am naming as the respondent.
 Yes No. (if yes, explain the biological relationship in the space below, e.g., brother, cousin, uncle.) _____

c. I do not believe the other man/men is/are the child's biological parent because: _____

Section IV. Other Pertinent Information: (include detailed information for section I, section II, or section III above.) _____

Section V. Declaration:

Under penalty of perjury, all information and facts stated in this Declaration are true to the best of my knowledge and belief. I agree to submit myself and, if I am the custodian, the child to genetic testing as may be necessary to establish parentage.

Date Petitioner (Name) Signature

7/19/2017

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Notes:

Section III is to be completed by the birth mother only and is similar to Section II on the old form.

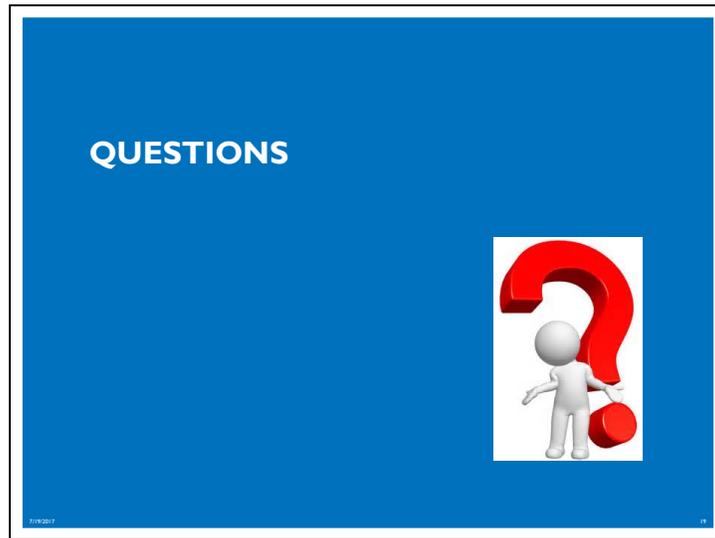
This section asks if the birth mother had sexual intercourse with a man (other than the person named as the respondent) during the 30 days before or 30 days after the child was conceived. If the answer is “Yes,” she must provide information on the other man (or men) and indicate, if applicable, why she does not believe that he is the child’s biological parent.

Jurisdictions differ on how to handle a case when the mother had sexual intercourse with more than one partner during the 30 days before or 30 days after the child was conceived. Some states will proceed against the most likely alleged father first, moving on to the next alleged father only if the first individual is excluded through genetic testing. Other states will proceed against all alleged fathers simultaneously, and still others provide notice to all alleged fathers even if pursuing the most likely individual initially. It is important that the mother provide as much detail and information as possible to allow the responding jurisdiction to proceed according to its laws and procedures.

Section IV Other Pertinent Information is used to provide detailed explanations for items in Sections I, II, or III. If additional space is needed, check “Continued on attached sheet(s), incorporated by reference” and attach the additional information or documents.

Section V Declaration has changed to reflect that UIFSA 2008 no longer requires a verified petition. As we have discussed in previous sessions, the petitioner seeking to establish parentage must sign under penalty of perjury and date the bottom of the page. By this signature, the individual is confirming that the information and facts provided are true to the best of his/her belief.

Slide 19



Notes:

Any questions?

Forms Matrix

Intergovernmental Forms Matrix

Requests to Open an Intergovernmental IV-D Case

Intergovernmental forms: <https://www.acf.hhs.gov/css/resource/uifsa-intergovernmental-child-support-enforcement-forms>

Additional documents may be required, depending on the case circumstances and responding state requirements. Check the [Intergovernmental Reference Guide \(IRG\)](#), contact the responding state, or do both to determine requirements before sending a case. International cases with Hague Child Support Convention countries require different forms. See [DCL-16-22](#) for information about Hague Convention forms.

Action Requested	Federal Forms Required
Establish parentage* and establish and enforce a support order for <ul style="list-style-type: none"> • Current support • Retroactive child support • Medical support only 	1. Child Support Enforcement Transmittal #1 – Initial Request (Check action 1; also check 2.A and/or B or C.) 2. Child Support Agency Confidential Information Form 3. Uniform Support Petition 4. General Testimony 5. Personal Information Form for UIFSA § 311 6. Declaration in Support of Establishing Parentage (for each child)

* While UIFSA section 402 allows for the establishment of parentage only, parentage establishment is not a stand-alone request in an intergovernmental IV-D case, but must be part of a request to establish and enforce an order.

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Notes:

The Intergovernmental Forms Matrix is a tool for caseworkers to use to determine what federal forms are required for the action they are requesting.

The left column lists the type of action being requested and mirrors the Transmittal #1. The right column lists the federal forms that must be included.

As you can see, there is not a row for establishing parentage only. Under the Code of Federal Regulations (CFR) § 302.33(a)(6), the state has the option of providing limited services for paternity-only in intrastate cases to any applicant who requests such services. It does not grant this option in intergovernmental cases.

The column on the right lists the federal forms that are required for an intergovernmental action – establishing paternity and support in this case. This column also indicates what actions to mark on the Transmittal #1.

Forms Matrix – Page 2

Intergovernmental Forms Matrix

Action Requested	Federal Forms Required
Establish and enforce a support order for <ul style="list-style-type: none"> • Current support • Retroactive child support • Medical support only 	1. Child Support Enforcement Transmittal #1 – Initial Request (Check action 2.A and/or B or C.) 2. Child Support Agency Confidential Information Form 3. Uniform Support Petition 4. General Testimony 5. Personal Information Form for UIFSA § 311
For cases with existing responding tribunal orders: <ul style="list-style-type: none"> • Enforce • Enforce arrears only • Change person/entity entitled to receive funds and enforce 	1. Child Support Enforcement Transmittal #1 – Initial Request (Check action 3.A, D, or E.) 2. Child Support Agency Confidential Information Form
For cases with existing responding tribunal orders: <ul style="list-style-type: none"> • Modify and enforce • Modify then close the intergovernmental IV-D case 	1. Child Support Enforcement Transmittal #1 – Initial Request (Check action 3.B or C.) 2. Child Support Agency Confidential Information Form 3. Uniform Support Petition 4. General Testimony 5. Personal Information Form for UIFSA § 311

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Notes:

In each row, you might be requesting only some of the actions. For example, you might ask the responding state to establish current support but not retroactive support. In another type of case, if you are requesting medical support only, current support and retroactive support would not be applicable.

The 2nd and 3rd rows apply when enforcement and/or modification of the responding state’s order is being requested and you are checking an action under 3 on the Transmittal #1. Remember that action 3 on the Transmittal #1 only applies if the order was issued by the responding state.

Selecting the correct action on the Transmittal #1 and, of course, including all the required forms helps to ensure the success of your case.

Forms Matrix – Page 3

Intergovernmental Forms Matrix

Action Requested	Federal Forms Required
For cases with existing orders from another jurisdiction (not the responding state): <ul style="list-style-type: none"> • Register and enforce • Register and enforce arrears only 	1. Child Support Enforcement Transmittal #1 – Initial Request (Check action 4.A or D.) 2. Child Support Agency Confidential Information Form 3. Letter of Transmittal Requesting Registration
For cases with existing orders from another jurisdiction (not the responding state): <ul style="list-style-type: none"> • Register, modify, and enforce • Register, modify, then close the intergovernmental IV-D case 	1. Child Support Enforcement Transmittal #1 – Initial Request (Check action 4.B or C.) 2. Child Support Agency Confidential Information Form 3. Letter of Transmittal Requesting Registration 4. Uniform Support Petition 5. General Testimony 6. Personal Information Form for UIFSA § 311

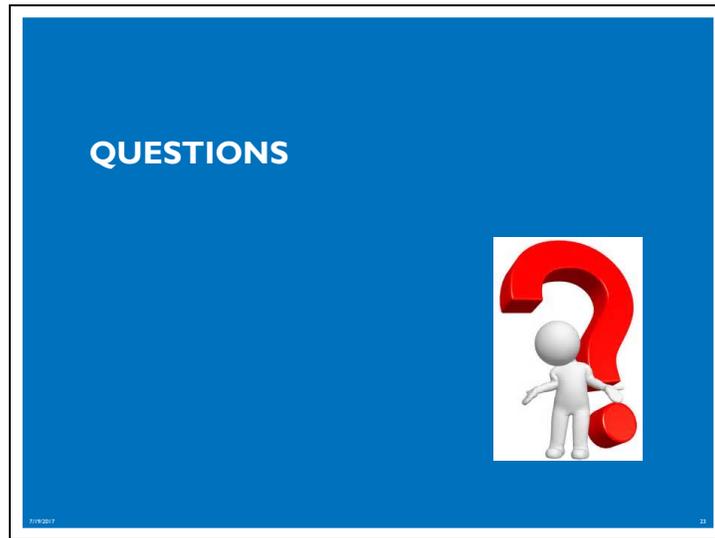
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Notes:

Here you see the actions related to requesting that the responding state enforce and/or modify another state’s order. Notice that these actions do not require the Personal Information Form for UIFSA § 311, as the necessary information is included on the Letter of Transmittal Requesting Registration.

Remember that this matrix only covers the required federal forms. Of course, there are other documents that may be necessary in most cases. These might include certified copies of an order, a payment history or arrears calculation, birth certificates or birth records. Supporting financial documents, such as pay stubs and tax records, may be necessary in some cases.

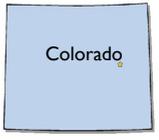
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Notes:

Any questions?

Scenario I – First Slide



Colorado



CO divorce – Mom pays dad
\$200/month

Q -- What action should be requested on the Transmittal #1?

A -- Action 3A, requesting enforcement of the responding tribunal's order.



Dad is on TANF

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Notes:

We'd like to go over a few scenarios as a way of reviewing what we've learned about the new forms. We are going to assume in all scenarios that the obligee has an open IV-D case in the state in which he or she resides and that the obligor is not paying support. The caseworker is preparing an intergovernmental case.

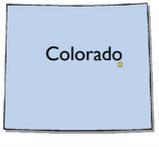
In Scenario #1:

- The father has custody of the child and they live in Michigan.
- Mom lives in Colorado.
- A Colorado divorce orders mom to pay dad \$200 per month.
- Dad is on TANF in Michigan and the worker is preparing a case to send to Colorado.

What action should be requested on the Transmittal #1?

Action 3A should be marked on the Transmittal #1, requesting enforcement of the responding tribunal's order.

Scenario I - Second Slide



Colorado



CO divorce – Mom pays dad
\$200/month

Q --What federal forms must be included?



Dad is on TANF

A -- There are 2 federal forms that must be included:

1. The Child Support Enforcement Transmittal #1 and
2. The Child Support Agency Confidential Information Form.

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Notes:

Continuing Scenario #1:

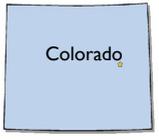
- The father has custody of the child and they live in Michigan.
- Mom lives in Colorado.
- A Colorado divorce orders mom to pay dad \$200 per month.
- Dad is on TANF in Michigan and the worker is preparing a case to send to Colorado.

What federal forms must be included?

There are 2 federal forms that must be included:

- The Child Support Enforcement Transmittal #1 and
- The Child Support Agency Confidential Information Form.

Scenario I- Third Slide



Colorado



CO divorce – Mom pays dad
\$200/month

Q -- Are there other documents that should be included or would be helpful?



Dad is on TANF

A -- A copy of the responding tribunal's order could be helpful and any payment information of which the responding agency may not be aware.

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Notes:

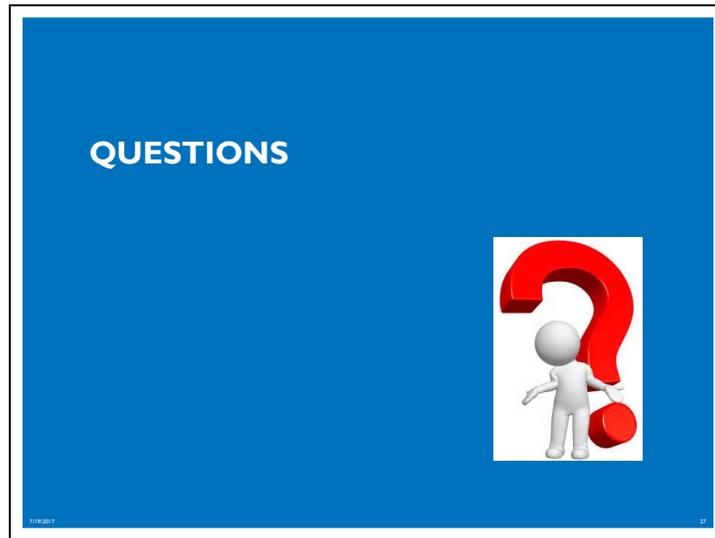
Continuing Scenario #1:

- The father has custody of the child and they live in Michigan.
- Mom lives in Colorado.
- A Colorado divorce orders mom to pay dad \$200 per month.
- Dad is on TANF in Michigan and the worker is preparing a case to send to Colorado.

Are there other documents that should be included or would be helpful?

Though we don't have other documents on the matrix, it is important for you to think about what other documents you might need to include. In this case, a copy of the responding tribunal's order could be helpful and any payment information of which the responding agency may not be aware.

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Notes:

Any questions?

Scenario 2 – First Slide

Nonmarital birth

No acknowledgment of paternity

Mom applies for IV-D services in CA



Alleged father

Q -- What action should be requested on the Transmittal #1?

A -- Action 1 along with 2.A, requesting establishment of parentage and support. If you are requesting establishment of retroactive support, you would also mark 2.B.

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Notes:

In our next scenario:

- Mom and child are in California
- The alleged father is in Florida.
- The parents were never married and no Acknowledgment of Parentage was completed.
- Mom applies for IV-D services in California.
- Since California has no basis for long-arm jurisdiction, the worker is preparing an intergovernmental action.

What action should be requested on the Transmittal #1?

Action 1 along with 2.A should be marked on the Transmittal #1, requesting establishment of parentage and support. If you are requesting establishment of any retroactive support, you would also mark 2.B.

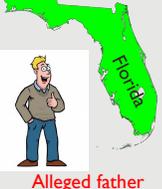
Scenario 2 – Second Slide

Nonmarital birth
No acknowledgment of paternity
Mom applies for IV-D services in CA

Q -- What federal forms must be included?

A -- This scenario requires 6 federal forms:

1. The Child Support Enforcement Transmittal #1 – Initial Request,
2. The Child Support Agency Confidential Information Form,
3. The Uniform Support Petition,
4. The General Testimony,
5. The Personal Information Form for UIFSA § 311, and
6. The Declaration in Support of Establishing Parentage (1 for each child).



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Notes:

Continuing scenario 2:

- Mom and child are in California
- The alleged father is in Florida.
- The parents were never married and no Acknowledgment of Parentage was completed.
- Mom applies for IV-D services in California.
- Since California has no basis for long-arm jurisdiction, the worker is preparing an intergovernmental action.

What federal forms must be included?

This scenario requires 6 federal forms:

- The Child Support Enforcement Transmittal #1 – Initial Request,
- The Child Support Agency Confidential Information Form,
- The Uniform Support Petition,
- The General Testimony,
- The Personal Information Form for UIFSA § 311, and
- The Declaration in Support of Establishing Parentage.

Remember that if there are more than one child, this last form is required for each child.

Scenario 2 – Third Slide

Nonmarital birth
No acknowledgment of paternity
Mom applies for IV-D services in CA



Alleged father

Q -- Are there other documents that should be included or would be helpful?

A -- It is helpful to include a birth certificate or official birth record to ensure there is not already a different parent's name listed. Supporting financial documents might be needed for the responding state's guidelines.

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Notes:

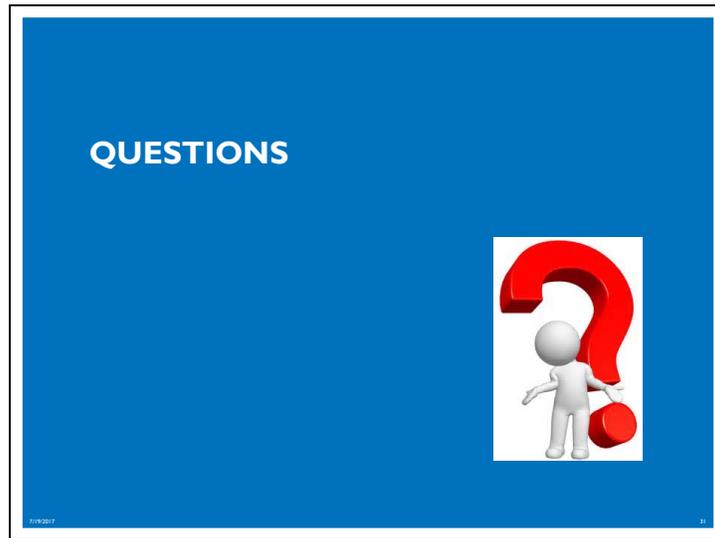
Continuing scenario 2:

- Mom and child are in California
- The alleged father is in Florida.
- The parents were never married and no Acknowledgment of Parentage was completed.
- Mom applies for IV-D services in California.
- Since California has no basis for long-arm jurisdiction, the worker is preparing an intergovernmental action.

Are there other documents that should be included or would be helpful?

It is helpful to include a birth certificate or official birth record to ensure there is not already a different parent's name listed. Of course, supporting financial documents, such as tax returns and pay stubs, might be needed for the responding state's guidelines.

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Notes:

Any questions?

Scenario 3 – First Slide



Maine



Utah
Order



Kentucky



Dad received a promotion



Mom requests a modification

Q -- What action should be requested on the Transmittal #1?

A -- Action 4.B, requesting Kentucky register, modify, and enforce the Utah order.

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Notes:

In Scenario #3:

- Mom and 2 kids live in Maine.
- Dad lives in Kentucky.
- A child support order was issued by Utah when the parents separated.
- Mom knows that dad just received a promotion and is requesting a modification of the Utah order.

What action should be requested on the Transmittal #1?

Before we can determine the appropriate action for this scenario, we have to look at which state has continuing, exclusive jurisdiction to modify the Utah order. Since none of the parties live in Utah, the non-requesting party's state (Kentucky in this case) would do the review for modification. Action 4.B should be marked on the Transmittal #1, requesting registration, enforcement and modification of the Utah order.

Scenario 3 – Second Slide



Maine



**Utah
Order**



Kentucky



**Mom requests a
modification**

**Dad received a
promotion**



Q -- What federal forms must be included?

A -- This scenario also requires 6 federal forms:

1. The Child Support Enforcement Transmittal #1 – Initial Request (Check action 4.B),
2. The Child Support Agency Confidential Information Form,
3. The Letter of Transmittal Requesting Registration,
4. The Uniform Support Petition,
5. The General Testimony, and
6. The Personal Information Form for UIFSA § 311.

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Notes:

Continuing Scenario #3:

- Mom and 2 kids live in Maine.
- Dad lives in Kentucky.
- A child support order was issued by Utah when the parents separated.
- Mom knows that dad just received a promotion and is requesting a modification of the Utah order.

What federal forms must be included?

This scenario also requires 6 federal forms:

- The Child Support Enforcement Transmittal #1 – Initial Request (Check action 4.B),
- The Child Support Agency Confidential Information Form,
- The Letter of Transmittal Requesting Registration,
- The Uniform Support Petition,
- The General Testimony, and
- The Personal Information Form for UIFSA § 311.

Scenario 3 – Third Slide



Maine



Utah
Order



Kentucky



Dad received a promotion



Mom requests a modification

Q -- Are there other documents that should be included or would be helpful?

A -- A certified copy of the Utah order, along with payment records and supporting financial documents which might be needed for the responding state's guidelines.

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Notes:

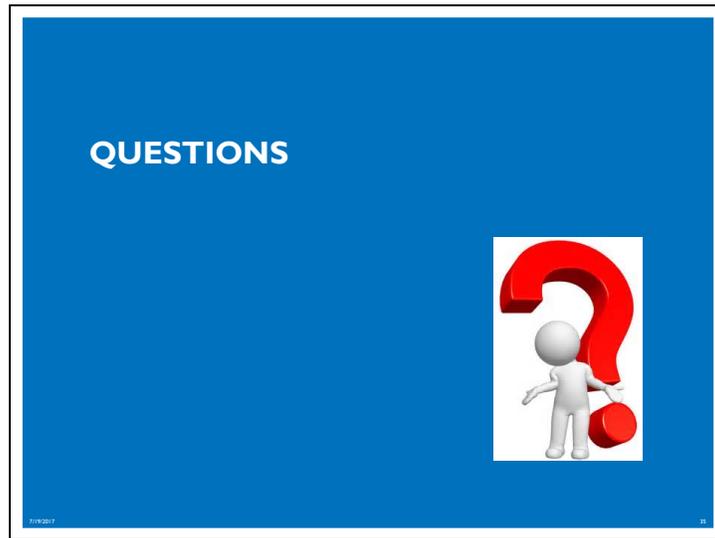
Continuing Scenario #3:

- Mom and 2 kids live in Maine.
- Dad lives in Kentucky.
- A child support order was issued by Utah when the parents separated.
- Mom knows that dad just received a promotion and is requesting a modification of the Utah order.

Are there other documents that should be included or would be helpful?

UIFSA, of course, requires a certified copy of the Utah order, and payment records and supporting financial documents might be needed for the responding state's guidelines.

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Notes:

Any questions?

Effective Date of Revised Forms

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

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Notes:

You may be wondering when you 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.

Intergovernmental Forms Resources

- Training slides and notes: (recordings will be here added when available)
<https://www.acf.hhs.gov/css/resource/intergovernmental-forms-training>
- Intergovernmental forms:
<https://www.acf.hhs.gov/css/resource/uifsa-intergovernmental-child-support-enforcement-forms>
- Forms matrix, attached with your slides for this training and soon to be published on the OCSE website
- State customizable forms matrix, attached with your slides for this training and soon to be published on the OCSE website
- IM 16-05 Training Materials Available: International Case Processing Under UIFSA (2008)
<https://www.acf.hhs.gov/css/resource/training-materials-available-international-case-processing-under-uifsa-2008>

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Notes:

This slide provides several resources available on the OCSE website, including the link to both the intergovernmental forms and the training sessions, as well as the forms matrix, which will be available soon.

A slide titled "Training Wrap-Up" with a list of topics covered in training. The slide has a light gray background and a black border. The text is in a sans-serif font. The title is in blue. The list items are in black. There are small numbers "7/19/2017" and "38" in the bottom left and right corners respectively.

Training Wrap-Up

Covered in Training:

- Background (Session One)
- General changes across forms (Session One)
- Discussion of all 13 forms (Session One – Session Four)
- Effective Dates
- Resources

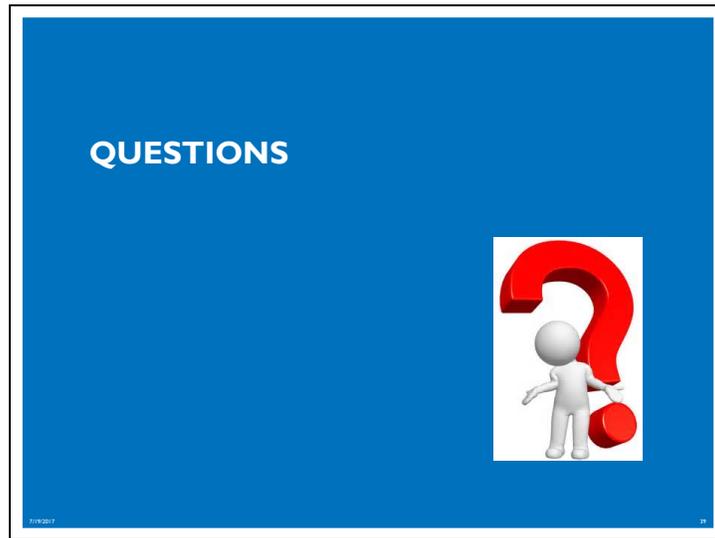
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Notes:

To wrap up the training, the four sessions have covered the following material:

- In Session 1, we provided background on the intergovernmental forms revision process and the need to make changes to the forms.
- In Session 1, we also discussed the general changes that were made across all the forms.
- In Sessions 1 through 4, we talked in-depth about the 4 new forms and the specific changes made to each of the existing 9 forms.
- In all sessions, we discussed the effective dates for the forms.

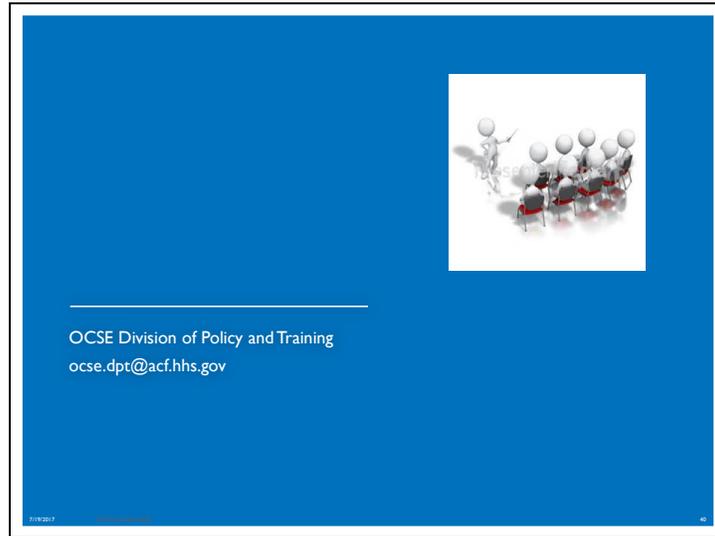
Slide 39



Notes:

Any questions?

Slide 40



OCSE Division of Policy and Training
ocse.dpt@acf.hhs.gov

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Notes:

Please use the email address on this slide to submit any additional questions.

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