IV-D State Plan
Automated System

February 2018
Objectives

- Discuss upgrades and changes to the system
- Review plan amendment statuses and notices
- Discuss how to amend and review your IV-D state plan
Upgrades & Changes

• Change Rescind button to Delete
  – Delete button released September 15, 2017
  – Functional changes released October 20, 2017
• Add more Submit buttons, released on October 20, 2017
• Create a notice for when the plan amendment is resubmitted, released in November 2017
• Corrected issues with
  – Uploading URL hyperlinks
  – Entering submitter information on the Transmittal Details tab
• Please note system works best with Internet Explorer 9
Statutes

- Submitted
- Refer to State
- Extend
- Approved
- Finalized
- Rescind/Delete
Notices

• Regional Office notified when a plan amendment has been
  – Submitted
  – Finalized
  – Referred Back from Central Office
• State notified when a plan amendment has been
  – Referred Back from the Regional Office
  – Approved
  – Finalized
Home Page - Draft Amendment

- **New Amendment** – Create and submit a plan amendment.
- **Draft Amendment** – Contains plan amendments that were created but not submitted to the Regional Office.
- **View Amendment** – Displays plan amendments submitted by the state.
Home Page - IV-D Plan Amendment

IV-D Plan – Displays the IV-D State Plan with all the finalized plan pages and attachments.

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

• You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
• Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
Submitting a Plan Amendment
Transmittal Details Screen

Transmittal Number
- Each Transmittal Number is unique
- Format: Two Letter State Code-YEAR-Numeric Sequence
- Example: AL-2017-001
Transmittal Details Screen

Proposed Effective Date

- Effective Date cannot be earlier than the first day of the calendar quarter in which you submit the state plan transmittal.
- Calendar Quarters
  - October, January, April, July
- Example:
  - Submit transmittal 08/15/2017
  - Earliest Effective Date: 07/01/2017
Transmittal Details Screen

Type of Plan Material

- **New State Plan** – Submitting a completely updated or new state plan.
- **Amendment to be Considered as a New State Plan** – Submitting a newly created plan page.
- **Amendment** – Updating an existing plan page or attachment.
Transmittal Details Screen

Federal Regulation Citation
- Provide the full regulatory citation here
- Example:
  - 45 CFR 303.6(c)(4)- (Civil Contempt)
Transmittal Details Screen

Subject of Amendment
- Enter the Title of the State Plan Page
- Example:
  - State Obligation to Provide Child Support Enforcement Services (Civil Contempt)
Transmittal Details Screen

Navigation
- **Save**- Saves work
- **Save and Close**- Saves work and stores information in the “Draft Amendment” Section
- **Next**- Saves Information and Proceeds to Next Screen
- **Cancel**- Returns to the Home Page without saving
Transmittal Details Screen - Error Message

Error Message Screen
This screen displays when information is missing. Enter missing data, click Save and click Next to continue.
Transmittal Details Screen

Select Plan Page
Using the dropdown, select the appropriate plan page and click Go.
Amendment Details Screen

Select Plan Requirements

Choose Plan Requirement to Change

* Requirement: 3.8-2

Amendment Details

SECTION 3 GENERAL PROVISIONS

Citation

§454(16) and (24) of the Act

3.8 Computerized Support Enforcement

2. By October 1, 1997, the State has in effective accordance with §454(16) and (24).

Name (Click to View) Filename/URL Effective Date Upload Date Remove

Add New File/URL

* OCSE Action Transmittal Number 98-08
Approval Date

* OCSE Action Transmittal Date 11/12/1996
* Effective Date 07/20/2017

Navigation

• **Revert** – Reverses the changes made.
• **Previous** – Displays the previous screen without saving work.
Plan Requirement Language Summarizes the requirement captured by the plan page, including the appropriate citations.
Amendment Details Screen

Select Plan Requirements

Choose Plan Requirement to Change

* Requirement: 3.8-2

Amendment Details

Add New File/URL
Upload documents and attachments.
Amendment Details Screen - Add New File/URL

File Name
Provide a Name for Your File
Amendment Details Screen - Add New File/URL

**Attachment Type**
Select either option (PDF/URL)

**File Location**
If uploading a PDF, use the Browse button to locate the file on your computer. If uploading a URL, copy and paste the web address in the field.
Amendment Details Screen - Add New File/URL

Attachment Category
If the attachment is required select **REQ**. If it is supporting documentation to demonstrate compliance, select **SUP**.
Amendment Details Screen - Add New File/URL

Submit
Click Submit when ready to attach the document.
View Amendments

Citation
84544 of the Act
42 CFR 302.31(a)
(3) 320.4, 303.5, 303.6 and 303.8

SECTION 2 STATE OBLIGATION TO PROVIDE

2.1 State Duty to Provide Child Support

1. The State provides services to modify, or enforcement
   of the Act and 42 CFR 303.8

2. The State enforces any support agreement
   to under the plan, or the custodial

3. The IVDQ notifies the Medicaid agency to notify
   assigned medical support payments are being, or
   have been, retained by the non-IVDQ Medicaid recipient.

Attachments
Attachments will appear on the plan requirement page. They cannot be updated without submitting a plan amendment.
After successfully amending the plan page, click Next to proceed to the last section of the Transmittal Details.
Governor’s Review

- Consistent with Plan Page 5.2
- If your state doesn’t require a Governor’s review, select Other and indicate who is authorized to submit the state’s plan page.
Transmittal Details Screen

Submitter Information
- Name
- Title
- E-Mail Address
- Physical Address
On behalf of
If you are submitting the plan page for the authorized state plan submitter, complete the following:
• Name
• Title
• E-Mail Address
Transmittal Details Screen

Submit
Click Save and Submit when ready.
Resubmitting a Plan Amendment
Refer to State
The Regional Office has referred the plan amendment back to the state for additional information.
Search Results Screen - Refer Back to State

Navigation
- **View** – Displays the selected plan amendment.
- **Delete** – Deletes the plan amendment.
- **Extension** – Allows you to grant the regional office an extension to review the plan amendment.
Transmittal Details Tab Screen - Refer Back

Displays the information on the Transmittal Details tab.
Make the necessary changes. Click Update then Submit.
Remarks Tab Screen - Refer Back

Contains remarks from the Regional Office.
View Amendment
View Amendment - Search Criteria

Search Criteria: Select an option in each dropdown and click Go.
- Transmittal Number
- Plan Requirement
- Status
View Amendment - Search Results

Search Results
Displays Plan Amendments based on Refer to State Status search criteria.

<table>
<thead>
<tr>
<th>Transmittal Number</th>
<th>Last Updated Date</th>
<th>Requirement Altered</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD-2017-678</td>
<td>08/09/2017</td>
<td>1.2</td>
<td>Refer to State</td>
</tr>
<tr>
<td>MD-2017-014</td>
<td>07/07/2017</td>
<td>1.1</td>
<td>Refer to State</td>
</tr>
</tbody>
</table>

[View | Delete | Extension]
Plan Amendment Review Extension
Extend Approve Amendment

**Navigation**
- **Approve** – Permits the extension request.
- **Reject** – Denies the extension request.
- **Cancel** – Displays the search results screen.
Delete Plan Amendment
Delete Amendment

Delete Amendment Screen
Allows you to delete an amendment you no longer want the Regional Office to review and approve.
Delete Amendment

Effective Date
- Enter the effective date you originally proposed (If you don’t remember, the system will override whatever date you provide with the one you originally entered).
- Click Submit.
Draft Amendment
Draft Amendment - Results

Draft Amendments

<table>
<thead>
<tr>
<th>Transmittal Number</th>
<th>Last Updated Date</th>
<th>Requirement Altered</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD-2017-999</td>
<td>07/24/2017</td>
<td>3.10</td>
</tr>
<tr>
<td>MD-2017-777</td>
<td>07/24/2017</td>
<td>2.12-8b,3.8-2</td>
</tr>
<tr>
<td>MD-2016-030</td>
<td>07/12/2017</td>
<td>2.12-3,2,12-20</td>
</tr>
<tr>
<td>MD-2015-021</td>
<td>07/11/2017</td>
<td>1.1,2.1,2.5-4,5.2</td>
</tr>
<tr>
<td>MD-2016-001</td>
<td>04/11/2017</td>
<td>2.1,2.5-3,2.5-4</td>
</tr>
</tbody>
</table>

Displays any plan amendments that have been started but not submitted.
Follow the process for submitting a plan amendment described in slides 10-31.
IV-D Plan
**View IV-D Plan – Table of Contents**

**View**
Allows you to see the specific state plan you select
View IV-D Plan– Plan Requirement

SECTION 2 FINANCIAL ADMINISTRATION

2.9 Federal Tax Refund Offset

The IV-D agency has in effect procedures necessary to obtain payment of past-due support from overpayments made to the Secretary of the Treasury as set forth in 45 CFR 302.60 and takes all steps necessary to implement and use such procedures.

<table>
<thead>
<tr>
<th>OCSE Action Transmittal Number</th>
<th>OCSE Action Transmittal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>82-11</td>
<td>09/21/1982</td>
</tr>
<tr>
<td>Approval Date</td>
<td>Effective Date</td>
</tr>
<tr>
<td>08/12/1983</td>
<td>01/01/1983</td>
</tr>
</tbody>
</table>

Return to Search
View IV-D Plan– Table of Contents

PDF Report
Provides you with a copy of all state plan pages.
State **Maryland**

SECTION 1  SINGLE STATE AGENCY ORGANIZATION

Citation

§454(3) of the Social Security Act (the Act):
45 CFR 302.12

1.1 State agency Designation, Authority, Organization and Staffing

The Maryland Child Support Enforcement Administration

(Name of single and separate IV-D agency)

certifies as follows:

1. That it is the single and separate organizational unit designated to administer the program under this plan.

2. That it is:

   - Located in the single State agency designated under 45 CFR 205.100 to administer Title IV-A of the Act.
Public View
Public View IV-D State Plan- Home Page

Website for the public view of the IV-D State Plan System
https://ocsp.acf.hhs.gov/stateplan/welcome.htm

Select a state then click Go.
View a plan page or generate a PDF of all the pages. See slides 50-53.

• **Return** – Takes the user back to the home page.
Resources

• [AT-17-03](#) Revisions to and Resubmission of State IV-D Plan Pages to Comply with FEM
• [DCL-16-04](#) State Plan System Frequently Asked Questions
• [AT-16-01](#) Plan Page 5.2 and State Plan Amendments
• [AT-15-02](#) Automated State Plan Submission and Review Process
• [AT-15-01](#) Amendment of State Plan Preprint Page 2.12-20, Adoption of Uniform State Laws
• [AT-14-12](#) E-IWO Implementation and Amendment of Title IV-D State Plan Preprint Page 3.8-3
• [AT-14-07](#) Notice of SF-424M Annual Submission Requirement
• [AT-13-01](#) Notice of State Plan Preprint Pages Electronic Forms
• [AT-07-06](#) Revised Instructions for Requesting an Exemption from the Mandatory Laws and Procedures in Section 466
• Portal service desk info: 800-258-2736 or csportal@acf.hhs.gov
For More Information

Division of Policy & Training

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