Model Tribal System

Designed By Tribes, For Tribes

Quick Reference Guide

Orders and Obligations

Version 1.5

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Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement

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REVISION HISTORY			
Version	**Date**	**Description of Change**	**Approval**
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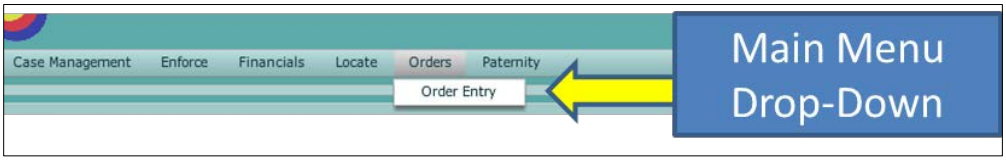
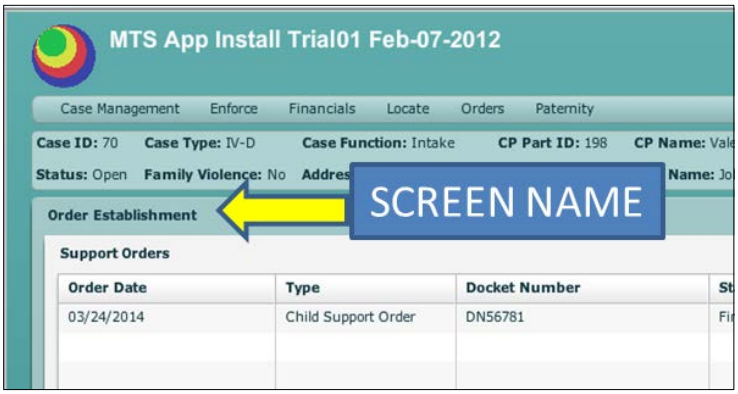
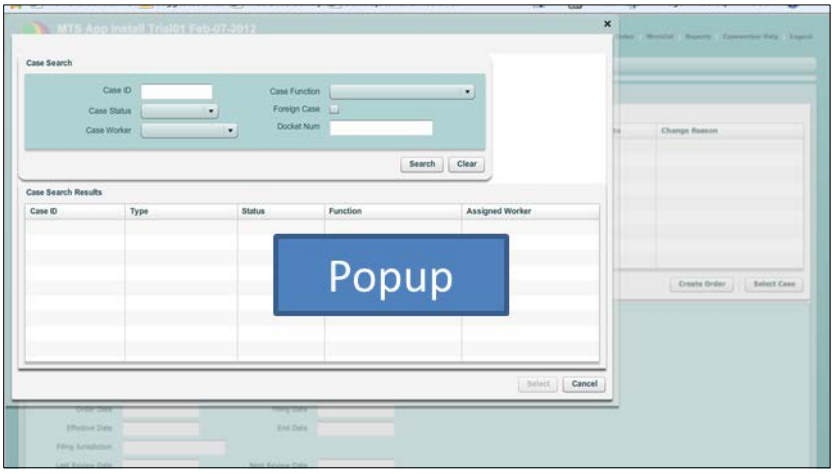
1.1 – 1.3	01/24/2014	Format Changes	Joseph Bodmer, Director, Division of State and Tribal Systems
1.4	03/25/2014	DCC Quality Assurance	CP
1.5	04/08/2014	508 Compliance	CP

1 MTS Screen Components







2 Overview of Orders and Obligations

This quick guide is designed to be a desk reference for caseworkers who are responsible for creating orders and obligations on the Model Tribal System (MTS). The contents are a high-level overview of the more detailed instructions found in the MTS Caseworker's Manual.

This document will focus on the 4 main steps in creating and working with orders and obligations:

Step 1 – Creating a New Order – Entering a court order on the system
Step 2 – Creating Obligations – Add financial obligations to the court order
Step 3 – Entering Guideline Calculations – Add guideline calculation information to the order
Step 4 – Updating an Order – Copy and modify an existing order

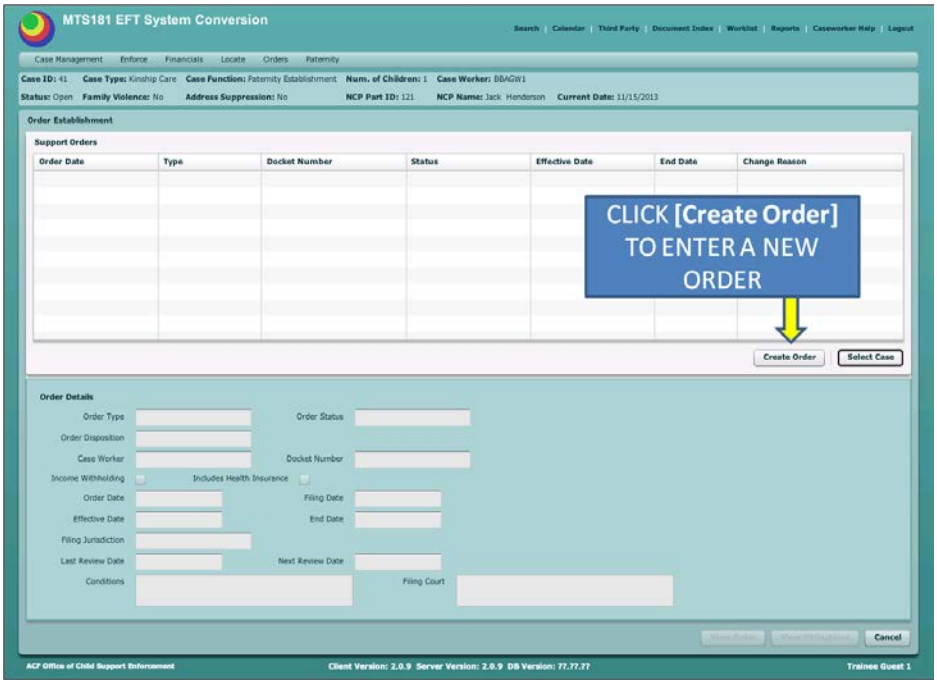
Step 1 – Creating a New Order

1. Select Order Entry from the Orders drop-down menu to open the Order Establishment screen.

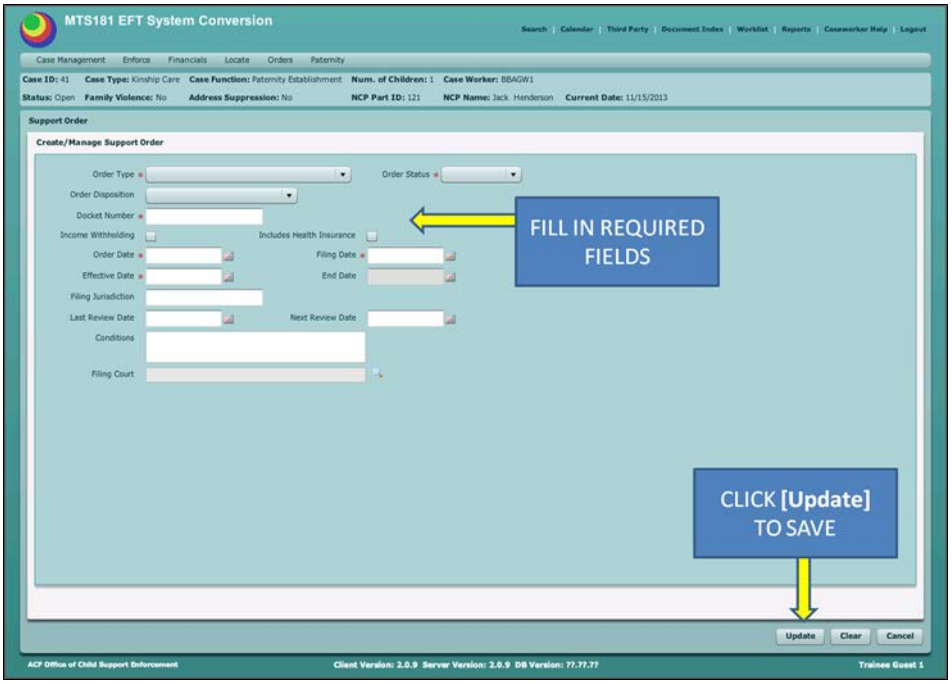
2. Using the popup, enter the Case ID and click **[Search]** to find the case.

3. When the search completes, highlight your case and click **[Select]** to pull up the case.

4. In the Support Orders task panel, click **[Create Order]** to open the Create/Manage Support Order task panel to enter a new order. A case may have only one active order at a time.

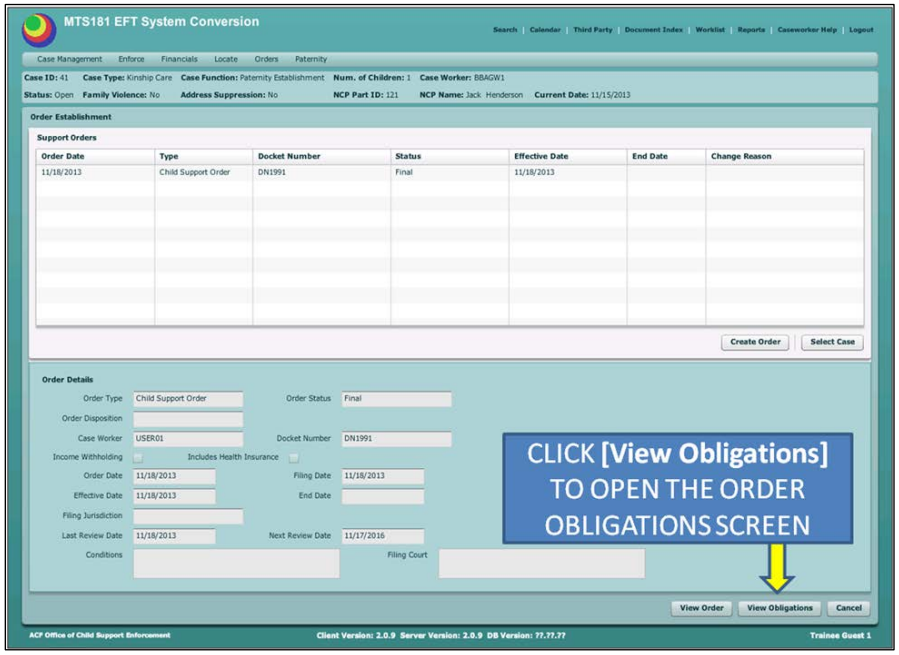


5. In the Create/Manage Support Order task panel, enter the required order information (indicated with the red *) and click **[Update]**. Updating will return you to the Order Establishment screen.

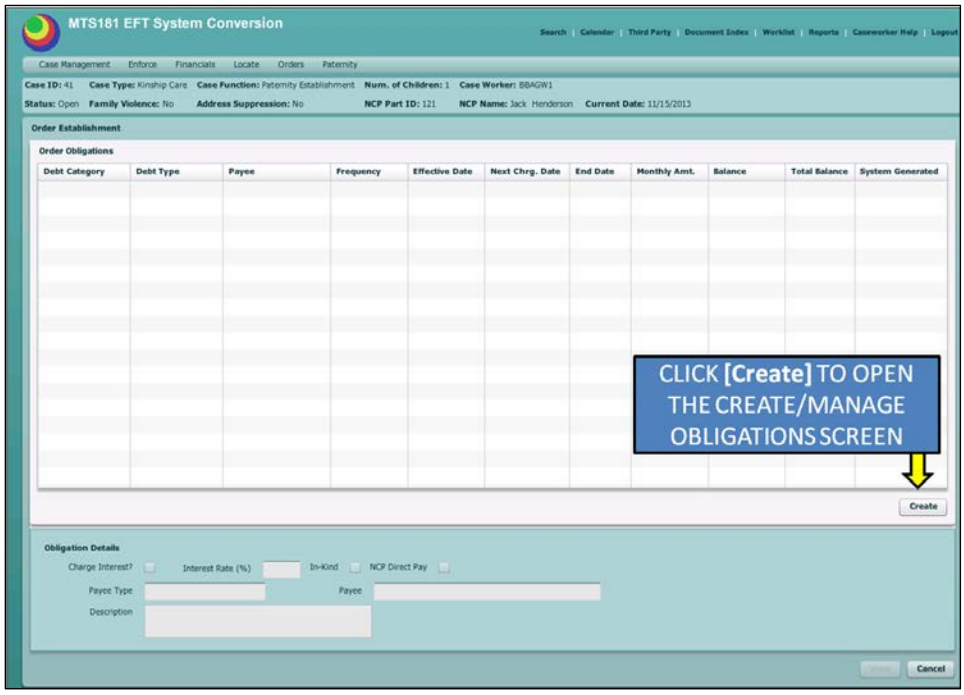


Step 2 – Creating Obligations

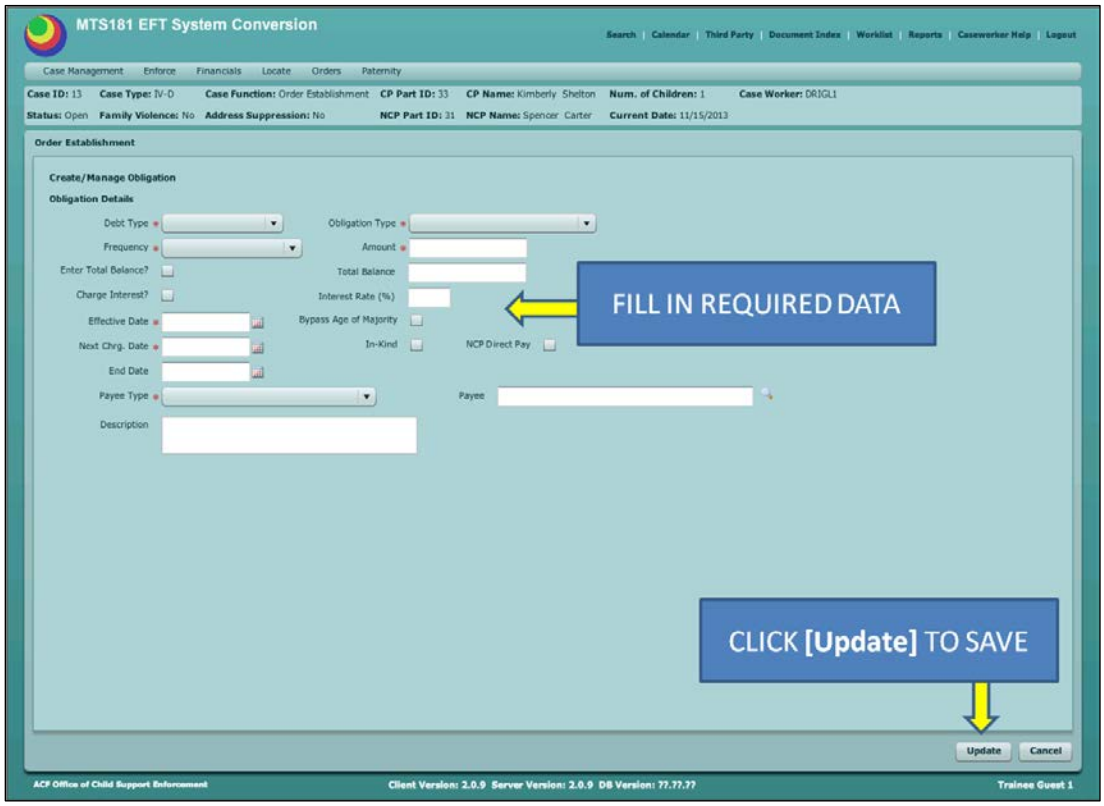
1. From the Order Establishment screen, to add an obligation, click **[View Obligations]** to open the Order Obligations task panel.



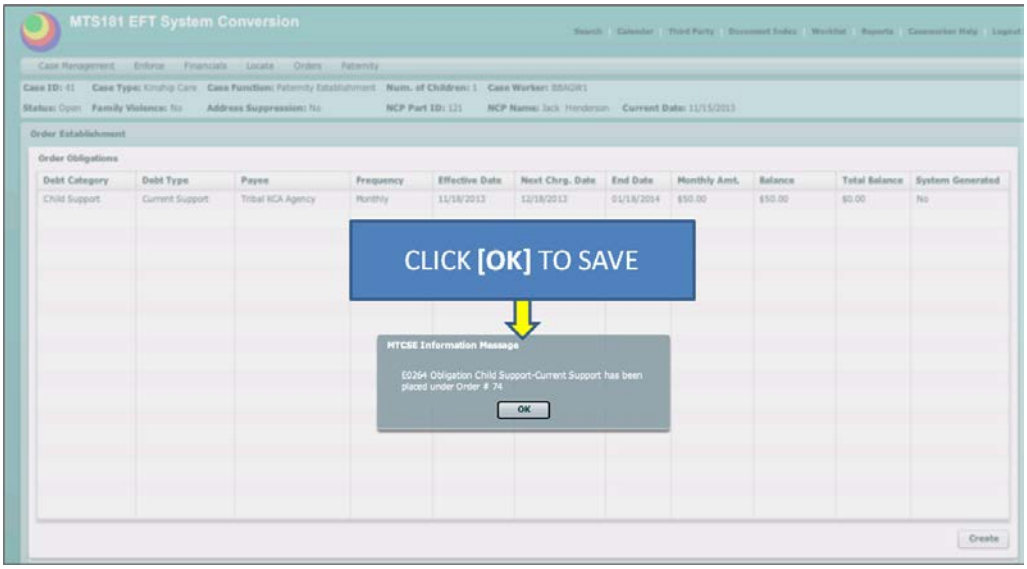
2. In the Order Obligations task panel, click **[Create]** to open the Create/Manage Obligations task panel.



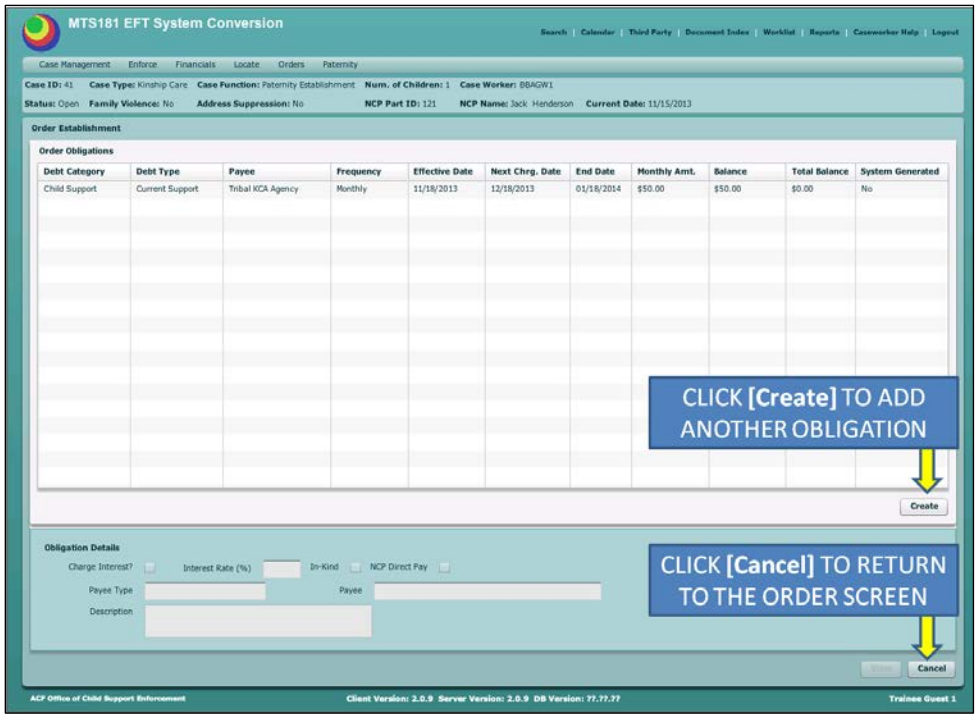
3. In the Create/Manage Obligations task panel, enter the details of the obligation and click **[Update]**. The number and type of required fields will change with each Debt Type.



4. This will return you to the Order Establishment screen with a confirmation message about the obligation. Click **[OK]** to save.

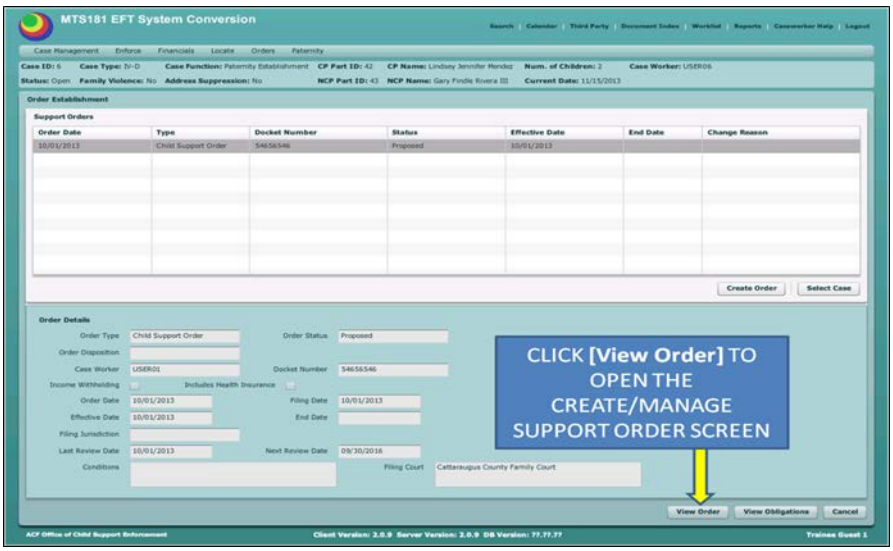


5. In the Order Obligation task panel, click **[Create]** to go to the Create/Manage Obligations task panel to create another obligation. Click **[Cancel]** to return to the Order Establishment screen/Support Orders task panel.

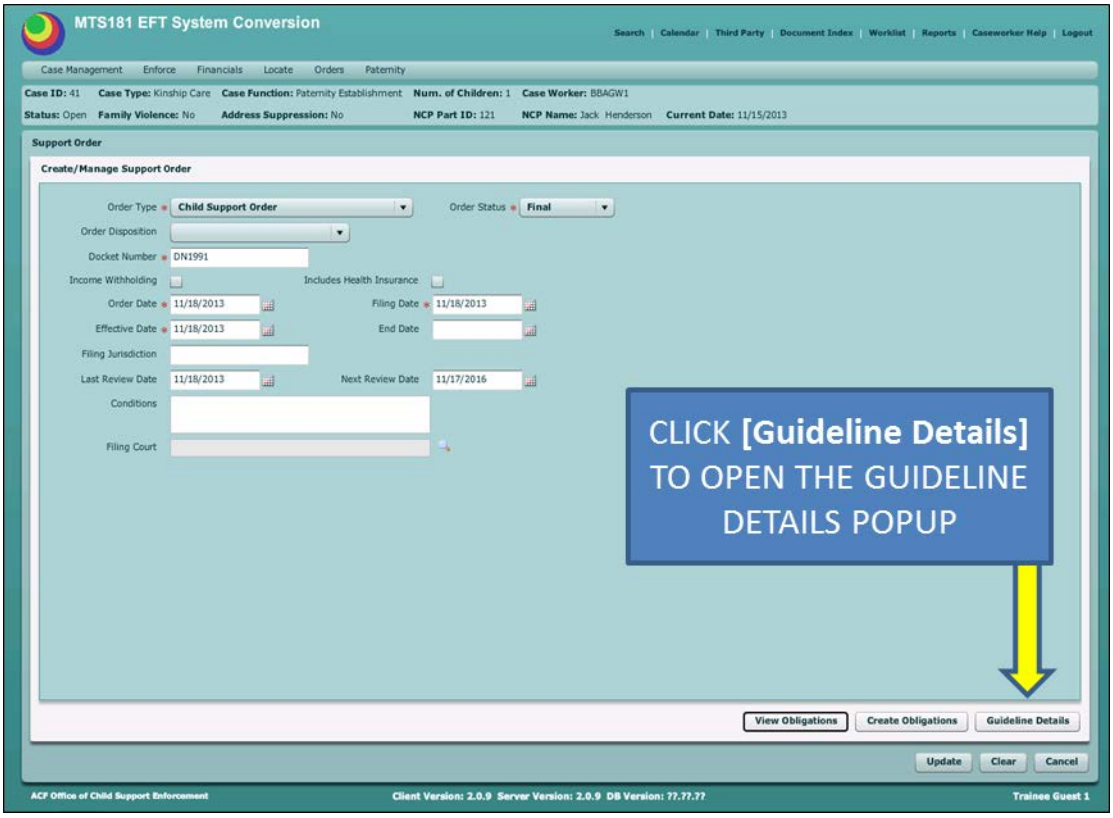


Step 3 – Entering Guideline Calculations

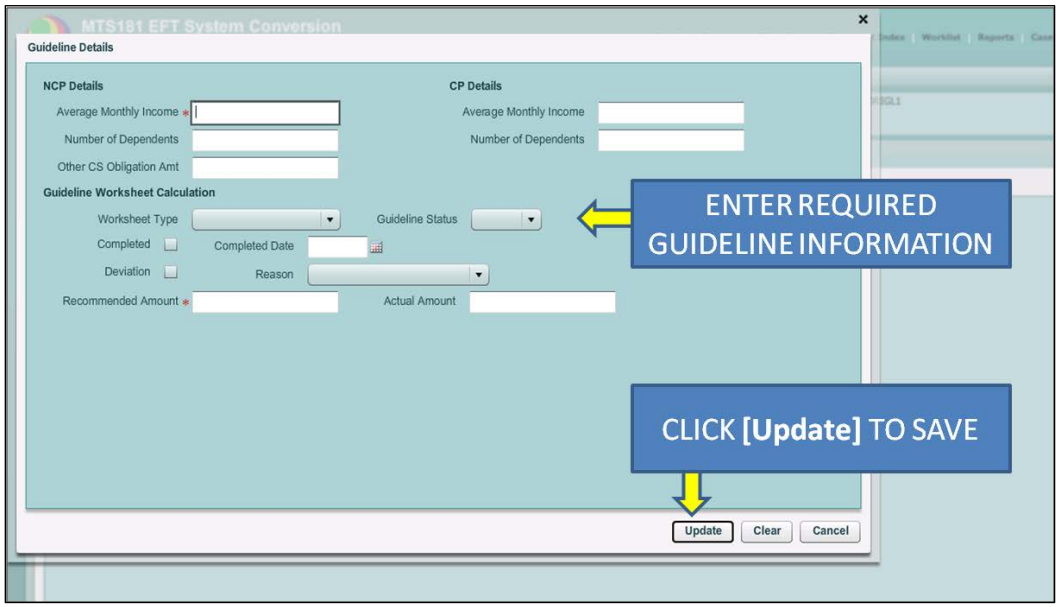
1. To enter details of guideline calculations performed prior to issuing an order, from the Order Establishment screen/Support Orders task panel, click **[View Order]** to open the Create/Manage Support Order task panel. Entering guideline calculations is for a historical record only and does not affect the amount of any obligations.



2. From the Create/Manage Support Order task panel, click on **[Guideline Details]** button to open the Guideline Details popup.



3. Enter the required guideline details and click **[Update]** to save.

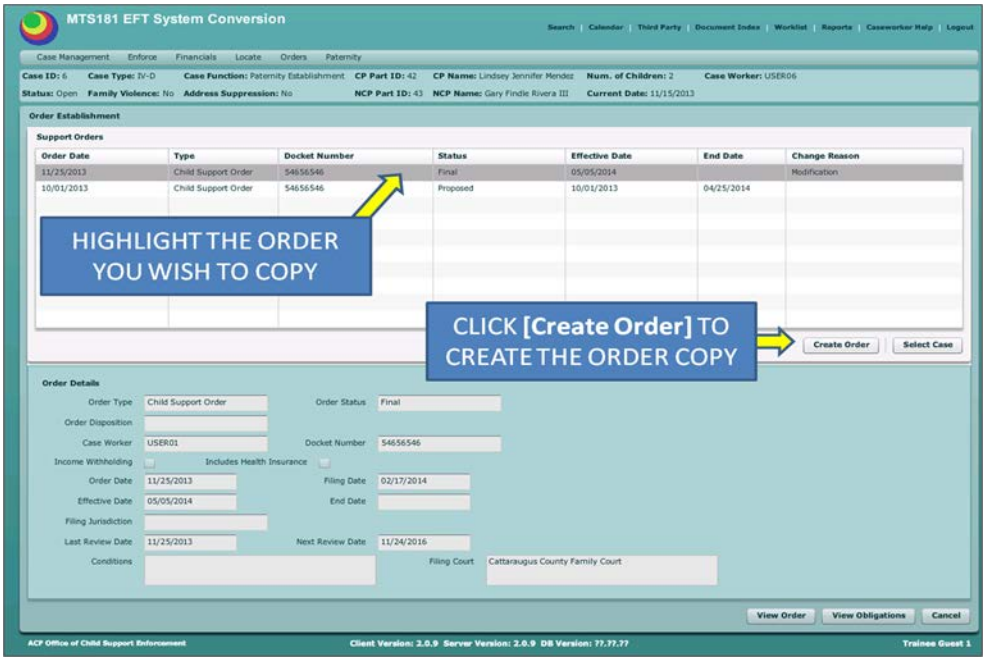


Step 4 – Updating an Order

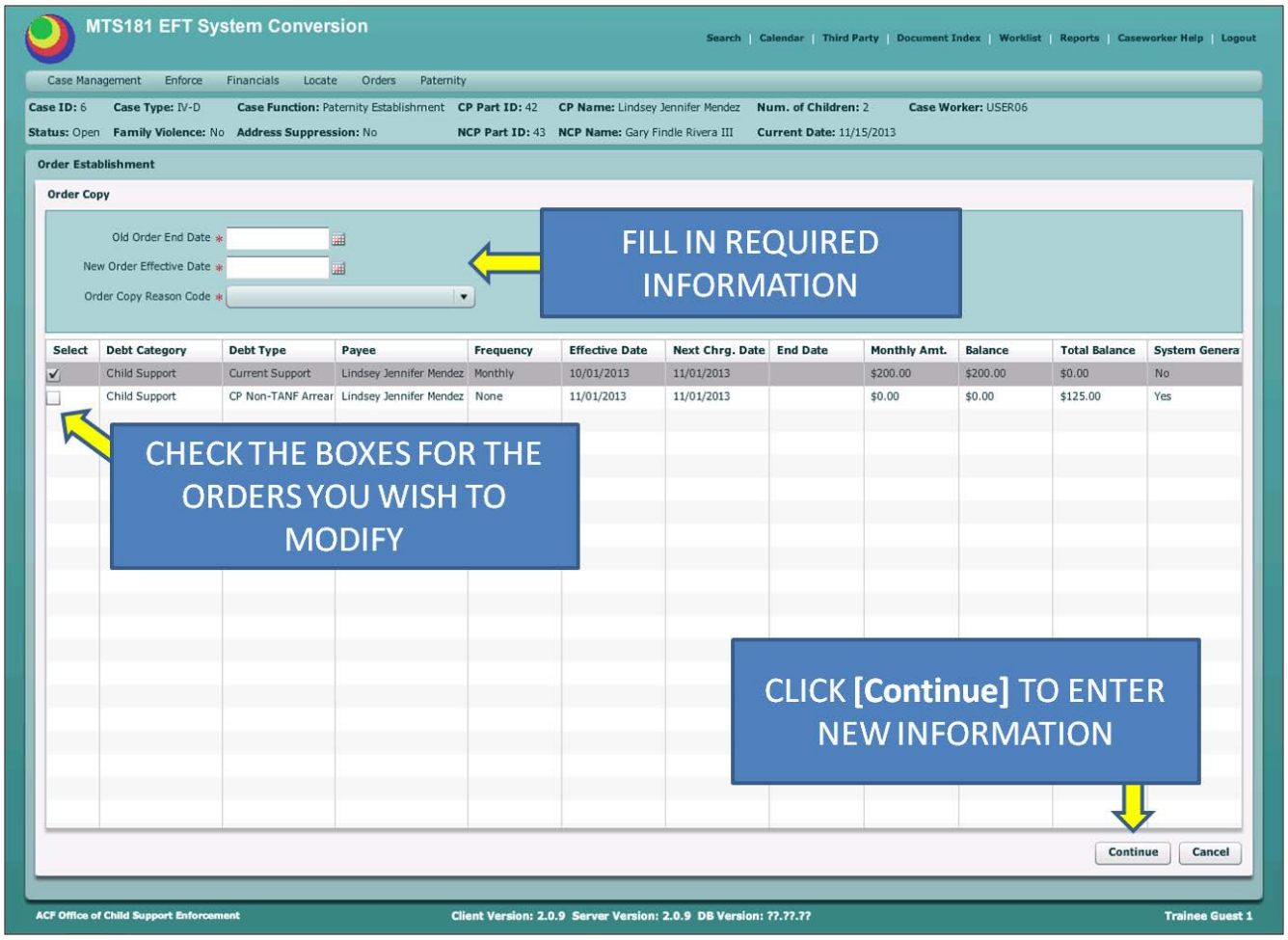
If an order has been modified or entered incorrectly, it can only be changed through the Order Copy process. You must close the existing order and open a new one through the Order Copy process. The start and end dates of the orders cannot overlap, but existing obligations can continue with the new order.

1. Select Order Entry from the Orders drop-down menu to open the Order Establishment screen.

2. Using the popup, enter the Case ID and click **[Search]** to find the case.
3. When the search completes, highlight your case and click **[Select]** to pull up the case.
4. Highlight the order in the Support Orders task panel, then click **[Create Order]** to create a duplicate order.



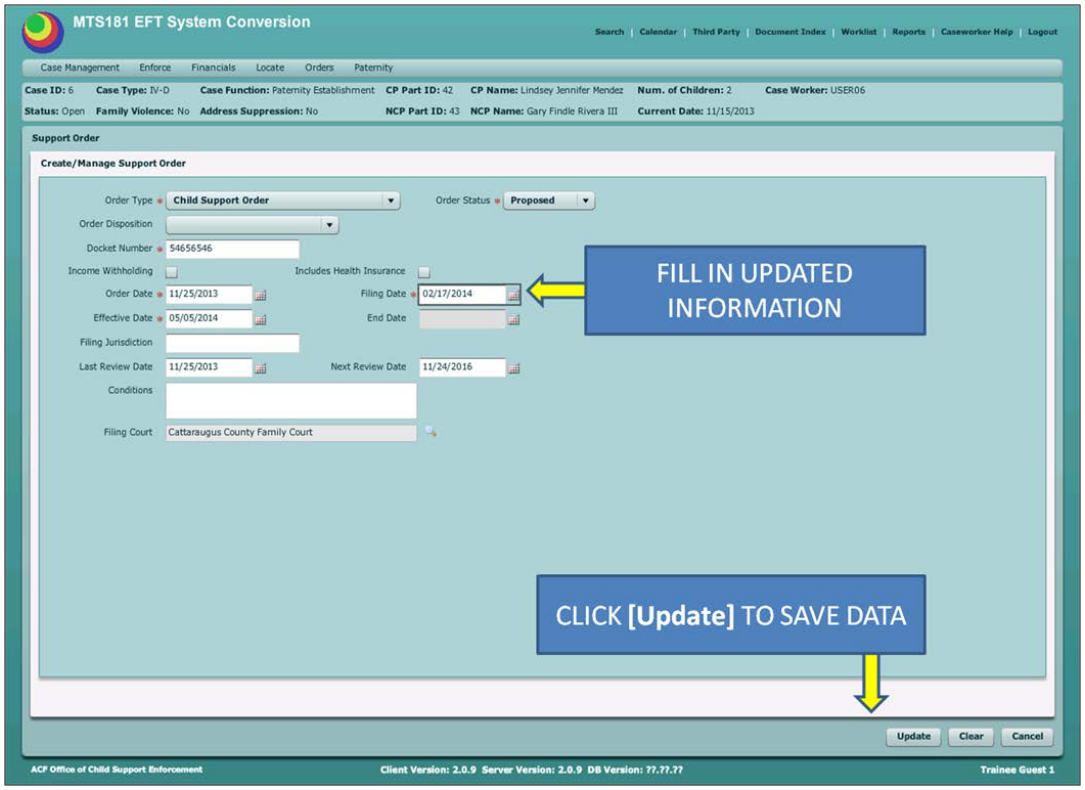
5. Check the boxes that correspond to the orders you wish to modify.



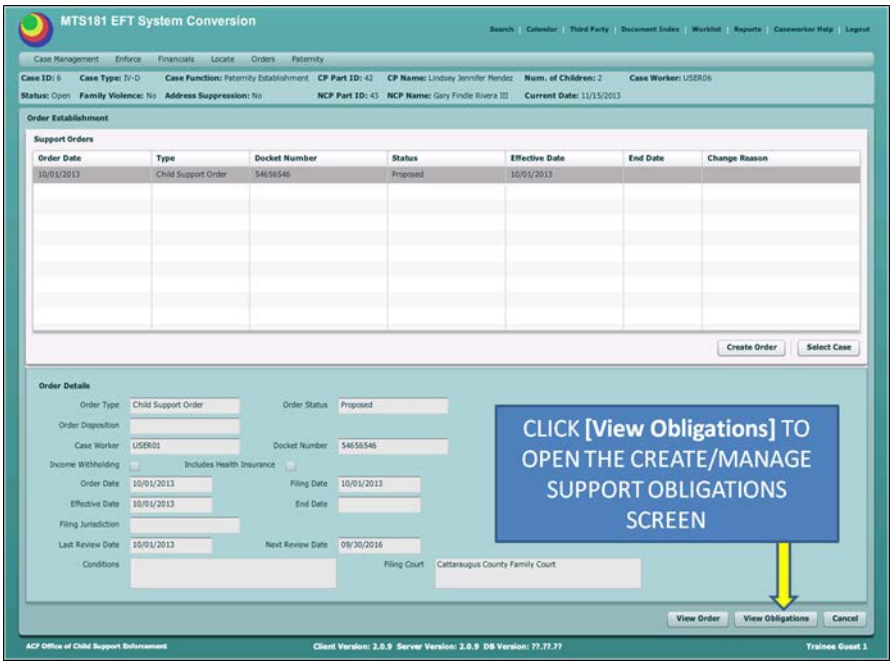
6. Enter the new information as needed. This screen requires you to close the old order and enter a new one. The dates of the old and new orders cannot overlap.

- The Old Order End Date must be after the Effective Date of the old order
- The Effective Date of the new order must be after the Old Order End Date
- The Effective Date of existing obligations is not affected by the change in the Effective Date of the order
- Only obligations that have 'Select' checked can be modified. All other obligations remain unchanged.

7. Click **[Continue]** to save the information.
8. Enter in the new updated order information.
9. Click **[Update]** to save the order information.

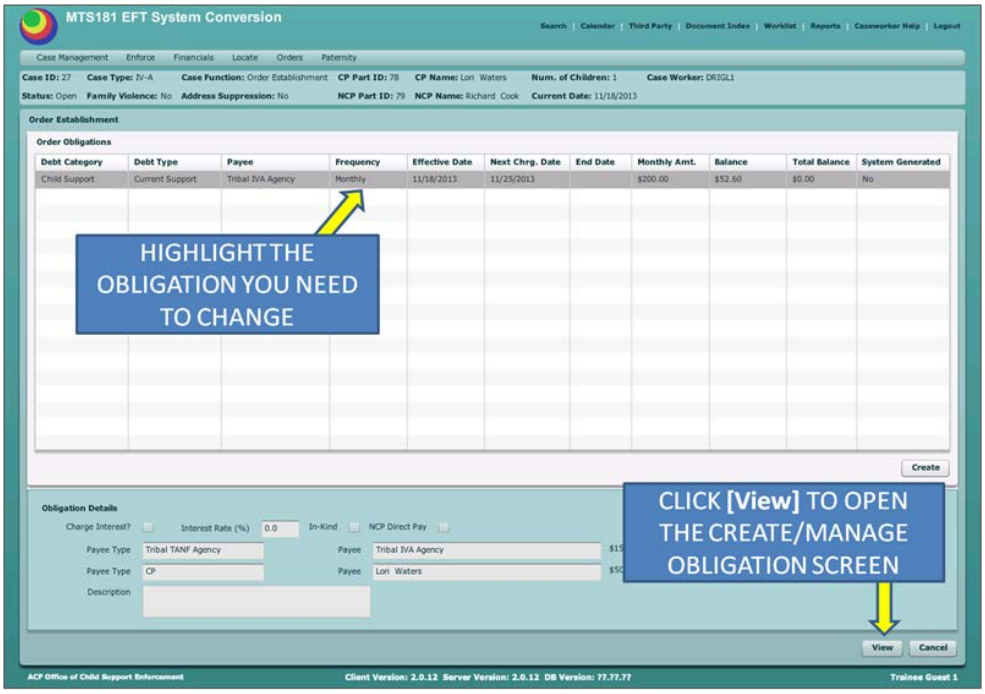


10. Highlight the new order in the Support Orders task panel.

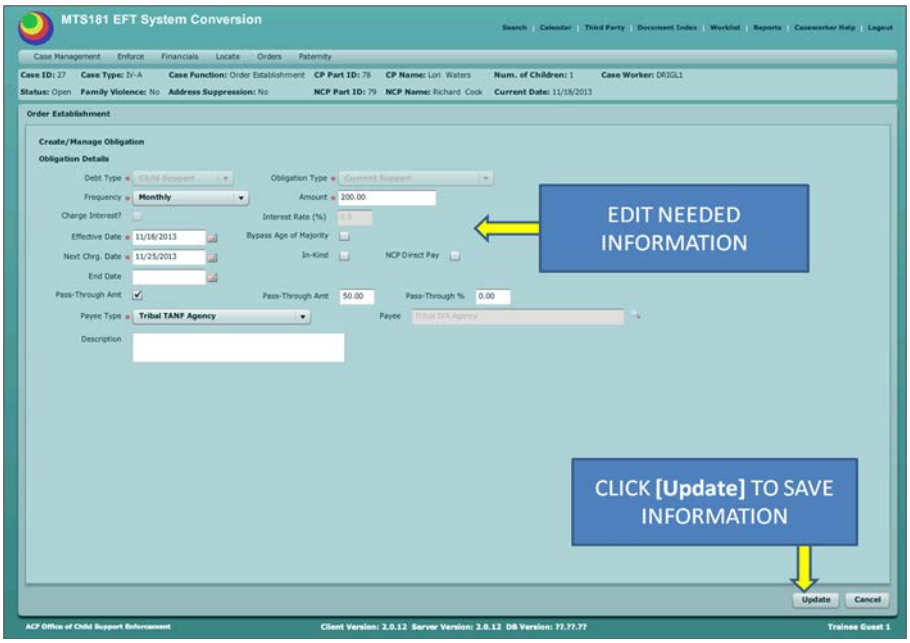


11. Click **[View Obligations]** to open the Order Establishment screen/Order Obligations task panel.

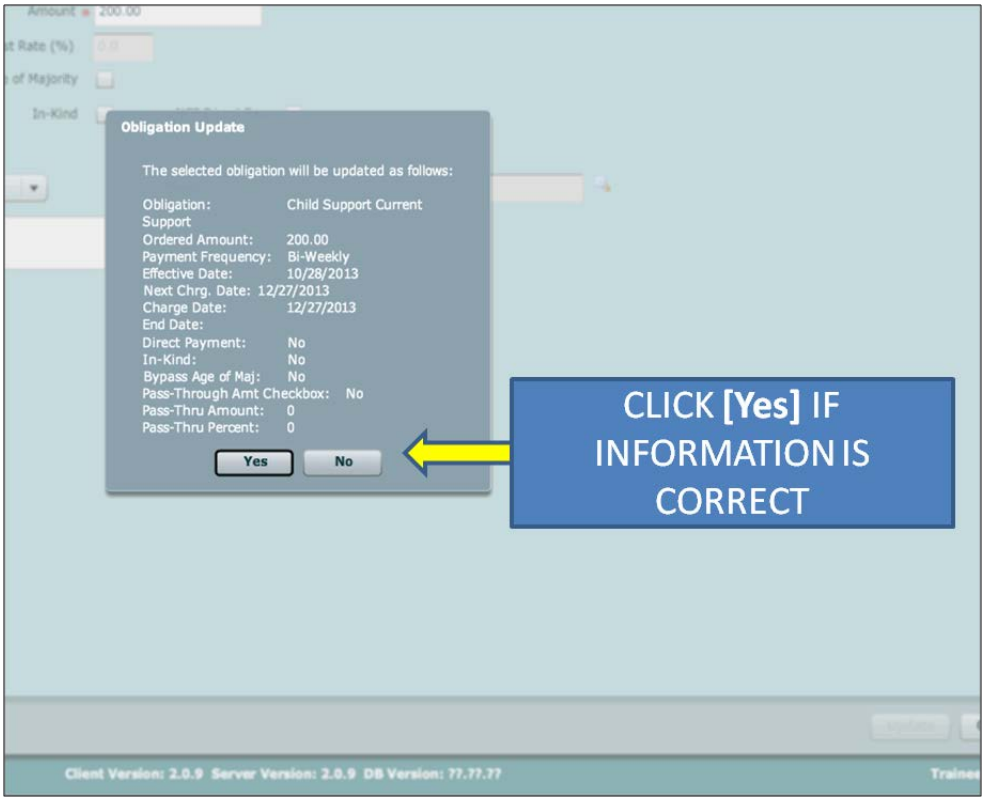
12. Highlight an obligation in the Order Obligations task panel and click **[View]** to open the Create/Manage Obligations task panel.



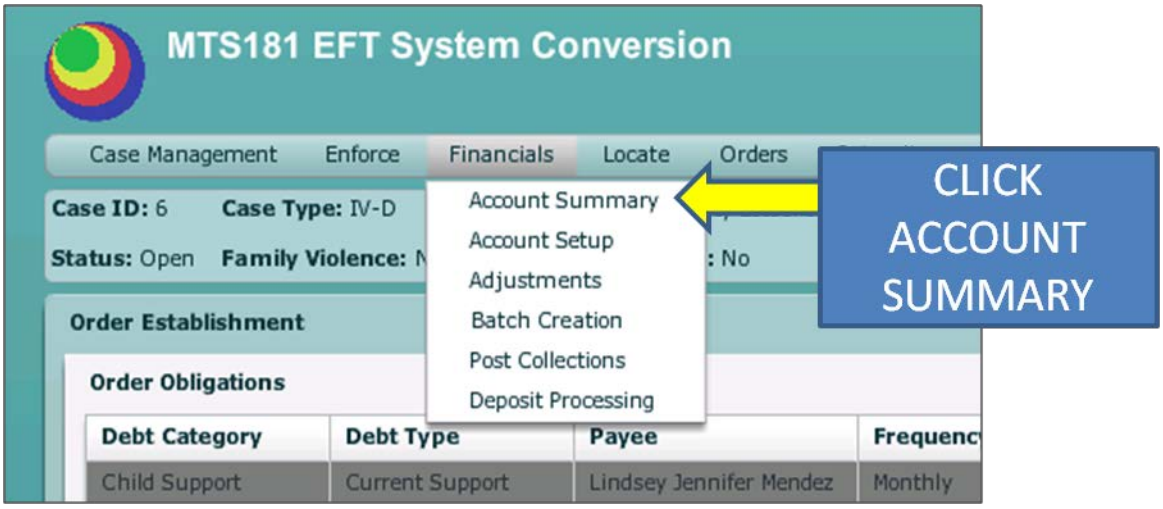
13. Enter the new obligation information in the Create/Manage Obligations task panel. You can only modify this information if the obligation was selected during the Order Copy process. Debt Type and Obligation Type cannot be changed. The Effective Date of the obligation can be before the Effective date of the order.



14. Click **[Update]** to save the information.
15. View information in the Obligation Update popup and click **[Yes]** if the information is correct.



16. Go to Account Summary screen to observe the new debts created.



3 Arrears Debt Types

MTS will automatically create arrears from existing current support debt types when they become delinquent. If your tribe wishes to follow the MTS convention when manually creating arrears debts, use the following tables.

- For current child support

Case Type	Assistance Type	Current Child Support Payee	New Arrears Type	New Arrears Payee
IV-A	Currently Assisted	Tribal TANF Agency	Tribal TANF Arrears	Tribal TANF Agency
IV-A	Currently Assisted	Foreign State CSE Agency	Foreign State TANF Arrears*	Foreign State CSE Agency
IV-A	Currently Assisted	Foreign Tribe CSE Agency	Foreign Tribe TANF Arrears*	Foreign Tribe CSE Agency
IV-A	Currently Assisted	Anything other than the Tribal TANF Agency or a Foreign State or Foreign Tribal CSE Agency	Tribal TANF Arrears	Same as Current Child Support
IV-D	Formerly Assisted	Anything other than State IV-D Foreign State or Foreign Tribe	CP Non-TANF Arrears	Same as Current Child Support (Typically CP)
IV-D	Never Assisted	Anything other than State IV-D Foreign State or Foreign Tribe	CP Non-TANF Arrears	Same as Current Child Support (Typically CP)
Foster Care – Agency, Foster Care – Personal, or IV-E	Never Assisted	Any	Foster Care Arrears	Same as Current Child Support (Typically CP)
Kinship Care	Never Assisted	Any	Kinship Care Arrears	Same as Current Child Support (Typically CP)

- For current Medical or Spousal Support debts

Case Type	Assistance Type	Debt Category	Current Support Payee Type	New Arrears Type	New Arrears Payee
Anything but IV-A	Never Assisted or Formerly Assisted	Medical Support	Foreign State	Foreign State Arrears	Foreign State CSE Agency
Anything but IV-A	Never Assisted or Formerly Assisted	Medical Support	Foreign Tribe	Foreign Tribe Arrears	Foreign Tribe CSE Agency
Anything but IV-A	Never Assisted or Formerly Assisted	Medical Support	Anything Else	CP Non-TANF Arrears	Same as Current Medical Support (Typically CP)
Anything but IV-A	Never Assisted or Formerly Assisted	Spousal Support	Foreign State	Foreign State Arrears	Foreign State CSE Agency
Anything but IV-A	Never Assisted or Formerly Assisted	Spousal Support	Foreign Tribe	Foreign Tribe Arrears	Foreign Tribe CSE Agency
Anything but IV-A	Never Assisted or Formerly Assisted	Spousal Support	Anything Else	CP Non-TANF Arrears	Same as Current Spousal Support (Typically CP)
IV-A	Currently Assisted	Medical Support	Foreign State	Foreign State Arrears	Foreign State CSE Agency
IV-A	Currently Assisted	Medical Support	Foreign Tribe	Foreign Tribe Arrears	Foreign Tribe CSE Agency
IV-A	Currently Assisted	Medical Support	Anything Else	CP Non-TANF Arrears	Same as Current Medical Support (Typically CP)
IV-A	Currently Assisted	Spousal Support	Foreign State	Foreign State Arrears	Foreign State CSE Agency
IV-A	Currently Assisted	Spousal Support	Foreign Tribe	Foreign Tribe Arrears	Foreign Tribe CSE Agency
IV-A	Currently Assisted	Spousal Support	Anything Else	CP Non-TANF Arrears	Same as Current Spousal Support (Typically CP)