TABLE OF CONTENTS

1. New Amendment ...................................................................................................... 1-1
   1.1 Transmittal Details .......................................................................................... 1-1
   1.2 Transmittal Details Error Message ................................................................. 1-3
   1.3 Choose Plan Requirement to Change ............................................................. 1-4
   1.4 Amendment Details ....................................................................................... 1-5
   1.5 Add New File/URL Screen ............................................................................ 1-7
   1.6 Transmittal Details (continued) ..................................................................... 1-9
   1.7 Draft Amendments ....................................................................................... 1-11
   1.8 Revert Function ............................................................................................ 1-12

2. View Amendments ................................................................................................ 2-1
   2.1 Search Criteria ............................................................................................. 2-1
   2.2 Search Results ............................................................................................. 2-2
   2.3 Transmittal Details Update .......................................................................... 2-3
   2.4 Amendment Details Update ......................................................................... 2-5
   2.5 Transmittal Details View .............................................................................. 2-7
   2.6 Amendment Details View ............................................................................ 2-8
   2.7 Remarks ....................................................................................................... 2-9
   2.8 Rescind Amendment .................................................................................... 2-10
   2.9 Extend Approve Amendment ....................................................................... 2-11

3. View IV-D Plan ................................................................................................... 3-1
   3.1 View IV-D Plan ............................................................................................ 3-1
   3.2 Plan Requirement ......................................................................................... 3-2

A. State Plan Glossary of Data Fields and Terms ................................................. A-1

LIST OF FIGURES

Figure 1-1: Transmittal Details .............................................................................. 1-1
Figure 1-2: Transmittal Details Error Message ...................................................... 1-3
Figure 1-3: Choose Plan Requirement to Change ................................................. 1-4
Figure 1-4: Amendment Details ........................................................................... 1-6
Figure 1-5: Add New File/URL Screen ................................................................. 1-7
Figure 1-6: Transmittal Details (continued) ........................................................... 1-10
Figure 1-7: Draft Amendments .......................................................................... 1-11
Figure 1-8: Revert Function ................................................................................ 1-12
Figure 2-1: Search Criteria ................................................................................ 2-1
Figure 2-2: Search Results ................................................................................ 2-2
Figure 2-3: Transmittal Details Update ................................................................ 2-3
Figure 2-4: Amendment Details Update ................................................................ 2-5
Figure 2-5: Transmittal Details View ................................................................... 2-7
Figure 2-6: Amendment Details View ................................................................... 2-8
Figure 2-7: Remarks ............................................................................................ 2-9
Figure 2-8: Rescind Amendment................................................................. 2-10
Figure 2-9: Extend Approve Amendment ................................................. 2-11
Figure 3-1: View IV-D Plan................................................................. 3-1
Figure 3-2: Plan Requirement ................................................................. 3-2
1. NEW AMENDMENT

New Amendment allows you to submit a plan amendment, including attachments and supporting documents, for review and approval by the Office of Child Support Enforcement (OCSE).

1.1 Transmittal Details

**Purpose:** The Transmittal Details screen captures the transmittal information for your plan amendment.

**Procedures:**
- Ensure that the correct state is prepopulated and complete all of the data fields.
- Use a different Transmittal Number for each plan amendment.
- Select “Amendment” for the Type of Plan Material.
- Fields with a red asterisk (*) are mandatory and require data. If you fail to provide data, the system will display an error message (in red) that describes the missing information. (See Figure 1-2, Transmittal Details Error Message.)
- The proposed effective date cannot be earlier than the first day of the calendar quarter in which you submit the state plan transmittal.
- After providing the Federal Regulation Citation and Subject of Amendment, click **Save.** Click **Next** to proceed to the next screen.
- If you click **Save and Close,** the system will save the amendment in the Draft Amendment section and take you to the State Plan home page. In the Draft Amendment section, you can retrieve the amendment to complete and submit or to delete it from the system.
- Click **Cancel** if you want to return to the State Plan home page; the system will not save the data entered.

*Figure 1-1: Transmittal Details*
Transmittal Details Functions:

- **Save** – Saves the information entered on the screen
- **Save and Close** – Saves the information entered on the screen and displays the State Plan home page
- **Next** – Saves the information entered on the screen and displays the Choose Plan Requirement to Change screen (see Figure 1-3)
- **Cancel** – Displays the State Plan home page and the system will not save the data entered
1.2 Transmittal Details Error Message

**Purpose:** The Transmittal Details Error Message screen displays when required information is missing.

**Procedures:**
- Provide the missing data indicated in red. You must enter data in all of the fields: Transmittal Number, Proposed Effective Date, Type of Plan Material, Federal Regulation Citation, and Subject of the Amendment (See Figure 1-1).
- Click **Save** to save the data entered.
- Click **Save and Close** if you want to save the data entered and return to the State Plan home page.
- Click **Next** to proceed to the next screen.
- Click **Cancel** if you want to return to the State Plan home page; the system will not save the data entered.

*Figure 1-2: Transmittal Details Error Message*
1.3 Choose Plan Requirement to Change

Purpose: The Choose Plan Requirement to Change screen allows you to choose which plan requirement to amend. You can only amend one plan requirement at a time.

Procedures:

- Select the plan requirement you wish to amend by using the drop down box.
- Click Go to proceed to the Amendment Details screen.

**Important:** You must select a plan requirement to change or an error message will appear.

---

**Figure 1-3: Choose Plan Requirement to Change**

Choose Plan Requirement to Change Functions:

- **Go** – Displays the Amendment Details screen (see Figure 1-4)
- **Previous** – Displays the initial Transmittal Details screen (see Figure 1-1) and the system will not save the data entered
- **Next** – Displays the last section of Transmittal Details (continued) screen (see Figure 1-6) and the system will not save the data entered.
- **Cancel** – Displays the State Plan home page and the system will not save the data entered.
1.4 Amendment Details

Purpose: The Amendment Details screen displays the plan requirement that you selected to amend.

Procedures:
- Update the plan requirement with the necessary information.
  - The system will prepopulate the Effective Date with the Proposed Effective Date that you provided in the Transmittal Details screen. The OCSE regional office will review the effective date and may change it if the date is incorrect.
  - The system will also prepopulate the OCSE Action Transmittal Number and Transmittal Date for the plan requirement.
- Click Add New File/URL to attach any required attachments or supporting documents (see Figure 1-5). Indicate a file name that easily identifies the document or URL.

  Important: The system only accepts PDF files (e.g., no Microsoft Word files). You can only add one URL/hyperlink at a time.

- Review your changes to ensure accuracy.
- Click Save. Click Next to proceed to the next screen.

  Important: You must click Save to save the response for the plan requirement before clicking Next or the system will not save your data.
Figure 1-4: Amendment Details

Amendment Details Functions:

- **Save** – Saves the information entered on the screen and displays a confirmation message
- **Save and Close** – Saves the information entered on the screen and displays the State Plan home page
- **Previous** – Displays the initial Transmittal Details (see Figure 1-1) screen and the system will not save the data entered.
- **Next** – Displays the second Transmittal Details (continued) screen (see Figure 1-6) and the system will not save the data entered
- **Cancel** – Displays the State Plan home page. If you have not saved any information in previous screens, the system will not save that information
1.5 Add New File/URL Screen

Purpose: The Add New File/URL Screen allows you to upload required attachments and supporting documents to the Amendment Details (see Figure 1-4).

Procedures:
- Provide a name for the file in the File Name data field.
- For the Attachment Type, select PDF for a PDF file or select URL for a hyperlink.
- For the File Location, click Browse to locate the PDF file on your computer.
- If you selected URL, copy the web address in the File Location data field. You can only upload one hyperlink at a time.
- For the Attachment Category, click REQ for required attachments or click SUP for supporting documents.
- Click Submit to add the new file or URL.
- Click Cancel to return to the Amendment Details screen (see Figure 1-4). The system will not add a new file or URL.

Add New File/URL Abbreviations:
- PDF – click this when you want to upload the PDF file version of a required attachment or supporting document (e.g., no hyperlinks).
- REQ – click this when the document is a required attachment, such as 3.1A or 3.3A.
- SUP – click this when the document is a supporting document that helps to provide approval of the plan amendment.

Figure 1-5: Add New File/URL Screen
• **URL** – click this when you want to upload a hyperlink to a required attachment, such as 3.3A. You can only upload one hyperlink at a time. Please ensure the accuracy of the web address.

**Add File Functions:**
- **Submit** – Uploads the file or URL and closes the window
- **Cancel** – Closes the window without uploading the file or URL
1.6 Transmittal Details (continued)

**Purpose:** The Transmittal Details (continued) screen displays the remaining data fields needed to submit the plan amendment for review; it appears after you have completed the steps for the amendment details.

**Procedures:**
- Complete all of the required data fields: Number of the Superseded Plan or Attachment, Governor’s Review, Date of Submittal, Submitter Information, and, if applicable, On Behalf of.
- For the Governor’s Review, select Governor’s Office Reported No Comment, Comments of Governor’s Office Enclosed, No Reply within 45 Days of Submittal, or Other as Specified.
- If you select Other as Specified, a comment box opens for you to provide the appropriate information.
- Provide the information for the authorizing official in the On Behalf of section when you are submitting the plan amendment on his or her behalf: Name, Title, and Email Address.
- Click **Save** to save the data entered. Click **Submit** to submit the amendment.
- To return to the previous screen (see Figure 1-4), click **Previous**. The system will not save the data you entered.
- To cancel the data you entered, click **Cancel** and the system will take you to the State Plan home page.

**Note:** If you clicked **Save** on the Transmittal Details screen (see Figure 1-1) or Amendment Details screen (see Figures 1-4), the unfinished plan amendment will be in the Draft Amendment section. You can retrieve it there to complete and submit or to delete.
Figure 1-6: Transmittal Details (continued)

**Important:** When you enter the name, title, and email address of the authorizing official, you provide an electronic signature that authorizes the state’s plan amendment. The system will send a notification of the plan submission to the people and email addresses entered on this screen. Please check your email account for the notification, including your spam folder.

**Transmittal Details Functions:**
- **Save** – Saves the information entered on the screen and displays a confirmation message
- **Save and Close** – Saves the information entered on the screen and displays the State Plan home page
- **Submit** – Submits the amendment to the OCSE regional office, displays the State Plan home page, and the system notifies the state and OCSE of the submission
- **Previous** – Displays the Choose Requirement to Change screen (see Figure 1-3) and the system will not save the data entered
- **Cancel** – Displays the State Plan home page and the system will not save the data entered
1.7 Draft Amendments

**Purpose:** The Draft Amendments screen displays the amendments that you started but did not submit. When you click **Save** and **Close** after entering the data for a new plan amendment, the system will store the amendment here until you either submit or delete it. You cannot reuse the transmittal number that you assigned to any of the draft amendments until you delete them from the system.

**Procedures:**
- Select the desired amendment.
- Click **Edit** if you want to edit this amendment and submit it for review. The system will display the Transmittal Details screen (see Figure 1-1).
- Click **Delete** if you want to delete the amendment from the system.

**Figure 1-7: Draft Amendments**

Draft Amendments Functions:
- **Edit** – Displays the Transmittal Details screen (see Figure 1-1) for the selected transmittal number
- **Delete** – Deletes the selected amendment and displays the successful deletion confirmation message
1.8 Revert Function

Purpose: The Revert Function allows you to reverse the changes you made to the information on the plan requirement. You will reach this function, located on the below Amendment Details screen, after you retrieve an amendment from the Draft Amendment section.

Procedure:
- Click Revert to reverse the changes you made to the information on the plan amendment. The system will restore the information you changed and generate a confirmation message.

Figure 1-8: Revert Function

Revert Functions:
- Save – Saves the information entered on the screen and displays a confirmation message
- Save and Close – Saves the information entered on the screen and displays the State Plan home page
- Revert – Discards the plan requirement changes from the amendment and displays a confirmation message (in green)
- Previous – Displays the initial Transmittal Details screen (see Figure 1-1) and the system will not save the data entered
- Next – Displays the second Transmittal Details (continued) screen (see Figure 1-6) and the system will not save the data entered
- Cancel – Displays the State Plan home page and the system will not save the data entered
2. **VIEW AMENDMENTS**

**View Amendments** allows you to search for and view plan amendments. Depending on the status of the amendment, you can perform certain actions, such as submit, rescind, or delete.

2.1 **Search Criteria**

**Purpose:** The **Search Criteria** screen allows you to search for and find a plan amendment using the drop-down menu.

**Procedure:**
- To search by transmittal number, select the desired transmittal number then click **Go**.
- To search by plan requirement, select the desired plan requirement then click **Go**.
- To search by status, select the desired status then click **Go**.
- For each of the search criteria, you can select **All**.

![Figure 2-1: Search Criteria](image)

**Search Criteria Functions:**
- **Go** – Displays the Search Results screen (see Figure 2-2) for the selected search criteria
2.2 Search Results

**Purpose:** The Search Results screen displays the results from the search criteria in Figure 2-1. When you select an amendment, you can View, Rescind, or Extend Approval.

**Procedure:**
- To view an amendment, select the desired amendment and click View.
- To rescind an amendment the regional office referred back to the state, select the amendment and click Rescind (see Figure 2-8).
- To provide the OCSE regional office with an extension to the 90-day review deadline, select the amendment marked as Extend and click Extend Approval (see Figure 2-9).

**Figure 2-2: Search Results**

Search Results Functions:
- **View** – Displays the selected amendment
- **Rescind** – Displays the Rescind Amendment screen (see Figure 2-8)
- **Extend Approve** – Displays the Extend Approve Amendment screen (see Figure 2-9)
2.3 Transmittal Details Update

**Purpose:** The Transmittal Details Update screen displays the amendment details for you to update or rescind. You can also select the Amendment Details tab (see Figure 2-4) or Remarks tab (see Figure 2-7). You can only update amendments the OCSE regional office has referred back.

**Procedures:**
- Review the following data fields: State, Transmittal Number, Date, Proposed Effective Date, Type of Material, Federal Citation, Subject of Amendment, Number of the Superseded Plan or Attachment, Governor’s Review, Date of Submittal, Submitter Information, and On Behalf of. Make the desired changes and click Update. The system saves the changes.
- To rescind the amendment, click Rescind. The system displays the Rescind Amendment screen (see Figure 2-8).

**Note:** You may rescind an amendment that you no longer want the OCSE regional office to review.

- To return to the search results, click Return (see Figure 2-2).

![Figure 2-3: Transmittal Details Update](image-url)
Transmittal Details Update Functions:

- **Update** – Saves the updated information
- **Rescind** – Displays the Rescind Amendment screen (see Figure 2-8)
- **Return** – Displays the Search Results screen (see Figure 2-2)
2.4 Amendment Details Update

**Purpose:** The Amendment Details Update screen displays your response to the plan requirement for you to update, rescind, or submit. You can also return to the search results or select the Transmittal Details tab (see Figure 2-3) or Remarks tab (see Figure 2-7).

**Note:** You can only update the response to an amendment that the OCSE regional office has referred back.

**Procedures:**
- Make the desired change to your response to the state plan requirement. Click Add New File/URL (see Figure 1-5) to add a new file or URL. Click Update after you have updated your response; the system saves your changes.
- To rescind the amendment, click Rescind. The system displays the Rescind Amendment screen (see Figure 2-8).

**Note:** You may rescind an amendment that you no longer want the OCSE regional office to review.

- When you want to submit the amendment, click Submit.
- To return to the search results, click Return.

**Figure 2-4: Amendment Details Update**
Amendment Details Update Functions:

- **Update** – Saves updated information
- **Rescind** – Displays the Rescind Amendment screen (see Figure 2-8)
- **Submit** – Submits the amendment to the OCSE regional office and displays the Search Results screen (see Figure 2-2)
- **Return** – Displays the Search Results screen (see Figure 2-2)
2.5 Transmittal Details View

**Purpose:** The Transmittal Details View screen displays the transmittal information for viewing purposes only. You cannot make any changes.

**Procedures:**
- View the transmittal details and click **Return** when you want to go back to the search results. You may also select Amendment Details (see Figure 2-6) or Remarks (see Figure 2-7) to view the information contained on those tabs.

**Important:** If you want to make changes to a submitted plan amendment, you have to contact your OCSE regional representative and ask them to refer the amendment back to you. The amendment will be in the refer back status. You can find it by searching for amendments with this status.

Figure 2-5: Transmittal Details View

Transmittal Details View Functions:
- **Return** – Displays the Search Results screen (see Figure 2-2)
2.6 Amendment Details View

**Purpose:** The Amendment Details View screen displays the state’s response to the plan requirement for viewing purposes only. You cannot make any changes.

**Procedure:**
- View the new response and click **Return** when you want to go back to the search results.
- You may also select Transmittal Details (see Figure 2-5) or Remarks (see Figure 2-7) to view the information contained on those tabs.

**Important:** If you want to make changes to a submitted plan amendment, you have to contact your OCSE regional representative and ask them to refer the amendment back to you. The amendment will be in the refer back status. You can find it by searching for amendments with this status.

![Figure 2-6: Amendment Details View](image)

**Amendment Details View Functions:**
- **Return** – Displays the Search Results screen (see Figure 2-2)
2.7 Remarks

**Purpose:** The Remarks screen displays the remarks from the OCSE regional office for viewing purposes only.

**Procedure:**
- View the remarks and click **Return** when you want to go back to the search results. You may also select Transmittal Details (see Figure 2-5) or Amendment Details (see Figure 2-6) to view the information contained on those tabs.

**Figure 2-7: Remarks**

![Figure 2-7: Remarks]

**Remarks Functions:**
- **Return** – Displays the Search Results screen (see Figure 2-2)
2.8 Rescind Amendment

Purpose: The Rescind Amendment screen allows you to rescind the amendment you no longer want the OCSE regional office to review and approve. When you rescind the amendment, the system does not make a change to your state plan. You can only rescind amendments that the OCSE regional office has not approved and finalized. Once OCSE approves and finalizes an amendment, you will have to make changes via a plan amendment.

Procedure:
- If you need to make changes to a submitted plan amendment, ask your OCSE regional representative to refer that amendment back to the state. The amendment will be labeled Refer Back and you can find it using this status in your search criteria (see Figure 2-1).
- Once you locate the desired plan amendment, select it and click Rescind (see Figure 2-2). The system takes you to the Rescind Amendment screen (see Figure 2-8).
- Provide the effective date that you originally proposed. If you forgot, the system will override that date with whatever date you provide.
- When you want to rescind the amendment, click Submit.

Figure 2-8: Rescind Amendment

Rescind Amendment Functions:
- Submit – Rescinds the amendment and displays the Search Results screen (see Figure 2-2)
- Cancel – Displays the Search Results screen (see Figure 2-2)
2.9 Extend Approve Amendment

Purpose: The Extend Approve Amendment screen allows you to approve or reject the request from the OCSE regional office to extend the review period beyond the 90-day deadline. Often the OCSE regional office will need more time when the Office of General Counsel reviews the mandatory state laws. When the OCSE regional office requests additional information, the 90-day review period begins again once the state submits that information.

Procedure:
- Amendments that need an extension to the 90-day deadline have the Extend label. You can find them by selecting Extend in the search criteria (see Figure 2-1).
- To approve the request, click Approve.
- To reject the request, click Reject. Please provide an explanation when you reject an extension to the 90-day review deadline.
- To leave this screen without taking any action, click Cancel.

Figure 2-9: Extend Approve Amendment

Extend Approve Amendment Functions:
- Approve – Approves the extension request and displays the Search Results screen (see Figure 2-2)
- Reject – Rejects the extension request and displays the Search Results screen (see Figure 2-2)
- Cancel – Displays the Search Results screen (see Figure 2-2)
3. **VIEW IV-D PLAN**

**View IV-D Plan** allows you to view any or all of the state plan requirements and your responses. You can also create a PDF file of any of the requirements in your plan.

### 3.1 View IV-D Plan

**Purpose:** The **View IV-D Plan** screen displays the table of contents for your state plan. You can view the state plan requirements and your responses.

**Note:** The View IV-D Plan will not display any amendments that the OCSE regional office has not approved and finalized.

**Procedure:**
- Use the tab buttons (i.e., 1.1 - 2.11, 2.12-1 - 2.12-21) to locate plan requirements.
- Select the plan requirement you wish to view and click **View**.
- Select the plan requirement you wish to turn into a PDF file and click **PDF Report**.
- The system displays the Plan Requirement screen (see Figure 3-2) or the PDF report.

**Figure 3-1: View IV-D Plan**

**View IV-D Plan Functions:**
- **View** – Displays the Plan Requirement page (see Figure 3-2) for the selected requirement
- **PDF Report** – Displays the Plan Requirement for the selected requirement in a PDF format
3.2 Plan Requirement

Purpose: The Plan Requirement screen displays the plan requirement that you selected on the View IV-D Plan screen.

Procedure:
- View the plan requirement and click Return to go back to the View IV-D Plan screen.

Figure 3-2: Plan Requirement

Plan Requirement Functions:
- Return – Displays the View IV-D Plan screen (see Figure 3-1)
A. STATE PLAN GLOSSARY OF DATA FIELDS AND TERMS

90-day Follow-up Date – The date that is 90 days after the state submitted the plan amendment; this data field is prepopulated.

Action Transmittal Number – This is the OCSE action transmittal number associated with the plan requirement; this data field is prepopulated.

Amendment Details – This tab contains the state plan requirement.

Amendment – This tab, located in the navigation bar, allows you to create, modify, submit, and view plan amendments.

Approval Date – This data field captures the date that the OCSE regional office approved the plan amendment.

Date of Submittal – This data field captures the date that the state submitted the plan amendment.

Effective Date – This data field captures the effective date of the plan amendment that the OCSE regional office approves.

Federal Regulation Citation – This data field captures the citation in the regulation that mandates the plan requirement.

IV-D Plan – This tab, located in the navigation bar, allows you to view the state’s IV-D plan.

Home – This is the landing page for the system.

Number of Superseded Plan or Attachment – This data field captures the plan requirement or attachment that will change due to the plan amendment.

OCSE Action Transmittal Date – This is the date that OCSE issued the action transmittal associated with the plan requirement; this data field is prepopulated.

On Behalf – This section captures information about the authorizing official when his or her designee submits the plan amendment.

PDF – This refers to PDF documents of required attachments or supporting documents.

Proposed Effective Date – This data field captures the date the state proposes that the plan amendment will be effective. The date cannot be earlier than the first day of the calendar quarter in which the state submits the state plan submits transmittal.

Remarks – This data field captures messages from the OCSE regional office to the state.

REQ – This refers to required attachments, such as 3.1A or 3.3A.
**Request Extension Date** – This data field captures the date on which the OCSE regional office requests an extension to the 90-day review deadline.

**Requirement** – This data field provides a list of the state plan requirements in a drop-down menu.

**Status** – Indicates the status of the plan amendment.

- **Approved** – The OCSE regional office approved the plan amendment.
- **Extend** – The OCSE regional office requested an extension to the 90-day review deadline.
- **Finalize** – The approved plan amendment and the system successfully amended the state plan.
- **Refer to State** – The OCSE regional office referred the amendment back to the state for additional information or action.
- **Submitted** – The state submitted the plan amendment and it is under review by the OCSE regional office.

**Subject of Amendment** – This data field captures the subject of the plan amendment (i.e., Federal Tax Refund Offset, Cooperative Arrangements).

**Submitter Information** – This section captures information about the submitter. If the submitter is not the authorizing official, then the name and email address of the authorizing official must appear in the On Behalf section.

**SUP** – This refers to supporting documents that help to provide approval of the plan amendment.

**Transmittal Details** – This tab captures the transmittal information for the plan amendment.

**Transmittal Number** – This data field captures the transmittal number for the plan amendment. The format must be the two letter state abbreviation, then four-digit year, and then three-digit serial number in order received during the year, using dashes in between. For example, the transmittal number for Texas’s first submission for 2015 would be TX-2015-001.

**Type of Material** – This data field identifies the type of plan amendment submitted.

**URL** – This refers to a hyperlink to a required attachment, such as 3.3A. You can only upload one hyperlink at a time. Please ensure the accuracy of the web address.