



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #06-166-OPE

REVISION TO THE W-205A

<p>Date: December 20, 2006</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all staff of a recent change to the Desk Guide for Referrals to the Office of Child Support Enforcement (OCSE) (W-205A). The corrected form will also appear in the Child Support Enforcement Manual.</p> <p>The W-205A has been amended to more comprehensively highlight situations in which in-person versus paper referrals should be used for child support cases.</p> <p>The following bullets have been added to the section covering instances when OCSE in-person interviews are required:</p> <ul style="list-style-type: none"> • Cases in which there is no proof that the absent parent is deceased • A parent leaves the household • A minor child’s father has entered the household and paternity has not been acknowledged or adjudicated <p>The following bullets in the same section have been amended:</p> <ul style="list-style-type: none"> • All reapplication cases closed 90 days or more that contain a child for whom a referral is required • The applicant/participant has given birth to a child and either the father is absent or there is no legal marriage • At least one absent parent is unknown to OCSE (this includes child-only cases and situations where a child joins the household or case)

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

In addition, a separate section was added that describes when OCSE referrals are not required:

- If the child on the case is not applying for or in receipt of Public Assistance
- For one-shot deals
- For pregnant women, until the birth of the child
- Child-only case where both parents are in the household but not on the case

The following bullets have been added to the section covering instances where OCSE paper referrals will suffice:

- Current or prior incarceration
- A case closure for less than 90 days

The following bullets have been deleted from the same section:

- Prior or current court record for child or spousal support, paternity, order of protection, divorce or legal separation
- The applicant/participant is pregnant and either the father is absent or there is no legal marriage

Note: A pregnant women cannot be referred to OCSE until the birth of her child. In addition, if the child on the case is not applying for, or in receipt of Public Assistance, no referral to OCSE is required.


In all instances “Income Support/Job Center” has been updated to “Job Center” to reflect the current language in use.

Effective Immediately

Center Directors should insure that this new version of the **W-205A** be used instead of the version of the form in the OCSE manual until that version in the manual is replaced.

Attachments:

W-205A Desk Guide for Referrals to the Office of Child Support Enforcement (OCSE) (Rev. 12/20/06)

 Please use Print on Demand to obtain copies of forms.



Desk Guide for Referrals to the Office of Child Support Enforcement (OCSE)

In-Person Interview Referrals (M-384k and M-384d)

OCSE in-person interviews are required in the following situations:

- All new cases with at least one child under age 21 that have an absent parent or in which paternity has not been established
- All reapplication cases closed 90 days or more that contain a child for whom a referral is required
- At least one absent parent is unknown to OCSE (this includes child-only cases and situations where a child joins the household or case)
- The applicant/participant has given birth to a child and the father is in the household but there is no legal marriage and paternity has not been established
- Cases in which there is no proof that the absent parent is deceased
- There is an unmarried emancipated minor (through age 20), living separate from his/her parents
- A parent leaves the household
- A minor child's father has entered the household and paternity has not been acknowledged or adjudicated

When referring an applicant/participant to OCSE for an in-person interview, the following information must be available prior to scheduling the appointment:

- The correct spelling of the applicant/participant's name and whether or not it is a payee situation
- The applicant/participant's SSN
- The Job Center number
- The correct case number, Client Identification Number (CIN) and suffix
- A phone number where the applicant/participant can be reached
- The wedlock status: I.W. or O.W.
- Whether there is an existing court order for child or spousal support
- The correct spelling of the absent parent's name
- The absent parent's SSN, if available
- Whether the interview is for an applicant or participant

Paper Referrals (M-384d)

A paper referral will suffice when the JOS/Worker obtains one or more of the following pieces of **new or changed** information on an absent parent already known to OCSE:

- Name of employer (e.g., Macy's, Sears) and, if possible, the employer's address and/or phone number
- Social Security number
- Receipt of employment-related income (UIB, Workers Compensation, etc.)
- Residential address and phone number (if available) of the absent parent
- Name, address and/or phone number where a friend or relative of the absent parent can be reached
- Date and place of birth (county, city or state) of the absent parent, with either or both of the following:
 - Maiden name of absent parent's mother
 - Name of the absent parent's father
- Current enlistment or prior service in any branch of the military
- Prior or current PA, MA and/or Food Stamp case
- Current or prior incarceration
- An applicant's case closure, for less than 90 days

The above information is to be entered on the **M-384d**. **This information is critical to OCSE efforts to obtain court orders for child support.** The participant will receive a bonus payment up to \$50 per month, provided the absent parent meets the support obligation. If the support order exceeds the PA grant, the participant's case will be closed and s/he will receive the full support payment.

The Job Center Group Supervisor compares the information on the **latest M-384** with the information on the previous **M-384d/M-384k** in the case record. The Job Center Group Supervisor will forward every **M-384d** that contains new information to the OCSE Liaison for further screening.

No OCSE referrals (in-person or paper) required for:

- One Shot deals
- Cases when a minor child is not in receipt of or applying for public assistance
- Child-only cases where both parents are in the household
- Pregnant women

Scanning and Indexing

Both the **M-384d** and **M-384k** must be scanned and indexed into the electronic case record.