



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-164-OPE (This Policy Bulletin Obsoletes #06-166-OPE)

### REVISIONS TO THE DESK GUIDE FOR REFERRALS TO THE OFFICE OF CHILD SUPPORT ENFORCEMENT (OCSE) (W-205A)

<b>Date:</b> December 31, 2008	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>The JOS/Worker should encourage the applicant/participant to keep all OCSE related appointments.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff of recent changes to the Desk Guide for Referrals to the Office of Child Support Enforcement (OCSE) (<b>W-205A</b>). It is informational for all other staff.</p> <p>Form <b>W-205A</b> has been updated to reflect the following:</p> <ul style="list-style-type: none"> <li>• The new New York City (NYC) logo</li> <li>• The increased child support pass-through maximum amount of \$100</li> <li>• All references to Public Assistance (PA) have been updated to Cash Assistance (CA) to reflect the Agency’s current language use</li> <li>• To underscore the ability of data to be exchanged between the Paperless Office System (POS) and OCSE databases, references to POS are now included in the document</li> <li>• All references to the 90-day case closure timetable have been removed</li> </ul> <p>The following has been added to the section covering instances when OCSE in-person interviews are required:</p> <ul style="list-style-type: none"> <li>• Cases when an OCSE sanction is in place</li> <li>• A note telling Job Center staff to advise the applicant/participant to bring the completed Absent Parent Questionnaire (<b>M-384k</b>) form/Recertification Absent Parent (<b>M-384d</b>) form to the OCSE appointment</li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center*

The following bullets have been added to the section that describes when referrals to OCSE **are not** required:

- Cases when POS indicates that a referral to OCSE is not needed
- Cases when good cause (including pending legal adoption) has been established
- Cases when there is verification that the absent parent is deceased

The following bullet in the same section has been amended:

- Cases in which both parents are in the household and paternity has been legally established

The “Paper Referrals (**M-384d**)” section has been renamed “POS and Paper Referrals (**M-384d**)” and now includes:

- instructions that a POS referral to OCSE suffices when new information is provided about an absent parent already known to OCSE, except in multi-suffix situations, when referrals to OCSE must be done via paper referral (**M-384d**)


Job Center Directors must insure that prior versions of form **W-205A** are recycled and removed from circulation.

A sample of the revised form is attached.

*Effective immediately*

**Attachments:**

**W-205A**      Desk Guide for Referrals to the Office of Child Support Enforcement (OCSE) (Rev. 12/31/08)

 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 the age of 21 that have an absent parent or in which paternity has not been established
- At least one absent parent is unknown to OCSE (this includes child-only cases and situations in which 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
- Cases with an OCSE sanction in place

#### 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's/participant's name and whether or not it is a payee situation
- The applicant's/participant's Social Security number
- The Job Center number
- The correct case number, Client Identification Number (CIN) and suffix
- A telephone number where the applicant/participant can be reached
- The wedlock status: in or out of wedlock
- 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 Social Security number, if available
- Whether the interview is for an applicant or participant

Job Center staff must advise the applicant/participant to bring the completed **M-384d** form or **M-384k** form to the interview.

### POS and Paper Referrals (M-384d)

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

- Name of employer (e.g., Macy's, Sears) and, if possible, the employer's address and/or telephone number
- Social Security number
- Receipt of employment-related income (UIB, Workers Compensation, etc.)
- Residential address and telephone number (if available) of the absent parent
- Name, address and/or telephone 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 the 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 Cash Assistance, Medical Assistance and/or Food Stamp case
- Current or prior incarceration

**Note:** A paper referral (**M-384d**) is mandatory for situations with multi-suffix cases.

The above information is to be entered on form **M-384d** or onto **POS**. **This information is critical to OCSE efforts to obtain court orders for child support.** The participant will receive a bonus payment up to \$100 per month, provided the absent parent meets the support obligation. If the support order exceeds the Cash Assistance grant, the participant's case will be closed and he/she will receive the full support payment.

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

#### No OCSE referrals are required for:

- Cases when POS indicates that an OCSE referral is not needed
- One-Shot deals
- Cases in which both parents are in the household and paternity has been legally established
- Pregnant women
- Cases when the minor child is not in receipt of or applying for Cash Assistance
- Cases when good cause (including pending legal adoption) has been established
- Cases when there is verification that the absent parent is deceased

**Scanning and Indexing:** Both forms (**M-384d** and **M-384**) must be scanned and indexed into the electronic case record.