

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)

Date: December 31, 2008	Subtopic(s): Forms
Let This procedure can now be accessed on the FIAweb.	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.
	Form <b>W-205A</b> has been updated to reflect the following:
	The new New York City (NYC) logo
	<ul> <li>The increased child support pass-through maximum amount of \$100</li> </ul>
	<ul> <li>All references to Public Assistance (PA) have been updated to Cash Assistance (CA) to reflect the Agency's current language use</li> </ul>
	<ul> <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> </ul>
	<ul> <li>All references to the 90-day case closure timetable have been removed</li> </ul>
	The following has been added to the section covering instances when OCSE in-person interviews are required:
The JOS/Worker should	<ul> <li>Cases when an OCSE sanction is in place</li> </ul>
encourage the applicant/participant to keep all OCSE related appointments.	<ul> <li>A note telling Job Center staff to advise the applicant/participant to bring the completed Absent Parent Questionnaire (M-384k) form/Recertification Absent Parent (M-384d) form to the OCSE appointment</li> </ul>

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

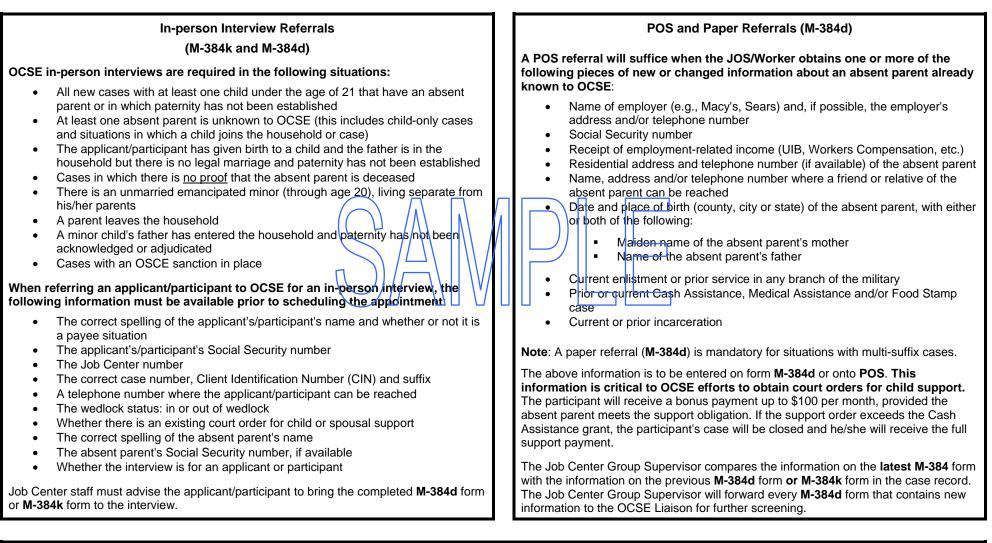
### Attachments:

 Please use Print on Demand to obtain copies of forms.
 W-205A
 Desk Guide for Referrals to the Office of Child Support Enforcement (OCSE) (Rev. 12/31/08)



# Human Resources Family Independence Administration Administration Department of Administration

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



#### 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.